

- Hard Drive 512GB PCIe NVMe M.2 Solid State Drive (Boot) + 1TB 5400RPM Hard Drive (Storage)
 - Display 15.6-inch UHD (3840 x 2160) IPS Anti-Glare LED-Backlit Display
 - Primary Battery 56 Whr, 4-Cell Battery (Integrated)
 - Video Card NVIDIA® GeForce® GTX 1060 with 6GB GDDR5 graphics memory
 - Wireless 802.11ac + Bluetooth 4.2, Dual Band 2.4&5 GHz, 2x2
- Computer – Laptop – for Coordinator \$15-1700
 - Initial assessment (See Above for Specs) – This would depend on the size of screen. This computer does not need the i7, we could go with the i5 but may have to upgrade sooner. We already pay for Window’s 10 on the current desk and laptop.
 - Monitors – (2) new for Control Room (Originals will be kept for Studio)
 - We will need to wait on this – I would like to have these on a table with an elevated shelf –



The Committee asked that the Coordinator reach out to Two-Way Communications. This is the company that handles all the computers at the town offices. Lisa mentioned that they would provide on-site servicing which in itself is huge. Terri said she would make that contact to request a quote for both laptop and desktop computers.

Other Finance:

- The Committee approved purchasing Halloween candy for next year and setting up with a Banner in the parking lot.
- The Committee approved a Banner / advertising sign for BCTV – recommend we get something for the area out front. Terri recommended that we could use it for many different events and promotional opportunities. Terri was asked to check with Andy Buckman to see who did the Town Hall sign out front. We should have something put up there.
- Terri mentioned that in the 2018-19 budget she would like to look at a Technical Assistant. Someone who could troubleshoot electrical and mechanical issues with BCTV equipment. She feels comfortable calling and making adjustments over the phone. The Committee mentioned that we may have local people that could be called upon here and there as needed.

Lisa said she would really like it if we could get the contract signed by year end. She asked the Coordinator to get the budget ready for review at next meeting. She asked that a full-time position be calculated with benefits.

Sandi asked where we stand with the new studio space. Judy said that the only space that makes sense is the Historical Society space in the meeting room.

Sandi then asked whether we need a new description of duties if the Coordinator goes full time.

Terri mentioned to the Committee that she would like to give Ryan Moore a \$50 bonus for Christmas and increase his pay from \$40/meeting to \$50/meeting with a \$20 minimum for anything under 1 hour. The Committee agreed to both items.

ACM Northeast Conference

The Coordinator reviewed workshops attended and information garnered during the Conference. She told the Committee the show was good, and she enjoyed making connections with other networks and Coordinators. November 1st thru 3rd / Total costs – Hotel \$283.02, Conference \$255, Mileage & Tolls \$192 = \$730.02
*See attached sheet for Conference

Projects

Event	Date	Downloaded / Converted	Edited	Station	On-Demand	FB	Website Page
Many Faces of Berwick – Ted Stickney	8/21/17	X	9-26-17	9-30-17	X	X	X
Amy's Walk (Fundraiser Video)	9/23/2017	X	X	X	X	X	X
Legion Commander Visit Speech	10/1/2017	X	X	X	X	X	X
BPL SHIRLEY WILSON (RYAN CARR)	9/20/2017	X	X	X	X	X	X
NOBLE KNIGHTS FOOTBALL	9/15/2017	X	X	X	X	X	X
NOBLE KNIGHTS FOOTBALL	9/22/2017	X	X	X	X	X	X
NOBLE KNIGHTS FOOTBALL	9/29/2017	X	X	X	X	X	X
NOBLE KNIGHTS SOCCER	10/3/2017	X	X	X	X	X	X
NEWS FROM ME LEGISLATURE	10/5/2017	X	X	X	X	X	X
LEGION RECOGNITION DINNER	9/23/2017	X	X	X	X	X	X
NATIONAL COMMANDER VISIT	9/30/2017	X	X	X	X	X	X
BERWICK HISTORICAL PRESENTATION	10/6/2017	X	X	X	X	X	X
WINDOWS VIDEO WITH LITTLE HARBOR WINDOWS	9/21/2017	X	Started				
SAD 60 WORKSHOP ON STRESS	10/11/2017	X	X	X	X	X	X
FUND OF JUPITER PRESENTATION	10/12/2017	X	X	X	X	X	X
LETTERS FROM HOME – BERWICK HISTORICAL SOCIETY	10/18/2017	X	STARTED				
MSAD 60 SCHOOL BOARD	10/19/17	X	X	X	X	X	X
BPL – MICHAEL GIBBONS	10/25/2017	X					
TRUNK OR TREAT	10/30/2017	X					
PSA'S							
SELF DEFENSE CLASSES	9/2017		Working on PSA for next class / waiting on photos				
Catholic Penny Sale PSA	11/14/17	X	X	X	X	X	X
X-Mas Parade PSA	11/14/2017	X	X	X	X	X	X
BEARDS FOR BUCKS (FUNDRAISER) PSA (2)	10/5/2017	X	X	X	X	X	X
FALL FOLIAGE PSA	9/17/2017	X	X	X	X	X	X
ACA / PSA	9/6/2017	X	X	X	X	X	X

