



BERWICK COMMUNITY TELEVISION

BERWICK'S COMMUNITY ACCESS STATION

We provide public, educational and governmental programming to Comcast subscribers in Berwick, Maine

This document is intended to be used as a starting point for BCTV personnel and Berwick Board of Selectmen. It outlines BCTV beginnings and provides clear documentation on how a small Community Access Station can provide so much more than meeting coverage.

*Berwick Community TV Committee
Derek Gould, Chair
Terri Wright, Secretary
Vicky Stone*

Written by: Terri Wriaht

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CORE VALUES

Core Values of PEG Access

The Community Television Association of Maine adopted the following Core Values as set forth by the Alliance for Community Media. The BCTV Committee believes in these Core Values and strives to provide services that match.

Created by Sue Buske for the ACM West Conference:

Localism: Supports local viewpoints, local perspectives, and the interests of local communities. Most mainstream media programming is intended for national audiences and does not reflect the rich diversity of American community life.

Diversity of Viewpoints-Participatory: Local communities must be able to make and air media that reflects local experiences. Our society is founded on a belief in freedom of expression and free speech.

Promote Dialogue and Discussion: Democracy works best when a wide array of voices and opinions can be seen and heard. The airing of opinions creates an opportunity for dialogue around issues and concerns that people and the community must address.

Media Literacy: A basic tenet of civil society is that the lives of all members of the community are important, and all members of society should be able to represent themselves in the media. In order to represent themselves they need access to: the electronic media tools to create content, the training to use the tools, and the mechanism(s) to distribute community content.

Education: Public, Educational and Government (PEG) access plays an important role in our educational system. It provides a distribution medium for use by schools, libraries and colleges; and it is especially important for education in low income and rural communities.

Non-commercial: PEG access is an essential component in our public media ‘green space’ where, like a public park, we can reflect on who we are without the interference of commercial values.

Civic Engagement: Many of the decisions that most affect our lives are made at the local level by city councils, school boards, mayors, and so on. PEG access keeps the public informed about local government elections, about health services, about public housing, and about other important local political and economic development activities.

Public Safety: In many areas PEG access channels provide for emergency information and community alerts.

Electronic Greenspace: All communication service providers using the public right-of-way or public airwaves should provide bandwidth and funding for PEG access.

BCTV OVERVIEW

The first meeting for Berwick Community TV (BCTV) was held on January 19, 2011. The initial goal was to gain voter support in the establishment of a Berwick community television station. The voters not only approved the proposal for a Community Access Station, but they also voted to ensure that all monies from Comcast Cable fees remained with the Berwick Community Television and did not become part of the Town budget. This provides the BCTV Committee Treasurer with a relatively fixed figure to work from when creating a budget. It also means that, when times are tough, money will not be siphoned from the BCTV line and used for other purposes.

In our first Franchise Agreement BCTV received 2.5% of a potential 5% revenue from Comcast to begin one public access station. This money would purchase equipment, pay for installation, and provide the initial services needed to start a station. The current Comcast agreement is due to expire in July 2017.

Over the last few years Committee members and volunteers have donated countless hours of their time. However, like most community committees/organizations, BCTV has had difficulty recruiting people to help with videotaping, editing, programming, equipment maintenance, and public service announcements.

We currently have three Committee members, out of a possible five. Each of the three Committee members assist with taping meetings in the Town meeting room.

All the offsite videotaping, editing, programming, and public service announcements is done by three volunteers.

Volunteer and Committee recruitment has been done via our webpage and a PSA we aired on BCTV. On several different occasions, we spoke to the high school community coordinator, thinking high school students might want to serve their community service with us. We have made pleas during Selectmen's meetings, and we have made requests at various events where we videotape.

BCTV Committee

BCTV Chair: Derek Gould

Committee Members: Vicky Stone & Terri Wright

We have two (2) adult volunteers – one who prefers running the equipment during Town meetings, and the other who prefers videotaping offsite events. Neither assists with programming, editing, public service announcements, or technical issues.

Volunteers: Thomas Wright & Lisa Huestis

Derek & Terri: Videotape Edit Program PSA Slides Technical Issues Maintenance PegCentral

Tom: Videotapes Technical Issues Transportation

Lisa & Vicky: Covers Selectmen/Planning Board Meetings

BCTV - A Public Access Center

An access center is simply a TV studio. We are not a broadcasting station like Channel 6 or 13. There are no TV producers, camera operators or technicians. Volunteers do it all. An access center is more like a combination school and "equipment library" where individuals and organizations are trained by knowledgeable staff to use TV production equipment and cable channel time to produce and air their shows for the enjoyment of citizens in their community.

BCTV – A Community Resource

Community access stations offer things the larger media entities cannot match. BCTV is a resource that, with the right staff, could provide classes in videotaping and video editing. They might offer workshops on creating your own PSA or partner with our schools to offer a workshop in each of these areas. Our recommendations include ways BCTV could become a more integral part of our small town.

BCTV –Communication & Viewership

BCTV broadcasts on channel 22 over Comcast Cable and we post our meetings and events on a website called PegCentral. We provide information via the Berwick webpage and residents can communicate with us via email or phone. BCTV receives very few emails or phone calls regarding programming. We have had a few complaints when technical problems or mistakes occurred. Residents have, however, thanked us in person for the hours of volunteerism it takes to provide these service. Elder residents in Berwick appear to watch BCTV over cable, while the younger group accesses via the internet.

Many of the younger residents ask why we are not streaming over the internet. They want to watch BCTV live from anywhere. With streaming technology, BCTV could provide so much more content to so many more members of our community. This technology would provide Berwick residents who reside in Florida or some other state for the winter, access to meetings and events.

Of course, we must remember that our programming is made possible by Comcast subscribers. The Committee understands equitability should be maintained. However, we have no solution at this time and recommend BCTV hold off on streaming technology until relocation to a new studio. We cannot fit any additional equipment into the small space we are currently housed.

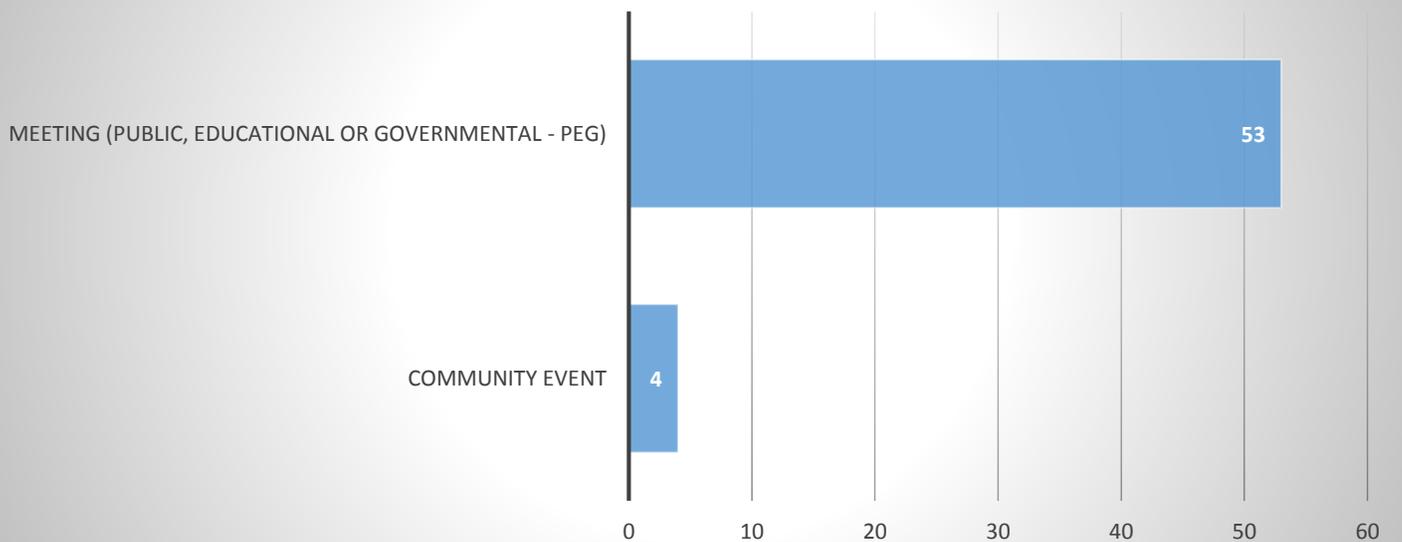
Programming

It is common for small community access stations to offer limited programming. This usually consists of Public, Educational, & Governmental (PEG) meetings and events.

BCTV is operated by the Town of Berwick under a Franchise Agreement with Comcast. Our center is considered exclusively a “Public Access” facility. This means individual residents or groups have equal access and may produce their own TV programs.

Through Franchise Agreements, it is possible for our community station to offer 3 separate channels (Public – events/informational, Educational – School events/sports, and Governmental – town meetings/event.) This is something BCTV Committee Members have discussed. BCTV is still growing and requires additional space as well as personnel before additional channels should be considered.

BCTV Programming 2012



Live Meetings/Events via BCTV Control Room

Live meetings are broadcast from the Town Meeting room only. At this time, we do not have the equipment, technology or resources to provide offsite live broadcasts.

All equipment for recording and producing live meetings is located in the BCTV control room (closet), located inside the Town Meeting room. This room also houses our equipment and files.

BCTV Committee Members Terri Wright and Derek Gould are trained in programming the Leightronix for taping meetings and events. They are also trained in programming the channel, placing taped meetings/events on PegCentral, and performing maintenance on equipment.

Live Meetings Include

- Berwick – Board of Selectmen (1st and 3rd Tuesday of every month beginning at 6:30 PM)
- Planning Board (1st & 3rd Thursday of each month beginning at 6:30 PM)
- Maine Dept. of Transportation – Rochester Street Presentation
- Maine Dept. of Transportation – Bridge Reconstruction
- Annual Town Meeting
- MRI Fire Department Study Presentation
- Public Hearing on May 29, 2013
- Public Hearing September 23, 2013
- Special Selectmen Meeting on May, 1, 2013
- Selectmen Budget Workshop March 25, 2013
- Berwick Public Hearing January 30, 2013

Videotaped Meetings & Events 2012-2013

- MSAD #60 School Board Meetings

Community Events for 2012-2013

- TriCentennial Celebration
- Memorial Day Parade
- Fire Department
- Berwick Youth Baseball Opening Day & Playoffs
- Vision Committee
- Berwick, American Legion Recognition Dinner
- Historical Society
- MSAD #60 Nutritional Program
- Berwick Recreation
- Vivian E. Hussey Art Project
- Christmas Parade

