

**Rochester Government Channel Committee**  
**Wednesday, May 25, 2016 at 7:00 pm**  
**MINUTES**

Committee Members Present: City Councilor Thomas Willis, Rick Healey, Jim Graham  
Others: Celeste Plaia, Government Channel Coordinator

---

**I. Call to Order**

The meeting was called to order at 7:04 p.m.

**II. Approval of Minutes - April 20, 2016**

A **MOTION** was made by Tom Willis to accept the minutes of the April 20, 2016 meeting. The motion was seconded by Rick Healey. The **MOTION CARRIED** unanimous voice vote.

**III. Public Input**

There was no public input.

**IV. Programming Policy**

The Rochester Government Channel Coordinator updated programming to edit section " **D. Programming Restrictions** " as voted on by last RGC meeting on April 2016. Also added were two points regarding copyrighted material and other programming not allowed by state and federal statutes. The Committee agreed on changes. The Committee also discussed and made minor changes with some other wording for clarification.

**V. DVD and File Retention**

The Coordinator reviewed the Retention Policy Committee's comments on retention of DVDs to address changes in section **F. Recorded Meeting Access** of proposed policy. The Retention Committee suggested not retaining DVDs at all, based on the fact that they are not the official record of the meeting, and there has been little demand for DVD copies through the City Clerk's office. They also note that the VOD (Video on Demand) via the City Website has meetings that are available for over three years and that is a free service to the residents. The Government Channel Committee discussed the pros and cons of keeping DVDs and digital files. The Coordinator proposed wording on the policy document that stated DVDs of meetings will be kept for one year, for convenience of copying requests as VOD is available, and also that the library provides free internet access. The Committee agreed on changes. Tom Willis made a **MOTION** that the final changes of the Government Channel Policy goes to the City Attorney for review and input and then goes to City Council for approval. The motion was seconded by Rick Healey. The **MOTION CARRIED** unanimous voice vote.

**VI. Live Streaming**

The Coordinator demonstrated a few examples of live streaming from other cities in New Hampshire and also reviewed some rough costs of three common vendors of live streaming. The Coordinator also reviewed Rochester's Video on Demand system and showed how to track "number of hits" on any meeting. Live streaming is not proposed in fiscal year 2017 budget. Councilor Willis requested that estimated costs be submitted with minutes of the meeting for Council. Please see addendum attached.

## **VII. Other**

Related to the numbers for Video on Demand and the request for live streaming, the committee briefly discussed the viewership for the channel. The Coordinator reported that according to January 2016 Metrocast report, there are 6,777 cable TV subscribers in Rochester.

The Coordinator also noted that Council Chambers is due for AV upgrades in Chambers, but has not gone out for quotes yet.

Councilor Willis asked for progress with the Franchise Committee. The Coordinator noted they have not met yet but will ask about the next action.

## **VIII. Adjournment**

Rick Healey **MOVED** to **ADJOURN**, Jim Graham Second. The **MOTION CARRIED** by unanimous voice vote. The meeting adjourned at 8:20 PM.

Respectfully submitted,

Celeste Plaia  
Government Channel Coordinator