

**MILFORD GOVERNMENT ACCESS TELEVISION COMMITTEE (MGAT)  
REGULAR MEETING  
JULY 14, 2009**

The Milford Government Access Television Committee (MGAT) held their Regular Meeting on Tuesday, July 14, 2009 in Board of Education Conference Room in the Parsons Complex. Chairman M. Manente, Jr. called the meeting to order at 7:00 p.m.

Committee Members Present

Michael Manente, Jr., Chairman  
Toby Zabinski.  
Robert Adams

Also Present

Dennis Guaglianone

Excused: Phillip Kearney and Paula Patterson

**Consideration of Minutes of May 26, 2009**

Mr. Adams. and Ms.Zabinski made and seconded a motion to approve the minutes of the Regular Meeting held May 26, 2009 as presented. Motion carried unanimously.

**Chairman's Report.**

Mr. Manente reported he spoke with the City Attorney regarding the Committee's equipment. He stated City owned equipment is the only equipment covered under the City's insurance policy. He reported with monies from the grant he was able to order the following equipment: 3 cameras, 1 remote and video. He also spoke regarding the next round of grants and that he has spoken with the City's grant writer. Chairman Manente stated he would like to have a "wish list" from the Committee for his meeting next week.

Mr. Adams asked if any repot had been submitted.

Chairman Manente responded he spoke with Howard Jacobsen regarding becoming a CAP and explained it could be a long process.

Ms. Zabinski suggested having the Mayor allow the Committee to become a cable access entity. She stated she would follow through on this.

Mr. Guaglianone added there are a lot of regulations and procedures. He stated they could streamline and also suggested getting the backing of the State Representatives. He also stated by going through the Mayor it could make the whole process simpler, adding with the Mayor's backing the Committee could then go to Orange and Woodbridge and ask them to join.

Chairman Manente reported on the budget for the Committee.

Mr. Adams suggested a preliminary budget be put together for the Committee to review. A brief discussion ensued.

Chairman Manente reported he sent out the data survey. He stated it was based on the process last year. He also commented he would like to receive the monies in a lump sum rather than quarterly. He also stated all new data business would go through the Committee and that he would bring more details to the Committee at next month's meeting. He also talked about having remote kits available.

Ms. Zabinski asked about the opportunity to brainstorm on these and suggested doing so through e-mail.

Chairman Manente reported he met with the building maintenance contractor. He stated there are some issues at City Hall with the wiring due to the plaster, etc and that they would be looking at this.

### **Public Comment**

None.

### **CAC GATA 2010 Grant Process**

Chairman Manente reported this would be a regular item on the agenda.

Mr. Guaglianone commented as to Phase II of the grant.

Mr. Adams asked when the grant runs.

Mr. Guaglianone responded he believed it is a calendar year. He noted the Cable Advisory goes runs from October to October. Discussion ensued.

### **CAP Status**

Ms. Zabinski stated the Committee discussed some of this earlier in the meeting. She reported she spoke with Howard and also contacted the State. She stated, as discussed tonight, she would contact Howard and go from there to get the State Representatives on Board and have the Mayor do a letter. Discussion ensued.

### **Line Producer's Report**

Mr. Guaglianone reported (report attached) there were 145 total broadcasts, which included 50 live broadcasts. He stated the average per month was 19.8. He also reported the second quarter check arrived in June. He reported he had to return two pieces of equipment because when it arrived he noticed the box was damaged. He asked about the Committee's Policy and Procedures Plan.

Chairman Manente responded it hoped to have the Committee approve it at the next meeting.

Mr. Guaglianone continued with his report. He stated he would prefer the Committee meet at this location. He also spoke as to FOI, Ethics, etc and stated last year members of the various Boards and Commissions took a class. He stated he filmed that and has it available on DVD and suggested it would behoove all members to look at it. He also reported as of July 1, 2009, all meetings are being provided to the library.

Chairman Manente asked about previous meetings.

Mr. Guaglianone explained the Committee really did not budget for that, adding the work is extensive and could get costly. He stated the library would catalogue what is submitted.

Chairman Manente stated he believed it was requested they go back 1 year. Discussion ensued.

Ms. Zabinsky suggested the Committee go back six (6) months, but if there is a specific request for a meeting the Committee would look into making it available.

Mr. Guaglianone stated last year's budget was \$13,400 and that they closed out the year end at \$13,392.50.

Ms. Zabinsky asked if they could put in for CD's, archiving materials, etc. in the grant. She also suggested looking into the cost of labor and being able to put in for this since this will be ongoing. Discussion ensued.

Mr. Guaglianone continued with his report regarding AT&T Uverse, plans for purchase of broadcast equipment running MGAT studios with backup equipment to provide for continuous 24/7/365 coverage. He also discussed equipment they are using that is not MGAT and equipment they need. He also reported he received the Partnership Award from the Milford Board of Education/Public Schools.

Ms. Zabinski extended congratulations to Mr. Guaglianone.

Mr. Adams asked about lead time with regarding to meetings.

Mr. Guaglianone explained he tries to get them on the air within 6 days of a meeting.

Mr. Adams asked about the videos at the library and how they would be taken out of the library and for how long. He suggested the Committee think about putting a time limit on.

Ms. Zabinski stated she believed 1 day would be too short and that she would suggest 2-3 days at least.

Mr. Adams asked about special requests for a meeting already completed and what that lead time would be.

Mr. Guaglianone explained if he receives a request from a chair or any member of a committee he tries to give it to them before the weekend of the meeting of a meeting. He suggested the Committee give him a target date they would want a DVD released. He stated his target is to get meetings re-broadcast as quickly as possible.

Chairman Manente asked how often he changes the deck.

Mr. Guaglianone responded at least once a week. Discussion ensued.

Mr. Guaglianone stated with regard to earlier discussions concerning interns, high students, he would like to have a list of all individuals that could assist him in taping, etc. Discussion resumed.

Chairman Manente asked about the community bulletin board and noted the scroll still runs on the bottom.

Mr. Guaglianone explained it is the schedule running on the channel, but that he would look into running the scroll less. Discussion ensued.

### **Unfinished Business**

Mr. Adams reported on the research on streamlining video on line.

Chairman Manente stated the costs for labor could be included into the grant.

Mr. Adams asked if there was a way of loading without using the DVD. Discussion ensued.

Mr. Guaglianone stated the Milford Technical Advisory Council meets the first Wednesday of the month and suggested someone from the Committee attend.

Mr. Adams stated he would forward his report to the Chairman of that committee and that he would make every effort to attend.

### **New Business**

Ms. Zabinski suggested the Chairman look into the idea of getting interns or high school students as discussed earlier and report on it at the next meeting.

Mr. Adams stated the Committee should clarify what an intern would be responsible for.

Being no further business, Ms. Zabinski and Mr. Adams made and seconded a motion to adjourn. Motion carried unanimously

The Committee adjourned at 8:05 p.m.

Chairman Manente stated the Committee would not meet in August and that the next meeting would be in September.

Respectfully submitted,

Kathleen K. Huber  
Acting Recording Secretary