Offsite - videotaping meetings and events

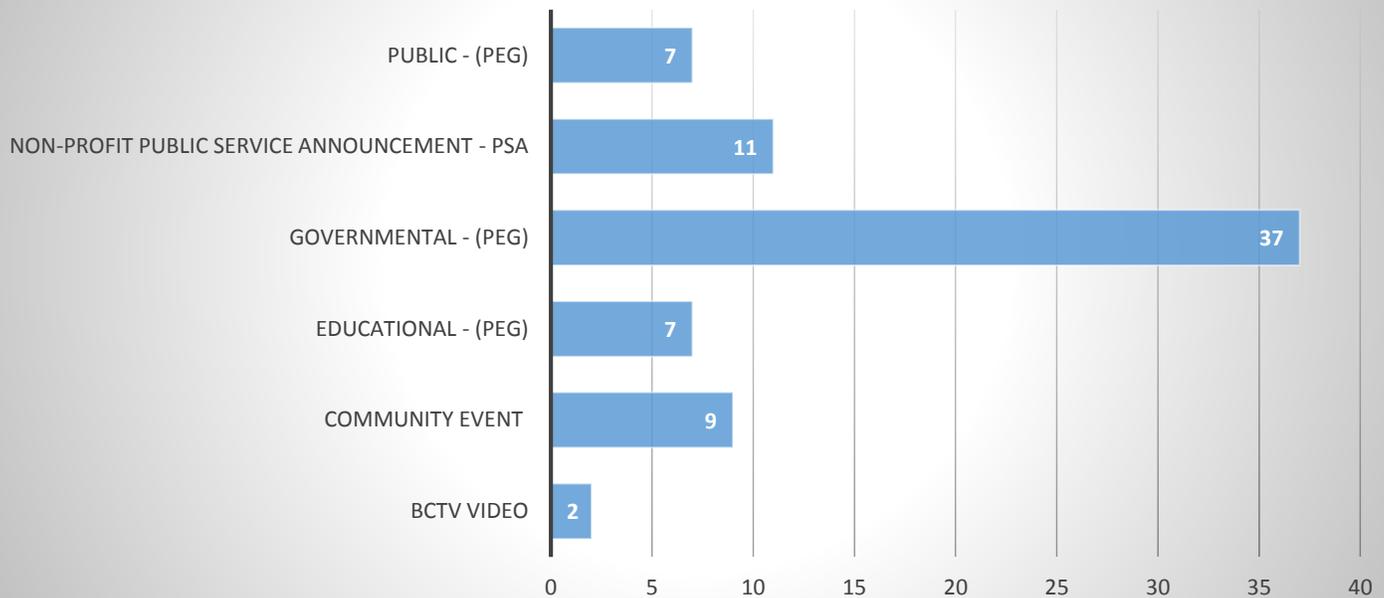
Offsite videotaping requires more time than meetings held where our equipment is housed. This is due to several factors. The first is that equipment must be loaded and unloaded, set up and tested, and then packed up and stored. Next, all recordings must be downloaded and then converted from the XF files used by BCTV Cannon cameras to a file type recognized by video editing software. Depending on the length of the meeting, rendering videos can take 10 minutes to four hours. For our viewing audience, we add the title and date of events to RSU #60 meetings. Editing videos is time consuming and many stations now pay community volunteers a stipend for performing these tasks.

Set-up for live meetings requires training in the following areas:

- How to check each camera – on/off switch, proper placement, leveling, etc.
- Start-up/Shut-down equipment used for videotaping - the TriCaster, the Leightronix, and the Nexkon
- Training in how to stop recording and return Channel 22 to Virtual Channel.
- How to transition between cameras when there is a speaker at the podium.
- How to maintain sound quality – via volume knobs
- Watching the live meeting through two output methods. The first is a direct feed into the control room from the meeting room. The second is Channel 22 output. This enables us to catch differences in sound, picture, or other technical issues.
- Proper shut down procedures for all equipment.

In 2013, BCTV added two new volunteers – one of whom joined the Committee. As evidenced below, the additional volunteers resulted in additional meeting coverage and increased coverage of Town events.

BCTV PROGRAMMING 1/2013 THRU 10/2013



New – Non-Profit, Public Service Announcements

The BCTV Committee is constantly looking at ways we can improve our offerings to Berwick residents. Recently we began a pilot program where we offered to take PowerPoint slides and create Public Service Announcements delivering visual and verbal information to our viewers. These required more work on our part; however, we felt it was important to deliver information in multiple formats. These PSA's have been well received by the residents and vendors alike. We also produced a live PSA – the TriCentennial with our Town Crier.

PSA's produced by BCTV:

- Berwick Library
- Kennebunk – Animal Welfare Society – Spay Neuter Program/ Berwick Animal Shelter & Resource Center / Berwick Police Benevolent Association
- Berwick Vision Committee (as needed)
- Town of Berwick – election information for Town & School Budget
- BCTV Logo Contest
- BCTV Volunteer Recruitment
- Berwick Recreation
- United Methodist Church – Summer Camp
- Silent Auction for Amy Harris
- Berwick Downtown Vision Committee

Community access stations also provide locally produced videos. While town events have been our main focus, there are many different venues we could explore.

Videos Produced by BCTV Committee Members

- Fire Safety at School & Home (Fire Department working with 3rd Grade Students in the Vivian E. Hussey school)
- Berwick Schools, A Historical Perspective – A conversation with Eleanor Murphy & Brian Cincotta from the Berwick Historical Society along with photos of old school houses.

- The Tricentennial Parade & the Tricentennial Opening Ceremony
- The United Methodist Church TriCentennial Service
- Easter Breakfast with the Easter Bunny
- Berwick American Legion – Recognition Dinner
- Berwick Youth Baseball Opening Day

Videos submitted by Berwick Residents

- Championship – Baseball
- Portsmouth Art – Rick Burns

Waiting to be created. . .

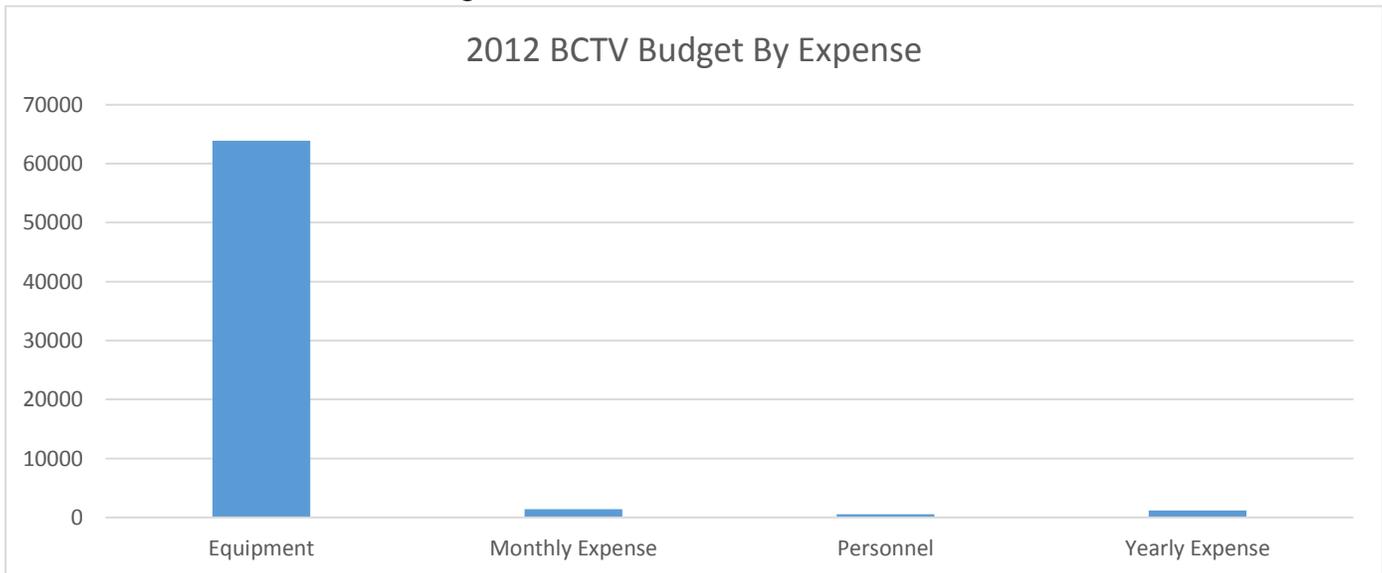
- TriCentennial Fireworks, Bands, and Vendors, Auto Show
- Berwick Methodist Church TriCentennial Puppet Show
- Berwick Library Puppet Show
- Fire Department Safety Day
- Land Trust Grand Opening of a new trail in Berwick

Editing offsite events takes anywhere from 2-10 hours depending on length, audio & video quality, and additional add-in pictures or effects. Each of the completed videos were produced by BCTV Committee members.

BCTV Volunteers experienced personal/medical emergencies this year, causing us to fall behind in rendering videos, and preventing us from following through on all we wanted to accomplish.

BUDGETS

On January 1, 2012, BCTV purchased its first pieces of equipment from Access AV in Concord, New Hampshire. Since that time, BCTV has made other investments to set up the BCTV Control Room and outfit the Town with a community access station in the Town Hall meeting area.



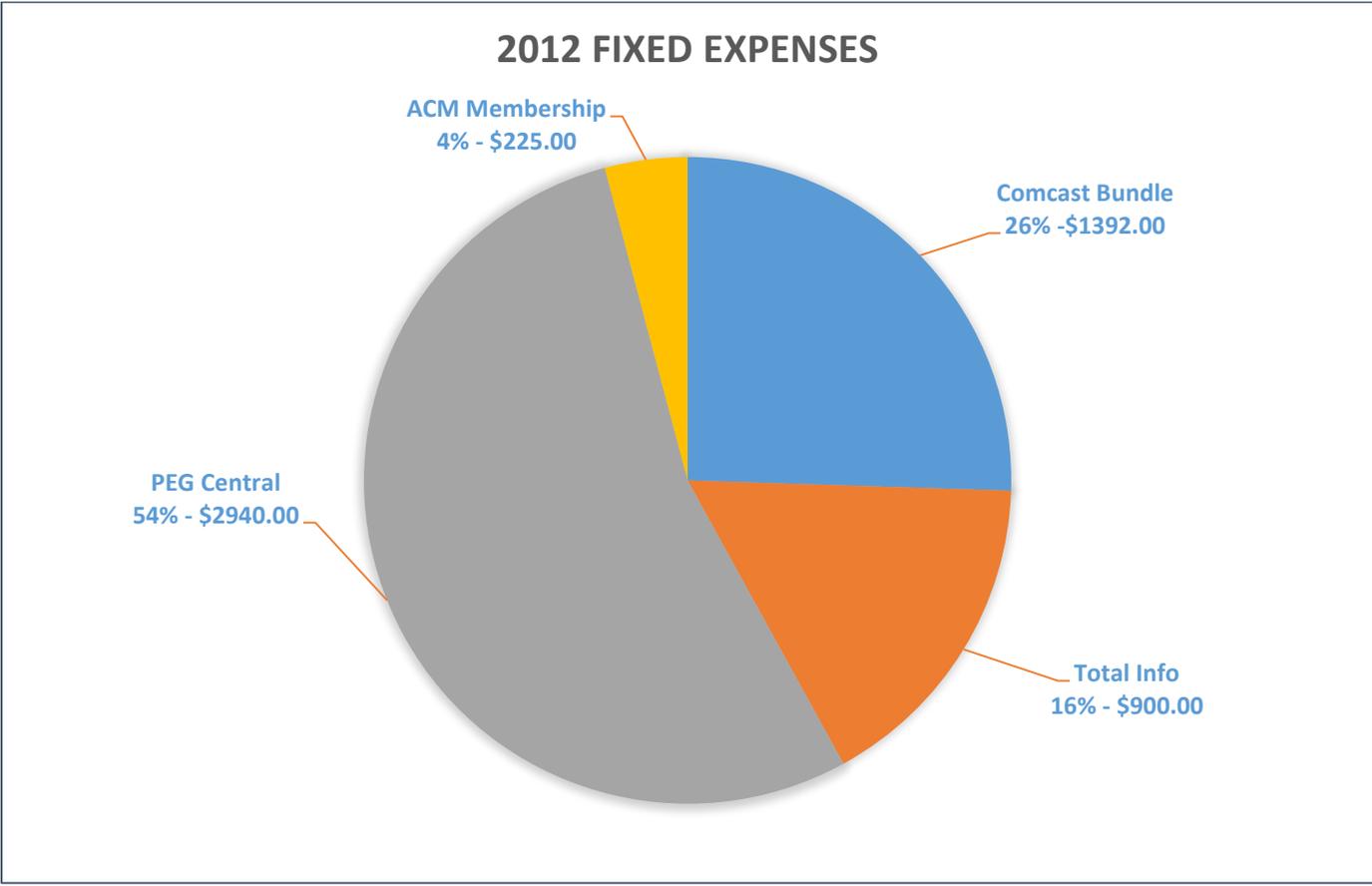
BCTV
Operating expense analysis
1/1/2012