EMU PSA FOR SOCCER	9/13/2017	X	X	X	X	X	X
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Slides Added: Parking Ban - Penny Sale for Catholic Church -Station going down for 11/10 to 11/12 – Veterans Day -

School Board Meetings:

1st one in October did not have good sound quality. Second meeting taped was great and is up on the station.

Videographers:

Ryan Carr has done several more Berwick Public Library events – he is getting much better and from what he tells me he is enjoying it.

Jody Puffer is doing great. She really has learned a lot about videotaping soccer games. The first few were difficult because she had not been allowed into the box for taping. She has taken suggestions and has told me she is enjoying taping.

Editors:

Seth Wright completed River Front video – except part with interview. I did interview on 10/23/17 with James.

James Bellissimo edited all the football games sent to him and got them up on Connect the following Monday. He has offered to reach out and see if he can get the Basketball games as well.

Datavideo Switcher

I have not had a lot of time to study this. There is a way to retrieve slides and save to switcher. There is also a way to use the program downloaded to make specialty slides. Ryan mentioned that the switcher is difficult to use. Terri and Ryan both commented on the lack of information on how to program and steps to follow in the manual.

TV – Slides/Info Town Hall

InfoVue – This sends out our slide show and PSA announcements / We have a stick that was originally purchased with the system. This stick was in the back of our closet and had never been connected. This stick will play our slideshow, and/or we can connect to the Cloud and play alternative videos – PSA’s etc. We can stream in the weather as well. Speaking with Mr. Paige, he said it will cost us \$495/year for us to activate the stick.

Chrome Stick – \$70 for the 4G version – uses WiFi to connect to Phone/Laptop/Computer/Website/Server – We cannot connect to the slide show via this option.

Committee recommendation is that we hold off on the Town Hall TV for showing the slide show and public service announcements. This is something we can work on once we have all loose ends tied up.

Live Feed from Auditorium – I could not get the sound to come through on this. I will reach out again to Access AV for info on how to connect sound.

Volunteers

Maureen Nikitas is now volunteering with BCTV. She is assisting (videotaping) at the HS board meetings. She helps with set up and break down as well.

Negotiations

We met with Comcast on September 25th. They were returning to see if what we spoke about and agreed to would be acceptable by their lawyers. Supposed to hear back week of Oct. 10th. Emailed Tony 10/23/2017 and he responded that he had heard nothing. Tony sent an email to Brian – response was he was out of the office. Another email was sent 11/6/17. Lisa asked that Terri send another email to Tony and see if we can move it along.

Lisa and Sandi spoke about the fact that they were hoping the contract would be signed by now and we could move forward with projects. They also wanted to move the Coordinator to fulltime. It was recommended that Lisa speak with Town Manager about giving the Coordinator sick time and holidays. Lisa will report back to the Committee in December.

Programming Breakdown – Charts

SEPT 2017

- Local Programming 55%
- Alternative Programming 42%
- Fillers/PSA's 3%

OCT 2017

- Locally Produced 68%
- Alternative Programming 31 %
- Fillers/PSA's 1%

Google Analytics

- June Streaming/On Demand Hits 36
- July Streaming / On Demand Hits 166
- August Streaming / On Demand Hits 533
- September Streaming / On Demand Hits 288
- October Streaming / On Demand Hits 610

Next meeting December 15th at 5:30 PM. The Committee will hold their annual Holiday gathering at the Backstreet Grill in Sanford, ME. A short meeting will be held prior to the meal.