

# Trumbull Community Television Commission

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## Agenda

Thursday, June 18, 2020 via Zoom  
7:45-9:00AM

- A. Public Comment
- B. Administrative
  - 1. Approval of May, 2020 minutes
- C. Finance
  - 1. 2019-20 budget
  - 2. 2020-21 proposed budget status
- D. Programming- Lara
  - 1. THS Graduation update
- E. Technical – Jens
  - 1. Encoder replacement
  - 2. Streaming capability
  - 3. Supporting government meetings via Zoom
  - 4. Non-cable platform options
  - 5. Cloud storage
- F. Marketing/PR - Jim
  - 1. Swag update: T-shirts/polos, hoodies, hats
  - 2. Promotion placards
- G. THS Connection
  - 1. Follow-up on Chirles/Manuel meeting
- H. Government relations
  - 1. PEGPETIA grant status
- I. Industry Relations (ACM, Charter, Frontier)
- J. Miscellaneous

Education & Government Access Television Commission Regular Meeting

Thursday, June 18, 2020 at 7:45 AM

Join the meeting online:

<https://zoom.us/j/92120793534?pwd=eGJVZTJkR2FkRkZ0RlFCUzdnOHR2UT09>

Webinar ID: 922 8522 7824 Password: 234552

Join by telephone: (301) 715-8592 / Webinar ID: 921 2079 3534

**2020 Meeting schedule:** July 16, 2020, August 20, 2020, September 17, 2020, October 15, 2020 (*THS Studio*) (7:45 AM start), November 19, 2020, December 17, 2020

# Trumbull Community Television Commission

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## Minutes

Thursday, May 21, 2020 via teleconference

Attending: Jeff Hackett, Vince Fini, Jim Lang, Jens Haulund, Katie Dunn, Lara Walden, Bill Chin, Kate Donahue

Meeting called to order at 7:33 AM

A. Public Comment - None

B. Administrative

1. Approval of April, 2020 minutes. Motion by Fini, 2<sup>nd</sup> by Haulund to approve. Unanimous
2. Staffing – Zoom meeting format is settling down, will start bringing some of our videographers back.

C. Finance

1. 2019-20 budget - on budget
2. 2020-21 proposed budget status – next step is Town Council Finance Committee and then the whole Town Council

D. Programming- Lara

1. Number of “Zoom” government meetings are increasing. Katie has been covering most of them with Lara doing the post editing.
2. Working with Senior Center and Library to tape/air some of the programming they’ve been creating
3. THS graduation – Kate will ask the Superintendent to include Lara in planning so we can live stream the proceedings
4. Administration (Dr. Budd) continue to use the studio to tape videos to disseminate info

E. Technical – Jens

1. Encoder replacement – Jens still needs to approve, Kate will resend info
2. Streaming capability = still need hardware to do
3. Supporting government meetings via Zoom – going well
4. Non-cable platform options – Lara will follow up
5. Cloud storage – still need the Town to be willing to put the monthly charge on the Town credit card. Kate will follow up with Kevin Bova and Maria Pires.
6. Live broadcast on the channel – still need to get the signal from Town Hall to THS

F. Marketing/PR - Jim

1. Swag update: T-shirts/polos, hoodies, hats = go with grey polos, Lara get videographers sizes and invoice so we can get a PO and order
2. Promotion placards – hopefully we can get these distributed as places re-open. Kate has paperwork to get Jim paid.

G. THS Connection

1. Follow-up on Chirles/Manuel meeting – no movement until school reopens

H. Government relations

1. PEGPETIA grant status – we got half of what we asked for. Jeff will send the list of equipment we got

I. Industry Relations (ACM, Charter, Frontier)

1. Frontier's bankruptcy was approved by the courts, not clear what will happen to the operation going forward
2. Charter is going strong. Their business (especially the Internet) is strong

J. Miscellaneous

Meeting adjourned at 8:13 AM

**2020 Meeting schedule:** June 18, 2020, July 16, 2020), August 20, 2020, September 17, 2020, October 15, 2020 (*THS Studio*) (7:45 AM start), November 19, 2020, December 17, 2020

All meetings are **7:30-9:30 AM** via Zoom unless otherwise noted.

