**MILFORD GOVERNMENT ACCESS TELEVISION COMMITTEE (MGAT)**

**REGULAR MEETING**

**JUNE 25, 2019**

The Milford Government Access Television Committee (MGAT) held its Regular Meeting on Tuesday, June 25, 2019 in the Board of Education Meeting Room in the Parsons Complex. Chairwoman Flannery called the meeting to order at 7:00 p.m.

**I. Roll Call**

Committee Members Present Also Present

Kara Flannery, Chairwoman Arney Rogoff

Nija Phelps Ald. J. Grant (7:12 p.m.)

Christopher Hiza

Tad Weinstein

Excused: Jessica DeYoung

**III. Public Comment**

None.

**IV. Consideration of the minutes of May 28, 2019**

Chairwoman Flannery stated they would table approval of the minutes to next month.

**V. Treasurer’s Report**

Mr. Hiza reported on the available balances as follows: MGAT Donations - $2,132.22 , Office Supplies - $96.20, Government Cable Services - $8,883.84 (brief discussion regarding staff and filming of additional meetings. Chairwoman Flannery noted they were conservative in the beginning, Secretarial Services - $50. Mr. Hiza noted there is one month left in the fiscal year.

**VI. Line Producer’s Report**

Mr. Rogoff reported he was able to produce the request for the April 26, 2010 meeting of the Board of Education held at Jonathan Law High School. Discussion ensued regarding archived DVDs.

Chairwoman Flannery stated this Committee, per its bylaws, is not responsible for maintaining recorded meetings, i.e. BOA, BOE.

Mr. Rogoff spoke regarding security in the studio located in city hall. He stated there are breaches each time he has arrived in the room. A brief discussion ensued.

Chairwoman Flannery stated a camera would be installed within the next week.

Mr. Rogoff also reported the microphones in city hall were broken recently. He explained a meeting was schedule for City Hall; however when it was discovered there were no working microphones, the meeting was cancelled. He state the meeting could not take place because of the inability to properly record the meeting

Ald. Grant stated he would check with the Mayor’s chief operating officer to make sure all the equipment is properly working. Discussion resumed.

**VII. Chairman’s Report**

Chairwoman Flannery welcomed the newest MGAT member, Tad Weinstein. She stated he recently moved to Milford from West Haven.

Mr. Weinstein stated he is a recent retiree and stated his background is as a consultant and advisory committee of CACTV and Comcast. He stated he is also a past treasurer on the statewide council advisory. Mr. Weinstein stated he was looking forward to working with the Committee.

Chairwoman Flannery stated having Mr. Weinstein on the Committee would provide a window into the cable side of things and his prospective would be valuable to this Committee. Chairwoman reported there would be a meeting in mid July with the City’s IT manager. She stated she along with Garrett Clark would be meeting with him.

Ms. Phelps stated she would like to attend that meeting.

Chairwoman Flannery stated they are looking to connect the two studios, City Hall and Parsons. She also reported she went to the Cable Advisory Council had a recent meeting which she attended. A brief discussion ensued.

**VIII. Unfinished Business**:

a) Review: MPS Graduation Project – Chairwoman Flannery stated the Foran and Law High School graduations were live streamed (can be seen on UTube). She thanked Mrs. DeYoung for all her efforts in accomplishing this. Chairwoman Flannery reported there were more views for the Foran graduation, but that could have been due to the weather.

Jonathan Law (500+ views)

Foran (1,200+ views).

b) Update: MGAT Operations and Workflow – Chairwoman Flannery reported Brooke completed an operations manual that was available when you walked into either studio (city hall and Parsons). She also reported the education channel is currently off-line and that they are in the process of having the modulators checked. She also reported Mr. Clark created a Google calendar that displays all meetings covered by MGAT. Chairwoman Flannery stated they are looking to create a view feedback form. She stated the form would help with troubleshooting and also documentation.

c) Update: Equipment Inventory – Mr. Nwaohuocha stated he is waiting on Don to adjust the camera and he will be able to move forward. (Move below to equipment)

d) Update: Policies and Procedures - no report at this time. Chairwoman Flannery stated they are finalizing scheduling so they can then finalize the policies and procedures guidelines.

Mr. Nwaohuocha spoke about creating a MGAT Google site. He stated the request form could be found on this site. A brief discussion ensued.

Ms. Phelps stated she would like to see a Facebook page for MGAT as well.

Mr. Nwaohuocha also spoke about filming the Police Department’s graduation ceremony next month.

e) Update: Coverage Schedule – July through September

Chairwoman Flannery reported they are now covering the sewer commission meetings. She pointed out a lot of the boards/commissions don’t meet in the summer. She stated they would revisit covering Public Works Committee meetings after November, at the request of its chairman.

**New Business**:

a) GATA Grant – Chairwoman Flannery explained in past grants they relied on DNR for suggestions for equipment each year.

Mr. Nwaohuocha suggested a second remote. He stated they needed additional cameras for the graduations, so it would be helpful to have additional remotes. A brief discussion ensued.

Ms. Phelps suggested looking at the most recent list and moving forward based on items they were not able to get last time.

Mr. Rogoff suggested upgrades to the audio system in city hall.

Mr. Nwaohuocha asked the amount of the grant. He suggested the sling camera in each of the conference rooms in the Parsons’s complex where meetings are held.

Chairwoman Flannery explained they compete with other municipalities for the grant, so they get what they get based on the CAC Committee’s recommendation. She stated it is competitive some years. A brief discussion ensued.

Chairwoman Flannery stated the grant is due July 15th.

**Adjournment**

Being no further business to discuss, Ms. Phelps and Mr. Hiza made and seconded a motion to adjourn. Motion carried unanimously.

The meeting adjourned at 8:11 p.m.

Respectfully submitted,

Kathleen A. Kennedy

Recording Secretary