Docket No. 26-10-02 New Milford Public Library

I. Applicant Information

1. Organization Name: New Milford Public Library
2. Mailing Address: 24 Main St., New Milford, CT 06776
3. Employer Identification Number: 06-6002046
4. Contact Person for Service List ***(required)*** ☑ ***(check if new/updated)***

   Name: Victoria Carvalho, Grants & Compliance, Town of New Milford

   Mailing Address: 10 Main St., New Milford, CT 06776

   Phone Number: 860-457-4195

   Email Address: VCarvalho@newmilfordct.gov
5. Additional Contact Person for Service List ***(optional)*** ☑ ***(check if new/updated)***

   Name: Pete Bass, Mayor, Town of New Milford

   Mailing Address: 10 Main St., New Milford, CT 06776

   Phone Number: 860-355-6010

   Email Address: PBass@newmilfordct.gov
6. Authorized Representative ***(required)***

   Note: The authorized representative will not be on the service list unless also listed as a contact person, above.

   Name: Pete Bass, Mayor

   Mailing Address: 10 Main St., New Milford, CT 06776

   Phone Number: 860-355-6010

   Email Address: PBass@newmilfordct.gov
7. Purpose of Grant (check one):

   ☐ PEG Grant (capital and equipment for producing/procuring programming)

   ☑ ETI Grant (educational technology initiative)
8. Amount Requested: $ $ 21,189.00

   Note: The "Amount Requested" will autocalculate upon completion of the Itemized Budget, below.

II. Applicant Eligibility

9. Organization Type (check one):

PEG (Programming)

☐ Local community antenna television and video advisory council

☐ State-wide video advisory council

☐ Public, educational and governmental programmer

☐ Public, educational and governmental studio operator

ETI (Educational Technology Initiative)

☐ Board of Education

☑ Public library

☐ Other education entity: _____

10. Which of the following describes your organization?

☐ Connecticut State Agency

☑ Municipality

☐ Nonprofit 501(c)(3) organization. Provide Secretary of the State No.: _____

☐ Other (e.g., LLC or corporation). Provide Secretary of the State No.: _____

11. For each of the PEGPETIA Grant cycles below, indicate whether your organization received a grant and submitted all required compliance filings:

Docket No.	Grant Received?	Date of Compliance Filing		
		Order No. 2	Order No. 3	Order No. 4
24-10-02	☐ Yes ☑ No			
23-10-02	☑ Yes ☐ No	10/29/2024	10/29/2024	10/29/2024
22-10-02	☐ Yes ☑ No			
21-10-13	☐ Yes ☑ No			

Note: If you have received a grant in any of the dockets listed above, you must submit any outstanding compliance filings prior to submitting this application.

III. Investment or Initiative Eligibility

12. Provide a description of proposed capital and equipment investment or education technology initiative. State expected enhancements to PEG programming or education technology. If applicable, state why similar equipment is not available from the local community access studio (PEG only).

The Town of New Milford, on behalf of the New Milford Public Library, requests funding for a professional video streaming, capture, and archive system for the library's main program room. The library currently has an AV system for in-room presentations but no means to broadcast or record events. The new system will let the library livestream and record classes, courses, lectures, presentations, and community meetings.

The system will have two operating modes. A one-touch mode lets everyday library staff start and stop a recording and livestream with no video production experience, using one auto-tracking camera that follows the presenter. An advanced production mode lets an operator control both cameras, switch between views, and add picture-in-picture layouts for larger events and panel discussions.

The equipment, as itemized in DNR Labs Estimate DNR-26-385-0, is:

Two Datavideo DV-PTC-145T auto-tracking PTZ cameras with wall mounts

One Datavideo HS-1650T production switcher, streaming, and recording system with touchscreen controller

One Epiphan Pearl Nano streamer and recorder

One Q-SYS Core 8 Flex audio processor that integrates the library's existing microphones and sound system into the stream and recordings

One NETGEAR M4250 managed PoE++ network switch

Connectors, custom cabling, and labeling

Expected enhancements to education technology:

Access: Residents who cannot attend in person can take part in library educational programming live, including people with mobility, transportation, health, or scheduling barriers.

On-demand learning: Recorded sessions will be available afterward on the library's website and YouTube channel, so programs reach people long after the event.