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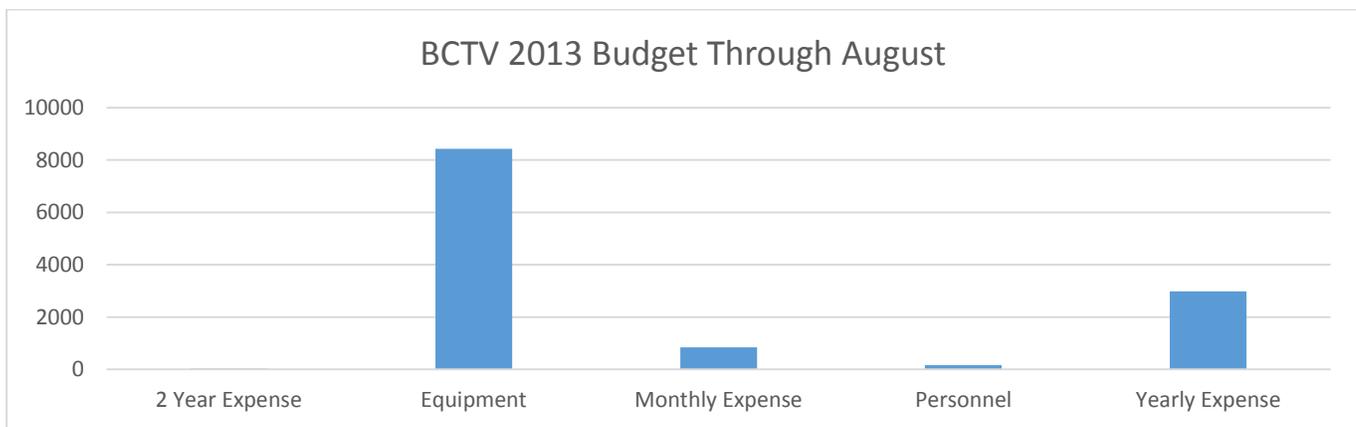
Line Item	January	February	March	Q1	April	May	June	Q2	July	August	September	Q3	October	November	December	Q4
Labor and salaries	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	9,876	595	2,860	13,331	221	378	17,079	17,678	0	160	85	245	10,030	0	0	10,030
Supplies	0	0	0	0	0	0	0	0	0	0	0	0	209	296	0	505
Maintenance, repair, and overhaul	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Utilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Marketing programs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Travel and entertainment	0	0	0	0	0	0	0	0	0	0	0	0	389	136	0	525
Rent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Insurance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Litigation expense	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dues and subscriptions	0	0	0	0	0	0	0	0	0	0	0	0	225	972	0	1,197
Telephone and Internet	87	87	87	261	87	116	116	319	116	116	116	348	116	121	121	358
Recruiting expenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Training	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
General and miscellaneous	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	\$9,963	\$682	\$2,947	\$13,592	\$308	\$494	\$17,195	\$17,997	\$116	\$276	\$201	\$593	\$10,969	\$1,525	\$121	\$12,615

The largest fixed expense for BCTV is media storage at PEG Central. This is where we store the massive hours of media from taped meetings and events. In this location, media is accessible to Berwick residents for viewing purposes only. It cannot be download from this site.

Membership to the Alliance for Community Media provides a small station with valuable information and resources which cannot be obtained locally. The Alliance also provides training opportunities.



BCTV 2013 BUDGET



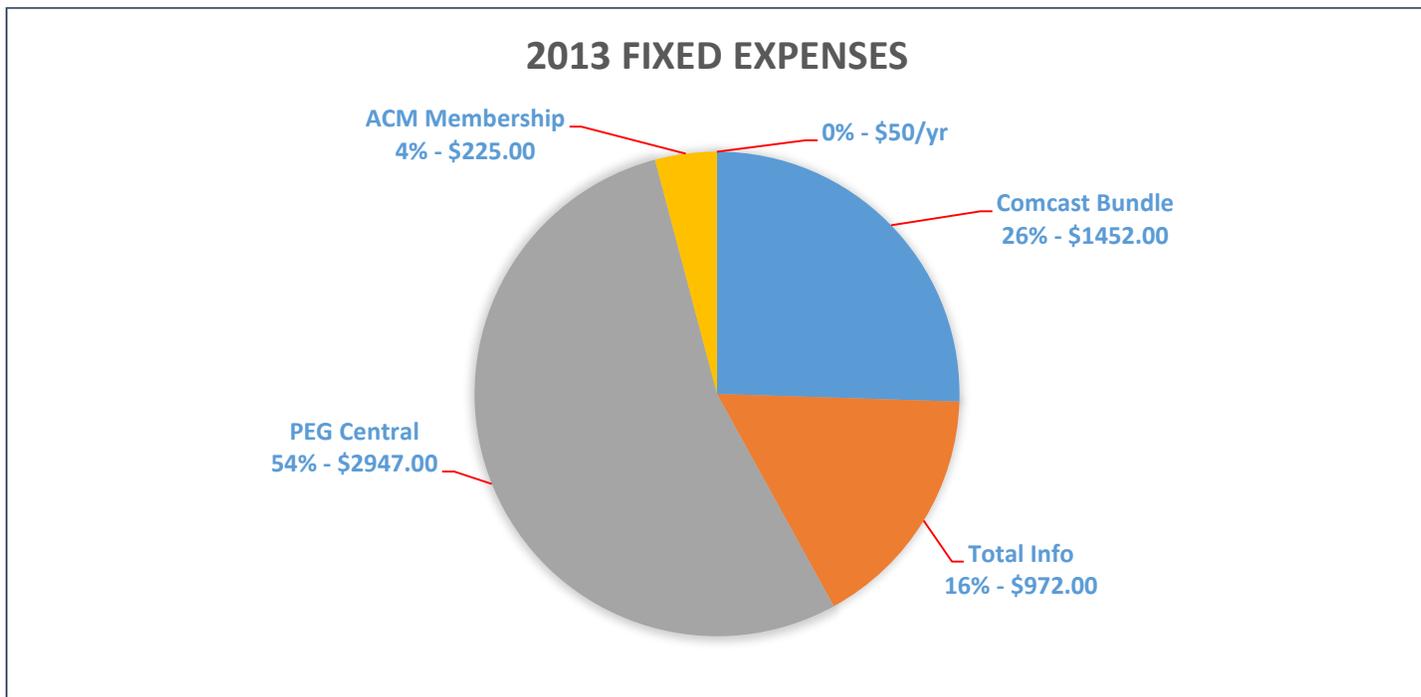
As with any growing station, equipment upgrades and purchases are still needed. In 2013, BCTV added 15 new portable microphones for school board meetings and events outside of our small meeting room. We also purchased strong cases for transporting the microphones and three-wheeled carts to help with that transport. Earlier in the year, we purchased a green screen and lights for interviews and special programming. We hoped to produce a monthly program that provided residents with information and conversations with the Town Manager or a Selectmen. We wanted to include feature stories about our town.

BCTV
Operating expense analysis
1/1/2013

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Line item	January	February	March	Q1	April	May	June	Q2	July	August	September	Q3	October	November	December	Q4
Labor and salaries	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Labor and salaries																
Equipment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Supplies	0	0	0	0	7,163	0	0	7,163	0	0	0	0	0	0	0	0
Maintenance, repair, and overhaul	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Utilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Advertising	0	0	20	20	0	0	0	0	0	0	0	0	0	0	0	0
Travel	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Insurance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Litigation expense	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dues and subscriptions	0	0	0	0	3,012	0	0	3,012	0	0	0	0	0	0	0	0
Communications	121	121	121	363	121	121	121	363	0	0	0	0	0	0	0	0
Recruiting expenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Training	0	0	166	166	0	0	0	0	0	0	0	0	0	0	0	0
General and miscellaneous	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Other	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	\$121	\$121	\$307	\$549	\$10,296	\$121	\$121	\$10,538	\$0							

Our fixed costs remained relatively constant with increases to Comcast and Total Info.



BCTV 2014 & FORWARD

The BCTV Committee has now had three years in which to learn and grow. Throughout this time, the Committee has overcome many challenges, the greatest of which may be the lack of volunteers to assist with the work.

Over the last three years, members and volunteers have given hundreds of hours to ensure BCTV coverage and quality. They have taken care of equipment breakdowns, solved technical issues via online and phone, and learned a lot in the process. However, they cannot continue to provide the coverage Berwick deserves.

In order for BCTV to continue providing the current coverage, we need a person specifically designated to fulfill the many tasks involved. The BCTV Committee has discussed a variety of options which we feel will enhance and enrich BCTV for Berwick residents beginning in 2014 and going forward.

Hire a Coordinator - Part-time to Full-time

This person would be responsible for:

- Weekly Programming (see chart below for reference)
- Communications
- Recruitment and Retention of Committee Members and Volunteers
- Scheduling – Volunteers / Submit Time Sheets
- Equipment Maintenance, Upgrades and Training
- Community Outreach
- Training (Creation and Delivery)
- Videotaping/Editing
- Public Service Announcements
- Budget

Volunteers are finding it difficult to give the amount of time really required to bring our community access station to its full potential. As previously stated, this is a resource which can benefit the community in many ways. By connecting with town departments, schools, organizations, and residents, BCTV can provide information and educational programming. However it can be so much more – a training resource for adults wishing to learn or perhaps enter this field, a place to borrow equipment to videotape special town events, an archive for future generations, and a form of communication for our elderly population.

We believe BCTV should hire a part-time Coordinator (25 hours/week) beginning in January of 2014. This person would be paid through the BCTV account and thus cost no additional money to the taxpayers, since our funds come directly from Comcast subscribers through our Comcast Franchise Agreement.

The following chart shows the number of volunteer hours currently dedicated to BCTV. With only 7-10 hours/week we have been able to accomplish more in 2013 than in 2012.

However, we have set our goals even higher. As noted in earlier sections, there are videos that need to be edited, a website to be designed and maintained, outreach activities, training, correspondence, maintenance, and many other tasks which are (and may remain) unfinished.

