

Berkley Cable TV Advisory Committee Meeting Minutes

November 15, 2022

In attendance: Arlene Medeiros
 Joseph Sousa
 Kerri Ann Auclair
 Edward Dugan

1. **Call to order:** 6:15
2. **Acceptance of prior meeting minutes:** October 18, 2022, Approved 2-0
3. **Treasurer's Report: Signing of bills:** Starting total: \$247,014.47, Debit: \$7,498.85, Balance: \$239,515.62
4. **Payroll procedure:**
 - a. **Cable Coordinator/Studio Manager:** Timesheet will be signed by Arlene or Kevin.
 - b. **Letter requesting authorization for Chairman of Board or Town Administrator to sign off on payroll and invoices.** Approved 3-0
5. **Interview potential part time camera operators:**
 - a. **Henry Perry** Student @ UMass Dartmouth, 21 yrs. old has car and time available. Moved to Seekonk. (No Show)
 - b. **Jefferey Lopriore** Student @ the Somerset Berkley High School. In the video program 17yrs old has a care and is available after 2 PM. Lives in Somerset. Approved 3-0.
6. **Coordinator's Report:**
 - a. **Status of employees and Schedule. Live meeting coverage. Notes on new hires.**
Note on encouraging female applicants: Concern only Ed and Bill are trained. Ann Marie not ready. Eduarda not coming back in January (not confirmed). 3 women emailed but did not return calls.
 - b. **Shows and producer:** Jeannie will be doing an interview type show. The Fire Department show with Elizabeth.
 - c. **Report on indoor storage shed status:** Some issues putting together via the diagram.
 - d. **Report on attendance of "Mass Access Fall Meet and Greet" by Ed:** Bill did not pass, collecting fees from apps. Contact State Reps. Facebook conversations as well. Training how to access town programming. Justification for a new bill a new way of revenue. COA paying for close captioning grant.
 - e. **Progress report on re-wiring studio and extended file storage:** Table
 - f. **Notes on invoices received:** Plumbing
 - 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.** Microsoft change of windows
10. Auto upgrade. CTS John helping.
- h. Studio computer issues:** Can't download from our page. To fix studio computer issues (Editing) Approved 3-0.
 - i. Mary's cleaning and other invoices. Status of monthly cleaning help. Invoice from same.** Need invoice from her.
 - j. Report on link to VOD on Town Hall website (Draft).** Review draft.
 - k. Legalities recording public meetings:** Warning from Town on public recording programming.
 - l. Alternate quotes for Town Hall. Wiring to COA for live coverage and/or simple hybrid setup (actual plus Zoom). Possibility of funding grant.** Town Administrator getting quotes from Marty.
 - m. Questions to committee regarding readiness of studio. Studio future plans.**
Table
 - n. Purchases. Rug? SD card reader. SD cards. Table**
 - o. Receipts. Batteries. Purchases-Additional-Tablecloth. USB/SD extension cables purchased and additional.** \$5.00 Ed will wait to get reimbursed.
 - p. Proposal for studio Open House.** Table
 - q. Any unforeseen items.** N/A
7. **Public Input:** None
8. **Notice of next meeting date:** December 20th at 6:00 PM Studio
9. **Adjourn:** 8:38 3-0

Approved December 20, 2022