*Snow policy: If Trumbull schools are closed, our meeting is cancelled. If Trumbull schools are delayed our meeting will happen unless we're scheduled to be at THS.*

**TCTV - 2020-21 Budget Request**

**Account: 01060800**

Account	Acct Name	Description	2019-20			2020-21				Notes
			Request	Budget	Projected	Request	FS	BOF	TC	
522202	SVS - Prof	Videographers	\$ 22,000	\$ 22,000	\$ 22,000	\$ 22,000	\$ 39,500	\$ 39,500	\$ 39,500	Based on 2019-20 (No Ed A.) plus technical support
522205	Prog Exp	Supervising Producer	\$ 50,000	\$ 50,000	\$ 50,000	\$ 58,000	\$ 52,000	\$ 52,000	\$ 52,000	Increase # of hours to produce additional community programming
534401	Office Sup	Office Supplies	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	750	750	Various
534402	Program Sup	Programming Supplies*	\$ 2,300	\$ 2,300	\$ 2,300	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	Programming supplies for TCTV - Hard drives and cloud storage for archiving programming, music and video subscriptions, computer supplies, equipment maintenance
545502	Public Rep	Public Relations	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	Marketing materials to promote viewership.
567703	Trnsp-Trv	Travel	\$ 500	\$ 500	\$ 500	\$ 250	\$ 250	\$ 250	\$ 250	Travel to ACM conferences.
			\$ 77,050	\$ 77,050	\$ 77,050	\$ 87,000	\$ 98,500	\$ 98,500	\$ 98,500	
						12.9%	27.8%			
<b>Capital Request:</b>			\$ 1,500	\$ 1,500	\$ 3,000	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	1 camera/tripod setup
			\$ 9,940	\$ 9,940	\$ 3,765	\$ 3,000	\$ -	\$ 9,940	\$ 9,940	Live stream endoder (replace and upgrade)
			\$ 26,832	\$ -	\$ -	\$ 35,000				Tricaster system for Long Hill
			<b>\$ 38,272</b>	<b>\$ 11,440</b>	<b>\$ 6,765</b>	<b>\$ 39,500</b>	<b>\$ 1,500</b>	<b>\$ 11,440</b>	<b>\$ 11,440</b>	

\* Annual costs:

Adobe Creative Cloud	\$ 850	
Storyblocks	\$ 199	
Vimeo	\$ 84	
DropBox	\$ 130	
DNR server maint	\$ 3,000	Should be in BOE budget but its not
Network solutions	\$ 45	www.trumbullps.tv domain
Cloud storage	\$ 300	
Wix.com	\$ 300	
	\$ 4,908	
	\$ 1,908	w/o DNR server maintenance

