

**TOWN OF BEDFORD**  
**BCTV - WBNH Board of Overseers**  
**May 5, 2022**  
**MEETING MINUTES**

Present: Dick Rawlings (Chairman), Bob Thomas (Vice-Chairman), Kathleen Bemiss (Town Council Representative), Julio Nunez, Edward Bordeleau, Bill Foote (School Board Liaison), Bill Jennings (BCTV & WBNH Station Manager), Coleen Richardson (BCTV & WBNH Assistant Station Manager),

Absent: Loren Foxx, Denise Ricciardi, William Carter (Town Council Rep-Alternate), Harry Kozlowski (WBNH Program Director)

**I. Call to Order:**

Chairman Rawlings called the meeting to order at 7:00 pm. Roll call and introduction of members occurred.

**II. Public Input:**

- None

**III. Election of Officers:** Chairman Rawlings asked for nominations for the Chair position, Bill Foote nominated Dick Rawlings and Bob Thomas seconded the motion. Vote taken – all in favor. Chairman Rawlings asked for nominations for the Vice-Chair position, Bob Thomas nominated Julio Nunez, Bill Foote seconded the motion. Vote taken – all in favor.

**IV. Old Business:**

- Approval of minutes from the previous meeting from June 16, 2021. Motion made by Bob Thomas, seconded by Bill Foote. Vote taken – all in favor with one abstention.

**V. New Business:**

A. BCTV Manager’s Report and WBNH Radio Program Director’s Report  
Bill Jennings presented both reports. He stated he had emailed his monthly report (see attached), and asked if anyone had any questions. Seeing none, Bill then presented some additional information as an introduction of certain

topics for the new board members and a refresher for the veteran board members. The areas that Bill review are as follows:

- Bill announced a New Broadcast Production Coordinator will be joining us as of June 1, 2022
- Bill announced that we are pursuing closed captioning for town and school meetings – we are in the testing stage at the moment. Dick Rawlings asked about using the closed caption button on their remotes at home and Bill said, that that is correct, individuals will need to activate the close caption option on their TV sets to see the closed captioning.
- Bill then reviewed the organization chart showing how the staff hierarchy is set up and explained each individual's roles.
- Bill did a review of the BCTV web page and explained a new feature when searching for meetings on demand. They are now organized in galleries which sorts the meetings and makes searching easier.
- Bill reviewed different streaming options available for BCTV, primarily Roku. Bill reviewed the Roku menus and how you program your Roku app and add BCTV to your customized menu.
- Bill highlighted one of our WBNH student volunteers Caitlin Fitzgerald. Caitlin is a Student DJ for WBNH and is very good at it and very professional. Bill played an audio example of Caitlin for the board to hear.
- Bill reviewed that we are continuing the process to apply for a Grant for our EAS / EOC and how that process takes a while to get going.

## **VI. Adjournment**

Chairman Rawlings asked for a motion to adjourn – made by Bob Thomas and seconded by Bill Foote. The meeting was adjourned at 8:02 p.m.

Respectfully submitted by, Coleen Richardson.

# MONTHLY REPORT



To: Town Manager, Town Council, BCTV-WBNH Board  
From: Bill Jennings, BCTV-WBNH Station Manager  
Date: May 3 2022  
Period: April

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Total Number of BCTV Programs All Channels: 150

Channel 16 - Public: 64

Channel 22 - Government 10 live Broadcasts, 118 Re-Runs

Channel 23 – School - 20

Channel 1072 - 56

BCTV Video on Demand Views: 1003

BCTV Google YouTube Unique Streaming Views: 2515 BCTV Google Website Visits: 601

WBNH Show Streams: UA Unique Listeners: 1410

BCTV PSA's 64 WBNH PSA's 21

BCTV – WBNH Points of Interest

We have formally extended an offer to an outstanding individual for our broadcast production coordinator position and he has accepted. Pending a background check, he is tentatively scheduled to join us on June 1<sup>st</sup>. We will share his name once it becomes official. . He has an impressive background in all areas of broadcasting to include video capture, post-production and video content development and distribution. He has been involved in Public Access Television for almost ten years. He'll be a great addition.

I mentioned close captions in my last report. We will be testing it out in the next week to see how accurate the caption system works. We're very excited about this and it will be a much anticipated value for those watching and listening to town and school board meetings on TV and on line. We hope the system works as advertised.

Roku users can now download BCTV through the Roku Channel Store. You can watch all live and video on demand programming in high definition on your TV if you are using Roku for your streaming service. I've attached a couple of photo's to give you a flavor of how it will look on your menu line up. I've also included a couple of screen photos of how to find BCTV on the Roku channel store and make it part of your streaming menu.

We changed our video on demand menu access for town government meetings. Once you access VOD from the BCTV Ch. 22 Main Menu, you will now see how the meetings are catalogued alphabetically by meeting type. The first is BCTV-WBNH, Conservation, then Highway, Historic, and so on. Move your cursor over the blue menu heading for each meeting type. You can click on it and the recent meetings will show up. If you click on "Show All", it will bring up all those meetings going back to 2016. Check it out. I also have attached a screen shot of the new look. Again, you can still use the search window at the top to access a specific meeting without scrolling

We are still waiting to hear back from the Department of Home Land Security and Emergency Management regarding our grant application offered through the EMPG program. The proposed grant is for a BCTV-WBNH EOC Safety Notification System which will help support both fire and police by allowing them to get information out to the community quickly over the Bedford and Radio airwaves. It's

an EAS (emergency alert system) similar to the national system you are familiar with but in this case specific to Bedford. .

This is our first grant attempt and I'd like to thank the Bedford Fire Department, specifically Liz Duclos for her assistance in the grant process. She has informed me that it can be a lengthy process and she wasn't exaggerating. The project is projected to cost \$15,000. The state grant representative was impressed with our idea when we presented it to her at the station last December and she suggested we apply for a 50-50 grant. We hope to have some action taken on this request in the coming weeks.

Finally from the radio side, if you haven't heard of our latest radio star then tune into 105.1FM and catch our latest DJ; Caitlin Fitzgerald. She handles the music afternoon gig and her popularity is growing every week. She's a sophomore at Bedford High School and she is absolutely outstanding. Harry Kozlowski our radio program director says she is one of the best young radio talents he has worked with in a while.. She gets better every show and we're very happy to have her with us for the next two years as another of a long line of great volunteer DJ's on Bedford 105.1FM.