

**TOWN OF BEDFORD**  
**BCTV Board of Overseers**  
**April 19, 2018**  
**MEETING MINUTES**

In attendance: Dick Rawlings, (Chair), Bill Greiner (Vice-Chair), Melissa Stevens (Town Council Liaison), Chris Bandazian (Town Council Alternate), Mike Sills, Julio Nunez, Bill Foote (School Board Liaison) Bill Jennings (BCTV Station Manager), Coleen Richardson (Assistant Station Manager), Chris Gentry (Broadcast Production Coordinator).

Absent: Pete Macdonald, Bob Thomas, Rebecca Durrell

**I. Call to Order:** Chairman Rawlings called the meeting to order at 7 p.m.

**II. Roll Call and Introduction of new board member Julio Nunez**

**III. Public Input:** None.

**IV. Election of Officers:** Chairman Rawlings called for nominations for the Chair and Vice-Chair positions. Melissa Stevens nominated Bill Greiner for Chair, Mike Sills seconded the motion – all voted in favor. Bill Greiner nominated Dick Rawlings as Vice-Chair, Mike Sills seconded the nomination – all voted in favor. Motion carried.

**V. Recognition of past BCTV Board Member and Volunteer: Doug Pearson** Chairman Rawlings recognized Doug Pearson and presented him with a Certificate of Appreciation for his years of services as a BCTV Board Member and BCTV Volunteer. Doug Pearson gave a brief summary of his involvement with BCTV and Bill Jennings also commented on Doug's involvement. Everyone thanked Doug for his many contributions to Bedford Community Television.

**VI. Old Business:** Approval of minutes from January 18, 2018. Motion made to approve made by Bill Greiner, seconded by Mike Sills. Motion carried with two abstentions (Dick Rawlings and Julio Nunez).

**VII. Public Hearing:** Renewal of the Cable Television Franchise Agreement with Comcast Motion to open the public hearing made by Bill Greiner, seconded by Mike Sills – all voted in favor. Chairman Rawlings asked Bill Jennings to review the Franchise Agreement. Bill Jennings reviewed the existing agreement and the proposed changes / revisions to the new agreement highlighted in a sheet he distributed to the board (see attached). Bill emphasized that this is a Cable Television agreement and Broadband is not part of it. Also that Comcast rates are not part of the agreement. After Bill Jennings gave his overview and the board had their discussion Bill Greiner made motion to open the public hearing to public comment, Mike Sills seconded the motion. Chairman Rawlings called for public comment,

hearing none, Bill Greiner made a motion to close the public comment of the public hearing, seconded by Mike Sills. Vote taken – all in favor, motion carried. Then Bill Greiner made a motion to close the public hearing, seconded by Melissa Stevens – all voted in favor - motion carried. Bill Greiner asked Councilor Bandazian if the Town Council would like to have the BCTV Board endorse the agreement. Councilor Bandazian concurred that would be recommended. It was decided to have Bill Jennings present the final draft of the Franchise Agreement to the BCTV Board at the July 19, 2018 meeting.

#### **VIII. New Business:**

**Station Manager’s Report:** Bill Jennings had stated he has been sending his reports to the Board monthly and that if they had any questions to let him know. Bill then reviewed a summary sheet for his preliminary April BCTV Manager Report which he distributed to the board (see attached). Bill asked Chris Gentry to review BCTV’s google analytics. He then asked Coleen Richardson to review social media for BCTV / WBNH and other Town Facebook pages she manages. The Chris Gentry was asked to review the BCTV YouTube Channel. Bill summarized his report.

#### **IX. Next Meeting:**

The next meeting is scheduled for Thursday, July 19, 2018.

- X. Adjournment:** MOTION by Mike Sills to adjourn the meeting at 8:32 p.m., Melissa Stevens seconded the motion. Vote taken - all in favor. Motion carried.

*Submitted by: Coleen Richardson  
April 20, 2018*

## Proposed Comcast Television Franchise Agreement

December 2, 2018 – December 2, 2028

### Overview

The business terms and conditions essentially remain the same as the previous town franchise agreements. The town attorney has reviewed the agreement for legal language and made recommendations to make responsibilities and construction coverage more defined.

Increasing the franchise fee from 4% to 5%. Five percent is the authorized maximum allowed under the cable franchise act. Since this is a ten year agreement it's important for the town to protect its franchise revenues by maximizing the amount of fees authorized. Future technology and video distribution options could potentially impact subscription rates with a potential reduction in franchise revenue. We are doing some analysis to make a final determination on whether to increase immediately or phase the increase in based on revenues vs expense.

Ten year capital funding - \$250,000, spread out over 10 years. \$25,000 Annually.

An Option for a Fourth Channel – Need Based

HD Authorized Channel based on technical and cost feasibility determined by Comcast (Letter)

Qualified Senior Discount – Medicaid and SSI disability. (Separate letter from Comcast)

## April BCTV Manager Preliminary Notes

Hiding in Plain Site: A Social Media and Human Trafficking Forum

St. Anselm College: NHIOIP – Frank Anthony – Poly Sci Major

BeBold Bedford Programs – D/A/T Awareness

Veterans Forum – Medal of Honor Recipient – Ryan Pitts - Afghanistan

Money Wise – Three Shows So Far. Social Security, Long Term Care, Estate Planning

Sunday Library Concerts – Normally first Sunday of the Month up through May

New Library Program on Book Themes and Topics – Suggested by the Library Director

Video PSA's – Various non-profits / safety services are taking full advantage on both radio and TV

Social Media and YouTube Content Awareness and Distribution

One specific upcoming event- PFOA Water Meeting live broadcast from PW on 5/22

Google Analytics / BCTV YouTube Channel – Chris Gentry – Bring up on Screen.