

TOWN OF BEDFORD
BCTV - WBNH Board of Overseers
May 4, 2023
MEETING MINUTES

Present: Dick Rawlings (Chairman), Bob Thomas, Kathleen Bemiss (Town Council Representative, Edward Bordeleau, Loren Foxx, Bill Jennings (BCTV & WBNH Station Manager), Coleen Richardson (BCTV & WBNH Assistant Station Manager), Andrew Fenn (BCTV-WBNH Broadcast Production Coordinator)

Absent: Julio Nunez (Vice-Chairman), Denise Ricciardi, William Carter (Town Council Rep-Alternate), Melinda Bator (School Board Liaison), Harry Kozlowski (WBNH Program Director)

I. Call to Order:

Chairman Rawlings called the meeting to order at 7:01 pm. Roll call and introduction of members occurred. Meeting was called to order as a discussion due to a lack of quorum. Quorum was met at 7:18 p.m. with Loren Foxx's arrival.

II. Public Input:

- None

III. New Business:

- Bill Jennings gave an introduction of BCTV-WBNH Broadcast Production Coordinator and Andrew gave a little update of his bio.
- Bill started part of his presentation and reviewed the following items:
 - Funding via Franchise Fees
 - TV Streaming – OTT (i.e.: Roku, Apple TV)
 - BCTV on Mobile Apps

IV. Election of Officers: Chairman Rawlings opened nominations for the Chair position and nominated Bob Thomas for the Chair position, Kathleen Bemiss seconded the motion. Vote taken – all in favor. Chairman Rawlings asked for nominations for the Vice-Chair position, Bob Thomas nominated Loren Foxx, Kathleen seconded the motion. Vote taken – all in favor. Bob designated Dick Rawlings to continue chairing this meeting and he would begin the chairman duties at the next meeting.

V. Old Business:

- Approval of minutes from the previous meeting from May 6, 2022. Motion made by Kathleen Bemiss, Seconded by Bob Thomas. Vote taken – all in favor.

VI. 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. Dick Rawlings mentioned the “Dating and Sexual Violence in Bedford” program that Bill had referenced in his March 2023 report. A discussion was held by the board regarding the alarming statistics this program highlighted and how beneficial it is for BCTV to share the information. Bill then continued his presentation from earlier and discussed the following items:

- Bill highlighted our live coverage of sports / meetings and the recording of other various programs, etc. showing pictures of the various staff and volunteers to include how we work in conjunction with other stations sometimes sharing announcers for games.
- Bill announced a new program BCTV is producing “Bedford Buzz”, Bill explained the concept of the program explaining how it will be a compilation of various short segments highlighting various topics & events happening around town. He then played the first episode (raw cut) as it still needs a little editing to be finalized. A discussion was held about the program and Loren Foxx asked how the show would be distributed (i.e.: BCTV channels, Social Media, etc.). Coleen and Bill explained that the PSA segments will be shared on social separately as well as the entire program. Ed Bordeleau mentioned an idea of how students recently did a presentation at his rotary meeting and wondered if that would be something that could be incorporated into the program. Bill explained that anyone can contact BCTV with an idea for a segment and we will be happy to work with them.
- Bill then gave a brief update on WBNH and Harry Kozlowski. Bill mentioned that Harry is now a Board member of the NHAB (NH Association of Broadcasters) and he is the first to be a member from a Low Power FM station. Bill also mentioned that Sean McDonald from WMUR contacted Harry to see if they could take footage of WBNH. Harry arranged for them to come visit the station and they recorded both WBNH Volunteers, Caitlin Fitzgerald and Steve Poshmann. Bill also gave them a tour of BCTV while they visited. The footage will be part of an upcoming NH Chronicle program.

I. Other New Business:

- Dick Rawlings mentioned that there is currently an open position on the BCTV-WBNH Board of Overseers. Coleen Richardson explained how anyone interested could apply to be on the board. They should visit the Town’s website www.bedfordnh.org, go to the section that states “How do I Volunteer” and complete an application and then the Town Council would interview and appoint them.
- Bob Thomas mentioned that the next meeting date is scheduled for Thursday, July 6, 2023 and was that a firm date. Coleen explained that the date was designated on the calendar only if the Board felt they wanted to meet. There was a discussion among the board and there was a consensus that there was not a need to meet and the July 6, 2023 meeting date could be removed from the calendar. The next meeting date is Thursday, October 5, 2023.

