

Berkley Cable TV Advisory Committee Meeting Minutes
November 17, 2020
At Studio

In attendance: Heather Martin-Sterling (remotely)
Arlene Medeiros
Edward Dugan
Joseph Sousa (remotely)

Meeting called to order at 6:09 p.m.

Minutes of October 19, 2020 - Motion to table by Heather, seconded by Joe. All in favor.

Signing of invoices and payroll for camera operators.

Treasurer's report plus review of estimated expenses for FY 2020.

Cable Access Coordinator Report – Ed Dugan

- Status of employees and schedules: no schedule yet. Waiting for new cameras. Pat away until after Christmas. Riley will be kept on the books.
- Trying to go live from COA room. Testing will be done Wednesday for sound. Ed requested additional key card for town office. Heather will check.
- Status of purchases: CTS Computers came in. System is running fine.
- Motion made by Heather and seconded by Joe to purchase another computer monitor for \$309 from Unique Scientific. All in favor.
- Ed presented quotes from Ockers and Unique Scientific. More quotes to follow.
- Status of security camera installation – Jeff has been told we are going forward.
- Lock installation complete– codes have been distributed. Ed and Arlene have master code list as well as master and bypass keys.
- Attorney Solomon update: Ed has not heard back from him.
- Monthly virtual/training workshops – December 3 will be a workshop for learning how to create and post to the bulletin board.
- Ed had a request from someone regarding televising annual town meeting. It was stated that the reason this no longer took place was because selectmen wanted people to attend rather than watch the results.

- Ed advised he would need one week for family medical plus additional days to complete the mandatory Covid-19 testing due to traveling out of state.
- Motion made by Heather and seconded by Joe for Ed to spend up to \$20 on computer accessories. All in favor.
- At this time, no need to renew Adobe on a monthly basis.

Next Meeting date: Dec16th at 6:00 in studio.

Meeting adjourned at 7:14 p.m.

Minutes by: Arlene Medeiros