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Orange Government Access Television Committee
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UNAPPROVED SPECIAL MEETING MINUTES November 7, 2018

Present: Chairman Sol Silverstein, Gary DelPiano (via phone), Bob Kelly, Tina Magyar, Coordinator Ron Davis, Assistant Coordinator Chris Kelly

Chairman Silverstein convened the meeting at 7:35 pm.

Questions & Comments: Chairman Silverstein read a thank you card from the student who operated the camera during Government Day and several other announcements he found in the OGAT mailbox in town hall.

Approve Minutes of July 5, 2018: Bob Kelly, seconded by Gary DelPiano, made the **motion to approve the minutes of the July 5, 2018 meeting.** The motion carried unanimously.

Budget Review: The budget report dated 11/5/2018 was reviewed.

Coordinator's Reports: The reports for August, September and October were reviewed.

August, 2018: Mr. Davis reported that 13 meetings and 0 events were recorded/shown in August. Assistant Coordinator Chris Kelly reported 143 live hits and 195 Video on Demand (VOD) hits for the month. The lower numbers compared to prior months are due to a new methodology used by Discover Video for counting hits that depends on the amount of bandwidth used by a hit. Just clicking on a program without then spending some time watching it no longer generates a hit.

September 2018: Mr. Davis reported that 15 meetings and 2 events were recorded/shown in September. Assistant Coordinator Chris Kelly reported 117 live hits and 81 VOD hits for the month. There was a problem with recording the Board of Selectmen/Orange Town Meeting of 9/5/2018. We were unable to retrieve the programs from the camera's memory card. The card was sent to a company that specializes in retrieving data from memory devices, but they reported that the card was physically damaged, and the data was not retrievable. Only the live cablecast and web transmission of the meetings were successful. No other video record exists. Chairman Silverstein asked the coordinators to take steps to prevent this from reoccurring in the future. Assistant Coordinator Kelly is recommending use of a backup drive while shooting offsite.

October 2018: Mr. Davis reported that 11 meetings and 3 events were recorded/shown in October. Assistant Coordinator Chris Kelly reported 68 live hits and 86 VOD hits for the month. Assistant Coordinator Kelly reported the hits for Video on Demand going back to April 2018.

Gary DelPiano, seconded by Tina Magyar, made the ***motion to approve the Coordinator's Reports for August, September and October.*** The motion carried unanimously.

Action Item List: The committee directed Chairman Silverstein to review the action items with the coordinators after the meeting.

Cable Advisory Council (CAC) Grant: The items related to the streaming subscription, replacement parts and improving content quality/workflow projects have been ordered and received. Most of the items related to the video system upgrade project were ordered this week. One of these items was discontinued, and we will order a newer version shortly. The vendor, B&H, gave us a significant discount on this order, so we will have about a \$3800 surplus. We have to check the Tricaster when we get it to make sure it has the advanced software package, otherwise most of the surplus would go towards its purchase. We also need to order a new switcher as our existing switcher will not have enough capacity for the new hardware. This was inadvertently left off the original list of items to request in the grant that was submitted by the coordinators. We are creating a list of other items needed to use up the surplus.

Equipment Inventory: The inventory spreadsheet has been updated for the grant items already received.

Town Talk Program: Mr. Davis reported that the Fire Marshal program has been airing. Mr. Davis sent a request to the First Selectman asking for assistance with recruiting department heads for Town Talk. Mr. Davis met with Director of Park and Recreation, Dan Lynch, who has agreed to do a program. Chairman Silverstein has discussed a possible program with a member of the Community Emergency Response Team (CERT), who expressed interest. CERT will contact Mr. Davis if they decide to proceed.

Input to Town Annual Report: Chairman Silverstein distributed copy of the text he submitted for the OGAT input to the Town Annual Report. Bob Kelly, seconded by Gary DelPiano made the ***motion to approve the OGAT input to the Town Annual Report as submitted.*** The motion carried unanimously.

Proposed Meeting Dates for CY 2019: A draft of the meeting dates prepared by Chairman Silverstein was discussed. After several adjustments, Tina Magyar, seconded by Bob Kelly, made the ***motion to accept the proposed dates as amended by the committee.*** The motion carried unanimously.

Proposed Budget for FY 2019-2020: Chairman Silverstein distributed a draft budget proposal, which was discussed by the committee. Bob Kelly, seconded by Tina Magyar, made the ***motion to approve the proposed budget.*** The motion carried unanimously.

At 8:20pm Gary DelPiano, seconded by Bob Kelly, made the ***motion to adjourn.***

Respectfully submitted,

Sol Silverstein,
Chairman