



TOWN OF BERKLEY

MEETING NOTICE

Received: 10/15/2020 Time: 10:15 AM
Posted: 10/15/2020 Time: 10:15 AM

K. Perkins
Town Clerk

(PLEASE PRINT OR TYPE LEGIBLY)

Name of Board or Committee: Cable TV Advisory Committee_____

Date & Time of Meeting: October 19, 2020 – 6:00 PM_____

Location of Meeting: Cable TV Advisory Studio_____

(physical address including
room # or name if applicable) 113 Padleford Street, Unit C_____

Arlene Medeiros – September 24, 2020_____
Clerk/Board Member posting notice & date

Cancelled or postponed to: _____

Clerk/Board Member cancelling/postponing meeting: _____

AGENDA / LIST OF TOPICS

1. Call to order.
2. Acceptance of prior meeting minutes – September 29, 2020
 - a. Filing of meeting minutes with Town Clerk
3. Treasurer's report and signing of bills and payroll
4. Policies and Procedures Update
5. Cable Access Coordinator Report – Ed Dugan
 - a. Status of employees and schedules. Progress on going live with some meetings? Support sound tech. Support Scroll.
 - b. Quotes:
 - i. Quotes for studio buildout. Need to find more quote options. Question problems using more than one installer?
 - ii. Quote for more cameras.
 - iii. Computers, updates, (and monitor? from CTS
 - iv. Locks and security
 - v. Quote from Jeff C. for security cameras
 - c. Present new camera operator schedule and/or plan.
 - d. Communications with Atty. Solomon. Ascertainment document.
 - e. Acquisition of book carts. Purchase of storage shelves and background steamer.
 - f. Monthly Virtual/Training workshops (once per month?)
 - g. Added PA in Hearing room.

- h. When hiring contractors – paperwork to be collected up front.
 - i. Collaboration with COA.
 - j. Purchase receipts
 - k. (If there is enough time- other quotes, projections for future projects, tasks)
- 6. Business not foreseen by the chair
- 7. Public input
- 8. Notice of next meeting date
- 9. Adjourn