		SEP 15 - DEC 15				TOTAL	TOTAL	GRAND TOTAL
		RATE	9/15/2013	10/15/2013	11/15/2013			
Hours & Expense Tracking								
BCTV - Coordinator								
Building Expansion Project								
Programming								
Program Station - Daily/Weekly	\$15.00	2.5	3.5	2.5	0.0	8.5	0.0	8.5
Convert Files	\$15.00	3.0	3.0	3.0	0.0	3.0	0.0	3.0
PegCentral	\$15.00	0.2	1.0	1.0	0.0	2.2	0.0	2.2
Operational / Maintenance	\$15.00	0.8	1.0	7.0	0.3	9.0	0.0	9.0
Total Hours		6.5	8.5	13.5	0.0	28.5	0.0	28.5
Weekly Salary						\$0.00	\$0.00	\$0.00
Taxes-Liability-Insurances						\$0.00	\$0.00	\$0.00
Editing								
PSAs	\$15.00	2.5	2.0	2.0	0.0	6.5	0.0	6.5
Video's - Events	\$15.00	6.0	2.0	0.0	0.0	8.0	0.0	8.0
School Board	\$15.00	2.5	3.0	3.5	0.0	9.0	0.0	9.0
Operational / Maintenance	\$15.00	0.5	0.3	0.5	0.0	1.3	0.0	1.3
Total Hours		11.5	0.0	0.0	0.0	24.8	0.0	24.8
Salary						\$0.00	\$0.00	\$0.00
Taxes-Liability-Insurances						\$0.00	\$0.00	\$0.00
Video Taping								
Events	\$15.00	1.0	2.0	0.0	0.0	9.0	0.0	9.0
PSAs	\$15.00	3.0	4.5	1.5	0.0	9.0	0.0	9.0
PEG Public-Educational-Govt.	\$15.00	7.0	8.5	9.0	0.0	24.5	0.0	24.5
Operational / Maintenance	\$15.00	0.3	0.3	0.0	0.0	0.5	0.0	0.5
Total Hours		11.3	15.3	10.5	0.0	37.0	0.0	37.0
Salary						\$0.00	\$0.00	\$0.00
Taxes-Liability-Insurances						\$0.00	\$0.00	\$0.00
Outreach								
Town Departments	\$15.00	1.0	1.0	2.0	0.0	4.0	0.0	4.0
Organizations	\$15.00	0.5	3.0	1.0	0.0	4.5	0.0	4.5
School Groups	\$15.00	0.3	0.5	0.5	0.0	1.3	0.0	1.3
BCTV Committee Meetings		3.0	3.0	0.5				
Volunteers/Training				1.0				
Businesses	\$15.00	0.3	0.0	0.0	0.0	0.3	0.0	0.3
Total Hours		5.0	7.5	5.0	0.0	17.5	0.0	17.5
Salary						\$0.00	\$0.00	\$0.00
Taxes-Liability-Insurances						\$0.00	\$0.00	\$0.00
RESOURCE SUMMARY								
Programming		7.0	8.5	6.5	0.0	22.0	0.0	28.0
Editing		12.5	12.5	5.5	0.0	24.5	0.0	24.5
Video Taping		10.0	13.0	14.0	0.0	37.0	0.0	37.0
Outreach		1.8	1.5	7.5	0.3	11.0	0.0	11.0
Resource Grand Total Hours		31.2	35.5	33.5	0.3	94.5	0.0	94.5
Salary		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Taxes-Liability-Insurances		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

We would like the Coordinator to standardize our programming. Scheduling programs is difficult and time consuming. When a meeting is cancelled or postponed, someone must physically change the programming already input.

Sample Program Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00 AM	SELECTMEN MEETING	SELECTMEN MEETING	SELECTMEN MEETING	SELECTMEN MEETING	SELECTMEN MEETING	SELECTMEN MEETING	SELECTMEN MEETING
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM	PSA/COMMUNITY EVENT/VIDEO	PSA/COMMUNITY EVENT/VIDEO	PSA/COMMUNITY EVENT/VIDEO	PSA/COMMUNITY EVENT/VIDEO	PSA/COMMUNITY EVENT/VIDEO	PSA/COMMUNITY EVENT/VIDEO	PSA/COMMUNITY EVENT/VIDEO
2:00 PM	PLANNING BOARD MEETING	PLANNING BOARD MEETING	PLANNING BOARD MEETING	PLANNING BOARD MEETING	PLANNING BOARD MEETING	PLANNING BOARD MEETING	PLANNING BOARD MEETING
3:00 PM	PSA/COMMUNITY EVENT/VIDEO	PSA/COMMUNITY EVENT/VIDEO	PSA/COMMUNITY EVENT/VIDEO	PSA/COMMUNITY EVENT/VIDEO	PSA/COMMUNITY EVENT/VIDEO	PSA/COMMUNITY EVENT/VIDEO	PSA/COMMUNITY EVENT/VIDEO
3:30-4:00 PM	SCHOOL BOARD MEETING	SCHOOL BOARD MEETING	SCHOOL BOARD MEETING	SCHOOL BOARD MEETING	SCHOOL BOARD MEETING	SCHOOL BOARD MEETING	SCHOOL BOARD MEETING
4:00 PM	SCHOOL BOARD MEETING	SCHOOL BOARD MEETING	SCHOOL BOARD MEETING	SCHOOL BOARD MEETING	SCHOOL BOARD MEETING	SCHOOL BOARD MEETING	SCHOOL BOARD MEETING
5:00 PM	PSA/COMMUNITY EVENT/VIDEO	PSA/COMMUNITY EVENT/VIDEO	PSA/COMMUNITY EVENT/VIDEO	PSA/COMMUNITY EVENT/VIDEO	PSA/COMMUNITY EVENT/VIDEO	PSA/COMMUNITY EVENT/VIDEO	PSA/COMMUNITY EVENT/VIDEO
5:30-6:30	PSA/COMMUNITY EVENT/VIDEO	PSA/COMMUNITY EVENT/VIDEO	PSA/COMMUNITY EVENT/VIDEO	PSA/COMMUNITY EVENT/VIDEO	PSA/COMMUNITY EVENT/VIDEO	PSA/COMMUNITY EVENT/VIDEO	PSA/COMMUNITY EVENT/VIDEO
6:30 PM	PLANNING BOARD MEETING	LIVE TOWN MEETING (1ST & 3RD ONLY)	PLANNING BOARD MEETING	LIVE TOWN MEETING (1ST & 3RD ONLY)	PLANNING BOARD MEETING	PSA/COMMUNITY EVENT/VIDEO	PSA/COMMUNITY EVENT/VIDEO
7:00 PM	PSA/COMMUNITY EVENT/VIDEO	SELECTMEN MEETING	PSA/COMMUNITY EVENT/VIDEO	PLANNING BOARD MEETING	PSA/COMMUNITY EVENT/VIDEO		
8:00 PM	SCHOOL BOARD MEETING		SCHOOL BOARD MEETING		SCHOOL BOARD MEETING		
9:00 PM	SCHOOL BOARD MEETING		SCHOOL BOARD MEETING		SCHOOL BOARD MEETING		
10:00 PM							
11:00 PM							
12:00 PM							

*Note: When programming the station for the week, we rely on length and type of event/video. The entire process can take anywhere from 20 minutes to 2 hours depending on the number of events required to fill a day and the number of live meetings to schedule.

In our effort to offer alternative programs to residents – especially during times when meetings are cancelled or postponed – we use an online resource called PegMedia. Programs are provided by other Public Access Stations through Maine and the nation. They range in price from free to \$5/episode or program downloaded. These can be saved to our hard drive for viewing at a later date as well. The Coordinator would be responsible for choosing appropriate items per the BCTV Committee. A Coordinator would have more time to review films, download, and load on Leightronix for BCTV.

PegMedia.Org Programs

Name	Description	Unit Price	Length	Shows
Accessing Maine Government Info	Informational Sessions on how to access Maine services	\$0.75	39	12
Autism Today	Multiple episodes describing Autism	.50-\$1.00		Multiple
Beatrix Potter	Reading Aloud with Judy McConnell	FREE	10 min.	Multiple
Bloomin with Beamis	Gardening Sh for New England Soil	\$1.00	35-45 min.	Multiple
Dance Today in Maine	Focuses on dancers in Maine	30 min.	0.02	Multiple
Domestic Violence PSA	Focuses on Domestic Violence	\$0.02	1 min.	1
Effeciency Maine -Home Energy Savings Prog.	PSA	\$0.05	1 min.	1
Maine Dept. of Inland Fisheries	Deer Hunting, Moose Hunting, and other topics are covered	.20-.50	10-30 min.	Multiple
Maine Health Stroke Prevention	PSA	FREE		1
Maine Made Movies	Neighbor by Neighbor - Mobilizing an invisible community	FREE	30	1
Maine Songwriters	Variety of performers from Maine	\$1.00	30 min.	Multiple
Money Talk	Long Term Care, Estate Planning	FREE	30 min	Multiple
People & Places in Maine	Variety of places in ME	\$1.00	30 min	Multiple
Protecting the Nature of Maine	Beautiful pictures and places	FREE	42 min.	1
Seniors in Motion	Reduce Victimization - enhance delivery of Law Enforcement	FREE	30-40 min.	Multiple
The Humble Farmer	A weekly program - provides info on gardening	FREE	Less than 1 hr	Multiple
The Maine Photography Show 2013	Yearly Event	FREE		1
The Simple Gourmet	Simple meals you can make at home	\$1.00	10-30 min.	Multiple

Pay Volunteers

Many Community Access stations pay either a stipend or a salary to their “volunteers” to cover live meetings. The Committee’s only concern on this proposal is locking and unlocking the BCTV Control Room

Community stations also pay for video editing. This seems to range between \$50-\$80/video and depends on the length of the final video rather than total editing time. At this time, we are not prepared to offer training in the video editing and therefore feel this proposal must wait until a training program is established.

The Coordinator would be responsible for scheduling, and submitting hours for volunteers.

Relocate the BCTV Control Room

BCTV has never really fit inside our current location. We find it difficult to work on any of the equipment, and must pile things above and below. We need a location that will comfortably house the equipment we currently have along with future upgrades such as an editing station, or a studio for a monthly show. In order to offer live meetings, we must be located in the Town Hall.

The most appropriate space is the room which the Historical Society currently occupies. This would require only a few changes – re-located the window from one wall to another, cover the empty space and add a more secure door.

Once ready, the BCTV Committee would contact Access AV – or another similar company – to have an evaluation and design made of the new space.

We also recommend running wires up to the gymnasium for live coverage of meetings from the gymnasium.

Purchase

- Two New Desktop Computers (PC Based) – One for programming, another for editing. This will allow residents the ability to use our software for editing video taken on our equipment.
- Two Robotic Cameras for the Town Meeting Room – Robotic cameras allow us to zoom in and change direction via the control room. They could either hang from the ceiling or be wall mounted. This would prevent anyone from accidentally falling over or knocking over our equipment. They provide a wider coverage area and can be programmed to view one person or the entire room.
- Leightronix Streaming Technology - Videotape live from distant locations – at School Board meetings, debates or meetings in other areas.
- Two Wireless Microphones – To be used for presentations where speaker moves about or for interviews.
- Shotgun Microphone for outdoor taping at events – parades, presentations, etc.
- Two Handheld Lightweight Video Cameras —for lending. Most people do not feel comfortable with the large cameras we have for BCTV. These are less expensive to replace in the event they are broken and many have a point and shoot feature making them easier to use.
- New Computer Chair
- Perhaps purchase wall holders rather than shelves, due to concern over placement and stability of equipment.
- Software
 - Emergency Alert System – Connections to Town Hall, Police, Fire, & School. Each can have an access in order to institute alerts. It can be programmed to run as many times as needed, and on the hour if necessary. You can program for only certain days – allowing for meeting notices.
 - Video Graphics Information Display. Allows for creation of informational slides that can be continuously run in the town hall office area. Notifications may include meetings, election information, hunting permits, etc.
 - Video Editing Software – Final Cut Pro X - \$299

- Subscriptions:
 - Videoblocks.com - \$79/month unlimited resource for free music, video, photos, slides, etc. This would supplement programming in a vital way.
 - Website Domain Name - \$15/year
 - Website Host - \$10-15/month

Purchase Handheld – Easy to Use – Low Cost Camera

While the Cannon XF100 is a superior camera, it is intimidating and many people do not feel they can learn how to use it. Community stations across the country are purchasing smaller, every day, handheld cameras for their programs. This might increase residents' use of our equipment and the opportunities BCTV can offer.

