

# **TOWN OF BEDFORD**

## **BCTV - WBNH Board of Overseers**

### **April 1, 2021**

## **MEETING MINUTES**

**Present:** Dick Rawlings (Chairman), Bob Thomas (Vice-Chairman), Denise Ricciardi (Town Council Representative), William Carter (Town Council Rep-Alternate), Joel Schwelling, Bill Jennings (BCTV/WBNH Station Manager), Coleen Richardson (BCTV/WBNH Assistant Station Manager), Harry Kozlowski (WBNH Program Director)

**Absent:** Bill Foote (School Board Liaison), Pete Macdonald, Julio Nunez, Dave Danielson, Andrew Hanson

#### **I. Call to Order:**

Chairman Rawlings called the April 1, 2019 meeting of the BCTV – WBNH Board of Overseers to order at 7:05 pm. Roll call and introduction of members occurred.

Chairman Rawlings read the State of Emergency statement declared by the Governor as listed on the agenda.

#### **II. Public Input:**

- None

#### **III. Old Business:**

- Approval of minutes from the previous meeting: October 8, 2020 was tabled due to lack of a quorum this evening.

#### **IV. New Business:**

##### **A. BCTV Manager's Report**

Mr. Jennings provided the Station Manager's Report for March 2021. (See Attached).

In addition, he reported the following:

- Mr. Jennings said that February at WBNH was extremely busy. It's unbelievable the amount of stress that can arise when you are being relied on as the only source to bring entertainment, general education and information to households, but everyone wrapped their arms around it, and it was a blast. One thing we really felt proud of was being able to bring parents (who weren't allowed in the arena) the boys and girls hockey games. They could watch on YouTube, sometimes on Facebook, our own streaming, and on-demand through our website. We covered political races, budgetary meeting, boards and councils. Everybody expects to see these live – and we have that full capability.

- We continue to work with Safety to get public messages out, and public service videos
- Our job is to make things better and better and the contributions made by our volunteers allow us to achieve this. They don't get paid but just want to be part of entertaining, influencing and educating people. We are proud of being part of the community and to be of service
- Mr. Jennings shouted out to the BHS Athletic Director, Corey Parker who became like a 4<sup>th</sup> member of the broadcast team. Parker covered every single JV and Freshman game after we trained him to use our equipment. The High School even honored the station making us official Bulldogs

Ms. Richardson discussed the plans for reopening the studio in the short-term and long term as discussed and reviewed by Staff at a recent staff meeting. She explained that the plans will be reviewed on a monthly basis, but in April the plan is to open the studio up for public service announcement recordings only done by one participant at a time (by appointment only) so that we don't have to worry about social distancing. Everyone will be required to wear a mask. As the State reviews its own reopening plans, we will also continue to review our reopening plan and revise as needed. If two or more people are required in the recording Mr. Jennings explained that we would use Zoom.

Q: Chairman Rawlings asked how many PSA's are done in a month.

A: Mr. Jennings said we run about 55 PSA's on average on BCTV and about 40-50 on WBNH. We average about 4-5 new PSA's being produced per month.

Mr. Carter discussed his PSA which was recently produced. On April 17, 2021 from 9:00 AM – 3:00 PM we will be having the First Annual C.U.B. Cleanup Day. C.U.B. stands for "Clean up Bedford". Mr. Carter said we are asking everybody in town, including our students from the high school and grammar schools, organizations like the Men's Club, The Farm at Joppa Hill and the Rotary to help make our streets really clean and so far these groups have stepped up. Earth Day falls on April 22<sup>nd</sup> so this initiative really ties into that. There will be 4 locations where you can pick up blue bags from a black and yellow bin: 1) The Bedford Transfer station (and you can get the blue bags any week on a regular basis there too), 2) At the Bedford Library, 3) At the Bedford Safety Complex and 4) At the Farm at Joppa Hill. The blue bags can be used to pick up roadside trash. Once done, the bags can be brought on your next visit to the transfer station or leave it tied up on the side of the road and plans have been made to have members of the Department of Public Works (DPW) drive around town to pick them up in the days following. To be safe, please make sure that you wear gloves and highly reflective clothing during the event and if working on a major road be sure that you walk facing traffic. We encourage everyone to come out that day and appreciate their help in making Bedford a Clean Community. Mr. Carter said we hope to make this an annual event if not one in Spring and Fall. If anyone has any questions, don't hesitate to reach out to Mr. Carter at [wcarter@bedfordnh.org](mailto:wcarter@bedfordnh.org).

