



TOWN OF BERKLEY

MEETING NOTICE

Received: 9/5/19 Time: 11:55 AM

Posted: 9/5/19 Time: 11:55 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., Sept. 10th, 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. Discussion of ethics compliance, potential need for chair to retire from board? When would this need to happen?
Vote for new chair? Status of entire board as special. Need for new board members.
3. Posting of part time position. (See above, ethics, for recusal of applicant).
4. Acceptance of minutes of prior meetings.
5. Treasurer's report. Signing and payment of any outstanding bills and invoices.
6. Purchases received: In-line mic switch, wall calendar for playback time slots.
7. Purchase requests – Zoom toggle switch.
8. Set meeting time with camera operators.
9. 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. Vote for "in-kind" charges vote by FCC?
10. Cable station insurance – update on inventory.
11. Annual Town Report.
12. Status of VOD posted to public and sent to Town Admin Assistant.
13. Set date for Tighrope training.
14. Status of employees. Projected job roles. Status of training for Eduarda as control room operator. Projections on camera operator schedules and live meetings, meetings during the day, Assesors, COA. Potential new shows at external sites (within Berkley). New hire?
15. Status of camera and studio security, Vivint (Comcast partner) quote. Updated quote from Young Electric. Need for licensing and alternate installers.

16. Cabinet for front hall.
17. Any business not foreseen by the chair
18. Public input.
19. Notice of next meeting date.
20. Adjourn.