Archive: The library will build a library-owned archive of local educational and community content in accessible formats.

Sustainable operation: Because of the simple mode, library staff can run the system without hiring a production technician.

Quality: Dedicated audio processing gives online viewers clear, consistent sound.

Similar equipment from the local community access studio: Not applicable. This is an ETI application by a public library, not a PEG application.

13. Identify the affected geographical area(s) and/or school system(s) that will benefit from the investment or initiative:

The proposed initiative will benefit the Town of New Milford, located in Litchfield County, Connecticut, encompassing approximately 62 square miles and serving over 28,000 residents. The investment in camera and audiovisual equipment will enable the New Milford Public Library to livestream educational programs, workshops, and community events, expanding access for residents of all ages, including students, families, seniors, and individuals unable to attend in person. This initiative will enhance community engagement, increase accessibility to library resources, and provide greater opportunities for residents throughout New Milford to participate in educational and cultural programming.

14. State the number of subscribers served or students impacted:

The initiative has the potential to serve approximately 28,000 New Milford residents, including students, families, and seniors, by expanding access to library programs and community events through livestreaming technology.

15. List the schedule for implementation, including estimated dates for key milestones and completion.

Note: Completed projects are not eligible.

No equipment has been ordered, and no installation or other work has begun. The dates below are estimates.

Milestone	Estimated date
Application filed with PURA	Nov. 20, 2026
Notice of grant award	June 2027
Town approves DNR estimate; formal contract issued (within 20 days of approval)	July 2027
50% deposit/PO issued; equipment ordered	July 2027
Equipment delivery; DNR offsite prep and programming	Aug-Sept 2027
On-site installation (1 business day): camera mounting, cabling, rack integration	September 2027
Commissioning, live stream and recording tests, staff training	September 2027
System in service; first public streamed event; as-built documentation delivered	October 2027
Project completion report filed with PURA	November 2027

16. Identify objective performance measures that can be used to evaluate the success or effectiveness of the investment or initiative:

The success of this initiative will be measured by the number of library programs and events livestreamed, online viewership and engagement statistics, recorded program views, and equipment usage. Additional measures will include livestream quality, system reliability, and community feedback to evaluate the effectiveness of expanding access to educational and community programming.

17. Description of organization, including experience and competence related to the proposed project:

The Town of New Milford and New Milford Public Library have experience utilizing technology to enhance communication, public access, and community engagement. The Town currently records and broadcasts public meetings with professional support, demonstrating familiarity with audiovisual and streaming technology. Building on this experience, the Library seeks to purchase camera and audiovisual equipment to livestream educational programs, workshops, and community events. This investment will expand the Library's technological capabilities, improve accessibility, and provide residents with greater opportunities to participate in library programming remotely.

IV. Budget Information

18. Partner organization(s) or other funding sources (if applicable):

Town of New Milford

19. Have you completed the PEGPETIA Itemized Budget form below (with an itemized budget for the investment or initiative)?

☑ Yes.

☐ No. Explain:

20. Have you provided supporting documentation for each item, such as copies of bids, estimates, and quotes?

☑ Yes.

☐ No. Explain:

21. Are the non-equipment costs for design and engineering, installation, training, and warranties/insurance less than 10% of the overall grant request?

Note: Software may be categorized as equipment. Other non-equipment expenses (such as salaries, service agreements, or stipends) are <u>not permitted</u> as part of the grant request.

☑ Yes.

☐ No. Explain:

V. PEG Grant CAP Acknowledgment

22. **For PEG Grant Applicants Only:** The Applicant understands that it must review and comply with the relevant community access provider operating rules and regulations, including the prohibition of the presentation of any advertising material designed to promote the sale of commercial products or services (including advertising by or on behalf of candidates for public office). The Applicant further acknowledges that no organization or company providing community access operations shall exercise editorial control over programming, except as to programming that is obscene and except as otherwise allowed by applicable state and federal law.

☐ Yes.

☐ No.

VI. Signature of Authorized Representative

I, Pete Bass, am authorized to sign this application on behalf of the applicant organization. Under the penalty of law, by signing this application, I affirm that the information provided to the Authority is true and correct to the best of my knowledge and that any errors of omissions will be timely corrected and resubmitted.

I understand that grant funding may be denied due to failure to provide the information and supporting documentation required by this Application.

(Signature) *(Date)*