We would like to eventually place one handheld camera at each of the following locations: The Town Hall, the Police Station, the Fire Station, the Library, and perhaps the schools. We would offer training if needed, and ask that the cameras be used for programs they would like to air on BCTV. Small events and large will hopefully be videotaped and sent into BCTV for airing.

We are currently in discussions with one of the 8th grade teachers. She would like to partner with us regarding introducing students to the field of television, videotaping, editing, and producing your own shows. Our hope is we can provide students with a new appreciation for what small community stations can provide.

Communications

BCTV communicates with a variety of people, organizations and committees. It is important that messages are returned and clarification sought regarding PSAs, meetings, and events. As we increase our visibility, it may become necessary to create news releases and recruitment videos as well.

Recruitment & Retention / Community Outreach

- Outreach to Volunteers – BYB, BYS, Berwick PeeWee Football, school events, organization events, etc. See if anyone has a video camera/or would like to borrow one of ours to tape some of the games.
- Continue to build relationships with Town Departments – increasing their visibility and accessibility to the public. Also looking for volunteers to help with creation of PSA's and videos.
- Perhaps offer to train a class through Adult Education – on BCTV – “What residents should know.” This might include information contained in this report as well as a sampling of our programming. Maybe a discussion on Community Access Stations in ME. Then end with a volunteer talking about their experience.
- Partner with the schools - offer to partner with an 8th grade class. Introduce videotaping via a class project. Students would videotape, edit, and produce their own video on topic chosen or coordinated through classroom teacher. Goal – A few students will choose to volunteer when entering High School in order to continue learning about television and the various careers they might choose.
- Look into ABLE. This is a program that assists adults – either retraining or looking for a new career in television. The person is paid through the ABLE program and learns while working for BCTV.
- Recruit a full Committee of five people and maintain an alternative listing for future members
- Volunteer Scheduling – Who does which meetings, arrival time, equipment sign in and out
- Paperwork – releases and borrowing of equipment forms

Training

- New handheld cameras – training to Berwick residents on proper use and safety when transporting
- Cannon FX 100 Cameras – for videotaping meetings
- Volunteer – meetings or offsite videotaping
- Video editing
- BCTV – Who Are We & What Do We Offer?

The Coordinator would create training sessions for all programs offered by BCTV

BCTV Potential Programming 2014-2015

There are many additional programs and events BCTV Committee has in the works, but does not have the resources to complete.

Future Potential Projects

- Police Department Safety Videos- BCTV Members and the Berwick Chief of Police have spoken about Seatbelt Safety, and Things You Can Do to Protect Your Home.
- Fire Department Training Video – The Fire Department would like to create videos for use during training as well as videos trainees can watch if they miss a lesson. Perhaps a video on Chimney Cleaning, or Preparing Your Stove for Winter Use.
- School Events – Sports & Events, items of interest to our viewers
- Recreation Department – Summer Program, parades, Halloween, sports, dances, etc.
- Library Meetings & Events
- Safety Information as our viewers need it. Road Closures, School Cancellations, Fire Danger Alerts, Police Alerts & Other Items of Interest
- Berwick News – A short session with items of interest to Berwick residents – Monthly updates from the Town Manager, Police Chief, Fire Chief as well as meeting schedules, upcoming events, etc.
- Historical Society Videos – Old Cemeteries, Items of Interest, Mill Town, The Salmon Falls
- Berwick's Transformation – From a Mill Town to Today – document the Vision Committee and other Residents as Berwick changes.
- Partner with the Town to assist in creation of announcements for the Town Office TV. They would like to put a TV in the business office that plays a loop with Information Berwick residents should know. (Upcoming Meetings, Voting Dates and Times, etc.)
- Recruit volunteers to videotape Berwick Youth Baseball, Berwick Youth Soccer, Berwick Boy Scout or Girl Scout Events,
- Citizen videos – nature walks, canoeing the Salmon Falls, historical, things about Berwick

BCTV has an opportunity to provide as many or as few services as Berwick residents want. Over the last few years, BCTV has increased our program offerings, changed our PSA format, created several small videos, and made an impact on those who watch our station.

As BCTV continues to grow, we may need to look at increasing our franchise fee amount for 2.5% to 5%. Comcast customers pay the same amount whether we receive the larger or smaller amount. The cable companies account for this in all circumstances. The additional revenue would ensure BCTV's continued growth and expanded possibilities for Berwick residents.

Resources & Links

Alliance for Community Media <http://www.acmnwr.org/>

The Alliance for Community Media ~ Northwest Region represents Public, Educational and Governmental (PEG) cable TV access organizations, community media centers, and access producers throughout Alaska, Alberta, British Columbia, Idaho, Montana, Oregon, Utah, Washington, and Wyoming.

The ACMNWR is a regional chapter of the [Alliance for Community Media](#), a nonprofit, national membership organization founded in 1976. The Alliance represents over 1,000 Public, Educational and Governmental (PEG) access organizations and community media centers throughout the country. It also represents the interests of millions of people who, through their local religious, community and charitable groups, use PEG access to communicate with their memberships and the community as a whole.

Berwick Community Television Policy & Procedures:

http://www.berwickmaine.org/vertical/sites/%7BF8989633-A21B-4E16-9C5C6FA24E87BCC%7D/uploads/Berwick_Community_Television_Policy_and_Procedure_2.pdf

It is the responsibility of the BCTV committee to ensure that citizens of Berwick are afforded quality and appropriate community television. In providing this service, the BCTV committee shall ensure that this channel is strictly for the citizens of Berwick; since it is paid by you.

Cable casting time is a privilege granted to the residents of the Town of Berwick and eligible nonprofit organizations when requested and all programming shall comply. . .

Berwick Maine Franchise Agreement with Comcast Cable:

http://cdn.comcast.com/~Media/Files/mainefranchises/berwick_me.pdf?vs=1

SECTION 6.2 - PEG ACCESS CHANNELS

(b) The PEG Access Channel shall be used to transmit non-commercial PEG Access Programming to Subscribers at no cost to the Town, and/or PEG Access Users

Community Television Association of Maine - <http://www.ctamaine.org/Resources/Links/tabid/60/Default.aspx>

CTAM is a broad-based community television support organization which exists to be a coordinated voice representing the interests of non-profit community television organizations in Maine on a local, state, and national level; to support their efforts to produce and disseminate non-commercial access programming; to serve as an information source and educational advocacy group for community television in the state. CTAM also facilitates the achievement of common goals among its members. The association and its assets shall be dedicated to non-profit educational activities defined as tax-exempt under IRS Code, sections 501 (a) and 501 (c) (3).

PegMedia <http://www.pegmedia.org/>

Pegmedia is a media transfer site for PEG (Public, Education, Government) community television stations and producers of media for these stations. This site is an easy way for producers to make their programming known and available to many stations simultaneously and, at the same time, to give stations a wide variety of programming from which to choose.

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Appendix 1. BCTV 2012 Operating Expenses

BCTV Operating expense analysis 1/1/2012

Data cell key

User data input or item description

Formula cells: Totals are calculated and displayed automatically

Line item	January	February	March	Q1	April	May	June	Q2	July	August	September	Q3	October	November	December	Q4
Labor and salaries	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	9,876	595	2,860	13,331	221	378	17,079	17,678	0	160	85	245	10,030	0	0	10,030
Supplies	0	0	0	0	0	0	0	0	0	0	0	0	209	296	0	505
Maintenance, repair, and overhaul	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Utilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Marketing programs	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Travel and entertainment	0	0	0	0	0	0	0	0	0	0	0	0	389	136	0	525
Rent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Insurance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Litigation expense	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dues and subscriptions	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Telephone and Internet	87	87	87	261	87	116	116	319	116	116	116	348	116	121	121	358
Recruiting expenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Training	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
General and miscellaneous	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	\$9,963	\$682	\$2,947	\$13,592	\$308	\$494	\$17,195	\$17,997	\$116	\$276	\$201	\$593	\$10,969	\$1,525	\$121	\$12,615

Appendix 2. BCTV 2013 Operating Expenses

BCTV
Operating expense analysis
1/1/2013

Data cell key
 User data input or item description
 Formula cells: Totals are calculated and displayed automatically

Line item	January	February	March	Q1	April	May	June	Q2	July	August	September	Q3	October	November	December	Q4
Labor and salaries	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Equipment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Supplies	0	0	0	0	7,163	0	0	7,163	0	0	0	0	0	0	0	0
Maintenance, repair, and overhaul	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Utilities	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Advertising	0	0	20	20	0	0	0	0	0	0	0	0	0	0	0	0
Travel	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Rent	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Insurance	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Litigation expense	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Dues and subscriptions	0	0	0	0	3,012	0	0	3,012	0	0	0	0	0	0	0	0
Communications	121	121	121	363	121	121	121	363	0	0	0	0	0	0	0	0
Recruiting expenses	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Training	0	0	166	166	0	0	0	0	0	0	0	0	0	0	0	0
General and miscellaneous	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
TOTAL	\$121	\$121	\$307	\$549	\$10,296	\$121	\$121	\$10,538	\$0							

Appendix 3.