II. Adjournment

Chairman Rawlings asked for a motion to adjourn – made by Bob Thomas and seconded by Kathleen Bemiss. The meeting was adjourned at 8:25 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: February 10, 2023
Period: January

Total Number of BCTV Programs All Channels: 163

Channel 16 - Public: 68

Channel 22 – Government: 8 Live Broadcasts, 108 rebroadcasts

Channel 23 – School - 24

Channel 1072 - 63

BCTV Video on Demand View - 900

BCTV Google YouTube Streaming Views: 3,902; BCTV Website Visits: 1,415; WBNH Website Visits: 193

Unique Listeners: 1608 Pod Bean Show Streams: 261

BCTV PSA's 67

WBNH PSA's 23

BCTV – WBNH Points of Interest

January's programming was not too different from December's report where sports, government and school programming topped the viewing list. BCTV continues to cover both home and away games for BHS and when we can't get a crew out to an opponent's site we work with our sister stations to try and grab their streaming coverage, as we did recently for the Bedford-Nashua South Basketball game. Again, programming is not only on our Comcast Channels but available on our BCTV website, Roku, Apple TV and our new iOS Apple Phone, iPad, and Android Phones and tablet applications.

A reminder if that if you missed a government or schoolboard meeting, or any of the school or town budget workshops and public hearings then go to BCTV video on demand and click on "On Demand" icon button on the home page. Type in Town Council or School Board (as an example) and it will bring up all the Council and school board meetings. Click on the meeting thumbnail you want to watch. You'll then see the meeting which not only includes the video, but the agenda with all the hotlinks as well as agenda item "Chapter Markers" so you can quickly go to the specific topic you are interested in watching.

I know these reports normally cover the previous month's highlights and stats, but I also like to make you aware of key events and dates for the current month from time to time as well. For instance, local elections are scheduled for March, so as you might know BCTV provides each candidate in the month of February an opportunity to be interviewed by a host of their choice on the station's *Candidates Corner* Show. We also work closely with the Bedford Men's Club to arrange candidate forums which are broadcast live.

The Town Council Candidate Forum will take place on Wednesday, February 15th at 7pm and will be broadcast on Channel 22. The forum will be for the three candidates running for the one, one-year seat. The two three-year seat candidates (incumbent candidates) are running unopposed so there is no need to hold a forum for those seats.

The school board has eight candidates running for office; five for the two three-year seats and three for the one, one-year seat. The school board forum will be on Thursday February 16th. There will be two separate school candidate forums. Each will be an hour. The Forum for the three-year seats will start at 6:30pm and the forum for the one-year seat will start immediate after the conclusion of the first one (there will be a very short break between forums). The forums will be broadcast live on Channel 22 as well as Channel 23 the school education channel.

Reminder as usual, check out the BCTV schedule that is emailed to you all weekly and is posted on the BCTV Facebook page. The schedule is also on the BCTV website. www.bedfordtv.com

MONTHLY REPORT



To: Town Manager, Town Council, BCTV-WBNH Board
From: Bill Jennings, BCTV-WBNH Station Manager
Date: March 17, 2023
Period: February

Total Number of BCTV Programs All Channels: 183

Channel 16 - Public:70

Channel 22 – Government: 14 Live Broadcasts, 148 rebroadcasts

Channel 23 – School - 28

Channel 1072 - 71

BCTV Video on Demand View – 1423

BCTV YouTube Channel Views: 4,097; BCTV Website Visits: 1,148; WBNH Website Visits: 316

Unique Listeners: 1628 Pod Bean Show Streams: 313

BCTV PSA's 63

WBNH PSA's 36

BCTV – WBNH Points of Interest

Our BCTV video on demand statistics had 1423 “hits” for various programming. Of particular note, the Bedford’s Men’s Club candidate forum had the most watched VOD programs. This go around we had actually three forums; one for the school board one-year term (176 views), one for the school board three-year term(120), and one for town council one-year term (80 views). There was no forum for the town council three-yeer term since both incumbent candidates were running unopposed.

Another highly viewed VOD program was the one we did with former Supreme Court Justice John Broderick on the Five Major Signs of Emotional Distress. We had 169 views for that particular program. Mental illness and addiction programming have become much needed watching and BCTV is always there to help produce and promote these types of programming.

