

**Berkley Cable TV Advisory Committee Meeting Minutes**  
**June 30, 2020**

In attendance: Heather Martin-Sterling  
Arlene Medeiros  
Edward Dugan  
Jilleen Solomon  
Joseph Souza

Meeting called to order at 7:09 p.m.

Motion to accept minutes of 2/12/20. All in favor.

Signing of invoices and payroll for camera operators and studio coordinator

Review checklist of proper meeting minutes. Minutes must signed by all committee members and filed with Town Clerk.

Treasurer's report

Studio Lease Renewal. Expired June 1<sup>st</sup>. Arlene met with Carl Malloch to extend the lease for 10 years with no increase in rent. Approved and signed by BOS.

Insurance value replacement update – no update from Heather. Tabled

Security System – no update from Heather – Tabled

Cable Access Coordinator Report – Ed Dugan

- Status of camera operators: Ed is unable to get in touch with Riley. It's a possibility that he's not coming back. All other operators are ok with coming back. Eduarda will possibly have a new schedule at the end of July.
- Ed is having difficulty appropriately cleaning/disinfecting equipment (COVID precautions) because it cannot get wet
- Cabinet has been set up at the studio for operators to be able to pick up equipment for each meeting recording and safely lock it back in the cabinet when finished.
- Ed would like to purchase gloves and masks for camera operators. Each would be kept in the cabinet with the equipment. They will be expected to use hand sanitizer before touching cabinets and equipment.
- Discussion regarding boards and committees returning to having live meetings. Not expected to happen soon. Boards will continue to have virtual meetings.

- Attorney Solomon update: Ed spoke with him 4 weeks ago . . . he wants to actively begin working on the contract renewal again. Not getting much consistent feedback from him regarding requested tasks. Hoping he makes our contract a priority going forward. He sent Ed reports from other towns (ascertainments), lists of monetary needs for the town over the next ten years. The intention is to prove needs and necessity for Comcast to increase funding. Attorney Solomon provided examples for Ed to compile a report of Berkley's needs.

Need to add a Selectman to act as contract negotiator. Heather is suggesting Dean Larabee. She will reach out to Dean.

Attorney Solomon will put into this contract a fiber line (for recording SC meetings) from the Town Hall to Middle School. It was supposed to be asked for in the last contract but was not. The committee has been looking into doing this and received an estimate which was expensive. It is desired to have Comcast share that cost by putting it in the contract. Ed gave additional suggestions for items to include in Berkley's ascertainment. He will provide a copy for review when complete. Attorney Solomon would like this submitted in July.

- Status of new shows being broadcast:

Paul/Southcoast Matters – show with authors and business owners. Taunton would keep their show which Paul used to contribute to. He is now producing the show from Berkley. Southcoast Matters/Annex. Shown on Channel 9.

For businesses in town wanting to broadcast, they cannot use the channel as advertising.

Ed feels we are at an advantage over Taunton because our restrictions are not as severe. For example, if a host is an author, in Taunton they are not allowed to name the title of their book. He would like to come up with written policy regarding rules and regulations for broadcasting on Channel 9. Ed will send samples of policies from other towns for the committee to review.

Ed is fielding interest from various groups and residents regarding broadcasts they would like to do.

Historical society is interested in old access videos so they could set up a computer at the historical society for people to view. Old recordings of Berkley, etc. Historical society would promote Cable Access channel as having provided videos.

- Clean up of studio progress: Ed has cleaned up some, but more timely organization will need to take place.
- Discussion regarding having a service come and remove junk or possibly rent a dumpster.

- Furniture donations from Arlene – provided cleaning supplies and furniture for studio set up.
- Purchase receipts submitted for reimbursement to Ed.

Price quote for mounting place for tripod - \$38.61

Ed is also looking to purchase bulbs light stands – 12 at \$8.97 each total \$107.64 Motion to purchase camera mounts and bulbs from B&H. All in favor.

Motion to purchase masks, gloves, and cleaning products for the studio. All in favor.

- Any business not foreseen by the chair –  
     Reorganization of committee  
     Arlene - Chair  
     Joe – Treasurer  
     Jilleen - Secretary

Next Meeting date: July 30<sup>th</sup> at 6:00 in COA room

Meeting adjourned at 8:24 p.m.

*Arlene Miller -  
 chairs & light stands*  
*JS*  
*Jilleen M. Selman*