

**GATCom regular meeting** (Government Access Television Access Commission)  
Minutes for March 22, 2023

*This meeting was held in hybrid format with Zoom and an Owl Meetings 3.  
Video recording of the meeting will appear in this playlist:*

<https://youtube.com/live/JFX6br9fQ90>

Present: Aldon Hynes, Mary Hill, Theresa Bahner

Also present: Pua Ford (coordinator & clerk), Matthew DiBudo, Nick Bettencourt, Nick Grunerud, Ana Batres

1. **Call to Order:** The meeting came to order at 7:36pm.
2. **Introducing WGATV staff**
3. Minutes of November 28, 2022 and December 12, 2022 - *continued to next month*
4. **Coordinator reports.**
5. **Business**
  - a. CAC grant application for 2023 and use of any year-end funds: *Those present discussed possible software purchases or licenses that would improve the channel.*
  - b. Coordinator position: *Hynes will contact Tony Genovese about progress in finding a new coordinator.*
  - c. May meeting date: Change to Wednesday, May 31, 2023  
*Motion to change the regular May 2023 meeting from May 24 to May 31 (Hynes/Hill)  
Approved unanimously. **Motion passed.***
  - d. Other: Staff may meet to consider software
6. **Next meeting agenda items**
7. **Adjournment**  
*Motion to adjourn at 8:16pm (Hill/Bahner).  
Approved unanimously. **Motion passed.***

Respectfully submitted,  
Pua Ford

**Next scheduled meetings**

May 31, 2023  
June 28, 2023  
July 26, 2023  
August 23, 2023  
September 27, 2023  
October 25, 2023  
November 29, 2023  
December 13, 2023  
January 24, 2024

# WGATV coordinator report for March 2023

## **Overview**

Personnel budget lines starting to run low.

## **March production**

3/01 Housing Committee (virtual)

3/02 BOF on budget (virtual)

3/06 TPZ

3/06 Human Services (virtual)

3/08 BOS

3/16 BOF regular (virtual)

3/16 EDC

3/16 Conservation

3/20 Fire Cmsn

3/20 Police Cmsn

3/20 WBOE

3/21 FOI workshop

3/22 GATV Cmsn

*3/23 Housing Cmte forum*

*3/27 CUPOP*

*3/27 Recreation*

### **Possible April production**

4/03 TPZ

4/03 Human Svcs (virtual)

4/10 ZBA (if needed)

4/11 Ag Cmsn (virtual)

4/12 BOS regular

4/13 EDC

4/17 Fire Cmsn

4/17 Police Cmsn

4/17 WBOE

4/17 Recreation

4/19 IWA

4/20 BOF

4/20 Conservation

4/24 CUPOP

4/24 Preliminary Budget hearing

**Production:** In March, ZBA, Agricultural, and IWA all canceled their regular meetings. BOS was deliberately scheduled to be brief in order to hold a Wetlands hearing on the Fire Dept. storage expansion; this was successful, but we had to pay our people an hour to wait in between the two events. We thought that BOF would run long on 3/16 (WebEx was scheduled for 2 hours) so they could finish budget recommendations, but they ended inside an hour. Originally, we were going to record Conservation with solo camera while BOF carried on, but ended up paying people time to wait between meetings again. Housing 3/01 was held as a virtual meeting, because their clerk was not notified about who would be attending in person.

### **Equipment**

*PTZOptics camera #3:* Scheduled for installation on Friday, March 24.

*CAC grant for 2023:* See memo.

### **HyperCaster programming**

*New features:* Setting up an input for a “weather cam” out the Town Hall window (March 13-14). Program guide on the channel 79 screen at 12midnight, 6am, 12noon, 6pm; Jeanette Glicksman as communications director posted this on the “Woodbridge, CT” Facebook page & may include it in another electronic newsletter. A clock in the lower-right corner can be scheduled to play while waiting for a live meeting to come to order.

