

**Government Access Television Commission**

**Special Meeting ★ by teleconference**

**Wednesday, September 21, 2022 ★ 7:30pm**

**AGENDA**

Documents for this meeting will be posted at  
<https://www.woodbridgect.org/279/Government-Access-Television-Commission>

NOTE: In accordance with current FOI statutes, this meeting will be held by electronic transmission. Audio and video of this meeting will be recorded and played back on Cablevision/Altice channel 79, Frontier channel 6109, and the Town's [YouTube channel](#). The public is invited to watch this live on WebEx (see *below*).

1. Call to Order
2. Review minutes of August 23, 2022
3. Coordinator reports
4. Business
  - a. Personnel updates
  - b. The Owl & other equipment purchases.
  - c. 2023 calendar
  - d. goals for next budget submission
5. Next meeting agenda items
6. Adjourn

**Meeting link:**

<https://woodbridgect.webex.com/woodbridgect/j.php?MTID=m75ae1a09efdd1b98d3b0fbc077394253>

Meeting number: 2338 943 6434  
Password: vM86ysbnyB5

Join by phone: +1-408-418-9388  
Access code: 233 894 36434

Contact the coordinator, [pford@woodbridgect.org](mailto:pford@woodbridgect.org) for help in attending this meeting.

**Next scheduled meetings – 7:30pm in Town Hall or via teleconference**

Wednesday, October 26  
*budget FY24, 2023 meeting dates*  
Wednesday, November 30

## WGATV coordinator report for September 2022

### **Overview**

CAC grant transferred to our accounts. 2 new assistants. Coordinator job search turned over to administration. No new appointment to this commission.

### **Production since August report** (*virtual unless otherwise noted*)

8/23 Govt. Access TV	<u>Anticipated</u>
9/06 Town Plan & Zoning (TPZ) <i>in person</i>	<del>9/19 Fire Commission</del>
9/08 Board of Selectmen (BOS) <i>special, requested live for non-Executive Session</i>	9/19 Police Commission <i>in person</i>
9/08 Economic Development (EDC) <i>in person</i>	9/19 Woodbridge Board of Ed (WBOE) <i>hybrid but only recording WebEx side</i>
9/12 Human Services	9/20 BOS <i>another special, requested live on both channels for non-Exec Session</i>
9/14 BOS regular	9/21 Inland Wetlands (IWA)
9/15 Board of Finance (BOF)	9/21 GATV
9/15 Conservation	9/28 CUPOP

### Expected for October

10/01 Road Race	10/19 IWA <i>in person</i>
10/03 TPZ <i>in person</i>	10/20 BOF
10/03 Human Services if zoom	10/20 Conservation
10/12 BOS ( <i>conflicts with ZBA in person</i> )	10/24 CUPOP ( <i>if WebEx</i> )
10/13 EDC	10/24 Recreation
10/17 Fire Commission	10/26 GATV
10/17 Police Commission	
10/17 WBOE	

Since the lawsuit from Open Communities Alliance, BOS requests live coverage on both 79 and YouTube of special meetings held mostly in Executive Session. Because of how stream and TV are scheduled, it is messy to cut in and out of the meeting. So most personnel time is spent with a screen explaining the Executive Session.

Public attendance at the in-person side of WBOE fell off during the summer. In August, they did not even set up the table to face an audience, and only the interim superintendent and two board members were in the room. Another member joined the meeting from India. Until we hear that there is interesting in-person public comment (like the 9/12 Amity BOE meeting), we expect to only record & stream the WebEx side going forward. There is small but consistent live viewership of our YouTube stream of WBOE meetings.

A zoom recording of a 2030 Task Force meeting was sent to me without explanation; I had to inquire what was expected of us with the recording. I have been dubbing the Amity Board of Ed meetings from their website; August had no audio, but September looks better. Amity's channel usually shows a slideshow of past student art and photography, when I have occasion to check it.

The Road Race is an add-on to our programming. I would like to offer it to our assistants as something more interesting for them to do. It might not fit their other work schedules. If we cannot offer full-time work, I hope that something more interesting might keep them around.

**CAC grant:** Transferred to our accounts after BOS/BOF approval at their regular meetings.

**Personnel:** I gave Tony Genovese a copy of the simplified coordinator duties. I suggested the administrative part (timesheets, work assignments for staff) could be put under an asst. administrative officer. A larger but still part-time job could be made of WGATV coordinator and website, e-newsletter management.

