

Telecommunications Advisory Board (TAB)
Meeting Notes: December 9, 2019

Members Present: Ed Ebenbach, Chairman, David Laustsen, and Keith Peters

Associate Members Present: Jean Laustsen, and Doylestown Township Police Office Jessica Whiteside

Quorum: Yes

Board of Supervisors Liaison: Jennifer Herring

Special Projects Coordinator: Andrea Susten

Board of Supervisors Guest: Rick Colello

Proceedings

- Meeting - Called to order at 6:30 P.M. by Mr. Ebenbach.
- Review and Approve Minutes – The minutes of October 21, 2019 were approved unanimously following a motion by Mr. Peters and seconded by Mr. Laustsen.
- New Building/System Upgrade Project – Mr. Ebenbach updated the group concerning things learned by the acousticians who studied the Community Meeting Room:
 - There is in excess of 2.2 seconds of audio reverb in the room which makes it difficult to hear and understand the individuals addressing the assembled attendees
 - Their recommendation is to install sound absorbing panels on both the side and back walls to diminish this reverb. Upon installation of the sound absorbing panels, the reverb is expected to be as low as 1.14 seconds, with an average of 1.5 seconds or less across many of the frequency ranges at issue.
 - Additional research needs to be done to identify suppliers, installation options, and to examine similar situations, such as was pointed out by Officer Whiteside as existing at the current courthouse. Mr. Laustsen also discussed a similar problem was address by the South Dakota Legislature for their chambers.
 - AVT is progressing on creating a custom software solution for the differences in controls for the Audio Mixes for the Auditorium and for Production/Recording. The computer and hardware has been purchased and is currently in Mr. Ebenbach’s office.
 - Longer Gooseneck Microphones have been installed on the Podium so that presenters will not have to lean over as far to be in close proximity to the microphones. Further microphone decisions are being postponed until the New Year.
- Programming Project
 - Current/YTD Video Content Metrics – the metrics show a 79.9% programming average, which is estimated to be about 0.5% higher than November based upon numbers available upon rebuilding of the schedule and metric analysis subsequent thereto.
 - 2019 Projects - next steps
 - Trail System – Although Mr. Ebenbach reported that 35 minutes of video was shot of Mrs. Goldman and Mr. Kelso on the original trail bench by Kutz Elementary, actual use of the footage is unclear. He expressed that maybe putting these videos on the draft YouTube channel, for viewing by Mrs. Goldman and Mr. Kelso, may help refine the focus. Mrs. Laustsen added that much useful information was recorded and that particularly endearing exchanges between these two friends were captured.
 - Police Intro Video – Ms. Susten and Mr. Ebenbach explained the advantages of using a slide-based production method due to the often changing roster of the Township’s Police Force. The addition and/or departure of certain officers may present certain challenges. Ms. Herring mentioned a “Welcome” and/or “Congratulations” slide or slides may make an otherwise seemingly incomplete rotation as possibly temporarily acceptable as the uniforms and photos are pending.
 - Doylestown Historical Society (DHS) – Mrs. and Mr. Laustsen have completed the intro and outro segments with Mr. Abramson. Mr. Peters is currently scheduling these segments with a mixture of the videos from the DHS on the DTV schedule.
 - Township Welcome Wagon Video – Mr. Peters asked all in attendance to email Mr. Zapolski directly that they had viewed the draft video and any observations they wished to make.

Many in attendance indicated that had not received the email link to YouTube to view the draft. Mr. Ebenbach asked Mr. Peters to re-distribute the link.

- Hart's Woods Dedication Ceremony – sub-optimal video resulted from this event. Ms. Susten indicated she will try to use her Adobe Premier software to make a video from the stills available to her
 - Dog Park – Ms. Susten related that she had met with Kathy Brown and one of Kathy's friends. A thumb drive may have some useable video on it but there are changes, such as a new fob system, that may delay finalization. Mrs. Laustsen volunteered to assist in creating a final video. A short discussion followed on the difference between MAC formatted thumb drives (not ExFAT) and how there is an incompatibility between MACs and PCs that cause the non-original system to “not see” video files that the other system sees.
 - EAC – not really focusing on video end as they are focused on producing pamphlets.
 - Kids Castle Upgrade – Ms. Herring asked if Joe Salvati was making a video on the Kids Castle status. Mr. Ebenbach indicated that Rick Shea had placed a battery powered time-lapse camera at Kids Castle for a while before the camera was moved to the tub-grinder. This is apparently an open and uncertain issue that may be resolved in the coming months.
 - Introduction to new Community Meeting Room – currently on hold.
 - Website tutorial – Ms. Susten is still hoping this is a possibility after the new website goes live.
- Township Website upgrade project – Ms. Susten reported that she and Ms. Mason are planning on a new Township website being ready close to the end of this year.
 - Slides update – Ms. Susten reported progress is being made by her and her intern's efforts. The aspect ratio (4x3 vs 16x9) issue was discussed and Mr. Ebenbach noted that until Comcast can cablecast our content in 16x9 format, anything created in 16x9 format is severely cut-off on the Comcast channel. As such, maybe for now, slides should still be created in 4x3 format.
 - Social Media Status – The spreadsheet was distributed and showed increases in areas of people making access to Township Social Media. The crime watch performance was explained by Officer Whiteside. Mr. Ebenbach wondered if the IMG/Streaming service offers analytics such as this and whether an additional category might be appropriate.
 - Verizon Franchise Negotiations – pended until the attendance of Ms. Mason.
 - Operations – Mr. Peters asked for reimbursement (\$52) for the supplies used in shooting the new resident video and he delivered the cables and clips to the Township. The group approved the reimbursement.
 - Adjournment – The meeting was adjourned at 8:10 PM on a motion made by Mr. Peters and seconded by Mr. Laustsen.

Meeting Notes respectfully submitted by Keith Peters