



**DOVER
SCHOOL
DISTRICT**

JOINT BUILDING COMMITTEE, SCHOOL DISTRICT MEDIA ACCESS CENTER – MINUTES (DRAFT)

Meeting Type: Regular Meeting
Meeting Location: McConnell Center, Room 302, 61 Locust St.
Meeting Date: **Monday, January 31, 2011**
Meeting Time: **5:30 p.m.**

Members Present: Parks Christenbury, Aviva Grasso, Audra Lurvey, Kirt Schuman

Members absent: Sarah Fuller, Dean Trefethen

Others Attending: Media Access Coordinator Mike Gillis, Libby Simmons (SAU), City Manager J. Michael Joyal, Jr., Laurrene Ramsdell (Foster's Daily Democrat)

Meeting commenced at 5:30 p.m.

1. Call to Order

Christenbury called the meeting to order at 5:30 p.m.

2. Approval of meeting minutes for Oct. 25, 2010

Motion made by Lurvey, seconded by Schuman, to approve the minutes. Unanimous.

3. Update on status of furniture and equipment installation

Gillis said that a few pieces of furniture had started arriving at the Access Center, including a desk and some chairs for the Access Center office. He said the remainder of the furniture is expected to arrive in two to three weeks. Once installed, Gillis said the remainder of the audio equipment would be installed.

4. Review of additional equipment needs

Gillis first handed out three quotes for equipment already discussed by the JBC. He said the equipment had been on an earlier list but he now had quotes. The quotes were \$6,178.32 from Dell for the turnkey edit system; \$3,130 from PC Mall for edit software; and \$1,713 from SHI for a network switch, transceiver, battery backup and printer. Gillis went over the details of each quote.

Christenbury moved to approve the purchases. Seconded by Lurvey. Unanimous.

Gillis went on to explain the list of additional equipment. He said the list represents the remainder of the multimedia equipment for the Access Center, as well as some studio equipment. He said the School District was involved in creating the list. He said the list was also sent to the state to ensure it was all compatible with the provisions of state building aid. He said the state had signed off on the list.



**DOVER
SCHOOL
DISTRICT**

JOINT BUILDING COMMITTEE, SCHOOL DISTRICT MEDIA ACCESS CENTER – MINUTES (DRAFT)

Meeting Type: Regular Meeting
Meeting Location: McConnell Center, Room 302, 61 Locust St.
Meeting Date: **Monday, January 31, 2011**
Meeting Time: **5:30 p.m.**

Gillis said he was asking the JBC to approve going out to bid on the remaining equipment.

Grasso said she understood the value of some of the equipment, the Smart Boards, but that it seemed like a lot of money.

Christenbury asked if some of the equipment was at the request of the School District. Gillis said it was. He said he had toured the space with school officials and they discussed some of the other multimedia needs of the district.

There was discussion about the document imagers and document camera.

Grasso said the list seemed to be more like a wish list, but that may not be the case.

Schuman said he had no problem going out to bid for the equipment, but wanted more rationale for some of the equipment.

Christenbury suggested school officials be contacted and attend the next meeting to discuss some of the meeting room equipment.

Addressing a question about the teleprompter on the list, Gillis explained the various uses of a teleprompter, including for PSAs, students creating presentations, among other applications, that saves time in the creation of content.

Lurvey moved to allow Gillis to procure bids for the equipment. Seconded by Grasso. Unanimous.

Gillis said he was going to seek a short window on the bid and ask the JBC to meet in a few weeks to address the bids.

5. Other Business

a. Financial update

Gillis said the project remains under budget. Including the purchases authorized tonight, Gillis said the remaining budget was about \$73,000.



**DOVER
SCHOOL
DISTRICT**

JOINT BUILDING COMMITTEE, SCHOOL DISTRICT MEDIA ACCESS CENTER – MINUTES (DRAFT)

Meeting Type: Regular Meeting
Meeting Location: McConnell Center, Room 302, 61 Locust St.
Meeting Date: **Monday, January 31, 2011**
Meeting Time: **5:30 p.m.**

b. Comcast update

Gillis said the second channel is 95. He said Comcast had been to the Access Center and the head end to install equipment, and pending the last few pieces of equipment, the second channel will be ready for broadcast.

Christenbury asked if 95 will be in the low tier. Gillis said yes.

c. Timeline for opening the Access Center

Gillis said it was a bit up in the air, but if the furniture arrived on time, and after some training and the remainder of the equipment installation, the space could be ready in March.

He said once the Access Center is ready, he'd like to hold an open house.

d. Other matters of interest

Schuman offered to take on the task of the plaque.

Grasso asked if there would be an opportunity to work with Dover Adult Learning Center. Gillis said he had already started working with DALC and was creating a PSA that would air on Channel 22 and the education channel. He said he and DALC had been discussing other opportunities to work together.

6. Set Next Meeting

It was decided the next meeting would be set for Feb. 14 at 5:30 p.m. at a location to be determined.

7. Adjourn

Motion made by Lurvey to adjourn. Seconded by Grasso. Unanimous. Meeting adjourned at 6:08 p.m.