

Berkley Cable TV Advisory Committee Meeting Minutes

September 10, 2019

Call to order – 6:40

Review of ethics board recommendation regarding Ed's desire to apply for Cable Manager position

- He will need to resign from the Cable Committee. Ed will submit a formal letter to Town Clerk.
- We cannot consider his resume or application until 30 days from his resignation

Jilleen will post on FB need for new board members.

Post Cable Access Coordinator position internally with the Town Clerk. Jilleen will send to Deb to have posted.

Approved meeting minutes of August 20, 2019 meeting. Heather motion, Arlene second. All in favor.

Review of Treasurer's Report

- Arlene asked Kathy to print out fiscal 2019 year end summary to see if we are on track as of June 30th
- Heather made motion to accept Treasurer's report dated 9/10, Arlene second, all in favor
- Signed outstanding bills and payroll

Ed would like to purchase zoom toggle switch – Ed will submit estimates

Schedule meeting time with camera operators. Set meeting for same time as the next Cable Committee meeting – October 8th at 6:30

Timesheet created for camera operators to submit as a back-up for payroll

Ed will continue to oversee distributing cameras to camera operators for meetings

Scheduling of recordings and assigning camera operator will be handled by Jilleen, Heather and Arlene until Coordinator position is hired.

Update from Heather re: convo with Attorney Solomon

Sent him over capital planning information – quotes from ISG, etc to get studio working. He is going to send her back a narrative to send to comcast. Working meeting scheduled for 10/4/19
No discussion re: FCC

No information regarding insurance/inventory

Annual Town Report – Ed received some direction from Town Administrator regarding what needs to be submitted. Jilleen will write summary.

Discussion re: feedback from public of VOD feature. Public seems to like it and are utilizing it.

Tightrope training – Ed is working to set up dates. Table until coordinator position is filled.

Quotes submitted by Ed for studio security

Vivint - \$600 installation & \$60/month

Young Electric/Clark Locksmith - \$3,596 installation & \$40/month

Heather reached out to Jeff Cody to get an additional estimate

Discussion regarding cabinets for front hall camera storage. Arlene provided some options from Home Depot and Lowes. Heather made a motion to approve Sandusky storage cabinet from Home Depot, Jilleen second, all in favor. Arlene to purchase and be reimbursed. Jilleen and Heather will pick up.

Next meeting 10/8/19 at 6:30

Meeting adjourned – 8:05