Organization Name: Trumbull Public Schools

(A)	(B)	(C)	(D)	(E)	(F)	
Item #	Budget Line Item	Type	Description	Quantity	Cost	Documentation
1	DEVS Rack Server 16H CT	Equipment	PN 3002-5VDE-HR16-OCT1 (VENDOR: Discover Video) - Live and on-demand video portal that supports up to 4 Gbps simultaneous live video streaming. Capabilities of the system include streaming live to iPads, iPhones, Androids, PCs, and Macs, Video on Demand (VoD/Catch), Priority Alert or emergency broadcasts. Automatic set up of encoders, Digital Signage, rich metadata, and conditional access. The Rack 16 Server (2RU) provides one SSD drive for the operating system, three (3) 1TB drives for content configured as RAID-5 for 4TB of content storage. Dual 10-core Intel E5-2640 CPUs or equivalent, 32GB RAM, four (4) 10/100/1000 Ethernet ports, sixteen (16) bay drives with twelve (12) available for expansion to up to 28 TB of content storage, 740W redundant power supply. Five (5) year hardware warranty with 3rd party onsite hardware support. Includes one Streamise Pro Encoder license and 5000 SMS messages for one year. Includes one year software maintenance.	1	44,794.00	Yes (attach)
2	DEVS Disk 2TB Storage	Equipment	PN 3010-5VDE-HH02-0000 (VENDOR: Discover Video) - Storage 2.5" hard drive provides approximately 4,000 hours of video storage for Video on Demand. It can be used with the DEVS Rack 16 server. Cannot be mixed with 1TB storage drives in same server.	3	3,600.00	No
3	Scorpion 8 Channel IPTV Encoder	Equipment	PN 1420-5VSC-H08B-0000 (VENDOR: Discover Video) - multi-channel streaming/encoding system. Scorpion 8 can live stream up to 8 channels simultaneously in H.264 in HD resolution. Includes multiple bit rate encoding capability. 1RU chassis includes 8 HDMI inputs with analog audio (3.5mm) and 8 individual Ethernet connections. Monitor not included. Includes 1 year return to factory hardware warranty.	1	4,995.00	Yes (attach)
4	DEVS Channel Guide Annual Service	Equipment	PN 3040-5VCG-C100-EDU0 (VENDOR: Discover Video) - provides the ability to view a channel guide from the DEVS admin portal with up to 10 user defined TV channels. Any channel can be selected for live viewing or recorded for video on demand. Price per DEVS server (no additional charge if multiple servers are purchased). Includes set-up and service for one year. For educational institutions only.	1	2,825.00	Yes (attach)
5	MANTIS HD Encoder	Equipment	PN 1200-ENMT-H000-0000 (VENDOR: Discover Video) - Appliance H.264 encoder, single channel. Input HDMI, DVI, VGA, Component, SDI, or composite. Supports live streaming and recording. Integrates with Discover Video systems and services, and can also be used stand-alone. 1 year return to factory warranty.	4	6,380.00	Yes (attach)
6	Rover	Equipment	PN 1201-ENRV-HPRO-OCT1 (VENDOR: Discover Video) - A lightweight, portable streaming/encoding system. Streams and records in H.264 format. Loaded on a high performance quad core (or equiv) laptop PC. Includes two Captiva M800 USB 2.0 HDMI Adapters for video capture (listed separately on invoice). Supports up to two sources such as webcams, external video sources, and screen capture. Includes Chrome live and image overlay, and live watching. Includes 3 year return to factory hardware warranty (1 year for battery). Includes one Streamise Pro license for DEVS or Arcus includes one year software maintenance.	6	22,140.00	Yes (attach)
7	Sprint 3	Equipment	PN 1310-ENSP-H001-OCT1 (VENDOR: Discover Video) - Streaming/encoding system. Streams and records in H.264 format up to HD resolution. Loaded a high performance Intel quad core (or equiv) tower PC. Supports up to two sources such as webcams, external video sources, and screen capture. Includes chroma key, text and image overlay, and live watching. Includes two (2) video inputs for HDMI, Component, Composite, 5-Video, DVI, VGA, or HDSDI/SDI and analog audio. Includes keyboard and mouse. Monitor not included. Rack mount shelf can be ordered separately. Requires 1800 space when mounted on optional shelf. Includes 1 year return to factory hardware warranty. Includes one Streamise Pro license for DEVS or Arcus. Includes one year software maintenance.	2	11,188.00	Yes (attach)
8	Spider Encoder	Equipment	PN 1220-ENSP-H000-0000 (VENDOR: Discover Video) - Four channel HD H.264 appliance encoder. Streams and records 4 HDMI inputs plus one user configurable multi-input video for a total of 5 streams. Compatible with DEVS, Arcus, or 3rd party streaming systems. Includes one year return to factory warranty.	1	4,495.00	Yes (attach)
9	SignStick	Equipment	PN 6002-5VSS-H000-0000 (VENDOR: Discover Video) - Digital Signage Player for DEVS. Can store and play content from a DEVS system via streaming and local files. Includes SignStick, USB to Ethernet adapter, Power Supply, and HDMI extender. Includes a one year return to factory limited warranty.	20	9,900.00	Yes (attach)
