



BCTV COMMITTEE

Meeting Minutes

May 9, 2017

IN ATTENDANCE - Terri Wright Lisa Huestis Sandi Keys Coordinator Timothy Cremmen

Meeting opened at 5:38 PM

MINUTES

Terri suggested Randy Moore be changed to Ryan Moore
Sandi recommended that the word Nobel on 3rd page be changed to Noble
Minutes were accepted with above changes noted.

BUDGET

Total Expenditures for April \$ 2,458.95
Ending Balance: \$90,404.33

OLD BUSINESS

BCTV Newsletter Submission – This was sent via Google Docs for all Committee members to review and make changes. The Committee discussed most recent submission made by Terri and reviewed both what the Coordinator had sent and the revisions made. Committee asked Tim to submit Terri’s version to the Town Manager.

On -Demand Site – The Coordinator shared information received from Telvue regarding the CloudCast quote. He explained that they were upgrading this site and it will cost \$10 less/year. He provided the email, quote, and Terms & Conditions for the Committee to review. He explained that this new site will provide residents with access from a tablet and phone and to residents not on high speed internet.

After reviewing the documents, the Committee could see that the email included the “Free” 6 months and it was listed on the Special Terms and Conditions. However, the price did not reflect this information. Tim said he believed they would add 6 months to the end of our contract, giving us 18 months rather than 12. Lisa suggested we ask for the 6 months free up front. Tim said he would check into this for the Committee and send out an email for approval of this purchase.

Sandi asked Tim if we have until the 13th to sign this contract. Timothy responded that he just received it today and would think we had a little longer. When he speaks to them regarding the 6 months free, he will also inquire as to the deadline for a response. The Committee voted to approve the contract via email once the new information is sent, reviewed and agreed to.

At the bottom of the contract was a Media Resource Expo event which stated we could get in free if response is received prior to June 1st. Sandi asked if this was something we should be attending. Tim believed it was an expo to showcase their items. Sandi mentioned that given the fact they are constantly upgrading, just after we purchase a piece of equipment, it might be a good idea to attend. Tim said he would check into it and get back to the Committee.

Instructions sheets for station – Timothy told the Committee that Ryan has the instruction sheet. He is making changes and it will be sent out once received.

Streaming Channel 22 – The Coordinator said he spoke with James Bellissimo regarding streaming capabilities on the current town website. He was told that this website had the capability to stream BCTV Channel 22. This means the only cost for BCTV to stream channel 22 over the internet would be the \$3000 for the equipment. He said residents could click on our webpage, click on the window for streaming and access Channel 22 directly. Timothy is going to check on whether the price includes installation and report back to the Committee via email. If all seems good, the Committee members agreed we will respond with an email vote to approve.

Comcast Franchise – Our next step is a meeting with Tony Vigue, and the Town Manager. Once this is completed and we agree to the contract proposal, Tony will send the RFP/contract proposal into Comcast and from there, negotiations begin. We are hopeful negotiations will be completed by July 1st.

Lisa asked if can we make the contract retroactive to July 1st if negotiations take longer. Terri said this is a question for the consultant.

BCTV COORDINATOR UPDATE

PROJECTS

Department Head Interviews: Timothy said that the interview with Patty had been rescheduled to 10AM on Thursday, May 11th. The next person he would like to schedule is Maureen in Finance. He was waiting for her to return from vacation. Lisa recommended she and Maureen do the video together.

Sandi suggested at the next Department Head meeting, Timothy narrow down dates with each department head. This would help keep a schedule and if the Coordinator had difficulty with any one person, he could follow up with the Town Manager for assistance. Timothy will look at dates and bring this up at the next meeting.

Lisa asked if the video on Kim Taylor is up and running. Timothy told her it was.

Ross Bachelder Project - Timothy said the shoot has been completed and he is now editing. Lisa inquired as to whether Ross is now prepared to do these shoots on his own and the Coordinator said that he did train him during this shoot but Ross does not feel comfortable doing it himself. This video is scheduled to air this Thursday.

