

Berkley Cable TV Advisory Committee Meeting Minutes
October 19, 2020

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

Call to order – 6:12

Acceptance of 9/29 minutes – Note: page 2 virtual training workshops have not been going on. Ed would like to do once a month for camera operators, town officials and local organizations. This would be part of Ed's regular hours as studio coordinator. If it's not a workshop, but training, that would be paid. Workshops would not be paid.

Ed did not meet on 10/1 with Attorney Solomon, just a phone call

Motion to accept corrected minutes – all in favor

Treasurers report – current balance is \$345,299.60. minus \$16.00 for plastic table clothes purchased by Ed. New balance \$345,283.60

Motion to accept – all in favor

Policies and procedures – Ed and Arlene have been meeting and those will continue. Once they have something to present, they will present to committee

Arlene provided a list of camera operators and their addresses. Also provided responsibilities for each

Coordinator's Report:

Newly hired camera operators signed off by BOS

Ed will do training with them. Ed is looking for vote to purchase more cameras as some were returning them late. It's causing issues with recording other meetings so he feels more cameras needed. Ed would like to re-train current and new operators on all cameras. Working on a schedule. Ed suggests docking their pay if camera is not returned. Committee suggests a warning or write up and their meetings being reduced. The purchase of one more camera would help with having enough to cover all meetings if one operator does not return on time.

Going live with some meetings – Waiting to get training done. Wren could be ready right away for the control room at town hall. Eduarda is already trained. William will stay on camera until training for others is done.

Quotes for studio buildout – Access AV is now providing a quote. We now have three bids. Two of them are written by Marty Feldman. He was originally at ISG (Ockers), now at One Access Media. Both bids

are the same because Marty switched companies. Waiting to hear back on the third bid. Two from Marty are old so now we need all three.

Camera quotes – Two quotes \$3,387 and \$7,339. Tripod included with both. The quality of the camera that is \$7k is more like the town hall cameras. \$3k is more like the traveling ones we have. Ed's suggestion is to purchase the \$7k. Currently have three cameras. Discussion re: purchasing two of the \$3k camera so that we have more coverage rather than the one expensive camera. Concerns about letting operators take out the expensive camera. Motion made to purchase two \$3k cameras. \$3387.00 - All in favor.

Update on computers and monitor – Ed suggests installing Solid State Drive onto existing editing computer. Will make computer faster. Motion – all in favor.

Locks and security – Installation of locks tomorrow, 10/20.

Quote from Jeff C regarding security cameras. He provided Ed a map of camera placement. Quote is \$2,447 (Installation, Materials and Warrantee). No monthly fee. Motion to approve – all in favor.

Attorney Solomon – Waiting to hear back regarding Ascertainment. He is still reviewing.

Book carts – Joe will pick up from the school because he has an SUV. Ed will coordinate date with the school.

PA in hearing room – Heather and Ed working on. Hoping to be able to have meetings virtual as well as people in meeting in hearing room. Logistics still being worked out and getting quotes.

Collaboration with COA – Going slowly, but still being worked on. Covering their events.

Monitor for editing computer – Committee previously voted to spend up to \$300. Ed would like us to consider increasing that spend \$433.99 (price on Amazon). Motion to approve price, but to check price from Unique Access up to \$500.

Next meeting – 11/17 @ 6:00 in Studio

Adjourn – 7:36