

**TOWN OF BEDFORD
WBNH-LPFM RADIO BOARD OF OVERSEERS
MEETING MINUTES
May 16, 2016
BEDFORD MEETING ROOM**

In Attendance: Bob Thomas (Chairman), Dick Barr (Vice-Chairman), Don Byrne, Dave Danielson, Jay Taft, Scott Winslow, Jim Jenkins, Harry Kozlowski (WBNH Station Manager).

Absent: John Schneller (Town Council Representative) and Bill Foote (School Board Liaison).

Chairman Bob Thomas called the meeting to order at 7:00 PM. The meeting started with brief introductions and moved directly to sub-committee reports as there was no public input.

New Business:

Meeting Schedule:

Chairman Thomas opened the meeting with a discussion about whether or not the Board needs to meet every month, or if they should go to a quarterly schedule.

Don Byrne asked station manager, Harry Kozlowski, if there is enough activity every month that they need to keep meeting monthly.

Harry stated that his manager's reports are provided at each meeting and he feels he could continue to provide those reports to the board via email, if the Board so chose to reduce the number of scheduled meetings.

Dave Danieleson suggested that perhaps the Board could meet every other month, rather than meeting monthly or quarterly. Since it is a new board, Dave Danielson felt it would allow them to respond more quickly to feedback from the community as the radio station works through its first year. Most policy changes would likely occur within the first year of the station being open.

For the ease of scheduling, Chairman Thomas proposed meeting on June 20th, as scheduled, and skipping the July meeting, then continuing on a bi-monthly basis through the end of 2016. This proposed schedule would have the Board meet in June, August, October and December, at which time, the Board would re-evaluate their planned meeting schedule.

Motion made by Dave Danielson to approve the proposed bi-monthly meeting schedule as presented by Chairman Thomas; Seconded by Dick Barr. Vote taken – all in favor, none against. Motion passed unanimously.

Subcommittee Report:

Marketing Plan Subcommittee Report:

Scott Winslow explained that there was no Marketing Plan Subcommittee meeting since the last report. At this point, there are no budgetary funds available for the Marketing Subcommittee to use, thus it limits their ability to put new marketing ideas into motion

Harry mentioned that there was an idea tossed around that perhaps the sub-committees should be disbanded at this point in time, but that Bill Jennings had shared a few thoughts about his experience with sub-committees. Bill Jennings was called up to the microphone to share those thoughts.

Bill explained that since the radio station is so new, it may be helpful to keep the sub-committees intact as they can keep things moving in-between the Board of Overseers' scheduled meetings, "Policies may change once a year, and that's on an existing board. A new board may have more frequent updates due to everything being new and there being no precedent. Policy changes would still need to be drafted by the sub-committee prior to being presented to the Board for a vote and then passed on to Town Council for final approval."

Don Byrne volunteered to be on the marketing sub-committee to replace Dave Gilbert who is no longer on the Board and Dave Danielson was designated by other board members to be on the policy sub-committee, to which he agreed.

Discussion of Future Radio Equipment Needs

Chairman Thomas asked the Board to think about, "What if something breaks?" He then asked Harry to speak about the RPU unit that he is looking to purchase.

Harry explained an RPU is a Remote Pick-Up device, which can be used to get live reports. It is also recommended by Harry as a backup for the radio station's link to the Emergency Command Center, located at the Safety Complex in times of emergency. Currently their only link to the Command Center is via fiber optics, whereas an RPU is an analog transmitter. An additional benefit to the RPU is that it does have a range of several miles, which can be used around the town as a transmitter for other events and interviews that may occur around Town.

Dick Barr pointed out that there are three ham radio operators currently serving on the WBNH Board of Overseers and that there is a ham radio club that is active in Bedford. Dick Barr continued by explaining that the local ham radio system is part of the State of NH emergency system and may be worth looking into as a back up to the fiber optics for emergency reporting.

Bill Jennings informed the Board that the Town's protocol for distributing safety information requires that anything dealing with safety information, particularly being distributed by the radio station, must go through the safety services chain of command, which includes both Chief John Bryfonski of the Bedford Police Department and Chief Scott Wiggin of the Bedford Fire Department, and must be a direct link between the safety services and the broadcasting station. In order to remain in compliance with this protocol, the ham radio operators idea, while honorable and creative, could not be used for emergency reporting at this time.

Additionally, Bill notified the Board that the current number one equipment priority is creating a separate climate control zone for the radio equipment control room. Bill noted that there was a day last week in which five people were in the room and it was like a sauna. Since it is the first year, and the station was primarily built in the winter, adjustments will need to be made accordingly.

Bill stated that they will have the budget necessary to get what they need. Currently the radio station and the BCTV budget are pooled as one department, so Bill can use the savings from other budget lines to help offset unplanned and/or newly discovered equipment needs. The board does not need to

vote on each purchase, but staff will reach out to the board if needing to do formal presentations or if looking for ideas, suggestions or support. Bill stated he is looking to purchase an RPU transmitter for WBNH within the current year, possibly even this summer.

In wrapping up the discussion about the RPU transmitter, Don Byrne asked Harry what the price point is on this type of equipment and what maintenance contracts may or may not be associated with that.