2014 BCTV Budget

REVENUE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YEAR
INCOME													
Comcast Franchise Fee Payment	\$0.00	\$25,242.51	\$0.00					\$25,242.51					\$50,485.02
DVD Copies	\$0.00	\$0.00	\$0.00				\$0.00	\$0.00	\$35.00				\$35.00
Carry Over from 2013	\$47,538.00												\$47,538.00
Miscellaneous	\$0.00	\$0.00	\$0.00										\$0.00
Total		\$25,242.51	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,242.51	\$35.00	\$0.00	\$0.00	\$0.00	\$98,058.02
EXPENSES													
Equipment													
Tower Computer & Screen (12/2013)	\$1,179.97	\$0.00	\$0.00			\$0.00				\$0.00			\$1,179.97
Keyboard - Mouse (12/2013)	\$54.99												\$54.99
Emergency Alert System Software								\$3,800.00					\$3,800.00
Robotic Cameras		\$9,000.00											\$9,000.00
(2) Wireless Microphones	\$600.00												\$600.00
(1) Shotgun Microphone	\$600.00												\$600.00
(3) Handheld Video Cameras				\$1,500.00									\$1,500.00
3T External HD - (12/2013)	\$99.99												\$99.99
(1) PC Laptop for Editing									\$2,000.00				\$2,000.00
Speakers (12/2013)	\$29.99												\$29.99
Software - Video Editing	\$300.00												\$300.00
Software - MS Office (12/2013)	\$79.99												\$79.99
Leightronix Streaming							\$4,000.00	\$7,000.00					\$11,000.00
Total	\$2,944.93	\$9,000.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$4,000.00	\$10,800.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$30,244.93
SUPPLIES													
Staples	\$100.00	\$0.00	\$0.00	\$50.00			\$50.00			\$50.00			\$250.00
Other	\$0.00	\$50.00	\$0.00	\$50.00		\$50.00		\$50.00		\$50.00		\$50.00	\$300.00
Misc					\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Total	\$100.00	\$50.00	\$0.00	\$100.00	\$0.00	\$50.00	\$50.00	\$50.00	\$0.00	\$100.00	\$0.00	\$50.00	\$550.00
TRAVEL													
Gas/fuel	\$1,000.00	\$0.00	\$0.00										\$1,000.00
Conferences								\$1,000.00					\$1,000.00
Total	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,000.00
COMMUNICATIONS													
Internet/Phone	\$128.00	\$128.00	\$128.00	\$128.00	\$128.00	\$128.00	\$128.00	\$128.00	\$128.00	\$128.00	\$128.00	\$128.00	\$1,536.00
Total	\$128.00	\$128.00	\$128.00	\$128.00	\$128.00	\$128.00	\$128.00	\$128.00	\$128.00	\$128.00	\$128.00	\$128.00	\$1,536.00
Part-Time / Stipend Positions													
Meetings - (4-5/mo @ \$40 ea)	\$160.00	\$200.00	\$200.00	\$200.00	\$200.00	\$160.00	\$160.00	\$160.00	\$200.00	\$200.00	\$200.00	\$160.00	\$2,200.00
School Board (2-4/mo @ \$50 ea)	\$100.00	\$200.00	\$200.00	\$150.00	\$200.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00	\$1,550.00
Video Editing (\$30-40/based on length)	\$0.00	\$60.00	\$80.00	\$120.00	\$80.00	\$120.00	\$80.00	\$80.00	\$80.00	\$120.00	\$120.00	\$120.00	\$1,060.00
Total	\$260.00	\$460.00	\$480.00	\$470.00	\$480.00	\$380.00	\$340.00	\$340.00	\$380.00	\$420.00	\$420.00	\$380.00	\$4,810.00
BCTV Coordinator**													
Part-time (25 hours/week @ \$20/hr)			\$2,000.00	\$2,000.00	\$2,500.00	\$2,000.00	\$2,500.00	\$2,000.00	\$2,000.00	\$2,500.00	\$2,000.00	\$2,000.00	\$21,500.00
Taxes/Liabilities/Insurances													\$0.00
Total	\$0.00	\$0.00	\$2,000.00	\$2,000.00	\$2,500.00	\$2,000.00	\$2,500.00	\$2,000.00	\$2,000.00	\$2,500.00	\$2,000.00	\$2,000.00	\$21,500.00
Miscellaneous Expenses													
Computer Chair	\$200.00												\$200.00
Legal	\$500.00	\$0.00	\$0.00			\$500.00							\$1,000.00
Total	\$700.00	\$0.00	\$0.00	\$0.00	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,200.00
DUES/SUBSCRIPTION													
ACM Membership						\$225.00							\$225.00
CTAM Membership						\$50.00							\$50.00
Video Blocks	\$79.00	\$79.00	\$79.00	\$79.00	\$79.00	\$79.00	\$79.00	\$79.00	\$79.00	\$79.00	\$79.00	\$79.00	\$948.00
Peg Central				\$2,947.00									\$2,947.00
BCTV Website Domain Name				\$25.00									\$25.00
Total Info												\$980.00	\$980.00
Total	\$79.00	\$79.00	\$79.00	\$3,051.00	\$79.00	\$354.00	\$79.00	\$79.00	\$79.00	\$79.00	\$79.00	\$1,059.00	\$5,175.00
BCTV Control Room & Studio Moving Fund													
Construction	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$3,600.00
Installation	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$3,600.00
FINANCIAL OBLIGATIONS													
Other obligations	\$0.00	\$0.00	\$0.00										\$0.00
Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
MISC PAYMENTS													
PegMedia	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$60.00
Installation Costs (Potential)		\$500.00				\$500.00							\$1,000.00
Computer - 3-Yr Geek Squad (12/2013)	\$249.99												\$249.99
Other													\$0.00
Total	\$254.99	\$505.00	\$5.00	\$5.00	\$5.00	\$505.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$1,309.99
TOTALS													
Total expenses	\$5,766.92	\$10,222.00	\$2,692.00	\$5,754.00	\$2,192.00	\$4,217.00	\$4,902.00	\$14,702.00	\$4,892.00	\$1,032.00	\$2,932.00	\$3,922.00	\$50,425.92
Cash short/extra	-\$5,766.92	\$15,020.51	-\$2,692.00	-\$5,754.00	-\$2,192.00	-\$4,217.00	-\$4,902.00	\$10,540.51	-\$4,857.00	-\$1,032.00	-\$2,932.00	-\$3,922.00	\$47,632.10

Above represents calculations based on current figures. It does not take into account increases in either income or expense categories.

*** \$20/hour is based on U.S. Dept. of Labor Occupational Outlook Handbook Social & Community Services Coordinator which shows \$28/hr

Appendix 4

2015 BCTV Budget

REVENUE	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	YEAR
INCOME													
Comcast Franchise Fee Payment	\$0.00	\$25,242.51	\$0.00					\$25,242.51					\$50,485.02
DVD Copies	\$0.00	\$0.00	\$0.00				\$0.00	\$0.00					\$0.00
Carry Over from 2013	\$45,632.00												\$45,632.00
Miscellaneous	\$0.00	\$0.00	\$0.00										\$0.00
Total		\$25,242.51	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$25,242.51	\$0.00	\$0.00	\$0.00	\$0.00	\$96,117.02
EXPENSES													
Equipment													
(1) PC or Laptop for Editing	\$2,000.00	\$0.00	\$0.00			\$0.00				\$0.00			\$2,000.00
Keyboard - Mouse	\$75.00												\$75.00
(2) Handheld Video Cameras	\$1,500.00												\$1,500.00
3T External HD	\$150.00												\$150.00
Total	\$3,725.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,725.00
SUPPLIES													
Staples	\$100.00	\$0.00	\$0.00	\$50.00			\$50.00			\$50.00			\$250.00
Other	\$50.00		\$50.00	\$0.00	\$50.00		\$50.00		\$50.00		\$50.00		\$300.00
Misc					\$0.00			\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Total	\$150.00	\$0.00	\$50.00	\$50.00	\$50.00	\$0.00	\$100.00	\$0.00	\$50.00	\$50.00	\$50.00	\$0.00	\$550.00
TRAVEL													
Gas/fuel	\$100.00	\$50.00	\$50.00	\$50.00	\$100.00	\$50.00	\$50.00	\$50.00	\$100.00	\$50.00	\$50.00	\$50.00	\$750.00
Conferences								\$1,000.00					\$1,000.00
Total	\$100.00	\$50.00	\$50.00	\$50.00	\$100.00	\$50.00	\$50.00	\$1,050.00	\$100.00	\$50.00	\$50.00	\$50.00	\$1,750.00
COMMUNICATIONS													
Internet/Phone	\$130.00	\$130.00	\$130.00	\$130.00	\$130.00	\$130.00	\$130.00	\$130.00	\$130.00	\$130.00	\$130.00	\$130.00	\$1,560.00
Total	\$130.00	\$130.00	\$130.00	\$130.00	\$130.00	\$130.00	\$130.00	\$130.00	\$130.00	\$130.00	\$130.00	\$130.00	\$1,560.00
Part-Time / Stipend Positions													
BOS/PB Meetings - (4-5/mo @ \$50 ea)	\$160.00	\$200.00	\$200.00	\$200.00	\$200.00	\$160.00	\$160.00	\$160.00	\$200.00	\$200.00	\$200.00	\$160.00	\$2,200.00
School Board (2-4/mo @ \$60 ea)	\$100.00	\$180.00	\$240.00	\$180.00	\$180.00	\$180.00	\$180.00	\$120.00	\$120.00	\$120.00	\$120.00	\$180.00	\$1,900.00
Events (\$50/ea)		\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$50.00	\$550.00
Video Editing (\$50/program)	\$0.00	\$100.00	\$150.00	\$100.00	\$150.00	\$150.00	\$150.00	\$100.00	\$150.00	\$100.00	\$150.00	\$150.00	\$1,450.00
Total	\$260.00	\$530.00	\$640.00	\$530.00	\$580.00	\$540.00	\$540.00	\$430.00	\$520.00	\$470.00	\$520.00	\$540.00	\$6,100.00
BCTV Coordinator													
Full-time (30 hrs/wk- \$20/hr.)	\$2,400.00	\$3,000.00	\$2,400.00	\$2,400.00	\$3,000.00	\$2,400.00	\$2,400.00	\$3,000.00	\$2,400.00	\$2,400.00	\$2,400.00	\$3,000.00	\$31,200.00
Total	\$2,400.00	\$3,000.00	\$2,400.00	\$2,400.00	\$3,000.00	\$2,400.00	\$2,400.00	\$3,000.00	\$2,400.00	\$2,400.00	\$2,400.00	\$3,000.00	\$31,200.00
Miscellaneous Expenses													
2 (computer chairs)	\$400.00												\$400.00
Misc.	\$50.00	\$100.00	\$50.00	\$100.00	\$50.00	\$100.00	\$50.00	\$100.00	\$50.00	\$100.00	\$100.00	\$100.00	\$950.00
Total	\$450.00	\$100.00	\$50.00	\$100.00	\$50.00	\$100.00	\$50.00	\$100.00	\$50.00	\$100.00	\$100.00	\$100.00	\$1,350.00
DUES/SUBSCRIPTION													
ACM Membership						\$225.00							\$225.00
CTAM Membership						\$50.00							\$50.00
Video Blocks	\$79.00	\$79.00	\$79.00	\$79.00	\$79.00	\$79.00	\$79.00	\$79.00	\$79.00	\$79.00	\$79.00	\$79.00	\$948.00
Peg Central				\$2,947.00									\$2,947.00
BCTV Website Hosting	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$240.00
BCTV Domain Name (2 yr)						\$50.00							\$50.00
Total Info				\$3,046.00		\$424.00		\$99.00	\$99.00	\$99.00	\$99.00	\$99.00	\$980.00
Total	\$99.00	\$99.00	\$99.00	\$3,046.00	\$99.00	\$424.00	\$99.00	\$99.00	\$99.00	\$99.00	\$99.00	\$1,079.00	\$5,440.00
Website Administrator/PT													
Salary (10-15 hrs/wk) (25/hr)	\$50.00	\$75.00	\$50.00	\$75.00	\$50.00	\$75.00	\$50.00	\$75.00	\$50.00	\$75.00	\$50.00	\$75.00	\$750.00
Total	\$50.00	\$0.00	\$0.00	\$75.00	\$50.00	\$75.00	\$50.00	\$75.00	\$50.00	\$75.00	\$50.00	\$75.00	\$750.00
BCTV Control Room & Studio Fund													
Construction	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00	\$500.00						\$3,500.00
Installation Cost - Carried Forward	\$1,000.00	\$300.00	\$300.00	\$300.00	\$300.00	\$300.00	\$400.00						\$2,900.00
Remaining 2013 Balance	\$3,600.00												\$3,600.00
Installation	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00
MISC PAYMENTS													
PegMedia	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00	\$60.00
VideoBlocks.Com	\$79.00	\$79.00	\$79.00	\$79.00	\$79.00	\$79.00	\$79.00	\$79.00	\$79.00	\$79.00	\$79.00	\$79.00	\$948.00
Legal	\$500.00					\$500.00							\$1,000.00
Other													\$0.00
Total	\$584.00	\$84.00	\$84.00	\$84.00	\$84.00	\$584.00	\$84.00	\$84.00	\$84.00	\$84.00	\$84.00	\$84.00	\$2,008.00
TOTALS													
Total expenses	\$7,948.00	\$3,993.00	\$3,503.00	\$6,465.00	\$4,143.00	\$4,303.00	\$3,503.00	\$4,968.00	\$3,483.00	\$3,458.00	\$3,483.00	\$5,058.00	\$64,433.00
Cash short/extra	-\$7,948.00	\$21,249.51	-\$3,503.00	-\$6,465.00	-\$4,143.00	-\$4,303.00	-\$3,503.00	\$20,274.51	-\$3,483.00	-\$3,458.00	-\$3,483.00	-\$5,058.00	\$31,684.02

