



FREQUENTLY ASKED QUESTIONS

WHAT IS DARIEN TV79?

Founded in 2007, Darien TV79 is the government television station run by the Town of Darien and available to subscribers of Cablevision in the town. Our programming is also available online, on-demand on our [Vimeo website](#). You can also watch our [video "stream"](#) from any internet device.

WHO FUNDS TV79?

Our capital equipment is bought using grants from Altice (Cablevision) accrued from annual cable charges paid by subscribers. In addition, those subscriber funds help defray some of the costs of camera operators. The balance of our operating costs is paid by budget allocations by the town.

WHO RUNS TV79?

Co-founders David Dever and Jim Cameron volunteer as General Manager and Program Director, respectively. They report to The Darien TV79 Advisory Board which is appointed by The Board of Selectmen and meets quarterly.

WHAT KIND OF RULES DOES TV79 OPERATE UNDER?

We have extensive "Operating Guidelines", detailing what we can and cannot cover. You'll find a copy on the Town [website here](#).

WHO DO I TALK TO IF I HAVE A COMPLAINT OR SUGGESTION?

You can call our TV studio (203-656-7300 ext 7484), send us an e-mail (Channel79@DarienCT.gov) or contact TV79 Advisory Board Chairman Mike Wheeler (mwheeler@darienct.gov)

WHAT KINDS OF MEETINGS DOES TV79 COVER?

TV79 tries to cover all major town meetings including Board of Selectmen, Representative Town Meeting, Board of Finance, etc. Meetings in town hall's rooms 119, 206, 213 and the Town Hall Auditorium are usually covered live, while others are recorded for later playback. All meetings are re-aired for at least one week and available online, on-demand, indefinitely.

WHAT ABOUT BOARD OF EDUCATION MEETINGS?

The Board of Education records video of many of its own meetings using its own equipment and staff. TV79 receives a DVD of those meetings which we air, in their entirety, on a timely basis. TV79 does not assume responsibility for the content or production of those meetings.

WHAT GIVES TV79 THE RIGHT TO COVER THESE MEETINGS?

Under the state's Freedom of Information Act, TV79 has the same rights as any citizen to attend and record audio / video of any public meeting in town. The only exceptions are meetings held in "Executive Session" (see below).

IF I AM AT A MEETING, HOW DO I KNOW IF IT IS BEING AIRED OR RECORDED?

The camera operator covering a meeting will post signs in the meeting room to remind all participants that the meeting is being recorded or aired live. Every effort will be made by the camera operator to speak to the Chair of the meeting in advance to also remind them that the meeting is aired live or being taped.

WHY CAN'T WE HAVE A RED LIGHT SHOWING THE CAMERAS ARE "ON"?

Our cameras are run by remote control from our booth and are not equipped with "tally lights". Because we switch frequently from camera to camera, meeting participants won't know which camera is "on" or what it's focused on. Just assume you're on camera and don't worry.

WHAT DO THE CAMERAS FOCUS ON?

We only point the camera at whoever is speaking and any charts they may be showing. We occasionally may pan across the dais or the audience, but we do not seek "reaction shots" of people.

WHERE ARE THE MICROPHONES?

In room 206 we have permanent mic's on the dais, the podium and audience mic's hung from the ceiling with an additional mic usually on the front table. In rooms 119 and 213 there are mic's hung from the ceiling. In the Auditorium we use that room's PA system mics. All mics are left in the "on" position, so please be careful not to cover them with papers or make excessive noise.

WHEN DO THE CAMERAS START RECORDING?

When we are recording a meeting we start recording before the meeting begins to check audio levels, lighting and focus. When we air a meeting live, we are also recording before the meeting is called to order. (If we weren't recording we would miss the "call to order".) But what is seen on the air, either live or on replay, is ONLY the "gavel to gavel" portion of the meeting from the "call to order" to when the Chairperson declares "we are adjourned".

If you are Chairing a meeting it is very important that you clearly delineate those two points with that language: "I call this meeting of the XYZ Board to order" and "The meeting is adjourned".

If a meeting takes a brief break (recess) we air that live with the audio turned down. On taped replay we will edit out that break and put a notation on the opening title slide.

Again, anything that may be recorded by TV79 before the meeting convenes or after adjournment will NOT be aired.

HOW CAN I HELP MAKE TV79's COVERAGE OF OUR MEETING BETTER?

While we make every effort to have our cameras and mic's unobtrusive, getting good audio at a meeting can be a challenge. Please be sure the mic nearest you is not covered by paper and encourage anyone at the podium to keep the gooseneck mic pointed in their direction.

In the Auditorium all members of the public offering comments must use the PA system mic's, either at the podium or hand-held. Casual comments from the seats won't be picked up by the mics, leaving viewers wondering what they missed.

WHAT IF THERE ARE CHARTS OR GRAPHS BEING SHOWN?

Very often presenters use maps or charts, especially at land use meetings. But if they are pointed only in the direction of the Board or Commission and not visible to the TV cameras, the viewers at home have no idea of what's being discussed. Remember... more people watch your meeting on TV79 than ever attend in person, so always keep our viewers in mind and keep any visual aids visible to our cameras.

WHAT IF MY MEETING INCLUDES A POWERPOINT SLIDE SHOW?

