

**Select Board &
CAC Ad Hoc A/V Subcommittee
Joint Meeting
February 10th, 2022 at 6 PM
*In Person at the Temple Town Hall***

Meeting Minutes

Attendees:

Select Board: Bill Ezell (Chair), Ken Caisse

Absent: George Willard

CAC Ad Hoc A/V Committee: Christine Robidoux (CAC), Keith Charlton (CAC), Dick Benotti (Town Hall Advisory Committee)

Absent: Dan Cournoyer, Rob Wills

Preliminary review of the A/V Proposals

Ezell gave some background on the RFP for Audio Visual installation so that the town can offer remote meeting access. The RFP was issued in December of 2021 with a deadline of January 31st, 2022. The town received three responses, with two of the companies partnering to address our needs, so we are doing a preliminary review as if we were looking at two proposals, not three.

Proposal 1: Jeff Peach Productions & Town Hall Streams

Proposal 2: East West Productions

Caisse suggested we narrow down our needs in terms of equipment. We should come to a consensus on the number of microphones, speakers, etc.

Ezell commented that the equipment being offered is very different from one company vs. the other.

Although Rob Wills was unable to attend the meeting in person, he previously reviewed the equipment proposed by East West and is familiar with it. He is generally pleased with the quality of the equipment being proposed, with an acknowledgement of the price.

Benotti commented that after the two site visits, he felt the one company offered more professional advice.

Ezell circled back to the discussion of equipment, suggesting we likely need 3 table top microphones for boards/committees, and 3 wireless microphones for public comments.

Robidoux noted that East West is ADA compliant and offers equipment that is compatible with hearing aids, including Bluetooth. Caisse in agreement that this is an important feature.

In terms of ease of use, an iPad can be used to manage the East West system.

Charlton noted that the forthcoming Broadband equipment installation location should also be considered. It would be helpful to make sure we have a space set aside for both, that is not intrusive in the stage area but is still easy to access. A phone jack was pointed out on the left front side of the stage in the main hall. Ezell shared that Consolidated expects to have service to the Town Hall by the end of March.

Caisse suggested equipment, including an iPad, should be kept in a lockable cabinet.

Consideration should be given to the fact that Town Hall Streams requires a month to month membership, totaling at least \$3000 per year. This would have to be added to the annual budget.

It appears that one system is more flexible and offers more options for “add-ons” should we need them in the future.

Ezell gave a summary of what we are looking to offer in terms of resident viewing. We can still use zoom without the need to purchase an additional membership/feature.

Ezell will further review the equipment, capabilities and cost with Charlton and make a list of areas where we could potentially scale back on cost for either proposal. We do need more information in terms of equipment from Jeff Peach and Town Hall Streams. There was a lack of specific details in their proposal as compared to the East West proposal. To really consider both equally, we need a bit more information.

There was a consensus that we do not need to do the upstairs annex, which will reduce the cost. The Select Board plans to use ARPA funds for this project. The first tranche has been received and is in a separate account. The town will need to report their intended use(s) for the funds by the end of April, although the money does not need to be spent by that deadline.

Caisse noted a Select Board intention to use \$5000 of ARPA funds for General Miller playground repairs and to replace some damaged fencing and equipment.

Long term, ongoing maintenance and support should also be considered.

It was agreed that Phase 2, which includes projector(s) and a screen in the annex for presentations as well as the ability to view remote participants when they are speaking, is needed and should be included when considering the proposals.

Next steps:

- Develop a list of requirements in terms of equipment based on our preliminary review of the proposal.
- Review equipment proposed to see if additional cost reductions are possible and appropriate given our needs.
- Meet again once we have more information to review the responses.

No other business.

Meeting Adjourned at 6:37 pm.