Mr. Jennings also encouraged Ms. Ricciardi to get in front of the camera to provide State House updates. He said BCTV is there to work with her so that the community knows exactly what work is going on at the State House and the Senate. Ms. Ricciardi said she would like to do that. She also thanked BCTV and WBNH for being the heart and soul of the community. She has been a Bedford resident for 25 years and in the past BCTV has come into her home when she used to broadcast cooking shows. Since then, BCTV has evolved and with the addition of WBNH she said it has been amazing for our community.

As the liaison for Town Council, she doesn't want to fix anything that is not broken, but she would like to be here to listen and assist when something is needed for the station to proceed. She said the community is lucky to have BCTV and WBNH – especially during the pandemic because life was brought to people who really weren't having much life.

## **B. WBNH Program Director's Report**

- Mr. Kozlowski reported that the winter sports season just wrapped up. Mr. Jennings and Mr. Kozlowski made the commitment to cover as many home hockey and basketball games as possible since many families would be unable to watch the sporting events live. They ended up covering 2-4 games per week and received lots of positive feedback from people who enjoyed the broadcast and the exposure.
- In going over the streaming numbers Mr. Kozlowski noted that we hit an amazing peak right in the middle of the girls basketball final, a radio-only broadcast which had 216 people online streaming (in addition to people listening on-air which is unmeasurable). This is the highest number we've ever hit on our web stream. Mr. Jennings noted that the New Hampshire Interscholastic Athletic Association (NHIAA) prevents BCTV or any local access station outside of the Federation High School T.V. Network from covering that game live, but because we have a radio station we were able to work with the director of the NHIAA since we are a non-profit town-owned radio station. The option for people who want to watch it live is to go to the Federation/NHIAA network, but viewers would be required to pay a subscription fee of \$10.00 in order to watch it. What WBNH provides to listeners is free. When we stream the radio station it can be accessed all around the world. Mr. Kozlowski thanked the volunteer crews that were on board including Coleen Richardson, Bill Jennings, George Cox, and Corey Parker the Athletic Director of Bedford High School, and Cory Munsterteiger a citizen volunteer who did basketball and hockey calls for us, as well as football calls in Autumn. We can't do what we do without our volunteers!
- Mr. Kozlowski reported that this is the year that all radio stations in New Hampshire have to file for renewal with the FCC. It is a 7-year license. We must file the renewal by December 1, 2021. Before that we must double-check to see if the Town Council membership has changed more than 50% since the last time we filed an ownership report with the FCC which was done 2-years ago.
- The radio station remains under lockdown rules as it has for the past year. The quarantine has forced us to work in different ways, but some of those ways have turned out to be pretty good. All but one of our producers are able to produce their radio shows away from the station. Most all of our shows are being produced at-home by the producers (with only one show being done in-studio). That is a big change! Our volunteers put in a tremendous amount of work every week in order to put out their shows. Again, we can't do what we do without our citizen volunteer producers! If anyone watching this meeting is interested in proposing a show for WBNH, we are always looking for new people. Please email [wbnh@bedfordnh.org](mailto:wbnh@bedfordnh.org) and let us know of your interest and maybe we will be able to get you on the air as a show producer. Right now, we've got 7 terrific producers and they are all doing great work, as well as the high school students who produced the New Hampshire Association of Broadcasters (NHAB) award-winning BHS Bulldog Unleashed radio segment.
- February 8, 2021 was WBNH's 5-year anniversary of being on the air.

Q: Chairman Rawlings asked if the producers doing the shows from home had their own studio.

A: Mr. Kozlowski explained that the beauty of technology is that all you need today is a USB microphone and a computer, and an acoustically neutral room. Producers went out and bought their own USB microphone or had something comparable so they can record their voices on the computer and then they send a playlist of songs they want in their show and the order in which they want the songs to appear, and Mr. Kozlowski produces the shows for them. Two producers Tim from Songs from the Edge of the World and Drew and Steve from Suburban Underground do all of the production themselves on the computer. The definition of “studio” has really changed a lot and really anyone with a laptop and a microphone has a studio. Mr. Jennings noted that it has also helped us with cost control. We may even be able to move forward more economically using this model. We are doing several television shows, for example “Heads Up” in a Zoom environment and people feel very comfortable with it and it is very convenient for both the host and the guest. It also simplifies things in post-production and recording. Mr. Jennings said when we reopen the studio it will probably be a combination of both, and we won’t enforce that producers have to come into the studio. They will be able to do what works best for them.