Advise the TV79 camera operator in advance and ask the presenter to give them a copy of their "deck" for copying to our computer BEFORE the meeting. The camera operator also has a thumb drive in the TV79 booth and can make a copy of the PowerPoint from your laptop. Then, when the slides are being shown live at the meeting, we can show a clean, digital "original" of the same slide at the same time via our in-booth PC.

WHEN ARE MEETINGS IN 'EXECUTIVE SESSION'?

Just as members of the public are excluded from such privileged discussions of personnel or legal matters, so too is TV79. So it is essential that the Chair of the meeting advise the camera operator before the meeting if the body plans to go into Executive Session, at what point in the meeting and for how long.

If the Executive Session is at the end of the meeting and the body will reconvene only to then adjourn, TV79 will end its coverage when Executive Session is begun.

WHAT IF OUR MEETING ADJOURNS FOR A QUICK BREAK?

Here again, let the camera operator know if this is likely (for example, if you know the meeting may run 2 - 3 hours) and when you call for a recess, please say for how long. On air we will put up a slide indicating that the meeting is on a break and will reconvene.

During the adjournment we will NOT air any audio from the room, so conversations that may occur that are not part of the official meeting will NOT be aired.

When the meeting is re-aired, we will edit out the "break" and advise viewers what they missed and why.

WHEN WILL MY MEETING BE AIRED ON TV79?

Whenever possible, we air meetings live. But if there are two or more meetings happening simultaneously, we have to make a judgment call as to which should go live and which should be aired on tape delay. All live meetings are also taped, re-aired and available online.

Our new program week starts Friday afternoon when we issue our Program Guide for the week ahead. In most cases, the program rotation is the same day to day, but we have been experimenting with airing different shows in "prime time" (8 pm - 11 pm) on different nights.

To get a free copy of our e-mail Program Guide, just send us your e-mail address to Channel79@DarienCT.gov

CAN I WATCH MEETING COVERAGE "ON-DEMAND"?

Yes! Darien TV79 maintains [a channel on Vimeo](#) (something like YouTube) where all of our meetings are archived in chronological order. Click on the name or thumbnail for the meeting of interest and you'll see a link to its agenda and the full video. You can watch all or any part of the video, stopping or starting whenever you wish.

WHO ARE THE PEOPLE WHOSE NAMES I NOTICE ON THE CREDITS FOR A MEETING?

We want everyone watching our coverage to know who's been involved in our coverage, so we often will list the members of a board or commission, so viewers can know who's who. We also list the person who ran the cameras (Camera Operator or Videographer) and who edited the meeting (Producer).

DO YOU ALWAYS LIST THE AGENDA ITEMS FOR A MEETING?

We try to, if it has been posted on the town website and accessible for copying. Sometimes the agenda runs to too many pages, and we will try to summarize it on our title slides at the beginning of a meeting. You can also link to the website agenda from our Program Guide by clicking on "AGENDA" next to the meeting in question. Links to the official agenda are also included on our online repostings of meeting coverage.

CAN I GET COPIES OF SHOWS ON TV79?

Yes. DVD copies are \$25 each and are usually ready for pick-up in a few days after ordering. Just e-mail us your request to DarienTV79@gmail.com or call Jim Cameron at 203-952-5758. When you pick up your DVD you will also be asked to sign a Waiver indicating that you acknowledge that the DVD is for your personal use and may not be edited or posted on any website without permission.

And remember... all of our meetings are available for free on [our Vimeo channel](#), either for viewing or downloading.

WHAT HAPPENS TO THE DVD's OF OLD MEETINGS?

They all go to The Darien Library where you can view them or request copies.

WHAT ABOUT ONLINE ACCESS:

Since January 2015, all TV79 programs have been posted online for on-demand access on Vimeo at this site: <https://vimeo.com/user36218936> Since early 2016 we have also offered a video "stream" of whatever is on our air. [Here is the link.](#)

WHAT OTHER KINDS OF PROGRAMMING DOES TV79 AIR?

In addition to town hall coverage, TV79 also airs other meetings of civic interest from The Darien Library, Darien Community Assoc., Darien Arts Center and similar venues. We also cover the Memorial Day Parade and Remembrance Services, Veterans Day, the July 4th "Push Pull Parade", etc.

We always air the League of Women Voters' "Candidates Night" (debate) before each local, state and national election.

We also have two continuing series of interview programs, "Inside Town Hall" and "Community Matters", hosted by Program Director Jim Cameron.

And occasionally TV79 airs a program from a neighboring town's Government TV station, but only when the subject matter pertains to Darien.

DOESN'T DARIEN HIGH SCHOOL HAVE A TV STATION?

Yes, Channel 78 is "Blue Wave TV" and is programmed out of Darien HS. The Darien Board of Education is responsible for programming on this station.

HOW CAN I VOLUNTEER TO HELP TV79?

We are always looking for camera operators and video producers, especially folks with experience in this field. Even without experience, we offer hands-on training for several weeks before allowing you to "solo" and cover a meeting. Our camera operators are paid \$25 per hour

for their time and can work as little as one evening a week. For more information, contact us at DarienTV79@gmail.com

WHAT IS THE TV79 ADVISORY BOARD?

Appointed by the Board of Selectmen, the seven members of the TV79 Advisory Board meet on a quarterly basis to review the station's funding, programming and operations. You can find more information about the Board [here](#).

JIM CAMERON / Program Director

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