

## **GATCom regular meeting** (Government Access Television Access Commission)

Minutes for 03/28/17

Present: Allan DeYoung, Mary Hill, Nancy Polk

Also: Pua Ford (coordinator & clerk)

Excused: Theresa Bahner, Aldon Hynes

*This meeting was not video-recorded.*

1. Call to Order: DeYoung called the meeting to order at 7:28 p.m. in the Main Meeting Room of Town Hall.

2. Approve Minutes

Hill moved to approve the January 24, 2017 minutes as presented. Polk seconded.

*Vote to approve: Hill, DeYoung*

*Abstain: Polk*

***Motion passed.***

3. Receive Coordinator Reports: done

4. Business

a. *Expectations for camera operators:* Regarding use of mobile phones, Ford said that she often uses text messaging to get an operator's attention from across the room and direct them to move the camera. While sometimes are distracted by reading the news on their phones, they are more often distracted by what meeting participants are saying and not on what the television audience can see.

Those present emphasized that there should be no eating on the job. Staff should take their breaks in the back room or the kitchen as needed. Phones may be used for communicating during meeting only. The coordinator should make sure that any new personnel understand these expectations.

Polk expressed concern about recruiting enough young people to work for us. When the remote camera system is installed (RFP is being put together soon), we will need fewer people in the main meeting room. Others may be deployed to other locations, like BRS, the Library, Police Department, Massaro Farm, etc., if the budget allows.

b. *Bonus for substitute coordinator:* From the coordinator's report dated 3/28--

*I had advised staff to concentrate on the 3 top boards (BOS, BOF, WBOE), the land boards, and any budget meetings. I commend them for going ahead with the usual schedule by also recording Economic Development, CUPOP, Conservation, and (at this commission's request) the 3/13 special Police Commission meeting. They adapted quickly to the last-minute change of venue (on their way to the Police Department with equipment, they had to turn around and prepare the Town Hall meeting room shortly before the meeting came to order). During my absence, the person appointed to lead the others also had to attend to her mother's hospitalization; the others stepped up to help her.*

Polk moved to approve the coordinator's recommendation of a \$150 bonus to Nancy

Spagnolo for her work as substitute coordinator. Hill seconded.

*Vote to approve unanimous.*

***Motion approved.***

c. *GATA/CAC grant proposal for 2016-2017.* Documents for the next round of grants were received. A new application is due by 05/15/17. The coordinator offered the following suggestions to include in an application:

1. \$50-250 to retain ACM organizational membership. What I learn at conferences can benefit other town-specifics in Area 2; for example, the MGAT chair asked for references on vendors for equipment installation & I could send her contact info to Connecticut vendors I met in Boston. So I can argue that this line item is related to capital expenses.
  2. \$10,700 = One-half of projected personnel expenses for FY18. We have applied for this in years when we did not have a capital project ready, based on recommendations by GATA. This was consistent with what Soundview offered to offset personnel expenses when it had a town-specific grant program.
  3. \$995 for a "Loudness Control Module" for the HyperCaster. The software would solve the difference in loudness among our programs, and even more between our programs and imported content from other government programs (SAMHSA, NSF, NASA, CDC, White House). This is a quote I received from our TelVue sales representative; they license the product from another company. This would be a one-time expense.
5. Adjournment: DeYoung moved to adjourn at 7:54 p.m.; Polk seconded the motion.

***Motion approved unanimously; meeting adjourned.***

Respectfully submitted,  
Pua Ford

**Next scheduled meeting: Tuesday, April 25 at 7:15pm**