



# TOWN OF BERKLEY

## MEETING NOTICE

Received: 12/15/22 Time: 9:35 am  
Posted: 12/15/22 Time: 9:35 am  
K. Perkins

Town Clerk

(PLEASE PRINT OR TYPE LEGIBLY)

**Name of Board or Committee:** Cable TV Advisory Committee\_\_\_\_\_

**Date & Time of Meeting:** December 20, 2022 – 6:00 PM\_\_\_\_\_

**Location of Meeting:** Community Access Studio, 113 Padelford St, Unit C\_\_  
(physical address including room # or name if applicable)

Arlene Medeiros – December 15, 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 – November 15, 2022
3. Treasurer's Report: Signing of bills
4. Distribute "Constitutional and Effective Employee Responses to Citizens Who Videotape in Town Offices"
5. CORI reports on individuals in contact with Berkley seniors
6. Coordinators Report:
  - a. Requests for monthly updates on available funds.
  - b. Status of employees and schedules. Live meeting coverage. Notes on new hires. Coverage of events at school and public.
  - c. Shows and producers. Updates on production policies of public access stations
  - d. Production furniture, sets.
  - e. Number of subscribers in Berkley from MassAccess.
  - f. Note from Town Adnim - Insurance only covers \$60,000 total, 12,000 per component.
  - g. Status of editing computer.
  - h. Status of studio and indoor storage shed.
  - i. Scroll Music.
  - j. Progress report on re-wiring studio and extended file storage.
  - k. Notes on invoices received.

- l. Report on Cablecast software updates and quotes. Note on changes to Tightrope software. Closed captioning. Status of wiring to COA for live coverage.
  - m. Status of monthly cleaning help. Invoice from same.
  - n. Writeup for link to VOD on Town Hall website (Draft). Conversation w/ Heather A. and update on link capability.
  - o. Legalities recording public meetings.
  - p. Collaboration with historical society.
  - q. Question to committee regarding readiness of studio. Studio future plans.
  - r. Purchases made and proposed - Chair, Rug, Tablecloth. USB/SD extension adapter, SD card.
  - s. 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.