

**TOWN GRAY**  
**COMMUNITY TELEVISION & COMMUNICATION ADVISORY COMMITTEE**  
**AGENDA • JANUARY 27, 2021**

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**CTCAC Regular Meeting**

**Online Via Microsoft Teams**  
**Link Posted to graymaine.org Day of Meeting**

**4:00 PM**

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**I. MEETING COMMENCES**

Roll Call

**II. MINUTES FROM PREVIOUS MEETINGS**

- Motion to approve the Minutes from the **October 28, 2020** meeting.
- Motion to approve the Minutes from the **December 9, 2020** meeting.

a. CTCAC Meeting Minutes 10-28-20

b. CTCAC Meeting Minutes 12-09-20

**III. INTRODUCTIONS FROM RANDY**

**IV. GCTV 2 REPORT/ UPDATES FROM GRANT**

**V. WEBSITE & COMMUNICATIONS REPORT/ UPDATES FROM JOLIE**

**VI. MSAD 15 & EDUCATION REPORT/ UPDATES FROM GEORGIA/ MICHAEL**

**VII. COMP PLAN ITEMS DISCUSSION - ANNE**

Read the Comp Plan Here:

[https://www.graymaine.org/sites/g/files/vyhli631/f/uploads/gray\\_comprehensive\\_plan\\_09-16-2020\\_0.pdf](https://www.graymaine.org/sites/g/files/vyhli631/f/uploads/gray_comprehensive_plan_09-16-2020_0.pdf)

**VIII. PROGRAMMING ISSUE**

**IX. EQUIPMENT CHECK OUT POLICY & PROCEDURES - GRANT, RANDY, BRAD**

a. Equipment Policy & Form

**X. OTHER**

**XI. ADJOURN**

*\* The Town of Gray is an equal opportunity employer and complies with all applicable equal access to public accommodations law. If you are planning to attend a Town Council or Town committee or board meeting and need assistance with a physical disability, please contact the Town Manager's office atleast 48 hours in advance of the meeting to have the Town assist you. 657-3339. TTY 657-3931.*

Communications Committee Meeting  
October 28

Attending:

Bradley Fogg, Randy Vlssor, Grant Guiliano, Gail Burke-Myshrall, Jolie Fahey, Michael L Amoureux, Georgia Humphrey , Josh Tiffany, Rachel Lyn (minutes keeper), and Anne Gass

MINUTES:

- I. Approval of the September minutes.
- II. Agenda review. Randy invited topics for Nov (Dec) meeting
- III. Introduction of Jolie Fahey to the committee as a staff member in charge of communication and information sharing for the town.
- IV. Update from Grant on acquisitions. Broadcast Server to be ordered. Fiber-lines discussed. Connection between Middle school and GHGHS to be tested before EOY. Fiber-line from Library to GNGHS status is uncertain. Wifi will work from the Library. Drop at the HS may need to be moved. Confirmation and documentation needed these lines.. Also discussed meeting portal changes slated on Jolie's desk. Randy wants to investigate the contract agreement specifically regarding the video document system This item continues to the next meeting's agenda.
- V. School Check-in. Attendees discussed the School's current culture with the pandemic and potential programming. Randy offered to help evangelize the new system to build interest. There was a question about pushing content to the MSAD15 website.
- VI. Franchising process and Survey.. Plan for executing a Community Needs Assessment was discussed. Randy gave context: As more and more people cut the cord, or can't afford cable TV, and broadband services are still being used, companies are trying to no pay communities for their right of way use. New technology is needed. Brad presented the survey for feedback. Committee voted on the survey with amendments. The means of distribution was discussed.
- VII. Programming. This is a standing agenda item to prepare for having content to stream and broadcast. We reviewed the Public, Education and Government structure and that GrayTV is now only serving Government content. Looking into what other towns are doing was discussed, as well as forming a subcommittee. A programming plan will be part of our proposal to the Town Council. The group talked about having user agreements and rules for public users.
- VIII. Adjournment. Next meeting scheduled for Dec 9

Gray Community Television and Communications Advisory Committee

Secretary's Report: 9 December 2020

Meeting Called to Order at 4:15 pm by Chair Randy Visser

Roll Call:

Committee members present: Randy Visser, Brad Fogg, Rachel Rumson, Gail Burke-Myshrall, Michael Lamoureux

Committee members absent: Georgia Humphrey

Council Liaison: Ann Gass present

Town Dept Reps: Grant Guiliano, GCTV Station Manager; Josh Tiffany, Library; Jolie Fahey, Communications and Website

