



Oakland Communications

Chairman: Ryan Schwertfeger

Vice Chairwoman: Elizabeth Llorente

Secretary: Vacant

Commissioners: Jim Barry, Michael Gambatese, Andrea Levy, Alex McVeigh, William Sisti

Alternates: Patricia Carrera, Salma Chiu

Council Liaison: TBD

Junior Member: Benjamin Good

Oakland Communications Commission Minutes: 5/2/2022

MEETING CALLED TO ORDER: 7:30 P.M.

FLAG SALUTE & MOMENT OF SILENCE

THIS MEETING IS BEING HELD IN ACCORDANCE WITH THE OPEN PUBLIC MEETINGS ACT, DULY ANNOUNCED AND POSTED IN THE OAKLAND MUNICIPAL BUILDING.

DECISION ON ACTING SECRETARY FOR THE MEETING

The November 2021 and January 2022 meetings which do not have minutes taken and were done on ZOOM will have their recordings saved to be turned into minutes at a later date. There was no quorum for the March 2022 meeting so no minutes were taken. In-person only meetings will need minutes taken during the meeting as there is no recording. If nobody wants to be Secretary, an audio recording should be taken of the meeting so minutes can be created at a later date.

ROLL CALL

ALL COMMISSIONERS PRESENT UNLESS NAME LISTED BELOW. IF LATE, WHAT TIME ARRIVED.

- Absent: Jim Barry, Mike Gambatese arrived 7:45pm, Andrea Levy, Benjamin Good

CHAIRMAN'S REPORT

- Welcome Back In-Person!
 - It's been a long time and it feels great to be here in person
- Welcome to New Volunteers!
 - Welcome to new Commissioner Bill Sisti, welcome to Commissioner Mike Gambatese to his first in person meeting. We have had a lot of new volunteer activity for the different committees. It is nice to see interest. Thank you to all that are getting involved
- Board of Education Meetings Airing Live and on Schedule
 - Volunteers for TV Committee Meeting Needed to Assist Live on Oakland TV Channel and weekdays at 4:30am as well as noon on weekends. Dave who is Vice Chair of the television committee he has been there for a few of the meetings live it is not difficult to do, still need volunteers for the TV Committee
- Special Programs on DVD Conversion Process Completed, Mayor & Council Meeting Conversions About to be Underway
 - Special programs on DVD and VHS are converted and saved on digital files in our archive, Ben is working on an Introduction
- New Council Liaison Coming
 - Councilman Grant Van Eck resigned- Moved out of town, Councilman Eric Kulmala is filling in, Hope to have our new Council Liaison assigned at the next council meeting.
- Sponsorship Program Approved by Borough Council -
 - OCC Needs to Approve Form and Fees- Program was approved, on the agenda tonight is to look at the form and plan to review and approve

OPEN TO PUBLIC DISCUSSION, ONLY IF PUBLIC PRESENT

LIMIT OF 3 MINUTES PER PERSON WITH OPEN SESSION NOT TO EXCEED 15 MINUTES UNLESS EXTENDED BY MAJORITY VOTE OF THE COMMISSION.

- Motion to open to the public, Commissioner Alex McVeigh, Seconded by: Commissioner Bill Sisti, all in favor Aye, no one wished to speak.
- Motion to Close: Bill Sisti Second, Salma Chiu, All in favor: Aye

APPROVAL OF MINUTES

- November 2021 - No minutes created
- January 2022 - No minutes created
- March 2022 - No minutes or meeting due to lack of quorum
 - Still have no one to create the minutes, they are recorded and hope to have them created when a new secretary is in place

