

TOWN OF BEDFORD
BCTV Board of Overseers
October 4, 2018
MEETING MINUTES

In attendance: Bill Greiner (Chair), Dick Rawlings, (Vice-Chair), Melissa Stevens (Town Council Liaison), Chris Bandazian (Town Council Alternate), Mike Sills, , Pete Macdonald, Bob Thomas Bill Jennings (BCTV Station Manager), Coleen Richardson (Assistant Station Manager)

Absent: Rebecca Durrell, Julio Nunez, Bill Foote (School Board Liaison)

- I. Call to Order:** Chairman Greiner called the meeting to order at 7:05 p.m.
- II. New Business:** BCTV Station Manager’s Report – Bill Jennings mentioned he had emailed his monthly reports to the Board prior to the meeting and said therefore he wasn’t going to review all the items in the reports (see attached). Bill Jennings stated he would just highlight a few key items.
- Live broadcasts at remote locations for example, PFOA meetings, games, etc.
 - The BCTV Program Schedule
 - BCTV recently received a 2nd place award in the ACM-NE (Alliance for Community Media – Northeast Region) Video Festival for a program that was done with Jill Tokac, a high school student at the time of the program. The program was a “Tour of BCTV and WBNH”.
 - Bill Jennings mentioned how we continue to distribute content over all different formats such as Facebook and YouTube. He also stated that our software / hardware vendor is now providing the capability for viewers to receive our channels via Roku and AppleTV.
 - Bill Jennings spoke about the 2019 Proposed Budget
 - Bill gave a recap of BCTV / WBNH participation in Bedford’s Olde Towne Day
- III. Old Business:** Bill Jennings gave a recap of the Renewal of the Cable Television Franchise Agreement with Comcast that was approved by the Town Council on July 18, 2018.
- IV. Motion was made by Dick Rawlings and Seconded by Melissa Stevens for the Approval of Minutes from April 19, 2018, Vote taken, approved with two abstentions by Pete Macdonald and Bob Thomas.**

Motion was made by Mike Sills and Seconded by Pete Macdonald for the Approval of Minutes from June 6, 2018, Vote taken, approved with one abstention by Bob Thomas.

- V. Chairman Greiner reminded everyone of the 2019 BCTV Board Meeting dates:
1st Quarter – Thursday, January 10, 2019, 2nd Quarter – Thursday, April 18, 2019,
3rd Quarter – Thursday, July 18, 2019 (if needed), 4th Quarter – Thursday, October 3, 2019.
- VI. Chairman Greiner asked for any additional comments. Bill Jennings stated he would like to take just a moment to remind everyone about the Town of Bedford's mobile app for the Town's website and where individuals can find icons for BCTV (a TV icon) and WBNH (a microphone icon). The app can be found on both Apple and Android app stores and is very easy to download. Bill Jennings stated that not only having the app on your mobile device will allow for ease of use navigating through the Town Website and but also will make streaming on both BCTV and WBNH easy. He encourages folks to download the app.
- VII. Motion to adjourn the meeting was made by Bob Thomas and Seconded by Mike Sills. Meeting was adjourned by Chairman Greiner at 7:43 p.m.

*Submitted by: Coleen Richardson
October 5, 2018*

MONTHLY REPORT



To: Town Manager and Town Council
From: Bill Jennings, BCTV-WBNH Station Manager
Date: August 2, 2018
Dept.: Bedford Community TV / WBNH Radio
Period: July, 2018

Total Number of BCTV Programs All Channels: 98

Channel 16 - Public: 68

Channel 22 – Government: 11 Live First Time Runs; 148 Re-Runs

Channel 23 – Education: 19

BCTV Website Page Views: 745 WBNH Website Page Views: 225

BCTV Program Streaming Views: 1,945

BCTV Public Service Announcements: 81 WBNH Public Service Announcements: 65

BCTV – WBNH Points of Interest

Of course the great news for July was finalizing the Comcast Franchise Agreement. I was told by our Comcast State Government Relations Manager that their legal department is reviewing the document one more time, which is a normal procedure, and we should receive the official document back from them soon.

