

APPROVED Minutes

**Town of Chester
PACT Committee Meeting
Tuesday, July 30, 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
Jack Cannon, Vice Chair
Karl Knudsen, Secretary
Stephen D'Angelo, Selectman Liaison
Royal Richardson, School District Liaison
Briana Demers, PACT Coordinator

Public Present:

Penny Williams, Reporter Tri-Town Times

1.4 Approval of Minutes June 5, 2019.

Secretary Knudsen made a motion to approve the minutes from June 5, 2019 as presented. Motion second by Mr. D'Angelo NO Discussion. Chair Grimm called for a vote on the motion. The vote was 3-0 with Liaison Richardson abstaining and Mr. Cannon not voting since he was not present at the meeting.

II. REPORTS

- a. Producer's Report Chair Grimm
Recently Produced shows and recorded shows –
Chester Conservation Commission Presents Young Forest Habitats: Making Connections for Wildlife with Wildlife Biologist Thomas Brightman. Ms. Demers and Mr. Knudsen recorded the opening ceremony of Busche Academy.

There are two upcoming shows on the calendar: The Annual Town Fair in September and Spring Hill Farm Fall festival in October.

- b. PACT Coordinator Report – Ms. Demers spoke of doing a video record training in July with a member of the Senior citizens and is planning another one in August.
The PO for the purchase of Tightrope equipment has been generated and submitted to the BOS
- c. Treasurer Report Chair Grimm
1. Reviewed data from the Finance department all POs for 2018-19 have been submitted and processed.
 2. Balance and Funding to date. The latest fund balance is showing \$56,419
 3. PACT received an invoice from Telvue for On Demand services from July to October 2019. Chair Grimm is in correspondence with Telvue to stop service in August since the new system should be in place end of August or September.

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III. OLD BUSINESS – None

IV. NEW BUSINESS

1. PACT Funding
 - a. Franchise Fees
 - b. CIP
 - c. Change Town Warrant to have fund a revolving account as per NH RSA 31:95:H:e
 - d. Town budget
 - e. Other means – donations, underwriting

Chair Grimm presented options to fund PACT in the upcoming fiscal year 2020-21 and beyond. Chair Grimm stated we have all options on the table: Franchise fees; CIP; Change in Town Warrant for a revolving fund balance as per NH RSA 31:95:H: d; having money raised by taxation thru the town budget; and Donations and Underwriting.

Discussion took place about raising the franchise fee to 3% by requesting the Board of Selectmen to inform Comcast. The current fee is 2% and was adjusted in 4th quarter of 2018. It was felt that all avenues should be explored. The CIP needs to move quickly with a due date of paperwork to be submitted September 1st to the Planning Board.

Liaison D'Angelo asked that PACT have a plan of equipment and a timeline. Ms. Demers presented a description of the phases that have taken place and are being planned.

Phase 1 has been underway with purchase of new cameras for the BOS room, Rangeway studio for meetings and the studio itself. The cameras are on order with funding from 2018-019. Also included in that phase was purchase of new computers and a router controller.

Phase 2 is underway with funds from the 2019-20 fiscal year. The idea is to purchase from Tightrope Media Systems a new On Demand system and a new system for playback and record for CH. 20. This would also include design and wiring for the meeting rooms.

Phase 3 for 202-21 would be to complete the changeover for CH 21 and 22 with the Tightrope system. This would also include wiring for the MPR if not enough funds left from 2019-20 budget.

Liaison Richardson asked where the school would fit into this. He provided the committee with a brief definition of the Chester School District (i.e.; customer) requirements for their consideration: *Improved quality Video; Improved quality Audio; and Ability for meeting presentations to be included in the Broadcast / Recording.* Discussion followed on the history of the current equipment being purchased with PACT funds and that that should continue for their upgrades. Mr. Richardson explained that the equipment under discussion was specific to the broadcasting and recording School District meetings or Hearings and, in his view, it should be managed and maintained the same as the equipment in the Municipal offices. Alternatively, he offered that, if the C-A Video Club took off and the School needed to supply age-appropriate equipment for C-A students to use that it would make sense for the school to acquire and manage those devices as, under the same logic, they would not be core to PACT's mission. It was decided by general agreement that the school upgrades be added into Phase 3 and Ms. Demers ~~talks~~ will consult with the school board and C-A IT Director Ben Kilar to develop a cost-effective solution.

Mr. Cannon at first felt since there were issues with the CIP last year it would not make sense to make the attempt again. Liaison D'Angelo felt we should look at all avenues and not sell ourselves short and to have all items broken down including the infrastructure – wiring, etc.

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The committee then spoke about the idea of a revolving fund as per NH RSA 31:95:H:e. Chair Grimm said he had sent each member a copy of the RSA. The RSA reads: "A town may, by vote of the legislative body, establish a revolving fund. Each revolving fund shall be limited to one of the following purposes: (e) Providing cable access for public, educational, or governmental use;..."

"II. If a town establishes a revolving fund for any of the purposes listed in paragraph I, it may deposit into the fund all or any part of the revenues from fees, charges, or other income derived from the activities or services supported by the fund, and any other revenues approved by the legislative body for deposit into the fund. The money in the fund shall be allowed to accumulate from year to year, and shall not be considered part of the town's general surplus. The town treasurer shall have custody of all moneys in the fund, and shall pay out the same only upon order of the governing body, or other board or body designated by the local legislative body at the time the fund is created; provided, that no further approval of the legislative body, if different from the governing body, shall be required. Such funds may be expended only for the purposes for which the fund was created.

III. The legislative body may, at the time it establishes a revolving fund or at any time thereafter, place limitations on expenditures from the fund including, but not limited to, restrictions on the types of items or services that may be purchased from the fund, limitations on the amount of any single expenditure, and limitations on the total amount of expenditures to be made in a year. No amount may be expended from a revolving fund established hereunder for any item or service for which an appropriation has been specifically rejected by the legislative body during the same year."

Chair Grimm said he felt this warrant could replace the existing warrant where each year a specific amount was asked to be spent.

Discussion followed.

Motion made by Liaison Richardson to have a letter sent to the BOS to up the franchise fee to 3% and to place a warrant on the town meeting to have a revolving account instead of a warrant asking for a specific amount. Second by Liaison D'Angelo. NO further Discussion. Chair Grimm called for a vote on the motion. The vote was unanimous in the affirmative 4-0.

Motion made by Liaison D'Angelo to have the committee pursue being placed in the CIP for the upcoming 2020 year. Second by Liaison Richardson. NO further Discussion. Chair Grimm called for a vote on the motion. The vote was unanimous in the affirmative 4-0.

V. POLICIES and PROCEDURES - none

VI. ROUNDTABLE - None

VII. NON-PUBLIC - none

VIII. Anticipation of Next Meeting – TBD

IX. ADJOURNMENT

Motion made by Liaison D'Angelo to adjourn the meeting. Second by Liaison Richardson. No Discussion. Chair Grimm called for a vote on the motion. The vote was unanimous in the affirmative 4-0.

The meeting was adjourned at 8:19 pm.

Respectfully Submitted July 31, 2019
Robert Grimm
Chair
Chester PACT