1. Approval of the Minutes of the October 24, 2020 was tabled until January meeting. They had not yet been published.
2. Station Manager Updates
  - a. New broadcast equipment has been ordered and should be delivered for installation within the next two weeks
  - b. Digital camera with multiple capabilities, including connecting to the internet for live streaming, has been delivered. Policies for public use of the camera and training need to be developed, Brad Fogg will develop the Equipment use form and Jolie Fahey will work to make it a fillable for accessible on the GCTV web page.
  - c. IPS address will be needed for live streaming programs with new camera
  - d. There is a telephone meeting with Charter Communications/Spectrum on Thursday December 10 to hear their presentation on moving GCTV channel 2 from standard definition broadcast to High Definition.
  - e. A new laptop computer, with video editing software, has been received and available for use. Training of users before use may be required by the station manager.
3. Jolie Fahey provided updates on the Town's new website. She is encouraging feedback.
  - a. First draft of the site is being introduced to the Town Council on Tuesday December 15, 2020
  - b. Effort is made at making the site more user friendly, requiring less mining for information and reducing the number of 'clicks' a person must use to find something.
  - c. Briefing and short demonstration was given on the new Meeting Portal, how to find recorded municipal government meetings
  - d. Committee Recommended having a "Watch GCTV" button, or something of that sort, that would take users directly to GCTV live broadcast; and insertion of the broadcast schedule. Also recommended 'forms' that GCTV

would use be on their web page and not hidden or hard to find on the “Documents/Forms” page.

4. Survey Update

GCTV Community Survey is ready for distribution through various means, including: Town Web Page, newsprint, digitally by code on flyers. Recreation Department will be asked to help distribute through their contacts. MSAD 15 will be approached to see what they might be willing to do to help. Rachel and Brad will work to get this done before the January meeting.

5. Council Liaison Gass would like the Committee to review the Cable Television and Communications Committee section of the Comprehensive Plan to ensure that we are meeting the goals and objectives or develop a means of doing so.

6. There was general discussion of all the possibilities and opportunities, hopes and dreams, that could be generated and used by the public and school departments with the new equipment that Community Television has obtained. Internships, local production of programs, scheduling time blocks for public, education and government programs on the channel and over the internet

With no other Old Business and no additions to the agenda, the Meeting was adjourned at 5:30 p.m.

Respectfully submitted

Bradley Fogg

Signed Electronically

DRAFT

# *Gray Community Media*

## **Policy & Procedures Manual - Draft 2 1/21 R/**

Definitions:

**Access Producer** refers to a resident of the Town of Gray, or a person designated by an eligible non-profit organization, that assumes responsibility to produce a content for local distribution on the town's PEG channel.

**Access Sponsor:** refers to a resident of the Town of Gray, or a person designated by an eligible non-profit organization, that assumes responsibility for the content of a program that they provide. Sponsored programs should provide a local phone number at the end of the program that residents may contact FMI.

**Certified** describes an eligible person who has completed training and orientation requirements as an Access Producer.

**Educational Access Programming** refers to programming that is produced by or sponsored by the SAD 15 School System. These programs will typically run during the E block of programming. Programs provided by the School System are the sole responsibility of SAD15.

**Electronic Bulletin Board** refers to computer graphic images that play on the PEG channel in between scheduled programming. Gray residents and NPO's may request access to this EBB using the EEB registration process.

**Eligible Nonprofit Organization** refers to any entity organized under state law as a nonprofit organization and which either is located in the Town of Gray or provides all or some of its services within the Town of Gray.

**Government Access Programming** refers to programs that are produced by or sponsored by the Town of Gray or other Government entity. These programs will typically run during the G block of programming. Such programs are regulated by Municipal officials and are not edited or subject to the sponsorship requirements set forth in this Policy.

**PEG** refers to Public, Educational and Government Channels.

**Public Access Programming** is programming of community interest that may be produced by, or sponsored by, a Gray resident or non-profit organization. These programs are typically scheduled to run during the P block of programming.

**GCTV Equipment** refers to any production equipment owned, leased or managed by GCTV for the production of videos; this may include but is not limited to: audio

equipment and cables, video equipment and cables, lights, stands, cablecasting equipment, character generators, set pieces and computers.

**Production Assistant** refers to anyone who uses GCTV equipment to assist an Access Producer in the production of a video to air on GCTV.

**Release** refers to any documentation stating that a producer has the right to use the video or audio image of a person or copyrighted material.

**Talent** refers to anyone who appears in, or is heard in a video production.

**Underwriting** refers to the practice of funding the costs associated with producing a program a by one or more commercial or non-commercial entities. Recognition may be given to the underwriter at the beginning and end of the program using the PBS model, "i.e. this program was made possible by a grant from \_\_\_\_\_". Such recognition may contain a single graphic logo representation of each underwriter, and may not be more than 30 seconds in total length.