We received a few emails from concerned citizens wondering why the emergency school board meeting held a couple of Friday's ago to address the school issue wasn't being broadcast. BCTV was never notified either by the school board chairman, who I communicate quite often with regarding broadcasts, nor anyone from the school district; again who I work closely with. The chairperson responded saying it was his decision not to notify us since it was last minute and it was going to be a very short meeting; which as it turned out was; five minutes. He thought we might not be able to get anyone there. That would not have been the case; we could have.

We completed a major software update installation to our broadcast production system which unfortunately caused an unexpected streaming issue with our live streaming servers. The issue popped up during one of the school board hearings on the school issue. Audio on the TV broadcasts was perfect, but for those watching on line, the streaming audio was "hearable" but garbled somewhat. Our vendor software engineering support team took about an hour to resolve the problem.

Speaking of on line live streaming, our system does allow us to see how many people are actually watching the live stream. During the school board broadcast over the school issue, there were 28 people watching on line. We don't have that luxury for our television viewing audience.

The Primary is on September 11th and we begin our Candidates Corner shows with 15 candidates taking advantage of the 30 minute interview.

As a reminder, all government, school and public programs are available on BCTV video on demand. Programs can be easily accessed by going to the BCTV website www.bedfordtv.com and typing in the program name in the search window once you've clicked on any of the channel icons. Government meetings are indexed by agenda item, so click on "Chapters" then click on the agenda item you want to watch.

MONTHLY REPORT



To: Town Manager and Town Council
From: Bill Jennings, BCTV-WBNH Station Manager
Date: September 7, 2018
Dept.: Bedford Community TV / WBNH Radio
Period: August, 2018

Total Number of BCTV Programs All Channels: 120

Channel 16 - Public: 84

Channel 22 – Government: 11 Live First Time Runs; 144 Re-Runs

Channel 23 – Education: 25

BCTV Website Page Views: 782 WBNH Website Page Views: 243

BCTV Program Streaming Views: 2,669 WBNH Podcast Downloads: 139

BCTV Public Service Announcements: 74 WBNH Public Service Announcements: 63

BCTV – WBNH Points of Interest

As would be expected, our phone has been buzzing from other access stations asking how Bedford became the first station granted an HD channel from Comcast. Other towns will be using our agreement as a templet for their future negotiations. As they say, “imitation is the highest form of flattery”. We’re all pretty proud of this accomplishment.

We recently completed work on our live radio emergency alert system from the Bedford safety complex. The system will automatically override WBNH regularly scheduled radio broadcasts when the need arises for critical emergency notifications. The voice you will hear is Bedford Fire Captain Thatcher Plante. The system will be tested weekly in the same manner you are probably familiar with on major commercial TV and radio stations.

Speaking of Captain Plante, he and Coleen Richardson just completed an hour plus long documentary on the history of the Bedford Fire Honor Guard. It is an excellent documentary which captures the history of the organization, the men and women that are part of it, and the role that they serve in honoring fallen firefighters. It is currently on the BCTV and Bedford Fire Department YouTube

Channel and will make its BCTV station channel debut after the primary candidate shows complete their broadcast cycle. It is also available on video on demand right now.

We had 14 primary candidates that took advantage of the BCTV Candidates Corner Show to get their message out to the voters. The shows began running on Channel 16 starting last Friday, August 31st and will run up to primary day. Each interview is available on video on demand

We are working with the Planning Department to market the Blueprint Bedford program for the Master Plan. BCTV will be broadcasting the master plan kickoff live from the Manchester Country Club on Thursday, September 13th.

The fall sports season is upon us and BCTV and WBNH have been covering BHS football and looking forward to lining up more coverage for the other fall sports. We've started three new sports shows which will feature coaches, captains and individual athletes. One of the shows is called Bulldog Spotlight and will focus on a student-athlete who stands out for his/hers accomplishments on the field.

