

**Berkley Cable TV Advisory Committee Meeting Minutes**  
**October 20, 2021**

In attendance: Arlene Medeiros  
Edward Dugan  
Jilleen Solomon  
Joseph Sousa

Call to order 6:08

Acceptance of prior meeting minutes – 8/19 & 9/14 – All in favor

Treasurer's Report – Young Electric bill for \$8,963.00. Quote came in lower than expected because of the doorbell issue they could not resolve. Some receipts that Ed has not yet turned in. Will be included next month. Request authorization to buy color ink cartridges. Motion made, all in favor.

First new payment from comcast received. Capital expenditure payment of \$9100 that we will get per year in addition to 5%.

Bills in the amount of \$1,120.00.

Still outstanding – bill from Unique Scientific, \$1,326 and newspaper ad \$400

Balance \$213,896.77 with bills to be submitted and bills not yet received

Annual Report – Ed is working on

New Comcast Agreement – Arlene has the email with the agreement. Sending to committee members

**Coordinator's Report**

**Employment schedules:**

Keegan had his first vaccination. Addressing Ed's safety concerns. Discussion was had regarding camera operator vaccination status and if we can legally require.

Keegan has spoken with Mrs. Hebert (BMS Principal) and Mrs. Ryan (Superintendent) regarding covering middle school basketball games. They are looking into the option.

Wren is moving. Her availability will be changing.

Ed hasn't started the training yet, but is working on getting it all together for studio and portable switcher.

First Studio Recording went really well. Paul Letendre used the studio for his recording and everything in the studio functioned perfectly. Arlene was not happy with the set and stressed the need for furnishings. She thought guests seemed uncomfortable.

Tightrope is done. Ed feels it is a much better system.

Young Electric completed their project.

Unique Scientific – Waiting for monitor from Marty. Delivery got lost and they are unable to locate the package.

Control room issues with equipment - Cameras tend to go down and video waivers. Attempted to send back monitors. Now we are sending back the switcher. Delays at manufacturer are slowing things down.

Studio flooring – Additional discussion regarding options . . . rugs, etc. Ed had someone from New England Carpet & Flooring come in. They did not recommend carpet. Or carpet that only covers the green screen floor. That quote was \$293.37, plus labor. They recommended painting the cement floor. They could skim the cement to make it smooth. That quote is \$150. Total quote from them is \$656.71. They do not do the painting. Ed is going to check with Malloch to see if that is allowable under our lease.

Also looking into poured epoxy. Typically done on garage floors. Ed is looking at a possible quote on that.

Jonathan Lipsy quote for lighting at end of studio (turning lights around to face other direction). This adds an additional set on the other end of the studio. Quote is \$27,523.85.

Proposed purchases – sign for front door is about \$98.00. Ed will provide a sample of his design and we will decide on it. Hose holders for camera stands to hold cords. Ed is looking into best options and prices.

Options for new background music for scrolls - Looking into licensing rules and looking for ideas on what type of music.

LED Studio Timer – Ed provided info and a quote on a large timer clock for studio. Price is \$299.00. Arlene will purchase and be reimbursed.

Cherise Hoak is planning to visit studio. Looking for proposals from others to do any shows.

Need help painting green screen floor

Ed is setting up meetings with other local studio coordinators.

Handicap spot is still being parked in.

Next meeting – 11/17 at 6:00

Adjourn – 7:37 pm

Minutes by Jilleen Solomon  
Approved December 28, 2021

