

Thursday, March 14, 2024 at 6:30pm — Mary E. Bartlett Library, Brentwood NH 03833

Committee Members in Attendance:

Chair: Stefanie Lewendon; Vice Chair: Steve Dawson; Members: Josh Bertoulin, Letty Bedard, Caleb Labbe, George Koch (remote attendance via Google Meets)

Committee Members not in Attendance: Becky Dunham

Advisory Members in Attendance: Janice Wiers

Guests: None

MEETING SUMMARY

The meeting primarily focused on updates and progress regarding the AV installation, which is 40% complete. Discussions also covered the need for improved internet speed at the town hall, the importance of transitioning website maintenance responsibilities to town staff by June 1st, and the potential for a voter guide project. Additionally, the group emphasized the need for better communication and training for town employees on using the new AV and website systems.

KEY POINTS DISCUSSED

Meeting Opening

- The meeting was called to order at 6:42 PM. The last full meeting was on January 11th, with recent activities focused on AV and website tasks in smaller groups. The minutes from the January meeting were approved. [00:00]

AV Installation Update

- The AV installation is approximately 40% complete. George has been working extensively, including spending time in the attic. The final piece of equipment is arriving soon. Next steps include finishing wiring, drilling holes, and configuring the digital signal processor, which will take about eight hours. [02:00]
- Discussion about scheduling a work session on Sunday to continue the installation. [06:00]
- Mention of needing written confirmation for drilling holes in the table and installing power strips. [08:00]
- Explanation of the motion sensor that will automate the conference room setup. [10:00]
- Discussion about the podium placement and its impact on visibility during meetings. [12:00]

Internet Speed Issue

- The town hall currently has a 10 Mbps internet connection, which is insufficient for the new AV system. Block 5 has proposed an upgrade, and Letty will investigate the current bill and potential costs for higher speeds. [18:00]

Training

- Training for the new AV system will be straightforward, involving simple button presses. The select board and committee chairs will need to be trained. [24:00]
- Discussion about the need for a training video for newly elected officials and committee members. [26:00]

Website Update

- The new website went live at the end of January. Recreation needs to be integrated by March 31st. Stripe payment processing is still pending. [31:00]
- Discussion about the need for clear communication to ensure the old website is decommissioned on time. [34:00]

- The committee plans to hand over website maintenance to the town by June 1st. [37:00]
- Mention of the need for a call for spring photos and updating the website with new images. [45:00]
- Discussion about the library's placement on the website, suggesting it should be under "Services" rather than "Community." [48:00]

Future Plans and Committee Continuation

- The committee discussed the importance of continuing their work, including the voter's guide project. They acknowledged the need to give the town time to absorb recent changes before pushing new initiatives. [50:00]
- The committee's current term runs until July, and they are considering whether to continue their work beyond that. [55:00]

Select Board Communication

- The committee plans to request time on the select board's agenda to report on their accomplishments and future plans. They also discussed the need for a distribution list to streamline communication with the select board. [1:00:00]

Meeting Closing

- The meeting was adjourned after a motion and a second. [1:05:00]

ACTION ITEMS

George/Josh

- Finish wiring and drilling holes for AV installation
- Configure digital signal processor

Letty

- Check with Karen about Sunday availability for AV work
- Request internet speed and cost details from the town

Everyone

- Confirm Sunday work session for AV installation
- Prepare for potential photo shoot on Saturday during town meeting
- Send reminder email about March 31st website deadline and June 1st website handover
- Submit spring photos for the website
- Plan for a formal 15-minute report to the select board

Caleb

- Take and upload new photos for the website

*Respectively Submitted,
Stefanie Lewendon—Chairperson, Communications Committee*

Meeting recording uploaded and transcribed with Tactiq: ChatGPT meeting summary