

## Legislation Text

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**File #:** 20-0008, **Version:** 2

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### Summary

To: Town Commission  
From: Ashley L A Bernal  
Date: 1/21/2020

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**Subject:**

Auditorium Audio and Visual Equipment Upgrades

**Summary:**

At the Town Commission's request, staff has engaged a previous vendor, Encore Broadcast Solutions, to build a quote of the auditoriums audio and visual equipment enhancements. This includes improving the video displays in the auditorium, audio transmission equipment, and an automated close captioning machine with an encoder. Attached to this item is the quote provided by the vendor for line item details.

This quote consists of updating the HDMI presentation switcher to a commercial grade input/output matrix, rather than the consumer grade technology currently in place which has been somewhat unreliable. This technology is specifically engineered for demanding applications and extends control signals up to 330 feet, which means individuals connected to the transmitter would experience little to no interruptions. It also includes a new buildout for two touch screen controllers, one for the Town Manager's position on the dais and one for the Town Clerk's desk. These systems would allow for individual system control for each location. Additionally, two new 86" Panasonic televisions (versus the current 70" setup) would be installed one foot lower than the televisions currently present in the auditorium, allowing for a higher quality of detail to be presented on screen. Smaller items on the quote consist of a transmitter and receiver for the ELMO, a small overhead projector used for presenting items or notes using a high-end document camera, and equipment required for mounting or installing the equipment previously listed.

The largest item on this quote, totaling \$49,344.31, is the Link 492 Encoder. This is an automated close captioning machine capable of producing transcriptions from live recordings. This machine also includes a software that determines individual voices from one another which are then identified on the transcription log. The Link 492 Encoder would aid in the Town's current mission to become fully ADA compliant as it provides an efficient solution for communicating with those who are deaf or hard of hearing.

There are multiple options for the Town Commission to choose from at this point. The original quote, consisting of \$89,079.46, can be reduced in different ways. The first option is by downsizing the television sizes from 86" to 75" (line 14). This would reduce the cost by an estimated \$4,000, however the display would be only slightly larger than the 70" screens present in the chambers now, though they would be controllable through the Extron System. An additional option for savings would be reducing the number of touch screens to only one (line 6), resulting in the system control being stationed on the dais. This would result in savings of \$2,790. Finally, the Commission can choose to pursue an automatic transcription service at a later time, which would bring the final quote to \$39,735.15. It should also be noted that the HDMI converter for the Osprey Card (line 20) will be removed as we already have this equipment. Staff is not requesting approval for the purchase

at this time, but rather being responsive to the Commission's request for estimates to upgrade the system.

**Previous Commission Action:** Town Commission has expressed interest in updating Town Hall's auditorium technology.

**Background/Problem Discussion:** Staff has been researching ways for the town to become ADA compliant over time. This project would include a transcription service that would support individuals with who are deaf or experience challenged hearing allowing for our meetings to be once again posted online, both live and downloadable.

**Expenditure Challenges:** None. Discussion item only.

**Recommended Motion:** None. Discussion only.