Individual candidate interviews started running at the end of February and ran up until the official election day on March 14th. With the postponement of the election until March 28th the plan is to still have the candidates get their daily BCTV exposure up until the election on the 28th. This time however, it will be one run daily for each candidate as opposed to two runs a day per candidate. I think we’ve saturated the viewers enough so once per day should cover it.

School playoffs started at the end of February and our viewership really jumps even higher. The final results will be reported in my March report but needless to say everyone was depending on BCTV-WBNH to bring them the games on both TV, Streaming and Radio. We are never in more demand when playoffs arrive.

BCTV and WBNH will normally simulcast games on both TV and Radio. There are rare occasions when radio will be the only coverage. When that happens the radio listening audience numbers jump up; for instance, the hockey game vs Bishop Guertin on February 18th had 88 radio listeners. Those numbers will go even higher in March since BCTV could not cover the NHIAA girls and boy’s semi-final basketball games nor the basketball or hockey finals. Although BCTV was restricted, WBNH was not. All games

were broadcast on 105.1FM. It's great that we can still provide game coverage for our community over the radio and streaming airways when TV broadcast rights are restricted.

School Presentations and Concerts also made up the on demand live programming; Scarlett Lewis, whose son was one of the victims of the Sandy Hook shooting, was a guest of the Bedford PTG and she presented her Choose Love Movement program. BCTV broadcasted it live. We also covered some BHS band concerts as well.

Reminder that all school board and government meetings are broadcast live as you all know, but do take advantage of catching that meeting you might have missed 24/7. It'll give you an opportunity to see how slick each VOD meeting is set up; not only for viewing, but for agenda reference with hot links as well as quick access to each agenda item with BCTV chapter markers. Our vendor uses BCTV as an example when demonstrating this special feature throughout the country. Imitation is the highest form of flattery so I'm glad BCTV is leading the way.

Reminder as usual, check out the BCTV schedule that is emailed to you all weekly and is posted on the BCTV Facebook page. The schedule is also on the BCTV website. www.bedfordtv.com

MONTHLY REPORT



To: Town Manager, Town Council, BCTV-WBNH Board
From: Bill Jennings, BCTV-WBNH Station Manager
Date: April 10, 2023
Period: March

Total Number of BCTV Programs All Channels: 194

Channel 16 - Public:73

Channel 22 – Government: 17 Live Broadcasts, 182 rebroadcasts

Channel 23 – School - 29

Channel 1072 - 75

BCTV Video on Demand View – 2305

BCTV YouTube Channel Views: 10,048; BCTV Website Visits: 1,975; WBNH Website Visits: 416

Unique Listeners: 1,967 Pod Bean Show Streams: 353

BCTV PSA's 61

WBNH PSA's 38

BCTV – WBNH Points of Interest

March was another busy month with continued live broadcasts which included high school regular season and playoff coverage, government and school board meetings, and live election coverage from the Polls. BCTV-WBNH went on the road to Londonderry, Exeter, JFK Arena in Manchester, SNHU Arena and UNH to broadcast playoff hockey and boys and girls basketball.

Senator Jeanne Shaheen visited the BCTV studio for her annual *Washington Update* program which is produced here at BCTV. We have developed an excellent relationship with Senator Shaheen. She is a strong supporter of public community access television. She is a co-sponsor of a Bill; Protecting Community Television Act (PACT) to protect community access television from cable providers who constantly are looking for ways to reduce municipality franchise fee payments. I've worked very closely with the Senator and her staff to get her support for this Bill. Currently, local governments are permitted to require as part of cable franchise agreements that cable companies meet demonstrated community needs by providing in-kind contributions that benefit schools, public safety buildings and public, educational, and government (PEG) channels. In 2019 the Federal Communications Commission (FCC) voted to permit cable companies to assign a value to these contributions and then subtract that amount from the franchise fees the cable operator pays the local community. The Protecting Community Television Act clarifies that the franchise fees that cable companies provide local governments only include monetary assessments, not in-kind contributions. So far, we have not been impacted by this change in the FCC rules and the PACT bill, which has been refiled over the years, continues to keep cable companies from pushing these in-kind services change back on the communities

As mentioned, March was a busy month and our YouTube Channel streaming numbers validated that with 6,137 viewers. Two playoff games accounted for the high number; Bedford vs Trinity Boys Basketball Qtr. Final, 1,549 and Bedford vs Concord Boys Hockey Semi-Final, 1,021. Now this is only the streaming numbers; we unfortunately can't measure the TV viewing audience. We also had 1,975 viewers

use the BCTV website to access BCTV programming for both live and video on demand programming for both sports and general programming. We had 187 viewers tune in on line to watch the Live Election Show which Lori Radke and I hosted on election night.