10	Installation and Training	Installation cost	PN 9111-SRIT-R001-0000 (VENDOR: Discover Video) - Hourly Rate. Does not include travel and lodging or airfare (must be ordered separately).	5	6,900.00	No
11	Streamise Pro Encoder Software	Equipment	PN 1310-ENSP-S024-0000 (VENDOR: Discover Video) - enables DEVS administrators to create the purchased number of Streamise Pro Encoder Accounts on a DEVS system. Streamise Pro must be connected to a DEVS server account for it to function. Accounts are portable which allows a DEVS user to launch their Streamise Pro Software Encoder on multiple computers (but not at the same time). Each Account supports Streamise PC, Streamise MAC, and Streamise iOS. Streamise Pro enables HD live streaming and recording, supports two simultaneous video inputs including cameras, VGA/DVI/HDMI sources (via optional Captiva), and is used for lecture capture, live event streaming, and general purpose video recording. Streamise Pro includes Chroma Key (Green Screen) and image/text overlays.	20	5,900.00	Yes (attach)
12	ARCUS Standard Streaming Software 1200GB/100GB	Equipment	PN 6002-CLAR-C3TD-0001 (VENDOR: Discover Video) - ARCUS Professional Streaming Software 1200GB/100GB live and on-demand streaming that can be used with or without Discover Video DEVS or encoding solutions. Supports desktop and mobile devices. Includes Streamise software encoder. Includes 1200GB annual streaming bandwidth and 100GB video storage for VOD.	1	1,249.00	Yes (attach)
13	CloseD Captioning Software All -10,000 Minutes	Equipment	PN 3400-CCCS-C100-0000 (VENDOR: Discover Video) - Close Caption up to 10,000 minutes of video on your DEVS system. The AI captioning system permits users to upload any video and add searchable captions for education, training, and enhanced communications.	1	2,500.00	Yes (attach)
14	DEVS Learning Path	Equipment	PN 5900-CLLP-C000-0000 (VENDOR: Discover Video) - DEVS Learning Path license - provides the ability to create complete lessons composed of video, images, presentations, and documents. Each lesson can be developed into a complete course with Learning Path. Includes tracking and reporting. Unlimited use with DEVS on-premises system.	1	4,995.00	Yes (attach)
15	DEVS SMS Message Software 50,000	Equipment	PN 3500-CSMS-C050-0000 (VENDOR: Discover Video) - up to 50,000 SMS messages can be sent via the DEVS system for one year. The messages could be used with Priority Alert or to distribute links to live or on-demand video from DEVS. Additional SMS messages can be purchased for DEVS once limit is reached. SMS Messages cannot be rolled over from one year to the following year.	1	1,500.00	Yes (attach)
16	Education Video Library	Equipment	PN 8100-CNE0-C000-0000 (VENDOR: Discover Video) - Classroom Video Content is a constantly growing library currently featuring over 700 video titles in the areas of science, social studies, guidance, health, math and language arts. Most programs come complete with teacher guides, activity sheets and assessment tools that can easily be adapted to any lesson plan. Spanish language titles are also available. The entire package can be purchased for a one-time fee. The entire library can be downloaded to an existing or new DEVS system. New titles will be added if end user renews maintenance contract on DEVS system.	1	5,000.00	Yes (attach)
17	Shipping	Other	(VENDOR: Discover Video) Shipping for all equipment	1	500.00	No
18	Canon VIXIA HF R800 Camcorder (Black)	Equipment	(VENDOR: B&H Camera) Canon's latest VIXIA HF R800 Camcorder is ready to shoot in nearly any scenario. Whether you're recording home videos, events, or recitals, the VIX Advanced Zoom ensures you can get the shot from the back row of an auditorium if need be, while the Super Range O.I.S. (Optical Image Stabilization) keeps the image steady.	15	3,299.85	Yes (attach)
19	Samsung RU7100 55" Class HDR 4K UHD Smart LED TV	Equipment	(VENDOR: Best Photo) View content at four times the resolution of 1080p with the Samsung RU7100 55" Class HDR 4K UHD Smart LED TV. This TV has a 54.6" LED-backlit LCD panel, and incorporates Motion Rate 120 technology to digitally enhance fast-moving images to reduce blur.	10	4,979.00	Yes (attach)
20	SANJUS V176-B1 Advanced T18 Premium TV Wall Mount for 46-90" Diagonal	Equipment	(VENDOR: B&H Camera) Mount your 46 to 90" flat panel display only 2.75" off a wall with the Sanjus V176-B1 Advanced T18 Premium TV Wall Mount. It supports displays weighing up to 150 pounds, with mount patterns ranging from 200 x 100 to 600 x 415 and provides 12 to 7" of tilt adjustment. You also have side-to-side tilt and post-install height and level adjustments.	10	1,399.95	Yes (attach)
Total Cost:					\$ 148,538.81	

Insert additional lines as necessary