

Berkley Cable TV Advisory Committee Meeting Minutes

August 30, 2022

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

1. **Call to order:** 5:42
2. **Acceptance of prior meeting minutes:** July 19th and July 26th, 2022, approve with correction, August 23rd, 2022, tabled.
3. **Treasurer's Report:** Starting total: \$240,616.48, Debit: \$1,350.00, Balance: \$239,266.48
4. **Studio Director position update:** The position will be on the Board of Selectmen's agenda for August 31st @6. Cable Advisory Council are to bring the paperwork that Arlene provided during today's meeting. Arlene asked the Council to think of some of the benefits to having a studio director for the Selectmen's meeting. The council looked at 30 or 25 hours and decide to start at 25 hours for the first year.
5. **Coordinator's Report:**
 - a. **Status of employees and Schedule. Camera/control room coverage. Proposal for new hires:** Trained Ann Marie and Keegan on control room operations. Proposal to seek students as potential new operator to cover Keegan for winter and ball games at the middle school. Approved 3-0 to hire one student.
 - b. **Shows and producers. Notice to scroll and social media:** Kerri Ann spoke about doing a show to explain the different town departments and committees. A Berkley beat type show are also in the works by COA Margaret and Jeannie. Perhaps a show with the library? Art video is available to view and hope to promote it.
 - c. **Progress report on extended file storage:** Ed put in back-up storage. CTS product coming in September 7th for router security.
 - d. **Alternate quote for studio set build help. Sample backdrop design. Use of currently owned wood flooring:** Carpenter Phil Rouse coming to do some work. He worked on the cabinet panels and speakers. There is no room for a shed out in the yard. Ed checking on a framer for back studio storage. 8x10 shed quoted at \$6500 by Arlene. Ed showed pictures of the rolling wall hoping to use the leftover wood from the front hall.
 - e. **Report on Town Hall Control Room HVAC status:** Quote from the electrician is \$675.00. The CAC authorized up to \$4400. Motion was approved for both 3-0.
 - f. **Studio HVAC status:** Malloch replaced will work on fixing the plaster.

- g. Link to VOD on Town Hall website:** Ed will put in quick links for VOD on the town site to help citizens find it.
 - h. Purchases-Splitter cables or switcher, power conditioner, studio audience chairs, JBL speaker mounts, etc.:** B&H invoiced 3 items total \$122.20, it is a safer way to restart. Microphone cover and mounting. B&H invoice \$349.95 power condition for new router and server. Approved both 3-0.
 - i. Observations on contract with Malloch and Town insurance:** We need insurance which is covered by the town.
 - j. Large storage rental:** Can't have one outside.
 - k. Hybrid meeting support proposal:** Skip.
 - l. Proposal for Monthly cleaning help:** CAC discuss should it be on-call basis? Every other week? Monthly?
 - m. Drone Education:** Need to take a FAA test prior to use. Cost is between \$100-200. Lessons are not needed. Hoping to produce a show about drones and how to operate them. (table)
 - n. Observations on contract with Comcast and posting limitations:** Other public stations are placing videos on YouTube. Comcast contract could be an issue?
 - o. Tape conversion:** On-going task by Ed.
 - p. Any unforeseen items:** Hardware assurance package. Our warranty ran out (table),
- 6. **Public Input:** CAC thanked Valerie for listening in on zoom.
 - 7. **Notice of next meeting date:** September 14th at 6 with the Board of Selectmen.
September 20th Tuesday at 6 in the studio
 - 8. **Adjourn:** 7:50 approved 3-0.

Approved as corrected September 20, 2022