Scheduling production work and getting the new people trained is filling my time. It is hard to cut back my hours as planned. Extra time is also spent to plan against some technical glitches during live production. As I write this now, I have just spent 4 hours digging through old finance records to figure out our purchase option for a new Hypercaster.

## **Equipment**

**Hypercaster:** Planned upgrade to be funded by the CAC grant. Hypercaster AIO (for “all-in-one”) can record the live NDI stream from the Tricaster TC1. One software license (to improve the audio of loud-quiet recordings) needs to be purchased again. The license for SmartCaption can be carried over, as well as previously-purchased time for live and recorded closed captions. Separate memo on our options to come.

The service contract for TelVue equipment and software means we can get things fixed quickly. Most of this involves engineers working remotely. They like to have the “backdoor” port 22 open so they can work on anyone’s issues at any hour. But the Town’s IT contractor (Vancord, formerly TBNG) considers this a liability. Whoever becomes the next coordinator has to be the go-between between Vancord and TelVue engineers.

**Other considerations:** test a new microphone base for the main meeting room microphones. Get help from dnr Labs for camera #3, which keeps turning off whenever the cable connection to TC1. Any repairs on main meeting room equipment.

**New commitment already:** We purchased a Meeting Owl 3, a 360° camera for hybrid meetings, at the request of Selectman McCreven. This would be best used in the small meeting room in the back of Town Hall. Sheila would like to test this in the main meeting room. The Owl needs to be connected to a computer with USB-C connection in order to be used for WebEx or Zoom. An external monitor would be connected to that computer. We have not committed to buying a laptop to go with the Owl.

**Other:** It has been noticed that many PEG channels that were on Frontier’s video service (Advantage TV) are showing black screen. This is part of Frontier’s rush to change its network to optic fiber before figuring out how video will ride on it. We have never heard from Woodbridge residents who use Frontier video. But in good faith we continue to send our programming there with the outdated V-Brick encoder.

**WGATV 2021-2022 Budget**

	1135-00-50350 pjt 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			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			824.97		
06/30	20,312.66	6,368.55					
<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 (captions), 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 pjt 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			
09/17	3,675.00	1,389.55	1,450.00	-16,724.48	+13,479.43 -809.19	1,795.00	
10/21							
11/18							
12/31							
01/20/23							
02/24							
03/24							
04/21							
05/19							
06/23							
<b>Remaining</b>	<b>11,925.00</b>	<b>6,566.45</b>	<b>2,400.00</b>	<b>0.00</b>	<b>18,109.11</b>	<b>2,000.00</b>	<b>60.00</b>

Notes: CAC grant includes more than we asked for, so CAC can use all funds.

**Memo** September 19, 2022  
**To** GATV Commission  
**From** Pua Ford, WGATV coordinator  
**Re** Hypercaster options – need your input

Our main goal for this year's Cable Advisory Council grant is upgrading the Hypercaster, our playback broadcast server which we use to schedule programs and send them to Altice/Cablevision and Frontier video.

The next model up, Hypercaster All-in-One, can record a NDI stream when we send it from the Tricaster TC1 or other NDI machine on the same network—for example, a laptop attached to a camera at a live meeting in Center Gym. It also has better hardware options, so we could have a dedicated input than the input for live meetings in Town hall—as for a weather camera on the occasions when we want to show a storm's progress from Town Hall.

Besides the Hypercaster, we have bought software licenses that we can carry over to the new server:

1. IP Capture – never worked well with the old SD Tricaster and connections, to record live programs for instant playback
2. Loudness Pro – improves audio, the only license we must buy again
3. TelVue Care – for tech support on hardware and most software, can be carried over for one more year. New equipment and the renewed license will have one year of warranty. If we buy TelVue Care on new items up front, it's discounted.
4. SmartCaption Live – for live closed captioning
5. Cloud service for Connect – *annual subscription good until 12/2023*
  - a. our account on Connect has our “dictionary” of names and frequent terminology that works with SmartCaption,
  - b. the SmartCaption editor (for correcting captions when necessary),
  - c. access to programs from other ACM member stations
  - d. works as a FTP site so programs can be up- and downloaded remotely—good for inclement weather, pandemic shutdowns, and work from other staff members
  - e. converts programs in the cloud to a format that plays out easily

From the initial quotes, I weeded out a couple of hardware items (e.g., we turned down the option for a Roku channel and other services). I have one more question about a converter between the Hypercaster and the Cablevision modulator. I estimate our base cost is between \$9,100 and \$9,590.

We have enough in our capital account to consider a 2-year extension of TelVue Care and still have \$4,000-5,000 for other expenses. I'll know more by Wednesday/