



TOWN OF BERKLEY

MEETING NOTICE

Received: 11/14/22 Time: 1:05 pm
Posted: 11/14/22 Time: 1:05 pm
K. Perkins

Town Clerk

REVISED

(PLEASE PRINT OR TYPE LEGIBLY)

Name of Board or Committee:

Cable TV Advisory Committee_____

Date & Time of Meeting:

November 15, 2022 – 6:00 PM_____

Location of Meeting:

Community Access Studio, 113 Padelford St, Unit C____
(physical address including room # or name if applicable)
And via **ZOOM**

<https://us02web.zoom.us/j/9329005165?pwd=bkJOHhCN3YwK2o3YzhKOFCzUFRWUT09>

Arlene Medeiros – November 14, 2022

Clerk/Board Member posting notice & date

Cancelled or postponed to: _____

Clerk/Board Member cancelling/postponing meeting: _____

AGENDA / LIST OF TOPICS

Review of matters, Votes may be taken

1. Call to order.
2. Acceptance of prior meeting minutes – October 18, 2022
3. Treasurer's Report: Signing of bills
4. Payroll procedure:
 - a. Cable Coordinator/Studio Manager
 - b. Letter requesting authorization for Chairman of Board or Town Administrator to sign off on payroll and invoices.
5. Interview potential part time camera operators:
 - a. Henry Perry
 - b. Jeffrey Lopriore
6. Coordinators Report:
 - a. Status of employees and schedules. Live meeting coverage. Notes on new hires. Note on encouraging female applicants.
 - b. Shows and producers.
 - c. Report on indoor storage shed - Status.
 - d. Report on attendance of "Mass Access Fall Meet and Greet" by Ed.
 - e. Progress report on re-wiring studio and extended file storage.
 - f. Notes on invoices received.

- g. Report on Cablecast software updates. Note on changes to Tightrope software. Closed captioning. Notes on conversation with Tightrope (Cablecast). BCATV phone App, web presence.
 - h. Studio computer issues.
 - i. Mary's cleaning and other invoices. Status of monthly cleaning help. Invoice from same.
 - j. Report on link to VOD on Town Hall website (Draft).
 - k. Legalities recording public meetings.
 - l. Alternate quotes for Town Hall. Wiring to COA for live coverage and/or simple hybrid setup (actual plus Zoom). Possibility of funding from grant.
 - m. Question to committee regarding readiness of studio. Studio future plans.
 - n. Purchases. Rug? SD card reader. SD cards
 - o. Receipts. Batteries. Purchases - Additional - Tablecloth. USB/SD extension cables, purchased and additional.
 - p. Proposal for studio Open House.
 - q. Any unforeseen items.
- 7. Public input
 - 8. Notice of next meeting date
 - 9. Adjourn

This agenda is subject to change(s) not anticipated by the Chairman 48 hours in advance.