



TOWN OF BERKLEY

MEETING NOTICE

Received: 6/6/19 Time: 9:35 AM

Posted: 6/6/19 Time: 9:35 AM

K. Perkins

Town Clerk

(PLEASE PRINT OR TYPE LEGIBLY)

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

Date & Time of Meeting: **Tues., June 11th, 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.
2. Acceptance of minutes of prior three meetings.
3. Treasurer' s report. Signing and payment of any outstanding bills and invoices.
4. Final ISG billing.
5. Updates from Heather Martin-Sterling on status of Comcast contract and communications with Attorney Solomon. Address from Heather for Attorney Solomon for sending public hearing DVD. Results of request to Attorney Solomon to clarify for Cable Committee – Massachusetts laws regarding payments or requested donations to town entities.
6. Result, status and options of newly installed media server and “scroll.” Assignment and permissions to allow town depts. and interested parties to post to scroll.
7. Assigned playback times slots.
8. Status of VOD. Volume level. How to let people know about VOD? Should we be posting instructions on how to view with android box?
9. Status and projections RE: recording town meetings and camera operators, training and recording priorities.
10. Follow-up on recent candidates night, future elections and similar hosted events. Discussion as to whether video on demand constitutes a remedy when broadcast not an option.
11. Group sign-up for Tightrope system training.
12. Status of camera and studio security, updated quote from Young Electric. Any information gathered as to whether the public access station is benefited by Town of Berkley umbrella insurance.

13. Contractor quotes from Phil Roos and Stanley Construction for quote for creation of shelving and lockers for front hall.
14. Results of meeting with Jonathan from ISG regarding lighting, future of studio buildout and modular design.
15. Purchases: pocket for remote. Discussion of possible purchase of lights and light stands, clamps. batteries.
Wall calendar for playback time slots.
16. Discussion of feedback from various committees re: being recorded. Need informational meeting? What happens if committee meeting is just few minutes in length? Postponed?
17. Payment schedules camera operators. Payroll worksheet. Work out issues with required number of signatures on invoices.
18. Update on quality of broadcasts.
19. Priority of committees we want to cover. Do we cover Master Plan Committee, Board of Registrars, Cemetery Commissioners, COA, Library Trustees, Celebrations Committee?
20. Any business not foreseen by the chair.
21. Status of membership with MassAccess.
22. Updates to name of name "Berkley Community Access Studio" in various media.
23. Status of handicap parking space at 113 Padelford St.
24. Public input.
25. Notice of next meeting date.
26. Adjourn