

Minutes of 10/28/10 Metuchen TV & Technology Advisory Committee

The regular meeting of the Metuchen TV & Technology Advisory Committee was called to order at 8:05pm on October 28, 2010 in Borough Hall. In attendance were the following members:

Bob Keith	Kenneth Kim	Frank Cammarano
Bob Goldy	Bill Kuhne	Ira Grubman
Justin Manley Secretary	Beatrice Moskowitz, Chairperson	Mike Guarino,

Administrative

-Mike circulated copies of the Minutes of the September Meeting for review and approval. They were approved with one minor typo to be corrected.

Correspondence

-It was then noted that the Borough clerk had received no new complaints since the prior meeting;
-Mike noted that Notices were also received from Cablevision about a new Portuguese channel and that they would provide a \$10 rebate to subscribers due to the Fox downtime due to the contract dispute;

New Business/On-Going Matters

-Beatrice advised that we received 26 completed Survey Questionnaire from this year's Country Fair for feedback from the public, which were discussed. Comments included the need to expand the town-wide WIFI wireless capability and inquiries regarding when Verizon FIOS would be available in our area. Thanks were expressed to all who helped at the booth.

-Bob noted that a sample of the proposed Website survey Ken had drafted, had been posted on the Website for review, which all agreed looked complete;

-Ken had provided a draft of the Request For Proposals (RFP) for submission by 3-4 service providers, along with our current provider to consider for future development of Metuchen's site. Mike had provided background information on several companies that help establish and maintain municipal websites. A few revisions were proposed for the proposed RFP, which was otherwise approved by the Committee and Ken will make the changes. Justin noted that once the RFP is finalized, it would be presented to the Borough Council at one of its upcoming meetings for consideration and approval prior to the expiration of the current contract with City Connections in February 2011.

-Beatrice also suggested that we contact Borough Hall to follow up on the requested copy of our current contract with City Connections to assess its scope and term. She also noted that the Youth Services Board would like to have a link on the municipal site;

-Mike also noted that in conjunction with this process, we should develop a "requirements document" for the Municipal website, as previously suggested by Justin. As Pat suggested, this could include guidelines regarding a standard font size for all data, easy access for the visually impaired and minimum response times for any inquiries for information;

There being no further business, it was agreed to hold our next meeting on Thursday, December 2nd at 8pm and Bill moved that we adjourn the meeting, which was seconded by Ira at 9:10 pm.

Submitted by Michael Guarino, 12/1/10.