



TOWN OF BERKLEY

MEETING NOTICE

Received: 7/10/19 Time: 12:05 PM
Posted: 7/10/19 Time: 12:05 PM

K. Perkins
Town Clerk

(PLEASE PRINT OR TYPE LEGIBLY)

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

Date & Time of Meeting: **Tues., July 16th, 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. Vote on re-organization of Cable TV Advisory Committee.
3. Acceptance of minutes of prior four meetings.
4. Treasurer's report. Signing and payment of any outstanding bills and invoices.
5. Payment schedules camera operators. Conversion between Arleen and Town Accountant, re: coordination of payroll worksheets due dates.
6. 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. Cable station insurance – inventory and printout from Kerry.
7. Status of installed Tightrope system and power supply to it. Mention of ISG billing system.
8. Results of assignment and permissions to allow town depts. and interested parties to post to scroll.
9. Status of Cablecast postings. Projected recordings and current status. Discussion of feedback from various committees re: being recorded. Still committee movement between rooms?
10. Status of VOD (Video on Demand). Now sending individual links to Kerry. Re-design of general VOD page for public access. VOD audio level.
11. Status of employees. Projected job roles. Training for alternate control room operator. Other training priorities.
12. Results of group sign-up for Tightrope system training.
13. Status of camera and studio security, Vivint (Comcast partner) quote. Updated quote from Young Electric. Communication with Tom Kossler of Creative Entertainment Systems, Inc. re: security. Need for licensing and alternate installers.

14. Contractor quotes from Phil Roos and Stanley Construction for quote for creation of shelving and lockers for front hall.
15. Purchases made: pocket for remote. Potential purchases: wall calendar for playback time slots, Sony camera shoulder mount, SD cards, etc.
16. Update on quality of broadcasts.
17. Status of membership with MassAccess.
18. Any business not foreseen by the chair
19. Public input.
20. Notice of next meeting date.
21. Adjourn