



TOWN OF BERKLEY

MEETING NOTICE

Received: 1/12/23 Time: 10:45 am
Posted: 1/12/23 Time: 10:45 am
K. Perkins

Town Clerk

(PLEASE PRINT OR TYPE LEGIBLY)

Name of Board or Committee: Cable TV Advisory Committee_____

Date & Time of Meeting: January 17, 2023 – **5:30 PM**_____

Location of Meeting: Community Access Studio, 113 Padelford St, Unit C__
(physical address including room # or name if applicable)

Arlene Medeiros – January 12, 2023

Clerk/Board Member posting notice & date

Cancelled or postponed to: _____

Clerk/Board Member cancelling/postponing meeting: _____

AGENDA / LIST OF TOPICS

Review of matters, Votes may be taken

1. Call to order.
2. Acceptance of prior meeting minutes – December 20 ,2022
3. Treasurer’s Report: Signing of bills
 - a. Monthly update on available funds
4. Email from Heather Almy regarding conflict of interest and open meeting law.
5. Open House monthly update
 - a. Studio readiness
 - b. Clarification on publicity
6. Candidates Night monthly update – Election May 6, 2023
7. Status of CORI reports.
8. Coordinators Report:
 - a. Status of employees and schedules. Status of editing training. Notes on new hires. Live meeting coverage. Coverage of events at school and public. Coverage of Hockey home games at Durfee High? Extra editing “asks” by camera operators. Payment to Bill H. \$20 for helping with chair?
 - b. Shows and producers.
 - c. Production furniture, sets.
 - d. Committee willingness to contribute to COA Room project. Status of “Powerpoint” computer in Hearing Room. Closed captioning. Proposed letter to Comcast. New quote to have technician come into studio (\$450 minimum, \$125 per hr., mileage \$40 per hour - from Worcester.)

- e. Purchases made and proposed - Rug (Ollies), Tablecloth. USB/SD extension adapter.
 - f. Inventory for insurance.
 - g. Progress report on re-wiring studio and extended file storage.
 - h. Notes on invoices received. Mary T. Invoices.
 - i. Quick notes: MassAccess sign-in. VOD on Town Hall website (less Closed Captioning). Conversation w/ Town Clerks office. Note on collaboration with historical society.
 - j. Any unforeseen items.
9. Public input
10. Notice of next meeting date
11. Adjourn

This agenda is subject to change(s) not anticipated by the Chairman 48 hours in advance.