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**UNAPPROVED VIRTUAL MEETING MINUTES
September 10, 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 7:38 pm.

Questions & Comments: None

Approve Minutes: Mike Muttitt seconded by Bob Kelly, made the ***motion to approve the minutes of the July 9, 2020 meeting.*** The motion was approved unanimously.

Budget Review. Chairman Silverstein reported that the town was still having some issues with the new accounting software and could not generate any reports.

Coordinator's Report: July, 2020 Report: Coordinator Davis reported that the town continued to hold most board and other meetings virtually during July with OGAT assisting by cablecasting most of them live.

Assistant Coordinator Kelly reported 111 Live Hits via Discover and 998 YouTube Live & Video on Demand (VOD) hits during July. VOD hits via Discover were not available. He also reported that the Board of Education had the most hits.

August, 2020 Report: Coordinator Davis reported that the town continued to hold many board and other meetings virtually during August.

Assistant Coordinator Kelly reported 128 Live Hits via Discover and 400 YouTube Live & VOD hits. There was no VOD data available for August via Discover.

Assistant Coordinator Kelly reported that he was having problems loading programs onto the Discover VOD service. Consequently, he has not loaded any VOD programs onto Discover since mid-June. VOD programming is available on YouTube only. He would like to take down the link to Discover from the town's website. Chairman Silverstein reported that the subscription to Discover Video expires in November 2020.

Mike Muttitt, seconded by Bob Kelly, **made the motion to approve the July and August, 2020 Coordinator's Reports.** The motion carried unanimously.

Action Item List: The list was reviewed.

Cable Advisory Council (CAC) Grant: Chairman Silverstein reported that OGAT received \$500+ in addition to the requested amount because the CAC did not receive \$100,000 in requests, so the CAC decided to split the excess amongst the applicants rather than going through a second round of requests. He also reported that he asked Assistant Coordinator Kelly to put together a list of items to purchase with the extra funds.

Chairman Silverstein reported that he ordered everything that was requested in the grant application from B & H. Most of these items have been received. The Sony camera, the Brother Laser printer, the podium (for High Plains Community Center), a Logitech mouse are on back order. B&H was awaiting the serial numbers for the old and new TriCasters before providing us with the applicable service contract registration information. Chairman Silverstein emailed these serial numbers to B&H yesterday. Chairman Silverstein said he also submitted a purchase requisition for the equipment and services to be ordered from TelVue yesterday.

Assistant Coordinator Kelly spent over two hours on the phone with technician from Frontier yesterday. Apparently, our signal was not going out to Frontier consistently for about 6 months even though the equipment appeared to be operating properly, and we had not received any notice of a problem from Frontier. Mr. Kelly and the technician traced the issue to a loose connector and also had to log into the equipment network to correct the issue.

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 July or August and that OGAT operated mostly remotely. At the request of town clerk Pat O'Sullivan, we recorded a short program earlier today regarding the upcoming November elections.

Town Annual Report: Chairman Silverstein submitted a draft of OGAT's input to the Annual Town Report. Following discussion, Mike Muttitt, seconded by Bob Kelly, made the **motion to approve the OGAT report for the town's Annual Report as submitted.** The motion carried unanimously.

Mike Muttitt, seconded by Bob Kelly, made the **motion to adjourn** at 8:12pm.

Respectfully submitted,
Marlene Silverstein,
Recording Secretary