



Town of Milton

424 White Mountain Highway ~ PO Box 310 ~ Milton, New Hampshire 03851-0310 ~ 603.652.4501 ~ Fax 603.652.4120

MEMORANDUM

Date: September 14, 2015

Re: Volunteers needed to operate meeting recording equipment

The Town of Milton is seeking interested individuals who would be willing to volunteer their time with operating the recording system in the Meeting Room. The recording equipment would be used during public meetings. Generally the meetings are held during evening hours.

With great thanks to Metrocast, the Board of Selectmen were recently able to obtain recording equipment through a Metrocast grant. The system has audio and video capabilities utilizing an Apple notebook. The system is set up in the Selectmen's Meeting Room and would require someone to sit at the designated table which is directly behind the Selectmen, use a head set, visually monitor the Apple notebook, and make minor adjustments to the system as the meeting is conducted. A short training session on the system would be required and provided by the Town.

If anyone is interested please contact the Town Administrator, Elizabeth Dionne, at 652-4501 x1 or via email at TownAdmin@MiltonNH-US.com.