

Berkley Cable TV Advisory Committee Meeting Minutes

June 11, 2019

Present: Edward Dugan, Arlene Medeiros, Heather Martin-Sterling and Jilleen Solomon

Meeting called to order at 6:41 p.m.

- Tabled review of minutes from last meeting as they were not available
- Treasurer's report – balance \$283,814.00; signing of bills and invoices to be paid
- Final invoice received from ISG = \$44,291; already paid \$22,243, bal to be paid \$22,048
 - Installation took place 5/13/19
- No updates from Heather Sterling from Attorney Solomon regarding Comcast negotiations
- Discussion regarding video on demand:
 - What is to be posted via URL and why
 - Set up of video to town website
 - Kerry Paradise would need access to add videos from recorded meetings, Ed Dugan has concerns about the level of access she would need.
- Ed Dugan is going to work on scheduling Tightrope training for committee members
- Discussion regarding playback slots:
 - Assigning specific slots for certain boards and posting the schedule of those slots to the scroll
 - With assigned slots for each board, residents would know when each board meeting would be aired
- Status of camera operators:
 - Per Ed Dugan, training is going well
 - Camera operators are working meetings as needed
 - Ed feels there is more training with certain operators that needs to be done
- Discussion regarding Candidates Night
 - Everyone felt the format worked well
 - Agreed that we need more time and additional planning in the future so it's not so rushed and everyone has appropriate input
 - Jilleen provided info regarding number of views for Candidate Night stream on FB Live and You Tube: FB Live = 735 views; You Tube 176 views
- Ed has been looking into options for security cameras for the studio. Comcast gave a quote of \$40/month for one camera. Ed will get additional quotes. He reached out to Young Electric, but has not heard back.
- Ed received quotes regarding the work in the front hall that needs to be done for lockers:
 - Stanley Construction - \$600. Waiting for written quote to vote on whether to move forward.
- Jonathan from ISG provided a blueprint of a modular system for the buildout of the studio. Committee viewed the blueprint and discussed the quote: \$65,516.25
- Discussion regarding scheduling of camera operators time: using Google Calendar
- It was decided that future meetings need to be scheduled around the pay cycle so that timesheets and invoices can be signed by the board timely for payroll. Camera operators will be paid monthly.
- Ed provided an update regarding the quality of the broadcasts – he believes the quality is better
- Next meeting scheduled for 7/16 at 6:30
- Adjourn – 9:00 pm