



BCTV COMMITTEE MINUTES

SEPTEMBER 11, 2018

6:00 PM

PRESENT: Lisa Huestis, Chair
Sandi Keys
Terri Wright, Coordinator
Steve Eldgridge, Town Manager

MINUTES MAY 2018 approved

FINANCES -

AUGUST 2018

BEGINNING BALANCE	\$162,208.81
REVENUE	\$ 14,001.20
EXPENSES	\$ 26,332.77
BALANCE	\$149,877.24

CAPITAL IMPROVEMENTS

The Coordinator shared that she had completed most of the tasks approved at the last meeting. She explained that she did not do additional research on the DataVideo Switcher because she wants to wait until we replace the server.

We then looked at the server research and costs as presented. Terri said that Telvue came in at a lower price than the other two (Tightrope and Castus). She also said that we could add more items next year when the additional Capital Improvement funds became available. We reviewed costs, both upfront and ongoing, she talked about adding the 2nd channel and having a way to potentially record live meetings from the high school

EQUIPMENT PURCHASES RECOMMENDED IN MAY – THUS FAR

• CHAIR	Estimated - \$300	Actual - \$289.00
• MAC LAPTOP	Estimated - \$2000	Hold
○ Mac – Final Cut Pro	Estimated - \$299.00	Hold
• PC LAPTOP	Estimated - \$1500-\$2000	Actual - \$999.00
○ Keyboard & Mouse/Monitor		Actual - \$164.96
• DESKTOP	Estimated - \$1500	Actual - \$1550.00
○ Adobe	Estimated – \$34.99/mo	Magix-VidoProX-\$399.00
• Monopod for recording off site	Estimated - \$300.00	Actual - \$168.25
• 2 ND JVC CAMERA (With Sports Hookup)	Estimated - \$5000.00	Hold
	Coordinator said she has had some blurriness with the JVC camera and really doesn't want to purchase one of the sports cameras if this is what occurs.	
• SWITCHER	Estimated - \$5000-\$7500	(Actual estimates 8-10,000)
• 2 ND CHANNEL (HYPERCASTER)	Estimated - \$10,000-\$15,000	\$20-25,000 * See Attachment

ADDITIONAL PURCHASES

AMAZON

- DVD'S, WD EXTERNAL HARD DRIVE (3 TB) AND CASE, LIGHTWEIGHT, HEAVY DUTY DOLLY \$46.39
- GO PRO LENS REPLACEMENT \$38.95
- UNIVERSAL DOCKING STATION \$80.99
- GAFFER'S TAPE, AAA & AA RECHARGEABLE BATTERIES, INK FOR PRINTER, CLEAR BADGE \$234.18

B&H PHOTO

- GENRAY LED CAMERA LIGHT \$139.00
 - KINGSTON USB MEDIA READER \$17.00
 - 128 GB SCAN DISK CARD FOR JVC CAMERA \$41.90
 - WD HARD DRIVE FOR LAPTOP \$99.00
 - 3 YEAR WARRANTY ON LIGHT \$30.00
 - 1 ADDITIONAL BATTERY FOR LIGHT \$34.95
- TOTAL \$378.84

PORTSMOUTH SIGN CO.

- 1 SIGN OUT FRONT UNDER TOWN OFFICES AND LEGION \$160.00

STICKERYOU INC.

- 1 CLEAR VINYL DOOR SIGN, 25 SHEETS OF 4 CLEAR VINYL STATIC CLINGS \$177.20

MINITOOOL

- RETRIEVAL SOFTWARE FOR CORRUPTED HARD DRIVE (Lifetime upgrades) \$89.00

STREAMING SITE – TERADEK – Coordinator said she has done nothing as of yet because we may address this with the server.

ALLIANCE FOR COMMUNITY MEDIA

WEBINARS ATTENDED

- 4/25/18 – VOLUNTEER RECRUITMENT AND RETENTION – Very good. I'm also getting ideas off from the ACM ListServ.

Terri sent in her application for the Mentor Network. She has not heard anything yet.

ACM – Letter from the President re: FCC changes.

PROGRAMMING

The Committee looked at the weekly schedule. Terri explained that this will make it easier for residents to remember. All Government programs are shown from 6AM – 12PM and from 6PM – 12AM Monday – Friday.

BCTV webpage changes

Terri reviewed the new daily program guide – it is interactive and allows residents to actually click on item for description, view next air date, and actually view program if it is in our On-Demand section.

PROGRAMMING BREAKDOWN – CHARTS

Month	Locally Produced	Alternative
January	65%	35%
February	70%	30%
March	69%	31%
April	71%	29%
May	67%	33%
June	71%	21%
July	69%	29% 2% STATE
Aug	62%	28% 10% STATE

2017 BREAKDOWN		
	Local	Alternative
• June	60%	40%
• July	51%	50%
• August	50%	50%

GOOGLE ANALYTICS STREAMING / ON DEMAND HITS

- January 253
- February 699
- March 494
- April 561
- May 230
- June 184
- July 161
- August 231

2017 HITS	
• June	36
• July	166
• August	533

YOUTUBE 2018 Views

- June 356
- July 135
- Aug 249

VOLUNTEERS

OTHER

The Coordinator told the Committee members that we sent a check off to the Berwick Historical Society with a donation for \$15.

We discussed the Berwick Public Library fundraiser. They will be holding a Bluegrass Concert on Oct. 13th and were looking for sponsors. Terri recommended we sponsor for \$50. Lisa asked what we get as donors to this program. Terri said BCTV would be listed as a donor on the program guides and any information going out. Lisa and Sandy both agreed this would be a nice way to support the library. Terri said she would take care of that.

Cable Franchise Fee Incr. – Sandi shared her cable bill went up. She called Comcast and was told it was the Town’s fault. We have had no other inquiries.

The Committee discussed Berwick’s current website. Terri and James Bellissimo spoke about the research the Town did on interactive websites. He gave us two different vendor prices. Terri explained the Town has a very basic site and upgrading to one of these would make the site more user friendly. Sandi recommended we make up the difference in what is currently paid – stating it will be under \$1000. Lisa thought that was a good idea.

Adjournment - Next Meeting – DUE TO CHANGES IN SELECTMENT MEETING TIMES, WE WILL NEED TO CHANGE TO THE 1ST OR 3D TUESDAY. COMMITTEE DECIDED TO MEET ON DECEMBER 4TH AT 6PM