

Berkley Cable TV Advisory Committee Meeting Minutes

July 30, 2020

In attendance: Heather Martin-Sterling
Arlene Medeiros
Edward Dugan
Jilleen Solomon
Joseph Souza

Meeting called to order at 6:01 p.m.

Approval of meeting minutes from 6/30/20, 10/25/19 and 1/21/20 were tabled as they were not available.

Treasurer's Report – Balance is \$321,225.94. There were some bills/receipts that were still to be submitted. With those, balance will be \$341,660.46

Additional bills to be submitted from Ed Dugan. Balance is not complete.

Motion to accept to accept Treasurer's Report. All in favor.

Insurance replacement – Tabled

Security Update – Tabled

Dumpster Rental –

- Prices provided for dumpster rental for studio cleanout. Company is Waste Tech. Some items not allowed in the dumpster. Cost for smallest dumpster is \$345. Ed stated that is all we would need.
- Ed will also get prices from Highway Dept to see if it is less expensive to get rid of the items at the transfer station.
- Ed is going to send out a notification to Mass Access about items we could recycle to see if any other towns are interested in the items (August 15th). Motion to post to MA Access for recyclable items. All in favor.
- After discussion it was decided that a dumpster would probably be the best option. Ed will schedule dumpster for August 17th. It is a 12 day rental.
- Ed will check with Malloch before scheduling for permission to put dumpster on property.

Cable Access Coordinator Report - Ed Dugan

- Status of camera operator schedules: Everyone is back to work except for Keegan Hamblett. Waiting for him to sign and return waiver from his parents stating it is ok for him to work.
- Riley is not available as much as he was previously.
- Ed discussed the need to re-training of Eduarda for control room to record BOS meetings.
- Discussed the possibly of re-hiring Jeff Macomber as he is familiar with the control room. He was previously employed by the Cable Committee, but had issues with the previous studio director. Heather reached out the Jeff to see if he would be interested.
- Cabinets for cameras are working well. Operators are using without problem.
- Operators have stated that they have more availability now that schedules are less busy due to COVID.
- Most boards are still virtual and scheduling of camera operators will resume when needed.
- Ed wants to revisit the suggestion of purchasing HDMI converter so that live streams can be sent to Channel 9. Committee had previously voted no. Agreed again to wait.

- COA Director wants to broadcast Trivia, games, etc over Channel 9. Ed has reached out to coordinate.
- Ed continues to work with Atty Solomon regarding ascertainment for cable contract. Ed has put together a draft and is working on putting together the necessary documents. Final ascertainment is going to Atty on Monday, he will review by Wednesday and they will discuss.
- We will put on the agenda for next meeting to research policies and procedures for shows and broadcasts.
- Studio clean up progress: Dumpster is being ordered as previously discussed. Ed is working on organization of other items. Possibly need additional cabinets for organization.
- Studio buildout: Heather will check with Town Accountant to see if we will need to go for open bids because it is over \$50,000. We would like to move forward as soon as possible to get the buildout complete. Arlene will put on the next agenda to discuss open bid policy.

Phase Buildout

Phase 1

Currently need support system and backdrops. Approximately \$40.00 to order those. Motion to purchase. All in favor.

Also, soft filter cloth, \$45. Motion to purchase. All in favor.

Everything else is in place for Phase 1.

Phase 2

Tabled until we hear back regarding open bids. No need for additional phases if full buildout will happen.

- Updates to purchasing new Adobe Suite: Heather will check with Town Accountant regarding payment for this.
- Discussion regarding schedule for all committee broadcasts to go live. The only available room for live is the hearing room and the boards are too big for proper social distancing. Not a possibility at this time.
- Status of town hall equipment by ISG: Monitor in control room is being replaced by ISG at no charge.
- Quote on studio monitor - \$149 for 24" monitor LED. This monitor is not top of the line. Motion to authorize up to \$300 for purchase of new monitor. All in favor.
- Status of Wifi: It's great.
- Computer update quote: Two computers at studio, one at town hall . . . upgrade to Windows 10. Estimate is \$596.
Editing computer also running slow, is there is upgrade available? SSD's could be added at an increased cost. \$1,732.00 total cost.
Arlene suggested buying all new computers.
Ed will speak with CTS and ask their suggestions.

Next meeting, Tues 8/25 at 6:00

Meeting adjourned 7:39 p.m.

Arlene Melius
Deputy Mayor - Studio
Julian Solomon