BPL Author Talk – Terri videotaped and edited the BPL Library Author Talk on May 3rd. The video was shared with the Coordinator today and will begin airing on Thursday. Terri also mentioned to the Coordinator that she had tried to load on the Telvue site provided but was unable. She used several different formats tried 3 different browsers without success. This was one of the great capabilities in using Telvue – up to 10 residents can be assigned to the system and load directly for quicker access by the station. Terri asked Timothy if there was a setting that needed to be changed on the system. He said he would check into this and get back to her.

School Budget Video – Lisa questioned whether we ever received the video on the school budget items. Timothy answered that we had not. This led to a discussion regarding taping of the school budget vote. Lisa will reach out to the Superintendent regarding her request that the vote be held in the auditorium where all residents can sit comfortably and it is handicap accessible. It also has better audio set up for all to hear. This is a better location for taping as well.

Terri told the Committee that she had reached out to the Technology Director, Chris Russo and is awaiting a response. She would like to view the access station and area where equipment may be stored for videotaping board meetings and events. She also mentioned that she is uncertain whether the equipment in this access station has ever been upgraded. The Town of No. Berwick takes the access fees and puts them to their general fund.

HS Student Request to Tape – Timothy met with Ralph and he is interested in taping events at the HS. Terri mentioned that per our BCTV policies, we only lend equipment to residents over 18 years of age. She asked if he was using his own equipment. Timothy said he will check into this. Lisa asked if we are paying him or if this is community service. The Coordinator told the Committee that the student wants to be paid and not use it as an internship. Sandi felt it was great just to get someone interested and get videos from the HS.

Methodist Church – Timothy shared with the Committee that Pastor Skip Smith told him the congregation was not prepared to tape services at this time. Terri wondered if this could be because there is no one there who understands the equipment. She offered to reach out to Steve and Zoe Guptill.

8th Grade Baseball Coach – Timothy said the coach taped last week and will get the video back to us. Terri mentioned that he has the GoPro camera and while we don't mind him taking it out for a week or so, this is our only one and it should be on hand for others to use as well.

Clean up week with the Sailors – Lisa asked if Sailors have come. Terri explained that Tom is asking Methodist Church to host supper and she will find out when this is scheduled.

Fire Department Safety Day – Lisa asked if we are videotaping this. Timothy told the Committee that Erin Duquette is planning on taping the event with her own camera.

COMMUNITY SLIDES ADDED

Recreation Director submitted a few new slides.

Terri asked about the Legion Car show. Timothy said he received nothing from them for this. She offered to speak with Andy Buckman regarding submission for the car show. *(Timothy spoke with Andy on way out of meeting and he will submit a few pictures for the slides.)*

Timothy recommended BCTV put a slide up before and after community programs are run. The slides would ask residents to call or email BCTV to let us know if they like this programming. We can also do this with meetings – asking residents if they like this time slot for viewing selectmen and planning board meetings. He stated we could enter all respondents into a drawing for a free baseball cap or shirt monthly.

The Committee felt this was a great suggestion and asked Timothy to go ahead and set this up.

NEW BUSINESS

GOOGLE CALENDAR – The Committee liked the calendar of events. Terri said it was not easy to create an event calendar since all departments have separate sites for their calendar of events. Lisa offered to bring this up at the next Department head meeting. Perhaps all could send in their events for posting on the town calendar. Terri said the schools do the same thing.

Terri asked if the Committee was open to setting up a Google calendar where all events will be listed and members can add to it as they become aware of new events. All thought it was a good idea. Lisa said she would need a little help setting it up but was willing to try.

CTAM & ACM Memberships – Timothy said that these memberships were up for renewal. Terri said she would like to keep these as resources and recommended approval for the cost. A vote was held and approved.

COMPLAINTS

Doug Muchmore from Old Sanford Road said service is good but price stinks

Meeting adjourned at 6:38 PM