



# TOWN OF BERKLEY

## MEETING NOTICE

Received: 12/14/2020 Time: 1:20 PM  
Posted: 12/14/2020 Time: 1:20 PM  
K. Perkins

Town Clerk

(PLEASE PRINT OR TYPE LEGIBLY)

**Name of Board or Committee:**

Cable TV Advisory Committee\_\_\_\_\_

**Date & Time of Meeting:**

December 16, 2020 – 6:00 PM\_\_\_\_\_

**Location of Meeting:**

(physical address including  
room # or name if applicable)

Cable TV Advisory Studio\_\_\_\_\_

113 Padleford Street, Unit C\_\_\_\_\_

Arlene Medeiros – December 14, 2020\_\_\_\_\_

**Clerk/Board Member posting notice & date**

Cancelled or postponed to: \_\_\_\_\_

Clerk/Board Member cancelling/postponing meeting: \_\_\_\_\_

### AGENDA / LIST OF TOPICS

## ELECTRONIC ZOOM MEETING

<https://us02web.zoom.us/j/83031626230?pwd=V3Qxc09OWXI5SEVaODIEZUxkSFBIUT09>

1. Call to order.
2. Acceptance of prior meeting minutes – October 19, 2020 and November 16, 2020
  - a. Filing of meeting minutes with Town Clerk
3. Treasurer's report and signing of bills and payroll
  - a. Discuss authorizing Heather Martin and Arlene Medeiros as signer of all bills and payroll
4. Request from Cultural Council to hold their January 6 and January 13 meetings at studio
5. Status of Dean Larabee being on the Comcast negotiating team – Heather
6. Committee vacancy to be posted on Facebook.
7. Camera operators' reminder regarding arrival time if taping a meeting.
8. Cable Access Coordinator Report – Ed Dugan
  - a. Status of employees and schedules. Update on recording of town meetings. Request for new direction w/ camera operators, additional pay schedule items. Ed - Projections for family medical. Possibility of assignment of a camera operator for temporary coverage of camera operator coordination.
  - b. Status of purchases, including cameras, monitors, computers, etc.
  - c. Progress on quotes for studio buildout, minimized quotes based on BCA TV budget. Other

upgrade quotes.

- d. Locks, keys, plumbing repair by landlord.
- e. Status of security camera installation.
- f. Communications with Atty. Solomon.
- g. Status on Monthly Virtual/Training workshops.
- h. Quotes on camera batteries, carry bags, memory cards, etc.
- i. Status of Datavideo monitor replacement.
- j. Light for studio exterior. Purchase receipts. (Rubber gloves, bucket, keys, etc.)
- k. If there is enough time-
  - i. Suggestions on streaming (ie: Zoom to live on Facebook)
  - ii. Other quotes, projections for future projects, tasks.

9. Business not foreseen by the chair

10. Public input

11. Notice of next meeting date

12. Adjourn