

# **ANNUAL REPORT 2008**

## **ANDOVER COMMUNITY ACCESS & MEDIA, INC.**

80 SHAWSHEEN ROAD ANDOVER, MA 01810

[WWW.ANDOVERTV.ORG](http://WWW.ANDOVERTV.ORG)

978-475-9723

### **MISSION:**

To serve the citizens of Andover through providing access to television production facilities, equipment, and training. These services are made available so that citizens may express themselves freely through the use of the Community Access Channel. ACAM supports the Government Access channel by way of production and technical assistance so that information can be conveyed accurately during live broadcast of public proceedings.

Finally ACAM supports the efforts of the Educational Access Channel through production assistance during broadcast of School Committee Meetings, and technical assistance both at the School offices and at the Studio at Andover High School.

# ACAM BOARD OF DIRECTORS AND STAFF

## BOARD OF DIRECTORS

David Pierre, *President*  
Brian Fraser, *Secretary*  
Amanda Strong, *Treasurer*  
Daniel Brennan, *Clerk*  
Gerry Wright

## STAFF

Wess Murphy, Executive Director

Responsible for all day-to-day operations including staff supervision, planning, and financial management; Oversees operation of the community access channel; Produces and updates outreach efforts, including quarterly newsletter, website, brochures, press releases, and other promotional materials; Assists in training community members in video production; oversees the upkeep and operation of the community television studio at Andover High School as well as all town broadcast sites.

Sara Antonakos, Programming Director

Performs the day to day operations required to operate the Community Access Channel; including importing media, scheduling shows, and creating community bulletin board announcements to be posted. Oversees the training and scheduling of contractors for live broadcasts including Selectmen, School Committee, Planning, and others as needed.

## SUPPLEMENTAL STAFF / TOWN & SCHOOL MEETING COVERAGE

Brian Josselyn (Meeting coverage, IT, website maintenance)

### Meeting Coverage

Andrew Lemay  
Brian Josselyn  
Drew O'Brien  
Jessica Fine  
Mike Hamilton  
Mike Saccone  
Wilson Belbin  
Kayla Kantola

## **Accomplishments for 2008**

2008 year has largely been a “rebuild” year for ACAM. Since January 2008, ACAM has been faced with many tasks that needed to be accomplished both in the interests of studio operation and of the Town of Andover. Some of these were issues of equipment upgrade that could not be resolved under the Comcast managed system. Other projects we’ve been working on are new ventures like our online archived video server that the town and cable advisory board requested. Below is a list of items that we have accomplished in the last 10 months in addition to projects currently in the works.

### **February:**

- Designed and installed system for use in live web streaming of both Government and Educational Access Channels. The same server system is designed to record live meetings for later use in video archive system

### **April:**

- Removal of old analog control room racks to make room for new equipment.

### **May**

- Installation of new Broadcast Pix control room system. Including dual 40” flat panel monitors, digital switcher and integrated graphics system.
- Purchase and installation of new grey and green chroma key curtains. The grey curtain will allow us to use it as a “cyc” curtain that we can bounce color off for special effects. The green curtain will allow us to use the new Broadcast pix switcher to create effects like weather maps and other video effects behind talent.

### **June:**

- Stage 1 of lighting upgrade: Purchase and installation of new fluorescent studio fixtures. The new fixtures not only greatly improve the quality of our lighting but they also take 1/3 the power to run, make nearly no heat, and bulb replacement is half the price of old conventional fixtures.
- Purchase of 8 Fresnel lights to be used as rear “hair lights” and set specials. These replaced our aging circa 1980’s fixtures.
- Purchase of source 4 special effects lights and motion rotators to create moving effects lighting behind talent on set.
- Worked with A.V.I.S. on trails video project. Including field and studio shooting and editing.

### **August:**

- Implementation of online video archive page. Most Selectmen, School Committee, and Planning board meetings since January 2008 have been compressed and posted to the ACAM Archive page for public viewing 24/7. Meetings are continually added to the archive on a weekly basis. Meetings are recorded and posted to the site within 48 hours.
- Cleaned and reorganized rear storage room to accommodate “Retired” control room equipment and get rid of old unused equipment.
- Worked with Selectmen Ted Teichert to produce a show featuring 22 former Andover Selectmen that will be broadcast and used at the Andover Historical Society.
- Consulted on design and installation of School Committee Room refit. Upgrades included new cameras, ceiling mics, monitors and a 32” LCD “on air” monitor.

### **October:**

- Installation of additional lighting grid pipes to allow for new shooting angle in studio.
- In an effort to branch out from regular meeting coverage, ACAM covered 3 “Green energy” events at Memorial Hall Library. These events were live broadcast as well as recorded for later playback.
- ACAM will broadcast all League of Women Voter events and issue forums live on Channel 8/47 (Verizon).

### **Current & Future Projects**

- Currently consulting on Memorial Hall Upgrade which will include much of the same equipment that was installed in the School Committee room with the addition of new cameras and wireless gooseneck mics for better quality and reliability.
- Purchase of new JVC 250 HD studio cameras, tripods and Dolly’s
- Installation of one robotic camera and running new A/V transmission system into the Collins Center. This will allow ACAM to repurpose current Sony studio cameras for permanent installation in the Collins Center so that we will have permanent production equipment in house to record/broadcast school and town functions.
- Purchase and installation of robotic camera in the Collins Center to be used for school functions, town meeting, and dance shows.

## FACILITY AND EQUIPMENT USAGE 2008

TYPE OF EQUIPMENT/FACILITY	TOTAL USAGE
Field Camera: miniDV 3-Chip professional-quality	52 sign outs
TV Studio	312 hours
Andover High School Use	875 hours

## LIVE MEETING COVERAGE 2008

	<u>Meetings</u>
<b><u>Public Access Channel 8 Comcast / 47 Verizon</u></b>	
Andover / North Andover League of Women Voters	5
<b><u>Educational Access Channel 10 Comcast / 43 Verizon</u></b>	
School Committee	22
<b><u>Government Channel 22 Comcast / 45 Verizon</u></b>	
Board of Selectmen	30
Planning Board	24
Tri-Board / Joint Meetings	5

## Extra Television coverage

	Hours of coverage
Town Meeting (2 nights)	12
AHS Graduation	6

CABLECAST / PLAYBACK	TOTAL BROADCAST HOURS WITH REPEATS
Total monthly hours of locally produced programming broadcast	270
Total monthly hours of "bicycled" or outside programming broadcast	240

Total hours of programming per month with repeats		510
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### **Community Bulletin Boards**

ACAM operates a community bulletin board for the Public Access Chanel. Any announcement that is non-profit in nature may be posted free of charge on ACAM and will run during non-programming hours. The postings range from church fairs to school lunch menus, upcoming arts performances to school cancellations, town emergency notices to sports teams fundraisers.

Bulletin Board submissions arrive by mail, fax, email, or in person and average two a day, five days a week, totaling to more than five hundred local announcements each year.

## **FUNDING 2008**

### **Major Funding**

- Town of Andover Cable Access Account: \$225,000.00