



TOWN OF BERKLEY

MEETING NOTICE

Received: 7/27/2020 Time: 10:00 AM
Posted: 7/27/2020 Time: 10:00 AM

K. Perkins
Town Clerk

(PLEASE PRINT OR TYPE LEGIBLY)

Name of Board or Committee: Cable TV Advisory Committee

Date & Time of Meeting: July 30, 2020 – 6 PM

Location of Meeting: Town Hall - Council on Aging

(physical address including
room # or name if applicable)

Arlene Medeiros – July 27, 2020_____
Clerk/Board Member posting notice & date

Cancelled or postponed to: _____

Clerk/Board Member cancelling/postponing meeting: _____

AGENDA / LIST OF TOPICS

1. 6 pm call to order.
2. Acceptance of prior meeting minutes – October 25, January 21 and June 30
 - a. Filing of meeting minutes with Town Clerk
3. Treasurer's report and signing of bills and payroll
4. Insurance replacement value update – Heather
5. Security system update – Heather
6. Rental of dumpster
7. Cable Access Coordinator Report – Ed Dugan
 - a. Status of employees and schedules.
 - b. Update from Heather on Town Hall opening.
 - c. Aerobic classes. Schools, etc. - COA next focus. Trivia games. Reconsider quote from ISG for SDI to HDMI converter. Also may be able to use same for Live Congressional Forum- MA Fourth District broadcast.
 - d. Communications with Atty. Solomon. Ascertainment document. Expansion of listenership, via second channel, education programming, and community notices. Collaboration with establishments with local tv's, such as boondocks
 - e. Status of new shows being broadcast. Re-broadcast of McCafree yoga. Establishment of policies for producers and standards for compliance with Comcast Contract. Expansion of listenership via – retainment of virtual as an option.
 - f. Cleanup of Studio progress.

- g. Studio buildout in phases (plan requested by Committee prior to virus outbreak.)
 - h. Purchase receipts. Gloves, tags, wipes, etc. Color ink cartridge for Epson WF-4720 computer printer?
Create Comcast email for the TV Station.
 - i. Updates to Adobe on studio computer. Will they do \$52.99 per month or prepay \$599.88 per year prepaid. Can pay with card only, debit card OK. Can we pay for this without auto-renew? Jilleen still willing to be reimbursed?
 - j. Schedule for committee broadcasts to go live. Fincom next?
 - k. Status of equipment, update on replacement monitor at Town Hall by ISG.
 - l. Quote - studio computer monitor.
 - m. Status of wifi.
 - n. Computer update quote.
- 8. Any business not foreseen by the chair
 - 9. Public input
 - 10. Notice of next meeting date
 - 11. Adjourn