Harry informed the Board that the RPU equipment, including both a receiver and two transmitters, is expected to cost about \$6,000 and does not require any formal maintenance or licensing contracts. The device would need to be registered, in a sense, with a regional frequency coordinator and then the FCC will need to be notified that WBNH would occasionally be operating an RPU unit on the chosen frequency. However, it would not require any on-going licensing fees or software updates, as it is an analog device.

Dave Danielson brought up a few ideas relative to the RPU unit. He mentioned he is concerned about the reconstruction of Route 101, specifically the increase of traffic that will spill out into the Bedford neighborhoods during the reconstruction. If WBNH has an RPU unit available, perhaps the radio station could potentially use it to provide updates on traffic hang ups, during such construction times.

Harry reminded the Board that the Nixel alerts are forwarded to him in order to update the scrolling text for the Radio Data System, however the fact that Harry is the only radio station staff member, there will not be 24/7 radio coverage. Also, not all cars are equipped with RDS capable radios.

Scott Winslow also brought up the fact that there are applications out there, such as the Waze™ application, which are used for both navigation and traffic reporting purposes and have become much more popular on smart phones. Scott pointed out that this type of technology is becoming more handy and may make some of these traffic coverage concerns irrelevant. For now, the RDS system will continue to be used to update people on the Nixel alerts.

Old Business:

Discussion of WBNH Road Signs

Harry brought up an image of a proposed design for the road signs.

Bill Jennings explained that he has already discussed the signs with Town Manager Rick Sawyer at recent staff meetings and has received basic consent for the idea. An emailed version of the design was also shared with Town Manager Sawyer. Bill stated, "All he needs to know, is if the [WBNH] Board approves it, then he's good to go. There's no more selling required."

Scott Winslow asked about the fact that the design does not include the logo. Bill explained that they did some research regarding road sign designs and found that it requires simplicity, i.e. simple-to-read large fonts, short phrases, etc. in order for people to read the sign and pick up the required information while driving by at 30+ MPH.

Motion made by Jim Jenkins to approve the design as presented; Seconded by Jay Taft. Vote taken – all in favor. Motion passed unanimously. Bill and Harry will obtain quotes as per the usual Town purchasing policy procedures.

Joint Open House Report:

Harry reported that the Joint Open House on April 21st had a good turnout. The radio station did put out a 'call to action' during the open house, which people did hear and respond to, according to attendees. Harry was also happy to report that a few people from the open house have actually started shows of their own on WBNH due to what they saw during the open house.

Outreach Update:

Harry was able to get the information out to all 50+ non-profit organizations in Bedford, many of which were not aware that the station was here. Since then, Harry has made new contacts with individuals from some of the non-profit groups and will be getting new PSA's prepared to be broadcast in the upcoming weeks.

Dave Danielson updated the Board that he reached out to Homeland Security, as promised, but has received no response as of yet. Dave will follow up with Homeland Security in the next couple of weeks and if they still do not respond, or are not interested in getting involved with WBNH at this time, Dave may reach out to other agencies within the Department of Safety to inquire about their possible interests in getting involved.

Radio Station Manager's Report by Harry Kozlowski:

As I mentioned, the email blast that went out to the local non-profits generated some new contacts, which is a good thing. We also had a press release that I sent out to the Bedford Journal and the Bedford Bulletin, which the Bulletin ran a few weeks ago. The Bedford Journal also recently ran an article that put out a call for programming. This generated a couple new ideas for programming, which are being explored.

We have added three new shows:

- I. Suburban Underground: Features new wave music from the 80's to today, hosted by Steve Poshman and Drew Kline; Friday's from 8 PM - 10 PM.
- II. Back to the 80's: Features music, TV show clips and commercial sound bites to jog your memory of what was popular in the 1980's, hosted by Sara and Randy Prothero; Saturday's at 8 PM.
- III. Tech I.E.E: A monthly program of tech issues and their impact on people in society, hosted by Tim Isaac; We have produced one show thus far, but need to select a date and time to air it.

WBNH is now live streaming anywhere in the world that has a WiFi connection. Simply go to the WBNH webpage (www.wbnh.bedfordnh.org), and click on live streaming icon. It is also available on smart phones via the TuneIn™ application.

We are also doing pod-casting now, which is essentially shows on-demand. People can navigate to this through our WBNH website, or by going directly to <http://wbnh1051.podbean.com>. You can listen to

any show that we have aired since the radio station began and the PodBean™ website is update weekly.

New Business:

Emergency Preparedness Conference

Dave Danielson notified the Board that on June 9th the Emergency Preparedness Conference is being held at the Radisson Hotel in Manchester. Every year this event is packed, so it is too late to register at this point, but perhaps we could get some bumper stickers out there and then maybe plan to do a presentation about emergency radio at next year's event.

Approval of Meeting Minutes:

Motion made by Jay Taft to approve the April meeting minutes as presented; Seconded by Dave Danielson. Vote taken – all in favor, with one abstention by Bob Thomas. None against. Motion passed.

Next board meeting date will be June 20, 2016 at 7 p.m.

Meeting adjourned at 7:45pm.

Submitted by Danielle Basora