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UNAPPROVED VIRTUAL MEETING MINUTES May 14, 2020

Present: Chairman Sol Silverstein, Gary DelPiano, Robert Kelly, Tina Magyar, Mike Muttitt, Coordinator Ron Davis, Assistant Coordinator Chris Kelly, Recording Secretary Marlene Silverstein

Chairman Silverstein convened the meeting at 7:51 pm.

Questions & Comments: Chairman Silverstein reported that Selectman Mitch Goldblatt sent him an email thanking Assistant Coordinator Chris Kelly for his excellent work in getting his recent virtual Recycling Committee meeting on the air.

Approve Minutes: Mike Muttitt, seconded by Bob Kelly, made the *motion to approve the minutes of the March 12, 2020 meeting with the following correction: page 2, Action Item List – correct “get it done” to read “get the Police Academy video done”*. The motion was approved with the following vote: AYE – Chairman Silverstein, Bob Kelly, Tina Magyar and Mike Muttitt; ABSTAIN - Gary DelPiano.

Budget Review: The budget report was reviewed.

Coordinator's Reports:

March, 2020: Coordinator Davis and Assistant Coordinator Kelly reported that due to the Covid-19 pandemic meetings were not held live; only virtually. Assistant Coordinator Kelly recorded the virtual Pension Board meeting as a test to confirm that meetings can continue to be recorded and broadcast. In March there were 87 live hits and 78 video on demand (VOD) hits.

April, 2020: In April there were 123 live hits and 139 VOD hits. Coordinator Davis reported that OGAT is working with the town's Information Technology Department to broadcast live and record all virtual board meetings held using ZOOM software. Assistant Coordinator Kelly has set up the capability to switch broadcast programs on and off remotely via the internet. Mr. Davis also reported that there has been no progress with the Town Talk programming and there can't be much progress until Ron and Chris can get together.

Bob Kelly, seconded by Tina Magyar, **made the motion to approve the March, 2020 and April, 2020 Coordinator's Reports.** The motion carried unanimously.

Discussion: Chairman Silverstein explained that OGAT now has two scrolls on the air. A new scroll has been added on top of the picture. The old scroll on the bottom now shows the program schedule, while the top scroll shows town information. He asked if the bulletin board is still up between programs. Assistant Coordinator Kelly said it was and described what is being shown on the bulletin board. Assistant Coordinator Kelly has remotely recorded and broadcast all virtual board meetings held via ZOOM as well as some special broadcasts of classes being held through the Senior Center.

Action Item List: Chairman Silverstein reported that all items on the Action Item List have been completed except for three items, one of which was closed since the last meeting, leaving two still open. Mike Muttitt requested that Assistant Coordinator Kelly write up the procedures for recording and broadcasting a virtual meeting in case he is unavailable to perform the tasks himself. Chairman Silverstein agreed and said the procedure should be added to the OGAT procedures book. This was added to the action item list.

Cable Advisory Council (CAC) Grant: Chairman Silverstein reported that the application form for the next grant was received with a due date of July 15, 2020. He requested that the coordinators and committee members provide input with quotes for review at the June meeting. A short discussion of some potential items followed.

Equipment Inventory: The inventory spreadsheet was updated as new equipment was received.

Town Talk: Covered in the Coordinator reports.

Gary DelPiano, seconded by Bob Kelly, made the **motion to adjourn** at 8:23pm.

Respectfully submitted,
Marlene Silverstein,
Recording Secretary