Since Mr. Schwelling works in the field, Mr. Jennings invited him to send anything their way in the way of ideas. Mr. Schwelling commented that he thinks BCTV and WBNH does a great job, especially during these challenging times. If he can provide any studio assistance and somebody needs help with something he is in the studio all day, so don’t hesitate to ask for any help that may be needed.

- WBNH is working on Spring sports and should have a schedule soon.

The next meeting of the BCTV Board will be June 17, 2021 and swearing in of new members and nominations for positions will occur.

Chairman Rawlings asked for any additional comments. There were none.

## **V. Adjournment**

Chairman Rawlings adjourned the meeting at 7:41 pm.

Respectfully submitted,  
Tiffany Lewis

# MONTHLY REPORT



To: Town Manager and Town Council  
From: Bill Jennings, BCTV-WBNH Station Manager  
Date: April 2, 2021  
Period: March

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Total Number of BCTV Programs All Channels: 163

Channel 16 - Public: 64

Channel 22 - Government 13 Live Broadcasts, 226 Re-Runs

Channel 23 - School: 20

Channel 1072 - 66

BCTV Video on Demand Views: 1346

BCTV Website Google Data Unique Views: 7988

WBNH Streaming Minutes: 266,725      WBNH Unique Listeners: 1042  
WBNH Podcast Downloads: 59

BCTV PSA's 54

WBNH PSA's 40

BCTV – WBNH Points of Interest

March was a continuation from the previous month's focus on Elections, Budgetary Hearings and BHS Playoff Sports Action.

We continue to work closely with the school to cover sports and school information programming. Additionally we are working with the PTG to bring a live special three part series which is broadcast from the BHS Theater. The theme is Mental Wellness. The program addresses the challenges faced by children and their parents during Covid. It features Diane Vaccarello, a Bedford Family Therapist, and it's produced in conjunction with the Bedford School District. We broadcast and streamed the first show in March and two more are scheduled; one in April and one in May.

In addition to PTG three part series, we just concluded our tenth show of "*Heads Up*", another show dealing with mental wellness. The show is produced weekly with Diane Vaccarello and Sue Mullen. Sue, for those unaware, is a former retired BHS school counselor. An example of topics covered so far are managing anxiety in children; managing anxiety and stress in adults, and most recently, a two part series on suicide prevention and awareness featuring guests from a non-profit organization called Connor's Climb which focuses on child suicide prevention.

We continue to use Zoom instead of our studio for recording programs, but staff still spends plenty of time in the field covering events, producing segments for Bedford Community Corner and public service announcements. One of the PSA's we are very proud of is the one I sent to everyone on Articles 5 and 6 for the 2021 budget overview. It involved drones and field footage as well as some creative editing. We use a creative process for all of our video PSA's; our most recent ones involved a number of town and school staff. Some examples were the school sprinkler recommendations with the school superintendent and the BFD Chief; Everbridge Nixle mobile app with Bedford Police and Counselor Carter's CUB "Clean Up Bedford" event on April 17<sup>th</sup>. Often the audio is used for a WBNH radio PSA as well.

Our monthly show, *Bedford Community Corner*, features both Zoom interviews as well as onsite field coverage. The intent of the show is to have a series of short informative and entertaining pieces similar to Chronicle. George Cox hosts the show and it has been very well received by the community. It allows all

of the staff to quickly cover an array of subjects and upcoming calendar events and include those short series of pieces in a half hour show. We produce the show monthly and we are currently working on show #6. To see the previous five shows go to the BCTV website at [www.bedfordtv.com](http://www.bedfordtv.com) Click on anyone of the "On Demand" buttons under each channel. On the next page type in **Bedford Community Corner** in the Search window at the top of the page and hit enter or click on the Search Button. All the shows will then be listed.

The studio remains closed but we are allowing residents to produce PSA's with only one person at a time allowed in. Zoom is used when a request requires two or more people. On the radio side, we have been allowing radio producers to use the radio booth with very specific protocols in place. We will evaluate the standards currently in place on a month to month basis to determine expanding studio availability.

Please take the time to review the weekly schedule that is emailed as well as posted on our BCTV FB page to get a full flavor of all the programming that is available on a weekly basis. The BCTV website has the daily and weekly program schedule that can be accessed at any time.