

Berkley Cable TV Advisory Committee Meeting Minutes
September 14, 2021

In attendance: Arlene Medeiros
Edward Dugan
Jilleen Solomon
Joseph Sousa
Heather Sterling

Call to order 6:07

Tabled acceptance of minutes - 8/19 minutes not available

Treasurer's Report –

Signing invoices - \$9,736 from Unique Media
Balance as of 9/14 - \$235,318.37

Comcast agreement signed by BOS and returned to Comcast

Draft of annual report – discussion tabled – Ed will work on getting that completed

Studio Coordinator's Report:

Schedules – Wren, Eduarda, Bill and Keegan are current operators. No need to add any additional operators at this time.

Letter received from Keegan's mom that he has a medical condition and reason for non-vaccination. Ed had concerns about his vaccination status (for Keegan's safety).

Studio clean up report – cardboard boxes broken down and cleaned out by Jilleen and Heather.

Finalization of studio by Unique Scientific – Installer changed the plan slightly and found additional items needed for proper functionality. Monitor, switch, HDMI. Added to initial quote \$1362.00. Motion to approve additional invoice. All in favor.

Installation of security cameras - System installed. No invoice received from Jeff Cody.

Tightrope software status – additional fee of \$300 for “update assistance”. Motion to approve additional invoice. All in favor.

Doorbell installation – company never showed

Studio layout – Discussion regarding new ideas. Ed provided a map of his proposal. He's working on ideas for modular furniture and backdrops.

Underlayment quote for green screen floor tiles - Ed is having a hard time getting a quote for the underlayment. He is being told there is a 4 month wait time for a quote.

Studio reorganization status – still waiting for Marty to be done.

Status of air circulation at town hall . . . Heather is working with George Faria regarding options for vent.

Status of acceptance letter of H130 bill – Tabled, Heather still working on it.

Unforeseen Business - COA looking to do cooking show. It would not be COA sanctioned. Discussion regarding camera operator going to someone's home or travel to produced show. Concerns regarding liability. Committee decide they will discuss on a case by case basis.

Studio is in need of memory cards – B&H quote is \$127.37. Motion to approve, all in favor. approved

Next meeting 10/20 @ 6:00

Adjourn – 7:26

Approved October 20, 2021