



BCTV COMMITTEE MINUTES

June 26, 2014

Introductions

Rose Raleigh, potential candidate for taping meetings – Emailed Rose to remind her of meeting on June 24th. Received response to email on June 26th that she was unable to attend. We will invite her to our next meeting.

Sandi Keyes, new BCTV Committee Member – No response – believe she is out of town. Told Terri she was heading to FL for a vacation. Terri did include her in the emails as well as the info on her appointment to the committee on July 1.

Meeting Coverage

Fri. & Sat., June 27 th & 28 th – BAA – Prep wall for Art	<u>Timothy</u>
Tuesday, July 1 st – Selectmen Meeting 6:30 PM	<u>Timothy</u>
Thursday, July 3 rd – Planning Board Meeting 6:30 PM	<u>Lisa will send all emails regarding</u>
<u>meetings for Planning Board in July & August – Tim will cover</u>	
Tuesday, July 15 th – Selectmen Meeting 6:30 PM	<u>Lisa Huestis</u>
Thursday, July 17 th – Planning Board Meeting 6:30 PM	<u>Tim will check on dates</u>
Saturdays, July 19 th & 26 th – BAA – Open Art for the Public	<u>Timothy</u>

Coordinator Update

Over past two weeks Tim has been going thru the equipment – He has been writing down the VIN/Serial # and will email to committee.

He is putting together the trail dedication. This video should be ready in next week or so.

Timothy commented that it has been an interesting time getting used to Leightonix – he will research the problems we had with the Selectmen meeting on Tuesday. For some reason the meeting did not tape. He will contact Leightonix to figure out what went wrong. He and the Chair spoke on Tuesday evening regarding the problem. They thought the issue was that the program had not rendered to system. This was not the issue.

He is working on a BCTV PSA – seeking new volunteers. Vicky asked about the Leightonix – the cost -

Coordinator Hours for 6/16-6/22 = 9 Lisa will initial and send on to payroll.

Lisa asked if he is tracking what he is working on. She would like to know what percentage of time is taken up with selectmen/planning board meeting. She also asked if there was something more he could see himself doing. She wondered if he wanted to get out on the street more often, perhaps we could find others to cover the meeting. Timothy said he will submit a monthly report to us on what he is doing. We can then tweak as needed. It gives all of us an opportunity to see what is happening. The monthly report will help us back up when questions arise.

Some of the topics addressed were:

- Categorizing and documenting Equipment Serial Numbers
- Leightonix Update - - This was in an email sent to the admin address.
- BCTV PSA – recruiting volunteers
- Trail Dedication – *Also under Projects
- Scheduling
- Streaming hits:

Brian asked about the volunteer's piece. Timothy explained that he is speaking with everyone he can when he is out and about. Lisa mentioned that she thought he did really good at introducing himself and felt this was a good way to project our image.

We are still experiencing trouble with the microphones static. Timothy felt the problem occurs when they move back and forth from the microphones. They need to sit in one area. It was suggested that Timothy create a letter to send off to the Selectmen & Planning Board to address these problems.

Correspondence

- **CTAM** – Huffington Post Blog – Save Community Access Stations, CTAM Spring Meeting, Time Warner question regarding bad audio from access stations,
- **Access AV – Flyers**, Audio Level Master, TriCaster TC40v2, Equipment sheet. Terri asked Tim to look at the audio systems – We talked about the fact we get feedback on microphones. Lisa said we need to say elbows on the table – It is a training issue and Timothy/Terri will speak with members. Tim is going to create a letter with recommendations. Once completed, the Chair will send it onto the Town Manager. Vicky mentioned they need to sit forward and they need to have people come up to the microphone when they speak. Resource people (Joe, John & Joanne) sitting at small table.
- **Town Manager** – Sandi Keyes nomination to the BCTV Committee will be approved at July 1st meeting. They would like Sandi to be there to meet the Selectmen and in case they have any questions.
- **Robert Perschy** – Request to change information for Swap Shop hours. (Reviewed) Terri took care of this.

BCTV Projects

Slides – Paving Notice, Light Changes, Berwick Transfer Station hours for Swap Shop changes
Berwick Rec Notice
Trail Dedication*

Budget - April 2014 \$45,182.17

Terri asked the Committee if Timothy could check with Access AV what is involved in setting up the robotic Cameras now rather than waiting until we are able to move. Would the cost be prohibitive – cheaper to do all at once – or can we easily move one cord? Lisa said the BAA is putting staging in here – but Terri mentioned with the Rec Dept. having the kids in here – we might want to have the robotic cameras. This would be less worry about moving, changing, or messing with the equipment.

Lisa asked if we going to be doing budgets July – June same as town. Vicky felt this was unnecessary. Vicky mentioned that for our benefit – she would like us to start July 1st. Our budget is located on the hard drive and we asked Timothy to go over that. This way, if asked we can explain our upgrade and move. Vicky asked Lisa to put the date 2013 at top of the spreadsheet listing items that occurred in the previous year. Lisa asked us to keep in mind the big picture – we get \$50,000/year. If we buy electronics – we need to track costs.

The Town is supposed to be getting an upgraded firewall. Supposed to do it early because of storm they postponed it. Lisa said she believes the problems we experienced the last time they upgraded and changed the firewall should not occur this time. We will keep an eye on things.

Other

Vicky, mentioned that at one of the Selectmen meetings she heard Tom Wright mention we are not doing the school board meetings because of the treatment we received. Terri said she had not watched the meeting and

could not speak to what Tom was referring. Terri did believe Tom was referring to the comments made by Bart Haley and the comments on the Berwick Community News. Vicky said she was just curious whether we had additional comments after that time.

I. **Adjournment**

Next Meeting – 4th Thursday of each month. 5:30 pm