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Orange Government Access Television Committee
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UNAPPROVED VIRTUAL SPECIAL MEETING MINUTES November 12, 2020

Present: Chairman Sol Silverstein, Gary DelPiano, Bob Kelly, Mike 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 reported this meeting was only live on YouTube because there is another meeting being shown live on OGAT.

Approve Minutes:

September 10, 2020: Mike Muttitt, seconded by Gary DelPiano, made the ***motion to approve the minutes of the September 10, 2020 meeting.*** The motion carried unanimously.

October 8, 2020: Mike Muttitt, seconded by Bob Kelly, made the ***motion to approve the minutes of the October 8, 2020 meeting.*** The motion carried with the following vote: AYE – Chairman Silverstein, Bob Kelly and Mike Muttitt; ABSTAIN: Gary DelPiano.

Budget Review. Chairman Silverstein reported that the town was still having some issues with the new accounting software. He provided what he received from the town. The page showing “Accounts for Town General Fund,” which shows the items the town pays for, is complete and up to date. However, the page showing “Accounts for Town Exchange Fund,” which shows the Cable Advisory Council (CAC) grant budget, is still missing the benefits line item and contains two line items that do not belong to OGAT. He also reported that the grant monies received do not show on the budget report; only the expenses are shown.

Chairman Silverstein reported that he received a memorandum from Finance Director Cifarelli outlining the procedure for the next fiscal year’s budget (July 1, 2021-June 30, 2022). Due to the financial impact on the town of the COVID-19 pandemic, Mr. Cifarelli was requesting that departments and commissions be conservative in their budget requests. Chairman Silverstein stated that he recommended keeping all budget line items at current levels except for the assistant coordinator’s salary. He proposed increasing the assistant coordinator’s salary line item by \$1,000 due to changes in the way OGAT has been operating. Assistant Coordinator Kelly has been doing all the camera work by himself, and this may continue into the 2021-2022 fiscal year. Although we

received \$4000 in CAC grant funding that helped cover some of this extra effort, there was no guarantee of future grants. Mike Muttitt suggested that due to the uncertainty surrounding how the pandemic will continue to play out, the budget narrative to be submitted with the budget request should ask for flexibility in how funds are allocated between the assistant coordinator and camera operator line items during the year.

Mike Muttitt, seconded by Bob Kelly, made the ***motion to approve Chairman Silverstein's recommended budget request and narrative with the addition of a request for flexibility in allocating assistant coordinator and camera operator salaries for the 2021-2022 budget.*** The motion carried unanimously.

Coordinator's Reports:

September: Chairman Silverstein reviewed the report. During September there were 82 Discover Live Hits. Discover Video on Demand (VOD) had no data available (this service is being discontinued). There were 131 You Tube Live & VOD hits. He also reported that the town continued to hold virtual meetings during September. OGAT continues to cablecast and stream most of the meetings live.

Chairman Silverstein reported that Assistant Coordinator Kelly spent several hours on the telephone with a technician from Frontier on September 9. OGAT's signal had not been going out to Frontier consistently for about 6 months even though the equipment appeared to be operating properly and OGAT had not received any notice of a problem from Frontier. Mr. Kelly and the technician traced the issue to a loose connector. No new issues with Frontier have been reported since then.

Gary DelPiano, seconded by Mike Muttitt, made the ***motion to approve the September, 2020 Coordinator's Report.*** The motion carried unanimously.

October: Coordinator Davis reported that the town continues to hold many board meetings virtually and that OGAT assisted by cablecasting almost all of them live. In addition, OGAT streamed meetings on OGAT's own streaming service (Discover) and YouTube. The Discover information will no longer be shown since this service has been discontinued.

Coordinator Davis also reported that there were a number of days toward the end of October that OGAT had to shut down. He suggested to Assistant Coordinator Kelly that he run pre-recorded programs in the meantime and Assistant Coordinator Kelly chose to run several older programs from the hard disk drive.

Assistant Coordinator Kelly reported 97 Live Hits on Discover Video and a combined 380 YouTube Live and VOD hits. Discover Video on Demand (VOD) had no data available (this service is being discontinued).

Mike Muttitt, seconded by Gary DelPiano, ***made the motion to approve the October, 2020 Coordinator's Report.*** The motion carried unanimously.

Action Item List: The list was reviewed and updated.

Cable Advisory Council (CAC) Grant: Chairman Silverstein reported that all the back ordered items have been received.

Equipment Inventory: Chairman Silverstein reported that the inventory spreadsheet was updated as new equipment was received.

Town Talk: Coordinator Davis reported that due to the Covid-19 pandemic precautions, no Town Talk episodes were produced during October and that OGAT operated mostly remotely. Coordinator Davis and Assistant Coordinator Kelly will attempt to set up a virtual meeting with the Police department to move the Police Academy Town Talk program along.

Proposed Meeting Dates for Calendar Year 2021: Chairman Silverstein stated that OGAT will continue to meet on the first Thursday of the month except if that occurs during the first three days of the month, when it would be the moved to the second Thursday. The delay gives the coordinators time to gather the data needed to put their monthly report together. Bob Kelly was concerned about the July meeting occurring the same week as the Independence Day holiday. The committee agreed to revisit the date at the May, 2021 meeting. Mike Muttitt, seconded by Bob Kelly, made the ***motion to approve the proposed dates for calendar year 2021.*** The motion carried unanimously.

Gary DelPiano, seconded by Bob Kelly, made the ***motion to*** adjourn at 8:11pm.

Respectfully submitted,
Marlene Silverstein,
Recording Secretary