

Berkley Cable TV Advisory Committee Meeting Minutes

September 20, 2022

In attendance: Arlene Medeiros
 Joseph Sousa
 Kerri Ann Auclair (via zoom, all votes will be roll call)
 Edward Dugan

1. **Call to order:** 6:24
2. **Acceptance of prior meeting minutes:** August 23rd and August 30th, 2022, approved, August 31st and September 14th, 2022, tabled.
3. **Treasurer's Report: Signing of bills:** Starting total: \$229,535.88, Debit: \$4,850.25, Balance: \$224,685.63
4. **Studio Director position update and interview of possible candidate:** Ed Duggan was interviewed and selected to go forward as the CAC candidate for the Studio Director position. BoS agreed to interview and vote to hire a studio director for 25 hours with benefits at their next meeting on September 28th at 6:00. Ed asked that the CAC review the ascertainment that he created with his vision and goals. While the goals are lofty, Ed recognizes the limited finances. Ed is aware that the position is year by year based on the CAC budget. Ed does have a copy of the position duties. Approved 3-0.
5. **Indoor Storage shed recommendations:** Arlene presented an option via The Home Depot for a 6x9x6 shed. A request was made to have it picked up at the Taunton Home Depot and built by Ed and Joe. Cost of the shed is \$429.14. Approved 3-0.
6. **Clean up of editing room:** (Tabled)
7. **Quote from Cablecast on annual hardware assurance contract:** This is a warranty extension for 2 years. It does come with limited extended warranty. Payment is for 1 year with the option to renew for year 2. The warranty is parts replacement. If there is an issue with a part, we would send it back, they would determine if they can fix it or send us a new one. Ed recommends a 2-year extension and will check to see that it does cover everything and will ask for the contract. Quote \$1956.00 Approved 3-0.
8. **Coordinator's Report:**
 - a. **Status of employees and Schedule. Meeting coverage. Proposal for new hires:** Eduarda has left us for now until the end of December. Lost Keegan as well so Ed is looking for a full-time and student person. Bringing ads to the schools as well as the Berkley Facebook pages. Arlene, suggest we get an adult and student.
 - b. **Shows and producers. Status of notice to scroll and social media:** Jeannie will be doing an interview type show. Library will be doing events perhaps once a month. Bill will do a kids show. Advertising for shows on Facebook and scroll.

- c. **Progress report on extended file storage:** Delay. New software cablecast coming. With the new software we can link general or one at a time.
 - d. **Communications and quotes from CTS:** Need to be clear on all expenses. 2 @ 50ft cable quote \$70.00 approved 3-0.
 - e. **Ballpark quote for background “flats” from carpenter:** The carpenter did our cabinets in the studio. Quote was for \$7-\$9k for 2. Arlene has asked to put project on hold due to finances.
 - f. **Report on Town Hall Control Room HVAC status (Finished). Invoice for same:** Town paying for electric and A/C cooling.
 - g. **Studio HVAC status:** Nothing new.
 - h. **Quotes for Town Hall. Wiring to COA for live coverage and/or simple hybrid setup (actual plus zoom). Possibility of funding from grant:** This was a request by the Interim Town Manager Kevin Partridge. Lots of meetings are moving to the COA room. 2 quotes from Ockers co. \$2,853.75 for wall plate and cable from control room to COA. A full alternative with switch, embedder, converter and pulling cables \$5,027.75. There is a possible grant available. Ed getting alternative quotes from Marty. CAC had concern that extra unforeseen projects would impact the budget going forward.
 - i. **Link to VOD on Town Hall website:** Coming.
 - j. **Observations on contract with Malloch and Town insurance:** We should be covered by the town insurance.
 - k. **Hybrid meeting support proposal:** Possibilities being explored by Ed.
 - l. **Proposal for Monthly cleaning help:** Quote from Mary Trentini \$70.00 once every 4 weeks includes front hall, bathroom hall and bathroom. Mary is Brazilian with 15 years’ experience. She will need to fill out the W-9 form.
 - m. **Observations on contract with Comcast and posting limitations. Notes on conversation with Tightrope (Cablecast):** Nothing further to discuss.
 - n. **Other Purchases/Receipts. (Furniture strap for rack, etc.)** Arlene requested ink cartridges for printer in studio a black and color. Approved 3-0.
 - o. **Any unforeseen items:** N/A
9. **Public Input:** Valerie concern with not having the live events when meetings are moved to the COA room.
10. **Notice of next meeting date:** September 28th @ 6 BoS. October 18th @ 6 in the studio.
11. **Adjourn:** 8:17 approved 3-0.

APPROVED OCTOBER 18, 2022