### ***Section I - Rules of Operation***

A. Eligibility requirements for use of production facilities.

1. Production Facilities can only be used by certified Access Producers, and Production Assistants who are 18 years of age or older. Those under 18 must have the supervision of a certified adult, and have written permission from their parent or legal guardian.

2. An Access Producer must show proof of residence in the Town of Gray, or affiliation with an eligible nonprofit organization. Proof of residency must consist of a valid driver's License or photo ID. and a utility bill or rental lease with their name and address. The utility bill or rental lease must have an invoice date within the previous two months.

3. Affiliation with a nonprofit organization serving the Town of Gray must consist of a valid driver's license, or photo ID, and a letter from the nonprofit organization stating the identified person has the authority to either produce a video on behalf of the nonprofit, or to request the cablecast of a program representing the nonprofit. This eligibility is limited to the production or replay of a video for that nonprofit organization. The letter from the nonprofit organization must be on the organization's letterhead and must bear a valid Town of Gray address, or include proof that it provides services within the Town of Gray.

4. Eligibility for the use of the electronic bulletin board is limited to nonprofit activities, or activities or information that is clearly of use or benefit to residents of the City of South Portland, or requested by a resident of South Portland. (campaigns ?)

5. An Equipment Loan Form must be completed when an Access Producer is checking out equipment. This form must verify the condition of all equipment being loaned before and after loan and bear the signature of both the producer and GCTV staff. Producer is responsible for missing or damaged equipment. (Only staff can reserve equipment and check-in/out equipment for use by Producers.)

6. Room Use: Producers are responsible for reserving the Studio/Council Chamber at least one week in advance with the city clerk who maintains a room use log. GCTV staff and the Access Producer shall review the condition of the Studio/Council Chamber and Control Room before and after use. The Producer is responsible for missing or damaged equipment, or furnishings, including soiling of furnishings, carpet or equipment. All cables and equipment used in the production shall be returned to its place of storage by the Producer.

#### B. GCTV Channel Use

Gray residents (or sponsors) planning to share video content over the PEG channel will need to complete a "User Application". This document is kept on record and holds the applicant responsible for all content being submitted. The Access Producer (or sponsors) name and a local phone number shall be added to the end of the program as a 15 second tag to identify themselves to the community.

# **Gray Community Media**

## **User Application Form**

Producers Name \_\_\_\_\_ Today's Date: \_\_\_\_\_

Me. Drivers License No. \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Non-Profit Organization Name (if any) \_\_\_\_\_

e-mail address: \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Telephone Number: (Day) \_\_\_\_\_ (Eve) \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature of parent or guardian if under 18

Rev. 11.26.07

I understand and acknowledge that any program produced by me using So. Portland Public Access Equipment and/or facilities, or provided by me to GCTV for cablecast must comply with the rules set forth in the GCTV policies manual and specifically must not contain any of the following:

- Lottery, or information about a lottery, gift enterprises or similar schemes.
- Any solicitation of funds or advertising designed to promote the sale of commercial products or services.
- Any material that violates Town, State, or Federal laws including, but not limited to those relating to sedition, defamation, slander, libel, invasion of privacy, trademark or copyright.
- Obscenity as defined by community standards.

2. I assume full responsibility for the content of all program material produced or provided by me and cablecast by So. Portland Public Access and I insure that such material will not violate any rights of any third party.

3. I will obtain in writing any clearances, approvals, and licenses necessary for materials contained in any programs I produce or provide before requesting cable casting dates.

4. I indemnify and hold harmless the Town of Gray and their respective staffs from any claims arising out of the use of any program material I produce or provide to GCTV for cablecast.

5. I understand and agree not to use Town of Gray equipment and/or facilities to produce or broadcast programs or other materials for financial gain.

6. I understand that the interpretation of these rules shall be at the discretion of the GCTV staff, and that an appeal of said decision may be made to the Community Television and Communications Advisory Committee whose decision shall be final.

Program Title: \_\_\_\_\_ Program Length: \_\_\_\_\_

Producer Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Town: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

I hereby acknowledge full responsibility for the total program content of the above titled program, and agree to reimburse The Town of Gray for any copyright liability which they may incur as a result of cable casting this program. I also agree to notify GCTV if the program content is of a mature or adult nature. I understand that the use of equipment and cablecast services are available only to qualified legal residents of the Town of Gray.

I acknowledge by my signature below that I am a legal resident of the Town of Gray, or that I am representing a qualified non-profit organization.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Witness: \_\_\_\_\_

Date: \_\_\_\_\_

Parent or guardian if applicant is a minor: \_\_\_\_\_

Date: \_\_\_\_\_

Rev.1.30.07