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Orange Government Access Television Committee
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UNAPPROVED MINUTES February 7, 2019

Present: Chairman Sol Silverstein, Bob Kelly, Tina Magyar, Michael Muttitt, Coordinator Ron Davis, Assistant Coordinator Chris Kelly, Recording Secretary Marlene Silverstein

Chairman Silverstein convened the meeting at 7:40 pm.

Questions & Comments: Chairman Silverstein introduced our newest member, Michael Muttitt. Micky Reid is no longer on the committee.

Approve Minutes of December 13, 2018: Tina Magyar, seconded by Bob Kelly, made the **motion to approve the minutes of the December 13, 2018 meeting.** The motion carried with the following vote: AYE: Chairman Silverstein, Bob Kelly and Tina Magyar; ABSTAIN: Michael Muttitt.

Budget Review: The budget report was reviewed.

Coordinator's Report: The reports for December and January were reviewed.

December Report: There were 72 live hits and 56 Video on Demand (VOD) hits in December. Coordinator Davis reported 80 meetings and other events were recorded and/or shown from July through December, 2018.

Coordinator Davis reported that the Frontier system was functioning properly. He also reported that all equipment ordered under the CAC grant had been received, and Assistant Coordinator Kelly was in process of installing it. Mr. Davis planned to meet with Dan Lynch, Director of Park & Recreation, in January to arrange a Town Talk episode.

January Report: There were 66 live hits and 97 VOD hits in January. There were several issues during the month of January. Assistant Coordinator Kelly had difficulty uploading programming due to extremely slow internet speeds from Optimum. He contacted Altice/Optimum to report the problem. The Optimum technician thought there might be an issue with our modem, so Mr. Kelly exchanged the modem for a new one along with a gigabit router. He also exchanged our cable box for an HDMI box. The problem turned out to be an Optimum issue which they resolved a day or two later.

Assistant Coordinator Kelly discovered an incompatibility between the new TriCaster video switcher and the 3 new wall mounted Pan/Tilt/Zoom cameras. The cameras work at 30 frames/second while the TriCaster operates at 29.97 frames per second. The issue was resolved by purchasing 3 Decimator frame rate converters.

The picture and audio quality on the web are outstanding with the new equipment; however, the cable picture has a milky look which is believed to be caused somewhere at Optimum. This was reported to Optimum, and they are looking into it.

On January 31, channel 79 was showing a black screen and no audio. We confirmed that the new equipment was providing a good signal to Optimum, but we had difficulty contacting the Optimum head end to report the issue. On February 3, Chairman Silverstein was able to get to the proper contact information from Laura Jordan, Senior Director, Government Affairs, Altice, USA. The issue proved to be caused by Optimum, and they corrected it that day.

Mike Muttitt, seconded by Bob Kelly, made the ***motion to approve the December and January Coordinator's reports.*** The motion carried unanimously.

Action Item List: Chairman Silverstein and Assistant Coordinator Kelly brought the committee up to date on the Action Item List. Several items were closed, and a new action item was given to Coordinator Davis to write a memo to all town departments to remind them that the scroll and bulletin board are available to them for updating town residents on upcoming events. Another item was added for Assistant Coordinator Kelly to contact Discover Video regarding how they count live and VOD hits and the best way to retrieve that data.

Cable Advisory council (CAC) Grant: All equipment purchased under the grant has been received. Some additional supporting equipment such as the frame rate convertors, a backup portable solid state drive, a portable DVD burner, a new gooseneck for the podium microphone and some adapters and equipment cases have been purchased using OGAT funds.

Equipment Inventory: The inventory spreadsheet has been updated for all new items received.

Town Talk Program: Coordinator Davis reported that he and camera operator Lauren Kelly recorded a segment with Park and Recreation Director Dan Lynch in January. It will be available for broadcast shortly.

At 9:00pm, Bob Kelly seconded by Tina Magyar, made the ***motion to adjourn.***

Respectfully submitted,

Marlene Silverstein,
Recording Secretary