

Town of Chester – PACT Committee Meeting – March 13, 2019

APPROVED Minutes
Town of Chester
PACT Committee Meeting
Wednesday, March 13, 2019
Rangeway Meeting Room

I Preliminaries

1.1 Call to Order

Bob Grimm, Chairman, called this meeting of the PACT Committee to order at 7:00pm.

1.2 Pledge of Allegiance

Chairman Grimm led attendees in the Pledge of Allegiance.

1.3 Roll Call

Members Present:

Bob Grimm, Chairman
Karl Knudsen, Secretary
Chuck Heuer Treasurer
Stephen D'Angelo, Selectman Liaison
Briana Demers, PACT Coordinator
Joe Castricone, Guest

Member Absent:

Jack Cannon, Vice Chair
Mike Romick, School Board Liaison

1.4 Approval of Minutes November 14, 2018, December 12, 2018, and January 16, 2019 Meetings.

Chairman Grimm asked if the committee was ready to approve the committee meeting minutes from November 14, 2018, December 12, 2018 and January 16, 2019.

Secretary Knudsen made a motion to approve the minutes from November 14, 2018, December 12, 2018, and January 16, 2019 Meetings as presented. Motion second by Mr. Heuer. NO Discussion. Chair Grimm called for a vote on the motion. The vote was unanimous in the affirmative 4-0.

II. REPORTS

a. Producer's Report Chair Grimm

1. Recently Produced shows and recorded shows:
2. PTA Chili Cook Off Bingo Night Friday, January 25, 2019
3. School Board Show on Kindergarten with Karl Knudsen and Chair Royal Richardson.
4. School District Meeting March 12, 2019
5. Usage of Emergency Announcements – successful usage of emergency posting for road closures back in January displayed on Channels 20 and 21. Channel 22 had an announcement slide inserted.

b. PACT Coordinator Ms. Demers

1. NHCCM Meetings – Several meetings have been held since last PACT meeting. Discussion has centered upon the upcoming FCC ruling on PEG Access Fees and cable companies charging towns for

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infrastructure. The meeting generated some funding source ideas like under writing and looking into 501c3

2. School District – has not heard back from school regarding status of AV club. Last communication was school still has not found an advisor.

Discussion followed about status and that an email should be generated to school board liaison Romick and Principal LaCroix asking about status of club and plans. To include any help PACT can provide.

3. Volunteer Training – since we have had meeting postponements have not gotten a date but now since time is open in April a date will be sent to committee members and sent out over social media and channel announcements
4. Studio equipment Relocation – TriCaster has been moved to its new rack since last meeting. Plans are moving forward for re-wiring and rack cleanup.
5. Ms. Demers asked to look at our policies and procedures and to make a better mission statement

c. Treasurer Report Chair Grimm

1. 2019-20 Budget update with BOS February 7th Meeting – attended meeting with BOS and was asked about amount of \$5,940 for Telvue service. The amount will appear in the town budget.
2. Balance and Funding to date.
Current PACT fund is at \$52,925.85 as of February 28, 2019
Spent as of February 28, 2019 \$12,313.82
Revenue received February 2019 from Comcast for Franchise fee at 2% \$9,159.46
Town Finance director will make updates to PACT fund in March 2019 to reflect spending and Revenue incomes

Chair Grimm asked to move the agenda so a possible discussion could take place regarding the attendance of Mr. Castricone. The committee agreed. Chair Grimm said that he had received an email from Mr. Castricone expressing interest to fill the vacant committee position. Chair Grimm asked for the pleasure of the committee to discuss his request in public or NON-Public.

NON-PUBLIC SESSION

Liaison DeAngelo made a motion to enter Non-Public Session as per RSA 91-A:3, II(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant. motion was second by Secretary Knudsen. Chair Grimm asked for a voice vote. Secretary Knudsen, Liaison D'Angelo, and Chair Grimm voted in affirmative and Mr. Heuer voted no. Motion carried 3-1. Non-Public entered at 7:59 PM

Liaison D'Angelo made a motion to leave Non-Public session at 8:22 PM. Second by Mr. Heuer. Role call vote all in favor – Liaison D'Angelo, Secretary Knudsen, Mr. Heuer, and Chair Grimm.

Motion made to seal the Non-Public Minutes indefinitely to seal for a period of indefinitely, because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board made by Liaison D'Angelo and second by Mr. Heuer. Roll call vote all in favor – Liaison D'Angelo, Secretary Knudsen, Mr. Heuer, and Chair Grimm.

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The committee decided to offer Mr. Castricone a position with PACT as a volunteer producer. Mr. Castricone will work with Ms. Demers in scheduling time to use camera equipment and or studio for show productions. Mr. Castricone agreed he wants to help anyway he can.

d. Operations Manager's Report Mr. Heuer

1. Update on Studio Equipment Issues –

- a. Broadlink corrected a video issue where sources were not terminated properly on the video DA units.
- b. Identified an issue with the power plant within the studio. It has been determined that there is not enough amperage for our needs and the existing AC Breaker panel is out of code. A request has been made to get a quote on upgrading system from BK Electric.

Liaison D'Angelo and others felt this repair/replacement may fall under the town since it is their building.

- c. Looking for two more racks to give each channel its own rack and to fix the clutter that leads to issues on troubleshooting

Discussion followed on costs of new racks versus used or even donated ones. The committee felt future investigation needs to be done.

2. Action Plan including Monitoring of incoming and outgoing signals – Mr. Heuer is looking for a 16x1 video monitor system for troubleshooting and viewing purposes. Mr. Heuer is gathering information on equipment needed video and audio system and a suitable video/audio monitor.
3. Gathering of outdated equipment and supplies has begun and placed inside of studio for review and tagging.
4. Mr. Heuer continued to speak about the need for backing up systems and to have a security program running on all PCs. Mr. Heuer identified a software program that will fit our needs. This will be purchased this week. It is under \$200 and the current budget can cover it. Recovery disks have been created since the last meeting for all PCs and backup of all shows on Channel 20, 21, and 22 have been done and will continue to be done on a regular basis.

III. OLD BUSINESS

- a. Fire Department Emergency over ride system Chair Grimm reported system should be set up and will reach out to Chester Fire Department to test the signal over-ride from the fire station next week. Mr. Heuer will be kept in the loop.
- b. Status of Installation of 12x1 Monitor system – was not discussed since Mr. Heuer spoke on a new system

IV. NEW BUSINESS

- a. Re-Visit Roles and responsibilities of PACT members – brief discussion on roles of member and their duties.
- B. John Huss New Volunteer – no action taken

Liaison D'Angelo left meeting at 9:00 pm.

V. POLICIES and PROCEDURES

- a. none

VI. ROUNDTABLE - none

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VII. NON-PUBLIC – no further action needed

VII. Anticipation of Next Meeting – Wednesday, April 10, 2019

VIII. ADJOURNMENT

Motion made by Mr. Heuer to adjourn the meeting. Second by Secretary Knudsen. No Discussion. Chair Grimm called for a vote on the motion. The vote was unanimous in the affirmative.

The meeting was adjourned at approximately 9:15pm.

Respectfully Submitted,

Robert Grimm
Chair
Chester PACT
March 15, 2019