Harry Kozlowski, our WBNH radio program director, has raised \$2,500 through local businesses to help cover expenses for the bands performing at the Olde Towne Day and Music Festival on Saturday September 22nd. The Jimmy Lehoux Band will headline the event and he'll be preceded by our own Bill Ingalls who will have his band from the Trestle Tavern. Ed Bordeleau and the winners from the Bedford Rotary Club Idol Contest will also be performing. The Bedford Rotary is donating all the staging, lighting and sound for the musical festival. The bands kick off at 11:30 and Jimmy Lehoux and his band will come on around 1:30pm. This will hopefully bring more people to our Olde Towne festivities. BCTV will be broadcasting the event live from the field.

MONTHLY REPORT



To: Town Manager and Town Council
From: Bill Jennings, BCTV-WBNH Station Manager
Date: October 2, 2018
Dept.: Bedford Community TV / WBNH Radio
Period: September, 2018

Total Number of BCTV Programs All Channels: 102

Channel 16 - Public: 66

Channel 22 – Government: 12 Live First Time Runs; 164 Re-Runs

Channel 23 – Education: 24

BCTV Website Page Views: 825

WBNH Website Page Views: 317

BCTV Program Streaming Viewers 1282 WBNH Streaming Listeners 722

WBNH Podcast Downloads: 160

BCTV Public Service Announcements: 78 WBNH Public Service

Announcements: 61

BCTV – WBNH Points of Interest

BCTV broadcast live the Master Plan Blue Print Bedford presentation at the Manchester Country Club. The presentation is available on video on demand and can be accessed through both BCTV's website and through the town website.

Other live remote broadcasts included BHS football; not only from Bulldog Stadium, but also from remote locations such as Nashua and Manchester. We've expanded our sports coverage to Soccer recently since we were able to finally get some volunteer broadcasters to help us cover this part of the fall program. On tap will be a live broadcast of a Girls volley ball game.

The Old Town Day Music Festival was also broadcast live from Sportsman Field and will be rebroadcast on BCTV.

The Bedford Trails series produced in conjunction with the Bedford Land Trust and the Conservation Commission will be rolled out as a series of individual video PSA's which will highlight each trail. Currently running is the Joppa Hill Trail

with the remaining trail PSA's to be rolled out weekly on the station's Digital bulletin board. All the trails will be highlighted in one complete show in the next coming week. Beth Evarts, Chair of the Conservation Commission, hosted these trail overviews. The video links will be made available to the land trust for posting on their website

Another program of particular note was a presentation recently that was given at the library on the history of town meeting rooms in New Hampshire and New England. It was sponsored by the historical society. The Miss Bedford and Outstanding Teen Miss Bedford was recently held at Mckelvie School and covered by BCTV\ and will be available on video on demand.

The school principals, as well as the school superintendent, met in the town meeting room in September as part of the PTG "Meet the principals" program which BCTV annually broadcasts live. On a side note, the school superintendent, Mike Fournier will be doing a "Superintendent Update" coordinated by the PTG on Thursday, October 11th at 9am. His presentation scheduled is to start at 9:30am. The PTG has requested that it not be recorded or broadcast live. This is a first since we've always broadcast that presentation live. I speculate that it might be due to the sensitivity of issues recently faced by the school district. As a private non-profit organization the PTG is perfectly within their rights to make their request for no live broadcasts or recordings.

The Bedford High School radio program "Unleashed" is in its third year of production. Students from the high school newspaper Bulldogs Unleashed, do a short 3 minute news update on the latest happenings going on at BHS.

WBNH now has four volunteer radio producers who have produced over 100 shows since WBNH radio hit the airwaves.

Be sure to check out the rest of the BCTV programming by going to the website at www.bedfordtv.com Also, check out the BCTV YouTube Channel as well.