Hours & Expense Tracking

START DATE: **9/15/2013**

BCTV - Coordinator

| Building Expansion Project

SEP 15 - DEC 15

	RATE	9/15/2013	10/15/2013	11/15/2013	12/15/2013	TOTAL	TOTAL	GRAND TOTAL
Programming								
Program Station - Daily/Weekly	\$15.00	2.5	3.5	2.5	0.0	8.5	0.0	8.5
Convert Files	\$15.00	3.0	3.0	3.0	0.0	3.0	0.0	3.0
PegCentral	\$15.00	0.2	1.0	1.0	0.0	2.2	0.0	2.2
Operational / Maintenance	\$15.00	0.8	1.0	7.0	0.3	9.0	0.0	9.0
Total Hours		6.5	8.5	13.5	0.0	28.5	0.0	28.5
Weekly Salary						\$0.00	\$0.00	\$0.00
Taxes-Liability-Insurances						\$0.00	\$0.00	\$0.00

Editing								
PSA's	\$15.00	2.5	2.0	2.0	0.0	6.5	0.0	6.5
Video's - Events	\$15.00	6.0	2.0	0.0	0.0	8.0	0.0	8.0
School Board	\$15.00	2.5	3.0	3.5	0.0	9.0	0.0	9.0
Operational / Maintenance	\$15.00	0.5	0.3	0.5	0.0	1.3	0.0	1.3
Total Hours		11.5	0.0	0.0	0.0	24.8	0.0	24.8
Salary						\$0.00	\$0.00	\$0.00
Taxes-Liability-Insurances						\$0.00	\$0.00	\$0.00

Video Taping								
Events	\$15.00	1.0	2.0	0.0	0.0	9.0	0.0	9.0
PSA's	\$15.00	3.0	4.5	1.5	0.0	9.0	0.0	9.0
PEG Public-Educational-Govt.	\$15.00	7.0	8.5	9.0	0.0	24.5	0.0	24.5
Operational / Maintenance	\$15.00	0.3	0.3	0.0	0.0	0.5	0.0	0.5
Total Hours		11.3	15.3	10.5	0.0	37.0	0.0	37.0
Salary						\$0.00	\$0.00	\$0.00
Taxes-Liability-Insurances						\$0.00	\$0.00	\$0.00

Outreach								
Town Departments	\$15.00	1.0	1.0	2.0	0.0	4.0	0.0	4.0
Organizations	\$15.00	0.5	3.0	1.0	0.0	4.5	0.0	4.5
School Groups	\$15.00	0.3	0.5	0.5	0.0	1.3	0.0	1.3
BCTV Committee Meetings		3.0	3.0	0.5				
Volunteers/Training				1.0				
Businesses	\$15.00	0.3	0.0	0.0	0.0	0.3	0.0	0.3
Total Hours		5.0	7.5	5.0	0.0	17.5	0.0	17.5
Salary						\$0.00	\$0.00	\$0.00
Taxes-Liability-Insurances						\$0.00	\$0.00	\$0.00

RESOURCE SUMMARY								
Programming		7.0	8.5	6.5	0.0	22.0	0.0	28.0
Editing		12.5	12.5	5.5	0.0	24.5	0.0	24.5
Video Taping		10.0	13.0	14.0	0.0	37.0	0.0	37.0
Outreach		1.8	1.5	7.5	0.3	11.0	0.0	11.0
Resource Grand Total Hours		31.2	35.5	33.5	0.3	94.5	0.0	94.5
Salary		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Taxes-Liability-Insurances		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Appendix 6 – Programming Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00 AM	SELECTMEN MEETING	SELECTMEN MEETING	SELECTMEN MEETING	SELECTMEN MEETING	SELECTMEN MEETING	SELECTMEN MEETING	SELECTMEN MEETING
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM	PSA/COMMUNITY EVENT/VIDEO	PSA/COMMUNITY EVENT/VIDEO	PSA/COMMUNITY EVENT/VIDEO	PSA/COMMUNITY EVENT/VIDEO	PSA/COMMUNITY EVENT/VIDEO	PSA/COMMUNITY EVENT/VIDEO	PSA/COMMUNITY EVENT/VIDEO
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM	PLANNING BOARD MEETING	PLANNING BOARD MEETING	PLANNING BOARD MEETING	PLANNING BOARD MEETING	PLANNING BOARD MEETING	PLANNING BOARD MEETING	PLANNING BOARD MEETING
3:30-4:00 PM	PSA/COMMUNITY EVENT/VIDEO	PSA/COMMUNITY EVENT/VIDEO	PSA/COMMUNITY EVENT/VIDEO	PSA/COMMUNITY EVENT/VIDEO	PSA/COMMUNITY EVENT/VIDEO	PSA/COMMUNITY EVENT/VIDEO	PSA/COMMUNITY EVENT/VIDEO
4:00 PM	SCHOOL BOARD MEETING	SCHOOL BOARD MEETING	SCHOOL BOARD MEETING	SCHOOL BOARD MEETING	SCHOOL BOARD MEETING	SCHOOL BOARD MEETING	SCHOOL BOARD MEETING
5:00 PM	PSA/COMMUNITY EVENT/VIDEO	PSA/COMMUNITY EVENT/VIDEO	PSA/COMMUNITY EVENT/VIDEO	PSA/COMMUNITY EVENT/VIDEO	PSA/COMMUNITY EVENT/VIDEO	PSA/COMMUNITY EVENT/VIDEO	PSA/COMMUNITY EVENT/VIDEO
5:30-6:30	PLANNING BOARD MEETING	LIVE TOWN MEETING (1ST & 3RD ONLY)	PLANNING BOARD MEETING	LIVE TOWN MEETING (1ST & 3RD ONLY)	PLANNING BOARD MEETING	PSA/COMMUNITY EVENT/VIDEO	PSA/COMMUNITY EVENT/VIDEO
6:30 PM							
7:00 PM	PSA/COMMUNITY EVENT/VIDEO	SELECTMEN MEETING	PSA/COMMUNITY EVENT/VIDEO	PLANNING BOARD MEETING	PSA/COMMUNITY EVENT/VIDEO	PSA/COMMUNITY EVENT/VIDEO	PSA/COMMUNITY EVENT/VIDEO
8:00 PM							
9:00 PM	SCHOOL BOARD MEETING	SELECTMEN MEETING	SCHOOL BOARD MEETING	PLANNING BOARD MEETING	SCHOOL BOARD MEETING	PSA/COMMUNITY EVENT/VIDEO	PSA/COMMUNITY EVENT/VIDEO
10:00 PM							
11:00 PM							
12:00 PM							

Appendix 7

Streaming Technology www.leightronix.com/products/pegstream.php

One of the ways we could better serve our community is by providing Berwick residents with a way to view meetings and events online. This would enable anyone to access BCTV in the morning, afternoon, evening, and overnight. It would also provide access to Dish customers and people who do not subscribe to cable. Below is a description of the product along with pricing.

\$3,000 per year -- (\$3995 one-time encoder cost)

The LEIGHTRONIX live streaming solution is the smart way to immediately provide viewers with your programming through the convenience of the Internet. The PEGstream-SD2™ streaming media encoder and PEG Stream™ live streaming service work together to make live streaming both easy and affordable.

5 year Parts and Labor Warranty

WARRANTY 5 YEAR

the smart way
Stream Live with PEG Stream

PEG Stream
Internet
Live Web Viewers

Combine and Save \$1,200 per Year
PEG Stream
&
PEG Central
Live Streaming
Video-on-Demand

FREE Technical Support For Life

FREE SUPPORT For Life

\$3,000 per year (\$3,995 one-time encoder cost)

Live Streaming Media Encoder

Online Video Player

Live Streaming Service Annual Subscription

Accepts Composite & Sd-SDI Video Signals

H.264 Digital Video Stream

Simultaneous Stream Distribution

Simultaneous Stream Distribution

Online Video Player

Appendix 8

Live U offers BCTV a low-cost way to videotape live events and meeting outside of the Town meeting room.

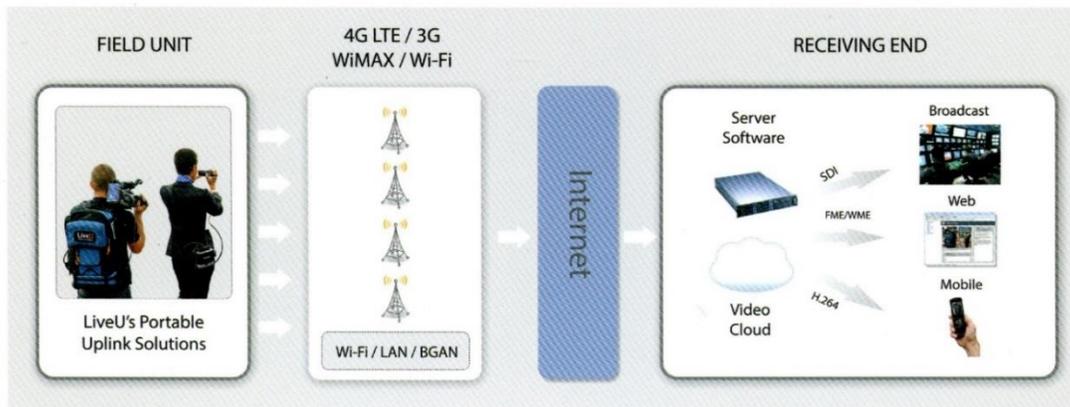
LiveU is the pioneer and market leader of portable video-over-cellular solutions and the benchmark for reliable and high-quality uplink. Our solutions use multiple cellular links simultaneously to provide a seamless broadband channel optimized for live, HD quality video transmission from the field. We provide the most advanced technology and broadcasting equipment for leveraging wireless network infrastructure as a video delivery channel, supported by the only complete, all-inclusive turnkey service package ▶

LiveU for Broadcast Media

For traditional broadcast media, the LiveU backpack transforms the digital video acquisition chain into an agile workflow of news gathering from the field. It is a new and cost-effective solution for HD-quality coverage of breaking and local news, and opens multiple opportunities for new types of on-the-move reporting.

LiveU for Online Media

LiveU is a true game changer for web-based content providers, opening competitive avenues for a variety of new content players and formats. Starting with the LU40i, virtually anyone with a handheld video camera can feed high quality streams to a world eager for multiple information sources and increased content diversity.



