

**Recording Exploratory Subcommittee Meeting Minutes
March 2, 2023, at 5:00 p.m. in Library**

Members: Chair Will Brassard (Sterling), Diane Swenson (Ashburnham); Michael Hurley (Fitchburg); Melanie Weeks (Fitchburg); Jeffrey Raymond (Athol)

Meeting: Opened at 5:36 p.m. in the Library. In attendance: William Brassard, Diane Swenson, Michael Hurley, Melanie Weeks. Absent: Jeff Raymond. Others in attendance: Donnie Kitzmiller (Director of Technology).

Motion: To approve 2/16/23 minutes. Moved: Melanie Weeks, Second: Mike Hurley. Unanimous.

Review of spreadsheet with quotes, organizing by type (audio only, audio/video, etc). Quotes received at last meeting are the latest dollar values was confirmed. In addition to the discussion on quotes, cost for technician to assist has been confirmed to cost between \$25-\$35 per hour.

Discussion of the microphones being used and do we need 25, depending on the type being used.

Recordings will be posted to You Tube, which through Monty Tech will not have a separate charge.

Options discussed:

1. FATV recording at their facility, cost \$250 per meeting, FATV to host, meeting will need to be held at their facilities. Studio has capacity of 104 people. Days available will need to be reviewed. School Committee meetings will need to be held at the studio.
2. Zoom web app will be available on Chromebooks in future.
3. Additional quotes, if obtained, will need specs for size of room, number of people in attendance, etc.
4. Request for Proposals will be future step and will involve the Business Office or whomever does RFP's for the School.
5. Would the auditorium be a consideration for holding meetings, which would allow use of existing equipment at the school.

Action Items:

- Mike will investigate the use of omni mics and will obtain quotes/pricing.
- Bill will also review with vendors for the type of mics.
- Bill to present the timeline to SC at the March meeting. Currently targeting timeline available for the May meeting.
- Don will review and obtain a corrected quote as shipping was included in the total quoted priced.
- Bill to obtain legal liability/coverage of members.

Meeting adjourned at 6:50. Next meeting scheduled for March 15 at 5:00 p.m., in Library.

Respectfully Submitted,
Diane Swenson
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