BCTV had 2,305 Video on Demand views with the candidate forums and individual candidate interview shows leading the way. 434 people watched one or all of the three candidate forums and another 473 watched the individual *Candidates Corner* shows. Special shout out to Coleen Richardson here at BCTV and Parks and Recreation Program Manager Jane O'Brien. They started a new craft show and there were 63 videos on demand viewers who turned in to watch their Easter Craft show. 19 other community television stations downloaded their new craft show series for rebroadcast on their own channels.

WBNH on-line streaming numbers normally jump during March playoffs as well. The NHIAA has exclusive broadcast rights for the finals and sometimes the semi-finals. This happened when both the boys' and girls' basketball teams, as well as the boy's hockey team, made it to the D1 finals. BCTV could only record the games; however, WBNH could broadcast the games live on radio and streaming. WBNH had 234 website streaming listeners which is excellent for radio streaming.

We produced an eye opening and sensitive program with School Superintendent Mike Fournier regarding high school dating and sexual assault in Bedford. His guest was Emma Dolan, a YWCA Community Education Advocate specializing in domestic and sexual violence support services. The discussion revolved around the most recent BHS Youth Risk Behavior survey. Of the 1500 students who took the survey, 101 students reported they were forced to have unwanted sexual intercourse, essentially raped! This program is currently running on the BCTV Comcast channels and is also available on both the BCTV website Video on Demand service as well as the Bedford Community TV YouTube Channel.

We will be starting a regular show with the BHS Red Storm Thunder Robotic Club. It will be student produced with both Andrew and I overseeing production here at the station and on location.

We are planning a major upgrade in our control room. We are replacing our six-year-old broadcast system and upgrading our video and audio network. It will take place over a three-day period from May 17-19.

Reminder as usual, check out the BCTV schedule that is emailed to you all weekly and is posted on the BCTV Facebook page. The schedule is also on the BCTV website. www.bedfordtv.com Also, remember to download the BCTV application on your Apple iPhone, iPad or Android phone or tablet to watch BCTV anytime, anywhere.



Bill Jennings, Station Manager

Coleen Richardson, Assistant Station Manager Andrew Fenn, Broadcast Production Coordinator

*Harry Kozlowski, Radio Program Director
BCTV-Channels 16, 22, 23 & HD 1072 WBNH-
105.1 FM Radio*

In 2022 BCTV-WBNH continued to be a valuable town broadcast facility for both public, education, government and school information. The demand for more live broadcasts coverage continued and the station's investments in hardware, software and personnel has allowed us to meet the demand. Live government and school board meetings, sports, concerts, lectures, school presentations, award ceremonies, graduations and general programming produced locally and around the state helped keep residents informed on what is going on in our town. BCTV programming is available anytime, anywhere, 24/7 around the world. Full station programming accessibility for our viewers has always been our goal and in 2022 we took major leaps to make that happen.

Our Comcast TV customers can watch live and pre-recorded events on the station's four separate TV channels; Channel 16, 22, 23 and HD 1072. BCTV by the way, is one of the few Community Public Access TV Stations that has an HD Channel.

In addition to the Comcast TV channels, we expanded our video on-line viewing options beyond just the BCTV website, www.bedfordtv.com Programming is now available on Roku and Apple TV streaming devices. Simply go to your TV streaming device menu and search either BCTV or Bedford Community TV and add the BCTV streaming channel to your Menu.

We went even further with our BCTV streaming options by recently adding mobile streaming access for

both iOS and Android mobile devices. Simply go to your Apple Apps Store or your Android Google Play Store and type in BCTV or Bedford Community TV and download the application. For Amazon Fire Stick users, you can download the *Cablecast* application which will give you access to BCTV

What Kinds of Programs are on Each Channel?

