

In Attendance:

Bill Millios, Coordinator

Greg Fraize, Member

Neal Janvrin, Committee Member, Selectmen's Representative

Kathy Clement, Selectmen's Clerk

The Coordinator opened the meeting at 6:00 pm. All rose for the Pledge of Allegiance.

Neal moved to approve the minutes of November 18, 2019 as written. Greg seconded the motion and the vote was 2-0-1 with Greg abstaining as he did not attend that meeting.

Chairmen's report: None

Coordinators report:

- A. Weekly poster regarding live broadcast schedule - Bill will be drafting and publishing every Sunday the live broadcast schedule onto our sites and the community page. This will bring more structure to FCTV and informing the residents of the live meeting times in advance.
- B. Bill is working in some improved text graphics on all of the live shows, working on the lower third of the shows to insert a much better backdrop which makes it easier to read. It looks good and will be much better for titles.
- C. Bill stated that the live broadcasts from the Town Hall upstairs meeting room are going well, they have done 2 live Budget Committee meetings without any issues.
- D. Update on broadcast tests at the Ellis School – Bill and Greg went to the Ellis School to run the sound checks and check the wiring. The school has speakers that FCTV can use which could help with the echo as they can be moved to the best possible spots. There were some cables that are old and have been taped, this could be causing some of the issues, they spoke to the music teacher and she is willing to help. Bill said that they will be going back after January 6 to set up a mock meeting and run through to see where the issues are. They will move the speakers around to see if that cuts down on the echo and use wireless microphones to have better sound. These tests will be repeated until they have the best possible sound before the next deliberative session.

There was some follow up discussion from the last meeting about purchasing another computer for FCTV. We have a turnkey pc that is failing, there are many random issues with the older pc showing fatal errors. The largest concern is that the system will fail and cause many issues including extended time off air, and many residents are watching the meetings. Greg has been doing some research and found a used system for only \$4,000. but this could come with its own set of problems like no warranty and old software both of which would not be covered under a warranty. With a new system there would be the latest updates and both the hardware and software would be covered under warranty.

Neal made a motion for Bill and Greg to draw up a set of specs showing what is needed and submit at least 3 vendors bids for consideration. Bill seconded and the vote was 3-0.

New Business:

With no further business before the committee Neal made a motion to adjourn the meeting at 6:21 pm.
Bill seconded the motion and the vote was unanimous 3-0.

Respectfully submitted,



Kathy Clement
Recording Secretary