

Berkley Cable TV Advisory Committee Meeting Minutes

March 8, 2022

In attendance: Arlene Medeiros

Edward Dugan

Jilleen Solomon

Joseph Sousa

Call to order 6:34

Approve minutes – Motion to accept minutes of 12/28
Motion to table the minutes of 1/11 and 2/8

Treasurers Report – Comcast franchise fee \$21,621.33 from Comcast
Less expenses - current balance, \$242,130.30
With additional bills outstanding of \$6,275.57
Final balance \$235,854.81

Coordinator Report

- Status of employees: Two trainings – one for producers that Ed says went really well and Camera operators/control room operators. Hoping trainings will bring us more options or operators to expand. One for producers that Ed says went really well. Possible producers in attendance, Cherise Hoak, Paul Latendre and Kerri Ann Auclair. They enjoyed the studio and discussing their ideas.
- Cherise has done her first show for her art. Next week a show about saving the bees.
- TCAM reached out to air a show on our channel. Pete On the Street show.
- New training date on Thursday, 3/10 for camera operators to finish up from training session.
- Bill Hoy will be working a meeting as well as assisting Ed with the training. He will be back and forth between the studio and town hall. Ed has asked if he could be paid \$60 rather than the regular \$40 for the extra time. Motion to approve \$60, seconded by Joe. All in favor.
- FCC regulations – Kerri Ann asked Ed about responsibility about content of her show. Ed's research states that we cannot regulate the content of a show in any way. Because they are not federally regulated. See attachment regarding rules for FCC and PEG stations.
- Entertainment programming weekly – Ed has some residents with interest in running a show. Ed is looking into copyright fees, etc.
- Studio floor installation – first or last week in April. Committee decided the last week of April so there is time to clear out the studio and reserve a POD.
- Quote for extended file storage for Tighrope system discussed at last meeting - \$8,054.22 and \$13,367.12. Some of the difference is redundancies. i.e plugs, outlets, networking cables. We only need the \$8k option according to Ed.

We need this additional file storage in order to back up our system. Ed feels it is crucial to record storage as video has become a way of expanding town records. We have already used half of the available storage in the first three years of having the system. Ed feels we will need this additional storage within the next three years.

Ed is going to look into additional options with the company that provided the quote. Also looking into having a back-up not on site at the studio.

Tabled decision until Ed can go back to SHI with the questions discussed by the committee.

- Furniture purchase – Discussion regarding furniture options and design. Arlene presented some ideas.
- Casters for furniture – Ed has found casters at Home Depot that will allow the furniture to be moved around the studio for different configurations. \$12.24 each and we need 12 of them (\$146.88). Motion made to purchase the casters, all in favor.
- Color table toppers – Had a request from a producer for additional colors. Ed is looking into finding other colors available.
- Update on allowed purchases – Committee is allowing discretion for Ed's spending. Motion to allow spending without board approval up to \$100 a month. Motion made by Jilleen to approve increase spending limit.
- Green screen floor. Painting projected has been started. Still being worked on. Date set to complete project on Tuesday, 4/5.
- Town Hall switcher – Ed received return authorization and will be sending it back to the company for reimbursement.
- Receipts for purchases – submitted and signed off on
- Ed would like a consideration for creating Studio Director position
- Next meeting 4/5 at 6:30
- Arlene received a request to have an ad for a gaming competition posted on the carousel.
- Adjourn – 8:23

APPROVED June 28, 2022 – Arlene Medeiros