

Telecommunications Advisory Board (TAB)
Meeting Notes: February 8th, 2016 at 6:30 p.m.

Board Members:

Present: Ed Ebenbach, Chairman, Kurt Krause, Member, and Keith Peters, Member
Quorum: Yes

Others Present:

Supervisor Liaison: Ryan Manion
Township Manager: Stephanie Mason
Special Projects Coordinator: Autumn Canfield

Guest: David Laustsen

Proceedings:

- **Meeting** called to order at 6:27 p.m. by Mr. Ebenbach.
- **Review and approve minutes** from 1/11/2016 TAB meeting – Approved unanimously with corrected wireless attribution.
- **Final Comcast Franchise Renewal Update**
 - Ms. Mason reported that the Comcast Franchise renewal agreement has been signed with the \$25,000 check received.
- **Other Project/Spending**
 - **TAB Bank Account:** Mr. Ebenbach reported that the approximate current balance of the equipment replacement fund is \$45,000, including the \$25,000 from the Comcast Franchise Renewal. Mr. Ebenbach noted that this brings the reserve close to the estimated \$50k to \$60k for the eventual technology refresh to support the significant technological advancement, such as the 16:9 High Definition format.
 - **Network Router Replacement** – Mr. Krause and Mr. Ebenbach reported that Verizon router was installed successfully and has been running for about 3 weeks without reports of issues supporting the diagnostic conclusion that the old router had become unstable.
 - **Guest Wireless Network Coverage:** Mr. Ebenbach reported that the new wireless access points have been acquired, installed and wired in the ceilings. Mr. Krause reported the Unifi Controller has been installed on the new Raspberry pi and is ready for the connection of the new access points. The remaining actions to complete the expanded coverage for guest wireless network are installing the cable ends, power strip and configuration.
- **DTV Programming/Programming Projects**
 - **Nexus Rescheduling action** – Ms. Canfield reported she reviewed the Nexus schedule and inventory of content. She concluded that additional programming is required to refresh the schedule while maintaining sufficient programming to

fill each category segment.

- **Who We Are/What We Do series** – Mr. Peters discussed plans to hold a “Who We Are/What We Do” recording session on either February 23 or February 29 and will solicit participation to complete the recording of multiple boards and commissions during the session. Mr. Peters noted the intent to keep the series recordings simple to help reduce the time to cablecast while creating programming to engage residents.
- **Bird walk** – Mr. Peters reported that the date is set for the bird walk. The recording will utilize the new camera and wireless audio with headset. Mr. Peters will pre-walk the route for background roll in support of having the required material for use in editing the final program.
- **Doylestown Historical Society** – Mr. Laustsen and Mr. Ebenbach will be meeting concerning additional programming available for review.
- **Fido Float** – Ms. Mason reported that we are waiting the Roving Reporters’ mother to get back to us and the ‘reporters’ are currently focusing on their schoolwork.
- **Other sources of programming** – Mr. Ebenbach has done some research on Doylestown Hospital and noted many of the in-house videos appear to be available on YouTube. Mr. Ebenbach reported that the Delaware Valley University Chair of the English department expressed interest in collaborating with the township for students to create programming as part of a communications curriculum and that he plans to arrange a meeting to discuss.
- **Mural project** – Ms. Mason shared a brochure outlining the historic sites represented by the scenes on the mural. Mr. Laustsen will discuss and assess the potential definition of a video project with the story of the Mural.
- **200th Township Anniversary** – Ms. Mason noted that this is rapidly approaching and that this April, when she presents the concept to the Board of Supervisors will be only two years before the anniversary. There was consensus the effort is significant enough to justify a small committee to plan for the event.
- **Moments in Time** –Mr. Ebenbach, Mr. Laustsen and Ms. Mason will meet to determine the next steps to make use of the existing Moments in Time videos.
- **Current Video Content Metric** – about 80%, up about 18% last month due to the longer Board of Supervisors meeting.
- **Senior Videos** – Mr. Peters reported he would make videos available by web to discuss at next meeting.
- **Consistent lead-in, lead out, program dividers** - Mr. Ebenbach reported the desirability of wrappers and is investigating ways to achieve.
- **DTV Slides** – Mr. Peters reported that he had observed that quite a few of the standard slides needed to be updated. Ms. Canfield reported that her ability to do so was hampered by lack of access to the original Powerpoint version of those slides. Mr. Ebenbach agreed to find and send her one of the original slide sets.

- **Social Media operating results:** Ms. Canfield reported more likes and follows on social media with the storms of key interest to residents. Ms. Manion recommended the TAB investigate ways to make increased use services such as YouTube to extend access to township media to a broader audience and those without cable service. Mr. Krause will investigate options of using services such as YouTube and Vimeo for discussion at the next meeting.
- **Operational Issues/Control Room**
 - **Progress report – switch installation** – Mr. Ebenbach reported no activity this month on the switch/computer rationalization and depending on time will provide an update at the next meeting.
- **New Board Member** – Mr. Laustsen noted his intent to submit an application to the township for one of the open positions on TAB. All expressed their enthusiasm and support for his TAB application for review and acceptance by the Board of Supervisors.
- **Adjournment** – at 8:00, on a Motion made by Mr. Krause and seconded by Mr. Peters, the meeting was adjourned.

Meeting Notes respectfully submitted by Kurt Krause