



# TOWN OF BERKLEY

## MEETING NOTICE

Received: 2/23/23 Time: 12:03pm  
Posted: 2/23/23 Time: 12:03pm  
H. Almy  
Town Clerk

(PLEASE PRINT OR TYPE LEGIBLY)

**Name of Board or Committee:** Cable TV Advisory Committee\_\_\_\_\_

**Date & Time of Meeting:** February 28, 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 – February 23, 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 – January 17, 2023
3. Treasurer’s Report: Signing of bills
4. Status of email from Heather Almy regarding conflict of interest and open meeting law, and completion of ethics test.
5. Open House monthly update
  - a. Studio readiness
  - b. Clarification on publicity
6. Candidates Night monthly update
  - a. Election May 6
  - b. Certified March 31
  - c. Last day to withdraw April 4
  - d. Suggested date for candidates night
  - e. Involvement of 8<sup>th</sup> grade civics class
7. Status of CORI reports.
8. Coordinators Report:
  - a. Status of employees and schedules, editing training.
  - b. Shows and producers. Kerrie Ann production, Producer policies. Help at studio. J. Russo Business spotlight. Weekly senior online scam updates.
  - c. Closed captioning status
  - d. Status of COA Room camera project. Need to accelerate training for live meeting coverage. Responsibility for maintenance

- e. Weekly open shoots. Teen “student news”
  - f. Mass Access membership due 2/28/23.
  - g. Production furniture, sets.
  - h. Inventory for insurance.
  - i. Progress report on re-wiring studio and extended file storage.
  - j. Mary T. Cleaning Invoices.
  - k. Status of BCATV Facebook page.
  - l. Purchases made and proposed - Status with rug, USB/SD extension adapter.
  - m. Quick notes: MassAccess sign-in. VOD on Town Hall website (less Closed Captioning). Conversation w/ Town Clerks office. Progress on duplication of old recordings.
  - n. 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.