THE BOROUGH REPORT

BOROUGH ADMINISTRATOR ASSISTANT & BOROUGH COUNCIL LIAISON

- OCC Secretary Update - Michael Carelli
 - Chairman Ryan Schwertfeger submitted a budget request last year to hire a secretary for the commission, it was approved in the budget. Chairman Schwertfeger and Michael Carelli are drafting a job description, the offer will be put out internally to Borough employees first, then to the public if no one wants the position internally. Chairman asked is it reasonable to say by July meeting would have someone? Once a person is found the Borough Council would have to approve. Secretary must attend every meeting. Mr. McVeigh asked if the secretary can be a commissioner? They can be, but over time they decided to add a secretary it's better if not on the commission
- Potential Altice Donation Towards Senior Center Camera Project Update - Michael Carelli
 - We have heard from Altice/Optimum they are willing to give a donation towards the senior center camera project. We are upgrading the AV system right now and looking to do a phase 2 for cameras. Altice stated we are a good candidate for a donation. Mr. Gambatese asked if they will upgrade to HD, Mr. Carelli said at this time no.
- Television & Newsletter Committee Members ID Project - Headshots Needed of TV & Newsletter Committee Members - Michael Carelli
 - If you are a public facing volunteer it is best to have an ID for your position, so that the public knows you are working on behalf of the commission or group. We have a system to do ID for all but need head shot photos. Schedule a photo session.
- Senior Center A/V Upgrades & Senior Center Camera Project Grant Submitted – Michael Carelli
 - Mr. Carelli stated that the AV upgrade by Greg Prairie is expected to be finished on May 10th, all new systems capabilities with zoom etc. The Grant has been submitted. Current project costs 40,000.00, we have submitted an additional grant for the cameras for an additional 40,000 we should hear something in the next few months.
- Fiber Loop Completion Update - Michael Carelli & Council Liaison
 - No update from Mr. Carelli, Mr. Kumala stated one part completed, still working on the other part.
- Oakland Public Schools Cooperation and Partnership
 - Grant Van Eck was working on getting K-8 involved, now that he is no longer with us, it has been dropped. Chairman Schwertfeger stated that now that the budget was defeated, maybe they will be more willing to work with us.
- Small Town Volunteer of the Year-
 - Chairman Schwertfeger would like to thank the council for putting his name in for a nomination for the national volunteer of the year. It's an honor to be recognized.

COMMITTEE REPORTS

Television Committee: *Jim Barry*- Absent Dave Stellenwerf reporting.

- Live Broadcasting of RIH School Board Meetings:
 - Recording of meetings is in full swing
 - Trying to work with Oakland BOE. Board of Education meetings are recorded and live streamed. The process is working very well, and not difficult. Mayor and Council meetings are all being recorded and live streamed.
 - Have received some new programs to air recently
 - A new show has been recorded but working on the actual final content , it is about Arbor day, Marilyn Stallman is working on the content.
- Welcome to New Members & New Volunteers Needed
 - Dave Stellenwerf is New Vice Chairman of TV Committee
 - Awaiting Budget Approval of Phase I of Replacement Video Camera Equipment, hope to Use Funds from Sponsorship Program to Help Pay for Phase II Replacement of Equipment
- *Exploring Oakland* Program Update – Benjamin Good
 - Not present to report
- Bumpers for Oakland TV – Benjamin Good
 - Not present to report
- Work on Intro to *Oakland Archives* Program, Featuring Converted Programs - Benjamin Good

Newsletter Committee: *Elizabeth Llorente*

- Additional Subscribers to Borough Newsletter via Community Pass - Michael Carelli Update?
 - Working on adding Subscribers from the recreation program, should have an update next week.
- More Volunteers Are Desperately Needed
 - Had no March or April story Because of Lack of Assistance We need more writers

Bulletin Board Committee: *Salma Chiu*

- Additional Music Submissions Needed
 - We still need more music submission, Salma has lost remote access. She wrote to Vin and never heard back, but still needs access. Mr. Kulmala asked how long for no access? Commissioner Salma Chiu stated no access since January. Councilman Kulmala will look into it.
- Birthdays, Anniversaries, etc. on Oakland TV Bulletin Board – To Be Announced and Launched Only Once An Additional Member of the Bulletin Board Committee Gets Remote Access/Joins the Committee
 - Patricia has access and has offered to help Salma with the slides.

Welcome, Website & Social Media Committee: *Mike Gambatese*

- Meeting Recap?
 - Commissioner Gambatese stated last week he had a meeting for potential new volunteers, 2 new volunteers signed on and were voted in right away, one person for the website and the other is a photographer with her own business and will help with photos.
- Social Media Adjustments, Additions, and Improvements
 - Commissioner Gambatese thanked Mr. Mike Carelli, he now have access to social media platform to create a post, Mr. Carelli will approve and place it on the website. I missed a few things that should have gotten posted.
- Welcome Packet Discussion:
 - Commissioner Gambatese stated he is working on making a welcome packet for new people who come to town. It's in the beginning stages, thinking of digital and print versions, with information and coupons offering discounts to new residents. Patricia Carrera has stated interest in this project.
 - Mr. Carelli stated there is a waiver on the website for public events for photos. We can take photos at our will and not be held liable.

