

**Town of Chester
PACT Committee Meeting
Monday, January 10th, 2017
Meeting Room Studio
Approved Minutes**

I Preliminaries

Call the Meeting to Order
Roll Call
Chairman's Additions or Deletions
Public Comment (10 Minutes)
Old Business
New Business
Roundtable
Meeting Adjournment

1.1 Call to Order

Joe Castricone, Chairman, called this meeting of the PACT Committee to order at 6:35pm.

1.2 Roll Call

Members Present:

Joseph S. Castricone, Chairman
Karl Knudsen, Secretary
Richard J. LeBlanc, Treasurer
Terry Traynor
Dick Trask, Selectman Liaison

Members Absent:

Bob Grimm

1.3 Additions and Deletions

Chairman Castricone added the Treasurer's Report; Mr. LeBlanc proceeded with the Report. It was clarified that "WA [Warrant Article] Balance" is the Town-approved amount which may be expended from franchise fees. Whatever is left over goes into the savings account; and an average of four thousand dollars (\$4,000) in franchise fees are received quarterly. Two thousand and twenty-three dollars (\$2,023) was spent first quarter of FY 2016/2017; and six hundred and seventy-nine dollars (\$679) remains for second quarter. PACT is only allowed to spend the Town-approved amount annually; of the seven thousand plus dollars (\$7,000+) approved, a total of four thousand four hundred and seventy dollars and sixty-two cents (\$4,470.62) remains in the account for this year.

As of 12/23/2016, the PACT account's total balance is thirty-five thousand six hundred and fifty-six dollars (\$35,656). There is an outstanding figure of two hundred and fifty dollars (\$250) overspent from last year that Mr. LeBlanc hopes to resolve with Finance Director Joanne Smith.

1.4 Public Comment

None.

II Old Business

Chairman Castricone summarized recent events and works currently in progress:

- The movie screen will be purchased by Recreation Department for about seven hundred dollars (\$700)
- Stage lights should be installed by February
- The hole in the wall will be worked on tomorrow
- The audio problem in the Meeting Room has been resolved
- Livestream still has issues with going off the air; this is still being worked on

III New Business

3.1 Channel 20 Programming

Chairman Castricone explained his hopes of recording 15-minute interviews with elected officials / candidates (Governor, Senators, Congress, County Attorney, etc) in their offices, on a quarterly basis, to air on Channel 20. Chairman Castricone suggested recording each and every Town Department head explaining his / her budget proposal for the coming year, and airing it prior to budget presentations with the BOS / Budget Committee. Each department will be informed that if they have a presentation to be put on the big screen TV at Town Meeting, they must see Chairman Castricone as soon as possible to make arrangements.

3.2 Channel 21 Programming

Recent requests to film sporting events were discussed; the Committee is unsure how much can be done with current amenities—help with recording events is invited. Chairman Castricone noted that the Library sends 3-4 requests per week to film programs as well. Some other requests have come in from musicians & groups who wish to perform in the Studio.

Whether Boards & Commissions / Committees are required to record all noticed meetings was discussed; Mr. Trask believes that State Law allows each group to choose whether they are recorded so long as a motion is made. It is unclear how intermittent any group may be in recording their meetings or not. Chairman Castricone mentioned that all such meetings are Public, and theoretically, if a member of the Public comes to film a meeting, that person would be allowed to do so.

3.3 Channel 22 Programming

It was confirmed that Channel 22 is strictly Educational and typically airs one School Board meeting per month.

3.4 Budget

3.4.1 2016/2017 Budget & Equipment Purchases

Chairman Castricone suggested purchases the Committee may wish to consider:

- A Muslin Mover, or 3-track system for curtains enabling simpler background swaps--three hundred and twenty-nine dollars and ninety-five cents (\$329.95) plus one hundred and eight dollars (\$108) apiece for three (3) curtains
- A Teleprompter: Two (2) bids have been received so far—the first is for six thousand seven hundred and ninety dollars (\$6,790) retail, which comes complete and is from a company in CT. The second is for two thousand seven hundred and seventy-nine dollars (\$2,779) from B&H and it is unclear whether it is complete. Both teleprompters have a seventeen inch (17”) display and would be quite useful for program productions.

Mr. Trask would not be in favor of the more expensive of the two; Chairman Castricone will research further to determine if a laptop or PC is required for one or both models.

- Three (3) Lights for the left side of the studio—four hundred and fifteen dollars and forty-seven cents (\$415.47) plus fifty-seven dollars and twenty-four cents (\$57.24) for clamps.
- SDI Cards for cameras—four cards at seven hundred and twenty-five dollars (\$725) apiece for a total of twenty-nine hundred dollars (\$2,900).
- Battery for camera light—thirty four dollars and ninety-five cents (\$34.95)

3.4.2 2017/2018 Budget & Equipment Purchases

Chairman Castricone noted that Livestream needs to be placed in the upcoming budget—two thousand three hundred and eighty-eight dollars (\$2,388) plus ~seventy-five hundred dollars (\$7,500) for contract labor.

3.5 Projects

Chairman Castricone is collaborating with the Fire Department to have a camera and mixer at the Fire Department; it has already been determined that the Cable Company can tap into an existing line and broadcast from the FD to Studio. Flipping a switch could enable Channels 20, 21 & 22 to all air important messages in the event of an emergency. This is very important since it has been an issue in the past that residents have complained of being “unaware” of emergency facility status. Chairman Castricone feels that even during power outages residents could use their smartphones to obtain this information. This project might cost around three thousand dollars (\$3,000) and further research will be done to determine if any emergency management grants may be applicable.

3.6 School

The Committee discussed the possibility of enabling programs to be filmed from Chester Academy for broadcast on Channel 22. Some specifications were mentioned as per information from the School’s IT representative; such as an expense of twenty-two thousand dollars (\$22,000) for upgrades to be made over the course of three (3) years. Five thousand dollars (\$5,000) in equipment is being requested from the School to allow broadcast of monthly School Board meetings. Concerns over having duplicate equipment were discussed, as were the issue of being able to access equipment in the school vs. in the PACT Studio (which is virtually accessible 24/7). Tightrope equipment has been modified by a tech and is ready to be used by the School. No representatives from the School or the School Board were in attendance of tonight’s meeting; and it was agreed that a specific request should be submitted in writing for further consideration of this project.

IV Roundtable

Having been notified that the Station will be broadcast in SDI hi-def once the Comcast contract runs out, Chairman Castricone asked the Committee how they envision the Station in five to six (5-6) years. The Committee will need to plan ahead for these changes and perhaps will need to add a part-time employee for approximately thirty (30) hours per week at ten dollars (\$10) per hour--Chairman Castricone will draft a proposal for such. It was noted that the Library will need free cable service for their new TV, for which they are in the process of determining a location. The Library has special film licenses and may be able to air movies on Channel 21.

V Adjournment

The next meeting of the PACT Committee will be scheduled as needed in the Meeting Room Studio.

Chairman Castricone made a motion to adjourn the meeting at 7:50pm; Mr. LeBlanc seconded the motion. The vote was five (5) in favor with Mr. Grimm absent, so moved.

The meeting was adjourned at 7:50pm.

Respectfully Submitted,

Caroline Rose Wilson, Recording Secretary