- **Multi-Channel Aggregation:** Simultaneously bonds multiple modems over any and all 3G/4G cellular, WiMAX networks, Wi-Fi, Ethernet and BGAN satellite
- **Fully Integrated Unit:** Everything is included in one compact and easy-to-use device
- **Full HD Video:** From CIF up to 1080 High-Definition
- **Any Video Camera:** Interfaces to SDI, HDMI, DV or analog A/V input; fully automatic A/V feed detection
- **Automatic Operation:** Automatic Adaptive Bit Rate (ABR), Continuous Link Monitoring, On-going Load Balancing, smart Forward Error Correction (FEC)
- **Operational Modes:** Different modes for specific field scenarios such as Interview, File Transfer and more
- **Multi-Client Video Receiver:** Our servers support input from multiple field units simultaneously with SDI outputs, FME, WME, and H.264 streaming
- **Diverse Power-Supply:** Internal battery, Anton-Bauer, IDX, Sony V-Mount, 100/240 AC, Vehicle Lighter
- **Proprietary Antenna Array:** (on select products) Extends signal strength, and allows transmission in areas of poor cellular coverage
- **A Wide Spectrum of Solutions:** From the most challenging broadband transmissions, to coverage of school sports, LiveU provides you with the solution that best fits your needs

Turnkey Service Package

We take care of everything, including modem testing, selecting SIM packages, handling cellular operators' billing issues and worldwide roaming support

WorldWide Presence

With tier-I customers spanning five continents, LiveU's systems have logged millions of minutes of live transmission in a multitude of events around the world.

Output of Your Choice

Maximum output flexibility on the receiving side: stream your video to the studio router, repurpose it for web applications or mobile video streaming. Our partnerships with leading CDNs and Online Video Services means simple integration whatever the job may be

Appendix 9

chyTV offers a system that will enable BCTV to post scrolling information at the bottom or top of our screen. This will assist in emergency situations or getting out information quickly. This program may also be utilized for the Town offices as a means of displaying a continuous loop of informational slides.



ChyTV Applications

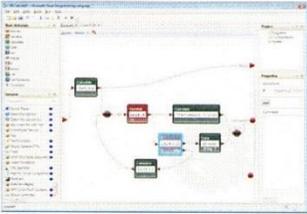
Software For Content Creation Control and Data



ChyAlert

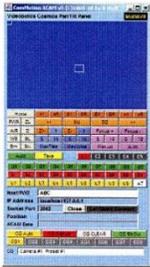
Emergency and Security Alert Video Messages

ChyAlert, based on the ChyTV Video Graphics Information Display system, is a unique product that adds Alert messages to any video source. It is designed specifically for automated and/or manual display of emergency and security alert graphic, text and audio in a video distribution display or CATV systems. ChyAlert integrates a video source along with a locally generated message. These messages can be standardized or customized for specific applications or situations. Dynamic text elements can be derived from secure data or updated in real-time, either locally or remotely. Secure Software applications allow preset messages to be displayed or control by authorities to update and alter content. ChyAlert is a simplified interface with alert pages to be selected from a local or remote PC and an interface with listings of all networked ChyAlert Units with a description to control one ChyAlert or groups of ChyAlert units. A pop-up window allows authorities to change text for selected messages. ChyAlert is widely used a large number of high-profile government facilities, buildings, ships, campuses and bases.



Software Developers Kit (SDK)

The ChyTV SDK (software developers kit) enables custom software applications to interface directly with any ChyTV Video Graphics Information Display. The SDK gives direct access to the ChyTV API (application programmer's interface) permitting custom interfaces to drive the ChyTV hardware directly using the same protocols the ChyTV Tools and ChyAlert software. Sample applications are provided in both C++ and Visual Basic programming languages. All commands can work over either IP or RS-232. A number of third party companies have leveraged the ChyTV SDK and playout devices to enhance their own product offerings, including park facility management systems, robotic camera control systems, public school management systems, sports leader boards, PEG channel broadcasters and more.



External Interfaces

All ChyTV devices can control or be controlled by a variety of external interfaces through IP socket, RS-232, or GPI I/O. ChyTV devices have been successfully integrated with RFID tag readers, contact-closure switches, touch-screens, wireless digital cameras, trade-show card scanners, cell phone text message interfaces and a variety of other devices. This external control has enabled ChyTV devices to be used in a wide variety of situations beyond standard digital signage, including: automated bank teller guidance, ferry boat status, television automation, DVD control and more.

Web: www.ChyTV.com
Email: sales@chytv.net
Phone: 631 845 3880

April 2010
Subject to Change





ChyTV SDI

Video Graphics Information Display

Serial Digital 601 Dynamic Video Signage Systems with Enhanced Video Capabilities and External Control

THE CHYTV GROUP



Features

- ChyTV.net compatible
- Create graphic and text pages using standard applications or supplied templates
- Squeeze and position live video window, including dynamic transitions
- Dynamic broadcast quality effects such as text pushes, fades and crawls
- Animated Text, Graphics and Logos using GIF, PNG, TGA, image sequences and more
- Multiple text and graphic zones may be independently sized and positioned
- Play audio WAV files
- Page scheduling, including looping durations or specific day, date and time control
- Ethernet external data interface for real-time data updates such as news, sports, stock and weather
- Serial and GPI control interface
- Compact, stand-alone system for optimum reliability
- External video and audio bypass

ChyTV SDI, based on the popular ChyTV Video Graphics Information Display system, extends the product line to include Serial Digital 601 video inputs and outputs, serial and GPI control interfaces and Ethernet connectivity all in a rugged 1/2 rack unit chassis. Ideal for any professionally installed video messaging system, ChyTV SDI utilizes the same ChyTV Tools utilities to manage the projects and is completely compatible with existing ChyTV units. The additional features enable more flexible system integration and enhanced video capabilities.

Video Graphics Image Engine

As with all ChyTV versions, ChyTV SDI features the ability to manipulate a video source, either in a window that is surrounded by graphics and text or to superimpose the message over the video background. In addition, full screen graphics can be displayed with dynamic text, logos and animations. A versatile play-list scheduler allows for dynamic programming. The supplied ChyTV Tools user interface allows for control of up to 20 ChyTV units. Additional Network Content Management solutions facilitate larger enterprises of up to thousands of ChyTV's.

Easy Integration

The ChyTV system is easy to configure in a display system or integrated into an existing video infrastructure. The graphic and text information coupled with programmable audio clips may be displayed on a single TV screen or broadcast throughout the facility. Easy and intuitive content creation, scheduling, distribution and display of graphic content to flat panel and television monitors is possible with ChyTV's dynamic display controller. Users can opt to show either full screen images or video graphics and text combined with an external video feed. Video regions can be resized and positioned from page to page with smooth dynamic transitions, while dynamic graphic and text regions can be assigned to surround or overlay the video window. Audio WAV files may be integrated seamlessly for sound clips and audio alerts.

Flexible and Reliable

Standard format animations can be imported from various file types such as GIF, AVI, TGA sequences, etc. These animations can be positioned anywhere on the screen either superimposed over the video source or surrounding a video window. All graphic pages can then be scheduled from a simple, intuitive scheduling interface for either automatic looping or date/time payout. Content is transferred to ChyTV via a standard Compact Flash interface or Ethernet connection. Running our own proprietary Operating System, this self-contained device is virtually virus-proof, requires no external computer connection and ensures utmost reliability and ease of use.

www.ChyTV.com



Appendix 10 - Maine Community Access Stations

[Belfast Community TV](#)

[Biddeford Public Access](#)

[Bonny Eagle Television Ch 9](#)

[Boothbay Region Community TV](#)

[Brunswick TV 3](#)

[Cape Elizabeth TV \(CETV\)](#)

[Castine Bulletin Board - Channel 8](#)

[CATV-11](#)

[Central Maine CATV](#)

[City of Bath \(BCTV-7\)](#)

[CTV 7](#)

[Electronic Grange Network](#)

[Ellsworth Community Television](#)

[Falmouth Community Television Channel 2](#)

[Freeport Community TV \(FCTV-7\)](#)

[Gardner High School](#)

[GGETV Channel 3](#)

[GOCAT Channel 2](#)

[Gray Public Access](#)

[Great Falls TV](#)

[Harswell HTV](#)

[Houlton Community Television](#)

[Jmac Multimedia](#)

[Kennebunk Government Television](#)

[Lake Region Television \(LRTV\)](#)

[Lincoln County TV \(LCTV\)](#)

[Madawaska High School - Channel 16](#)

[Maine Coast Community Television 7](#)

[Mt. Blue Community Access TV](#)

[New Gloucester TV](#)

[Nokomis Warriar Broadcasting](#)

[Norway Paris Community TV \(NPC-TV\)](#)

[Ogunquit Channel 3 \(WOGT\)](#)

[Old Orchard Beach Community Television](#)

[PATHS Channel 3](#)

[Phippsburg Community Television](#)

[Portland Public Access and CTN-5](#)

[S.P.E.A.C. Channel 3](#)

[Saco River Community Television](#)

[Scarborough Community Television](#)

[Channels 2 & 3](#)

[Searsport Community TV \(SCTV-7\)](#)

[South Portland Community Television](#)

[Thornton Academy \(TATV\)](#)

[Town of Baileyville](#)

[Town of Camden](#)

[Town of Cumberland](#)

[Town of Durham](#)

[Town of Old Orchard Beach](#)

[Town of Rangeley](#)

[Town of Raymond](#)

[Town of York](#)

[Valley Vision Community Television](#)

[Washington County TV - WCTV-2](#)

[Westbrook Community TV \(WCTV 2/3\)](#)

[Windham Cable Community Group \(WCCG TV\)](#)

[WMCI](#)

[WSKI Channel 17](#)

[WSSR TV](#)

[Yarmouth Municipal Television \(YMTV\)](#)

BCTV Recommendations

The BCTV Committee is supposed to set direction for the Community Access Station and is responsible for ensuring the established goals are met. We have a greater knowledge of how BCTV operates and believe this document demonstrates our understanding of the possibilities for Berwick and BCTV. We have researched via communications with Maine and New England Community Access Stations. We have attended workshops and meetings to increase our knowledge and ability to provide Berwick residents with the best possible service. Our recommendations are based on other towns and stations of similar size as well as a few that are larger.

1. **Sub-Contract a Part-Time Coordinator (25 Hours/ week @ \$20/hour)**

The BCTV Committee would require any candidate to meet all state and federal standards for subcontractors.

This person would report to the BCTV Committee on a monthly basis with additional reports as needed.

If conflict, or a problem occurs, they would seek remedy through the Berwick Board of Selectmen.

Position duties and responsibilities would be created by BCTV Committee based on this document.

The position would be posted on our Berwick webpage as well as in the local papers. The Committee would create the application and questions for interviewing. We would conduct the interviews and choose the best candidate for the position.

We would also set an evaluation and review date for assessment purposes.

In 2015 increase the number of hours to 30 per week.

2. **Beginning in 2014 - Pay Volunteers for Taping & Editing**

It is apparent volunteerism is not going to meet our needs. Therefore, like many other stations throughout the country, we need to look at alternatives. Paying for services appears to be the answer.

Beginning in 2014, we recommend BCTV pay a stipend of \$40/meeting to residents who tape live meetings in the Town Hall meeting room.

School Board meetings are done off site and require additional time and travel. Coverage of these meetings would be compensated at \$50/meeting.

We also recommend paying a stipend of \$30 for edited videos of 30 minutes or less and \$40 for videos more than 1 hour. This includes editing, sound check, and adding information or pictures. Rendering formats must meet BCTV requirements.

3. **Begin Construction & Installation Fund for BCTV Control Room Expansion**

Begin putting money aside each month for potential expansion in future. The current room is too small and in order to allow Berwick residents the opportunity to use equipment and participate in their Community Access Station, we need more space.

As previously mentioned, the room currently occupied by the Historical Society would provide the space required and allow us to offer residents area to work.

4. **Purchase Equipment & Recommended Software**