- **Review & Grants Committee: Ryan Schwertfeger**
- Last Request to Commission members and Committee Chairs -
 - Anyone want to join the committee?
- Review Committee Reviewed Episode of *Board Buzz*
 - *Chairman Swertfeger stated that the OCC recieved a formal complaint with regards to a program we are airing called Board Buzz. Jim, Myself and Mike reviewed the program, it actually turns out it was about a different program that we are not airing. The group did make a decision that if anyone from the public submits a political or opinion program that there will be a disclaimer in the first and last 15 seconds stating not an Oakland TV production and does not represent the opinion of the town or the committee. The complainant thought what they saw online was being run on the tv program but it was not. Commissioner Sisti stated that there should be a statement that its public access TV? The Chairman stated, as long as the rules are followed, no nudity etc, we are within the guidlines. If persons don't like what they are seeing they can submit their own programming to be shown.*

OLD BUSINESS

- OCC Sponsorship Program - Authorization To Proceed Given by the Borough Council
 - Approve of form? Approve of fees? Make clear what the responsibilities of OCC/TV Committee would be and what the asked responsibility of the Borough will be to make the program work. If/What OCC approves then goes to the Borough Council for final approval.
 - Review the form, for the information the public needs to know. You can be a single year sponsor or a perpetual sponsor. Sponsorship would be seen in the beginning and the end of the program. If they are a one year sponsor and we air the same program in the next year it would show with a different sponsor. A perpetual sponsor would remain on the program every time it airs. We have 3 categories: non profits, individuals and families, and businesses. Trying to make it attainable for different types of groups. We would be receiving sponsorships for the following year from August 20- October 20 , that sponsorship would start the follwoing year. We do it this way so we have an idea on what we have towards next year's budget. The budget is voted on in October or Early November. Commissioner Sisti asked if there can be multiple sponsors for a show? Chairman Schwertfeger responded yes. If you are a perpetual sponsor every time it is shown the sponsor is shown. Its sponsorship by year, not program. You can't sponsor a government meeting or resident submission. Mr. Carelli stated that the council approved the program, and tonight we need to discuss fees, , the council has to approve the fees. The Council was fine with the fees per Mr. Carelli. Chairman asked for a motion to approve the form and the sponsorship fees?
Motion by: Patricia Carrera Second by: Alex Mc Veigh. Roll Call: Mike Gambatese:Yes, Bill Sisiti: Yes, Salma Chiu, Yes, Alex McVeigh: Yes, Patricia Carrera: Yes, Liz Llorente: Yes. Motion Passed
- Promotional/Identifier Items Discussion- Go through each Commissioner's ideas and decide which top 5 options we want to pursue.
 - Ideas for Promotional Items: Patricicia Carrera suggested a key chain the the town logo of the tree with the colors, no pens. Commissioner Bill Sist stated we should use the logo for OCC; it looks official. Chairman Schwertfeger asked, are we promotiong the commission or our activities? Mr. Carelli stated that the schools use a digital backpack now, no more folders. Mr. Gambatese stated the hottest thing right now is a totebag. Coffee mugs are very popular as well as key chains and hand sanitizer or the cell phone pocket. Liz Llorente likes the coffee mug, not so much the key chain. Mr. Carelli stated the green team held a contest and they are putting out a tote bag with the pictures from the winners. 3 ideas chosen: Mugs with handles, Tote bag, reusable water bottle
 - Bring quotes to July OCC meeting for the agreed upon ideas for cost review and approval

NEW BUSINESS/DISCUSSION ITEMS

- Anyone else want to join Review & Grants Committee? (currently at the minimum of 3 members, but if expanded, must be a total of 5 members)
 - We have 3 members: Does anyone want to join this committee? Bill Sisti and Patricia Carerra are interested in joining the committee.
 - Mr. Carrelli suggested using any left over money for facebook advertising to promote newsletter sign up.

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- No one was present to speak. did not open to the public.

UPCOMING OCC MEETING DATES, EVENTS, AND DEADLINES

- Memorial Day Parade-
 - We are having a parade this year, no parade in 3 years. Commissioner Jim Barry put out an email for volunteers for the parade.
- Oakland Town Carnival-
 - Mr. Carrelli stated that they are looking to have a Borough table at the event that can be manned by different groups and have shared responsibility.

MEETING ADJOURNED: 8:35PM

Motion to close: Commissioner Bill Sisti, Seconded by: Salma Chiu, All in favor: Aye

**THE NEXT COMMUNICATIONS COMMISSION MEETING WILL BE HELD
ON MONDAY JULY 11, 2022 AT 7:30 PM IN COUNCIL CHAMBERS.**

Commissioner Jim Barry	End of 2024
Commissioner Michael Gambatese	End of 2022
Commissioner Andrea Levy	End of 2022
Commissioner Liz Llorente	End of 2022
Commissioner Alex McVeigh	End of 2023
Commissioner Ryan Schwertfeger	End of 2023
Commissioner William Sisti	End of 2024
Alternate Commissioner 1: Patricia Carrera	End of 2022
Alternate Commissioner 2: Salma Shamy	End of 2023
Junior Member: Benjamin Good	End of 2022