

Brookfield Public Access Committee Meeting
BPAC Studio, Elementary School
Approved Minutes of July 9, 2010

Members Present: Sarah Heller, Gerald (Jerry) Johnson, Sharon Mahoney

Members Absent: Linda Barron (not yet sworn in)

Others Present: None

The meeting was called to order at 7 pm.

1. Organization of the committee

- Jerry moved and Sarah seconded that Sharon be elected Chair.
Yes: Jerry, Sarah, Sharon. All in favor. Motion passed.
- Sharon moved and Jerry seconded that Sarah be elected Secretary. All in favor.
Yes: Jerry, Sarah, Sharon. All in favor. Motion passed.
- Sarah moved and Sharon seconded that Jerry be elected Treasurer. All in favor.
Yes: Jerry, Sarah, Sharon. All in favor. Motion passed.

The three keys for the studio were distributed, one to each member present.

2. New Business:

a. Set up a procedure to inventory studio.

• **Initial observations about the studio:** The studio is in disarray. Camera and computer equipment is scattered around the room. Cabling is lying across the floor. We found a few limited instructions for operating the equipment. None of the equipment appears to have identification tags to indicate it is Brookfield property.

We were not able to locate a central location for paperwork. Papers and file folders were found on desktops, in desk drawers and on shelves. Paperwork for a few purchases were found but nothing recent. No minutes for meetings after 2001 were located. No tapes or DVDs of any recordings after January 2008 were located.

The equipment for airing programming uses DVD players. The programming is recorded using cameras that record to DV tape. We were not able to see any way to convert DV tapes to DVD. There is a computer connected to a device that converts VHS tapes to DV tape, however we could not find any DVD recording capability on that or any other computer in the studio.

• **Vote taken to write a letter to Selectmen:** Jerry moved and Sarah seconded that Sharon be authorized to write a letter to the Selectmen on behalf of the committee. The letter will request the information and materials we need from the previous committee and town accounts in order to inventory town equipment, bring up to date the committee records and prepare a budget. There is urgency to this request since we need to know what money and equipment BPAC possesses before we can assess what we need to run the studio. Especially urgent is a determination of how the previous committee was converting DV tapes to DVD in order to air programming. We also need to secure the recordings of town meetings and events that took place from January 2008 through June 2010. *Jerry Yes, Sarah Yes, Sharon Yes. All in favor. Motion passed.*

b. Set up a procedure to run public access.

- The members initially agreed to divide up the responsibilities for running public access as follows:

Website: Sarah; Video: Sharon; Bulletin Board: Jerry

As soon as the inventory is done and the studio is set up properly, BPAC members will be actively recruiting other volunteers to help with all aspects of public access. In the meantime, essential programming will be recorded by members of the committee. Jerry will tape Advisory Board Meetings. Sarah agreed to tape upcoming concerts on the Common and Selectmen's meetings.

The members discussed the need to have a policy of encouraging volunteers and to investigate the legality of paying a modest stipend for recording and updating the bulletin board. They will also look into having sponsors that donate money to offset the operations.

Sharon will look into the ability to use background music on the air (especially on the bulletin board channel) without violating copyright laws.

- **Installation of fixed camera at the town hall**

Sharon will look into installing fixed camera and recording equipment so that meetings at the town hall banquet room can be recorded by the people at the meeting, eliminating the need for a camera operator. She received a copy of a quote that Selectmen Rudy Heller had gotten from Valley Communications dated October 2009 for approximately \$2000 to accomplish this. Sharon will contact West Brookfield Selectmen's Office to see if they have any advice as they have such a system in place. BPAC members voted to authorize her to proceed with the accomplishment of the installation as a high priority.

- **Fixing bulletin board:**

The bulletin board is currently not functioning properly. Jerry will contact Taylor Whitcomb who set up the bulletin board to see if he can help us fix it. Sarah gave him the contact information that she received from Donna Neylon of the Selectmen's office. Jerry will also talk to Donna about setting up a voicemail extension in the town hall phone system so people can call in their announcements for the bulletin board.

Sarah will email Steve and Cindy Scott to see if they are interested in volunteering to help update the bulletin board, something they have done in the past.

- **Setting up Website:**

The Selectmen delegated the operation of the town website to BPAC. Sarah is working with Steve Mollins of North Brookfield to move the site from Joe Klimavich's server (Joe has generously been donating space on his private server for many years.) The website is set up in Dreamweaver and Sarah has a copy of that program. The website will be left in the current format but updated and additional capabilities will be added. Steve is cleaning up the files and establishing the site on a commercial host. Donna Neylon, as the Selectmen's Representative, will be the official administrator of the site. Town emails will be set up for all town officials, employees and volunteers and they will be assisted to make them operational.

The other BPAC members authorized Sarah to continue this work and keep the committee informed. Once the new site is established, Sarah will create an email for BPAC where people can send bulletin board announcements as well as other communications.

- **Additional initial observations and actions**

(1) Sarah has been in contact with Charter Communications to establish lines of communication with their public access liaison. She will continue to work on this.

(2) Sharon mentioned that Brookfield is 1 of 18 towns in the area that have been designated for a National Broadband Plan for establishing a high speed fiber optic access. She recommended we look into how this will impact Brookfield (<http://www.broadband.gov>).

(3) Jerry said that we should look into the regional buying agreement for purchasing supplies and equipment.

c. Establish a committee meeting schedule.

The members established the 2nd Tuesday of the month as our regularly scheduled meeting time. The meetings will be held at the BPAC studio at 7pm. Sarah will post the meetings with the town clerk along with an agenda.

The meeting was adjourned at 9:35 pm.

Respectfully submitted,

Sarah Heller

Minutes Approved by the Committee: *August 4, 2010*

Minutes delivered to the Selectmen via email: *August 11, 2010*