

## **Services Provided to North Yarmouth by the IT/Channel 2 Dept.**

### **1. Semi-Monthly Board of Selectmen Meetings.**

1.1. Tuesday evening NYBOS meetings are brought to me on DVD. Typically by the following day. I then:

1.1.1. Ingest the video into our servers hard drive array – Real-time recording, between 1-3 hours, depending on meeting duration.

1.1.2. Clean up the video by removing any “pre-call to order” and “post adjournment” meeting recording, also removing any idle recordings during executive sessions. I then schedule the meeting on our system and attach the banner at the bottom. – 15 minutes. We typically schedule 4 weekly NYBOS replays, Thursday and Friday at 7:00pm and Saturday and Sunday at 11:00pm.

1.1.3. Total **Monthly hours = 2.5 to 6.5 / Annual hours = 30-78.**

1.1.4. The Town budgets roughly \$1,000 per year on maintenance for TV2.

### **2. TV2 Bulletin Board:**

2.1. Cindy Stennett creates the TV 2 Bulletin Board slides using PowerPoint. Cindy typically posts between 1-2 slides for the Town of North Yarmouth or for non-profits located in North Yarmouth each week.

One slide will take between 5 minutes and up to 30 minutes to post depending on how much formatting and art work Cindy has to perform. As of today, we are running 47 slides, 4 of which are exclusively North Yarmouth events or programs, 5 are informational for joint community ventures/programs, 10 are area events or programs, 3 are MSAD specific and 25 are Cumberland specific.