



TOWN OF BERKLEY

MEETING NOTICE

Received: <u>3/7/19</u>	Time: <u>9:45 AM</u>
Posted: <u>3/7/19</u>	Time: <u>9:45 AM</u>
K. Perkins	
Town Clerk	

(PLEASE PRINT OR TYPE LEGIBLY)

Name of Board or Committee: **BERKLEY CABLE TV ADVISORY COMMITTEE**

Date & Time of Meeting: **Tues., MARCH 12th, 2019 - 6:30 PM**

Location of Meeting: **Cable Access Studio**

(physical address including room # or name if applicable) **113 Padelford St. Rear (Unit 3), Berkley, MA 02779**

Edward C. Dugan
Clerk/Board Member posting notice & date

Cancelled or postponed to: _____

Clerk/Board Member cancelling/postponing meeting: _____

AGENDA / LIST OF TOPICS

1. 6:30 PM. Call to order, meet with candidates for camera operation.
2. 7:00 PM. Phone conference with M. Feldman of ISG, including the following:
 - A. (Chair) Results of electrician studio inspection to specifications given by Marty Feldman of ISG.
 - B. (Chair) Results of conversation with George Farrier at town hall regarding former placement of input from laptop in Selectmen's meeting room (for Powerpoint Presentations). Decision by Cable Committee as to preferred current placement of same (additional charges by ISG could apply).
 - C. Let ISG know if we will be able to pull out the component "rack" at the studio, to provide access for new installation. Otherwise, \$600 additional charge could apply.
 - D. Notice of 50% down request by ISG. Purchase order by Committee. Timeline for invoice by ISG, signing by Committee, and payment by Town Accountant.
 - E. Regarding town-owned cable between Town Hall and Studio – Notification to ISG that we will either comply with Comcast's request to allow Comcast to install the new transmitter/receiver (at our savings of \$500), or ask that Comcast allow ISG to do it. Either "ask" may need to go through the Comcast Govt. Representative, via our Attorney Bill Solomon.
3. Notice from Arlene of documents related to new cable license.
4. Request to Heather Martin-Sterling by Committee to communicate to Attorney Solomon the following:
 - A. The above "ask," and some specifications around this ask from Marty Feldman.
 - B. Confirmation as to the nature of required public meeting as part of new contract with Comcast.

C. Notice to Attn. Solomon that Berkley Middle School books space ahead, and that we may not be able to to secure a space unless we also book ahead.

D. Any other input to Attorney Solomon that may be thought necessary by the Committee.

5. Reading and acceptance of minutes from prior Cable Committee meeting, if available.

6. Treasurer' s report. Signing and payment of any outstanding bills and invoices.

7. Initial feedback from committee members on the candidates for camera operation.

Initial discussions (to be continued) of hiring details and number of hires needed.

Discussion (to be continued) of which party would be responsible for letting boards know that all meetings are to be recorded (Selectmen?), and which boards would be priorities. Request to Heather to communicate same to Board of Selectmen.

8. Any business not foreseen by the chair.

9. Public input.

10. Notice of next meeting date.