

**Town of Chester  
PACT Committee Meeting  
Friday, June 2<sup>nd</sup>, 2017  
Rangeway Meeting Room  
Approved Minutes**

**I Preliminaries**

Call the Meeting to Order  
Pledge of Allegiance  
Roll Call  
Chairman's Additions or Deletions  
Public Comment (10 Minutes)  
Old Business  
New Business  
Roundtable  
Conference Call: TelView  
Meeting Adjournment

*1.1 Call to Order*

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

*1.2 Pledge of Allegiance*

Chairman Castricone led attendees in the Pledge of Allegiance.

*1.3 Roll Call*

**Members Present:**

Joseph S. Castricone, Chairman  
Stephen D'Angelo, Selectman Liaison (arrived 6:45pm, departed 7:08pm)  
Bob Grimm  
Richard J. LeBlanc, Treasurer  
Terry Traynor

**Members Absent:**

Karl Knudsen, Secretary

**Others Present:**

Chuck Heuer  
Ben Kilar, Chester Academy Director of Technology

*1.4 Additions or Deletions*

None.

*1.5 Public Comment*

None.

## **II Old Business**

None.

## **III New Business**

### *3.1 Remaining Funds*

Chairman Castricone explained that this meeting was called primarily to discuss the course of action for the remaining balance of the budget: \$1,747.29. If not used by June 30<sup>th</sup>, the monies will go back into the PACT fund. The Emergency Broadcast System (EBS) never went in the budget, and ~\$3,000.00 will be required to bring it to fruition. Chairman Castricone suggested taking \$1,500.00 to the EBS contractor and spending the remaining \$247.29 on batteries, cards, and other odds and ends. Minimal discussion showed the Committee to be on board with this plan.

**Chairman Castricone moved to contact the Emergency Broadcast System contractor and allow him \$1,500.00 this year for the System; Mr. Traynor seconded the motion. The vote was five in favor with Mr. Knudsen absent; so moved.**

### *3.2 Emergency Broadcast System*

Chairman Castricone reported that Comcast was to come out last Friday to cut a line for the EBS input / output at the Fire Station. However, there are 3 lines there, and Comcast didn't know which one to cut. Chairman Castricone was not available, and Mr. Kilar was not at the School; therefore the line was not cut. Arrangements will be made to reschedule; apparently the line needs to be accessed through the School.

### *3.3 Upcoming Events*

Mr. Kilar will film the 8<sup>th</sup> Grade Award Ceremony on Thursday, June 14<sup>th</sup>. Mr. Traynor will let Chairman Castricone know if he can film the 8<sup>th</sup> Grade Promotion Ceremony on Saturday, June 17<sup>th</sup> as Mr. Kilar is not available.

### *3.4 School Projects*

Mr. Kilar noted that there is quite a bit of raw video from the Academy that needs to be edited; Chairman Castricone reminded that PACT can do this editing. Chairman Castricone felt that further collaboration should take place between the School and PACT to determine the finished products of the raw video. One project currently underway, for example, is the creation of a training video for Chromebook. Mr. Kilar noted that the School does not have its own production equipment, and relies on Windows Movie Maker. Chairman Castricone offered the Studio and programs such as Corel to Mr. Kilar and others from the School for future use.

## **IV Roundtable**

As the new Selectman Liaison, Mr. D'Angelo became acquainted with Mr. Kilar and Mr. Traynor; he already knows the others on the Committee. Mr. D'Angelo explained that he will need greater notice for future meetings; he had a prior commitment this evening. Chairman Castricone explained plans to pull the audio mixer from the MPR and give it to the school sometime this Summer. Also, there are plans to

run new wires from the Studio to the MPR; and from the Studio to the Selectmen's Meeting Room, where there will then be 3 cameras.

Filming arrangements for Town Fair, Halloween, and Christmas will need to be discussed by the Committee in the near future. A Reflexology program was just filmed at the Library and will be airing next week, along with Strawberry Banke and Memorial Day. Remembering When: Part I was just completed, and Part II is in progress.

Mr. D'Angelo recently discussed the potential email alert system with Deputy Fire Chief Clark; Chairman Castricone noted that it has not yet come to fruition. Chairman Castricone and Mr. D'Angelo both explained the Selectmen's desire to receive detailed logs from PACT members so that everyone can be aware who is behind the many quality productions the stations offer; the Committee has been asked for their feedback.

**Chairman Castricone moved to make Chuck Heuer and Caroline Wilson PACT volunteers; Mr. Traynor seconded the motion. The vote was five in favor with Mr. Knudsen absent; so moved.**

## **V Adjournment**

The next scheduled meeting of the PACT Committee is to be determined.

**Chairman Castricone moved to adjourn the meeting; Mr. Traynor seconded the motion. The vote was five in favor with Mr. Knudsen absent; so moved.**

The meeting was adjourned at 7:08pm. Mr. D'Angelo departed the meeting.

## **VII Conference Call with TelView**

The meeting was reopened to conduct a conference call as scheduled with Charlie from TelView.

Charlie explained that meeting agendas can be attached to meeting videos. Each Board, Commission, or Committee can also put their meeting videos on their own webpage with an IFrame link. Like YouTube, videos and playlists can be imbedded and continually added to with a web interface. TelView features adaptive bit rate so that everything uploaded can be either low, medium, or high bandwidth. Videos don't need a particular format and can be uploaded in HD without the need to convert. However, live programs feature an alternative encoder without adaptive bit rate and are streamed in SD only.

TelView offers an HD Server for 1 channel for \$1,000.00. There is a 350 GB limit on on-demand video storage with compression for all 3 channels. 350 GB seemed small to Mr. Heuer; it was wondered what would happen if the limit was reached. Charlie explained that TelView would simply send the Station a "soft reminder" and that no programs would be deleted. The use of archive.org / Amazon Glacier was suggested. A full-time trainer out of NJ would be available to conduct web demos and tutorials.

For greater storage capacity, 1 TB service is available for \$2,400.00 per year. Charlie suggested sticking with the 350 GB plan for the first year and reassessing from there. Charlie confirmed that a 20% discount would still be applied if PACT were to upgrade to 1 TB service. Mr. Heuer requested TelView provide contract pricing quotes in writing for the different storage levels, in case this is called out later for some reason.

Charlie will set up a training session for whoever does uploading. It was suggested the Committee visit Harvard Cable TV's webpage as an example of the customization and features TelView can provide. Chairman Castricone thanked Charlie and informed him that he'd call him on Monday to move forward, pending the Committee's vote / forwarding the preliminary contract to Legal. The conference call was ended.

Chairman Castricone noted his observation that 2-3 weeks after a meeting is placed on-demand, viewing drops off sharply. The Committee wondered how long videos should be stored; Mr. Heuer suggested the Committee generate a proposal addressing disposition of videos and have the BOS sign it into policy to avoid future legal issues. Mr. Traynor wondered how much storage PACT has now, and how much is being used, to compare with what TelView would provide. Overall, the Committee agreed that moving forward with TelView would be the best plan of action.

**Mr. Traynor made a motion to move forward with TelView and have Legal look at the contract; Mr. LeBlanc seconded the motion. The vote was four in favor with Messrs. D'Angelo and Knudsen absent; so moved.**

**Chairman Castricone moved to adjourn the meeting; Mr. LeBlanc seconded the motion. The vote was four in favor with Messrs. D'Angelo and Knudsen absent; so moved.**

Respectfully Submitted,

Caroline Rose Wilson, Recording Secretary