Channel 16, the Public Channel is for general programs that entertain, inform and cover topics of interest that are produced by staff, residents and non-profit organizations in the community. Programs produced by other communities in the state as well as throughout the country are also incorporated into the schedule.

Channel 22 the Government Channel is for town government meetings. All government meetings are live and rebroadcast on a daily basis. The live meetings are streamed simultaneously on the BCTV website. All meetings are available on demand. The video on demand feature for government and school board meetings provides online chapter marking which allows for quick and direct access to an agenda item.

Channel 23, the Education Channel, broadcasts all Bedford school district related programming. School Board meetings are broadcast live on the channel and then scheduled for rebroadcast on Channel 23. School sports, concerts, non-copyright plays, talent shows, classroom activities, graduations as well as school lectures and presentations. are broadcast on the channel. Live broadcasting capability exists at the high school field press box, theater, and gym.

Channel 1072 High Definition will broadcast both general, government and school programming live as well as prerecorded programming from channels 16, 22, and 23 in high definition.

How do I find the Program Schedule?

First start with our website, www.bedfordtv.com Each channel is clearly defined and you can click on the "Watch Live" or "On Demand" Button for your daily and weekly program of choice.

Looking to see if that important meeting is scheduled? Check the website daily program schedule. The weekly schedule for both live as well as pre-recorded programming can also be found on the BCTV Facebook Page. "Like" our Facebook page and get all the upcoming scheduled live event coverage. <https://www.facebook.com/BedfordTV/> BCTV also uses Instagram and Twitter

Bedford Community TV YouTube Channel

Primarily used in addition to other BCTV streaming options for broadcasting live BHS sports and general school events and presentations. Pre-recorded non-school events featuring educational topics or informative public service announcements will also be posted on the YouTube Channel.

BCTV Video Streaming Options

BCTV website, www.bedfordtv.com, Roku, Apple TV, Apple iOS and Android phones, iPad, Android tablets, and the BCTV YouTube channel.

Public Service Announcements

BCTV also runs a community bulletin board for public service announcements. Any non-profit organization can have their notices posted. BCTV is a non-commercial station. Simply go to the BCTV website and click on *Public Service Announcement* and follow the directions and fill out the online form.

WBNH 105.1FM is also available for all non-profit organizations who wish to record public service announcements. Radio PSA's are normally 30 seconds in length.

Is WBNH-LP a Town Owned Radio Station?

Yes, the Town of Bedford is one of the few municipalities in New England that has both a television station and an FCC low power FM radio station. The radio station went on air in February of 2016. A variety of music, local sports and community PSA's make up the programming. It also provides safety educational announcements from our local and state safety services. The radio station's motto is "Public Safety Radio and More". WBNH 105.1FM can also be heard on line through the radio station website wbnh.bedfordnh.org

In addition to both full and part-time staff, BCTV and WBNH is fortunate to have some very talented volunteers who help us in providing programming. Whether in front or behind a camera, or behind a microphone calling a game, or producing their own TV and/or radio program, these special volunteers make it possible for us to bring the high level of quality programming the community has come to expect.

How is BCTV-WBNH Funded?

Cable franchise fees collected from cable subscribers by Comcast, fund the operation of the station. Equipment purchases and all operational costs are paid for with franchise fees. Franchise fees are also used to cover all costs for the town meeting room where all government meetings are held. This includes computers, video and audio equipment; lighting and room maintenance.

Fees are also used to cover all building costs to include general repair maintenance both inside and outside of the building; heating and electrical costs, and all property repairs. Any major repairs or additions to the building are covered by these fees as well. No tax dollars are used to fund the station operations.

The cable franchise agreement between Comcast and the Town of Bedford was renewed on December 2, 2018. It is a ten year non-exclusive agreement which will run through December 2, 2028. This agreement does not preclude other cable providers from offering their services to the town and competing for the business.

The BCTV-WBNH board is made of nine voting members; seven residents along with one town councilor and one school board member as board liaisons. The board is a policy board only and has no operations oversight

To learn more about BCTV-WBNH and how you can get involved, contact either Bill Jennings or Coleen Richardson 472-8288 or emailing us at bctv@bedfordtv.com. For radio, contact Harry Kozlowski at 472-5242 ext. 298.

Respectfully submitted,

Bill Jennings, Station Manager