I’m trying to train three of our people to cover some of my more time-consuming tasks in this area. Easy: scheduling past meetings. Harder: scheduling live events and recording in Hypercaster (with captions when appropriate) and YouTube.

It will be difficult to pass on management of the YouTube account for WGATV. Other town staff have become dependent on me to find the links for their meetings, whether to fill in details for their minutes or include in minutes of virtual meetings.

**Other:** I will not be available for our previously-scheduled May meeting (5/24) because I will be on the road for family business. Do you want to consider meeting the following Wednesday (5/31) instead?

**WGATV 2021-2022 Budget**

	1135-00-50350 pvt coordinator	1135-00-52100 other staff	1135-00-54610 conferences	Revenue (CAC grant)	1135-00-57470 Capital	1135-00-55120 Technical supplies & services**	1135-00-55110 Office supplies
<b>Budget</b>	<b>19,176.00</b>	<b>4,512.00</b>	<b>950.00</b>	<b>0.00</b>	<b>8,093.24</b>	<b>1,950.00</b>	<b>60.00</b>
08/31/21	3,059.24	558.88	2,350.00	23,120.00	8,758.67	0.00	0.00
09/30	4,780.74	1,234.01	3,750.00	(23,120.00)	15,953.67	1,795.00	0.00
10/22	6,518.69	1,971.74					
11/30	9,177.77	2,615.98					
12/31	11,030.79	3,319.59			7,597.50		
01/31/22	11,951.85	4,032.44					
02/28	13,936.52	4,425.44	250.00		855.00		
03/31	16,047.28	5,031.22	← 1,500.00				
04/30	16,814.83	5,510.47	1,110.33		← 1,237.33		
05/31	19,029.76	5,909.86					
06/30	20,312.66	6,368.55			824.97		
<b>Remaining</b>	<b>(1,136.66)</b>	<b>643.45</b>	<b>0.00</b>	<b>0.00</b>	<b>5,438.57</b>	<b>155.00</b>	<b>60.00</b>

Notes: Originally B&H was selling the NewTek service contract renewal for \$1,240.70, but that was some kind of mistake between B&H and NewTek. CAC grant transferred to a project outside our budget (internet in Center Bldg), our capital line (capions), and conference line. In March: transferred \$1,500 from 'conferences' to 'other staff' → deficit in conference line by 237.33, so transferred from Capital. Coordinator line may run over by \$1,275.61 or less. Totals additions to other staff budget line this year \$2,500.

**WGATV 2022-2023 Budget**

	1135-00-50350 pvt coordinator	1135-00-52100 other staff	1135-00-54610 conferences	Revenue (CAC grant)	1135-00-57470 Capital	1135-00-55120 Technical supplies & services**	1135-00-55110 Office supplies
<b>Budget</b>	<b>15,600.00</b>	<b>8,038.00</b>	<b>950.00</b>	<b>0.00</b>	<b>5,438.87</b>	<b>2,000.00</b>	<b>60.00</b>
07/31/22	850.00	330.58					0.00
08/31	2,093.75	893.09		16,724.48			
09/30	4,512.50	1,691.86	1,450.00	-16,724.48	+13,479.43	+1,795.00	
10/21	5,218.75	2,559.53			-809.19	3,795.00	
11/30	7,656.25	3,095.32			12,765.13	1,795.00	
12/31	9,312.50	3,590.55				1,357.27	
01/31/23	10,818.75	4,539.26					
02/28	12,606.25	5,361.74	250.00		14,896.63		
03/17	14,087.50	6,056.49					
04/21							
05/19							
06/23							
<b>Remaining</b>	<b>1,512.50</b>	<b>1,981.51</b>	<b>2,150.00</b>	<b>0.00</b>	<b>3,212.48</b>	<b>642.73</b>	<b>60.00</b>

Notes: CAC grant includes more than we asked for, so CAC can use all funds. TerVive HyperCaster installed on 12/27/22. Coordinator line projected to go overbudget by \$4K+, averaging over 15hr/week. Camera #3 replacement: \$2,131.50.