

Berkley Cable TV Advisory Committee Meeting Minutes
January 12, 2021

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

Call to order 6:01

Review of minutes from 10/19/20 – Motion to approve – second all in favor

Treasurer's report and signing of bills

Motion to approve payroll and reimbursement to Ed. All in favor
344,488.55 balance
TMLP bill still to be included in that amount
Also, two comcast bills

Adobe monthly charge has not yet started. Heather will call Adobe to set up plan.
Need \$210.00 to increase computer memory in order to run recently purchased Adobe software.
Increase from 4 RAM to 24 RAM. Motion to approve – all in favor

Jilleen needs to make FB for one vacancy on the committee.

Additional key for town office for Ed. Heather questioned need for another key. Camera operators need to be able to get into Town Hall earlier than meetings to get set up. Heather will speak with George Miller.

Studio Coordinator's Report:

Ed is setting up some additional camera operator training. Looking to train more experienced operators on new control room procedures (Wren, Eduarda & Bill). Virtual for the group and then separate in person meetings.

Ed has concerns regarding his health and the health of his family due to COVID. Looking at quotes for small room virus filter. Global Industrial quote - \$469.95. For control room at Town Hall.

Security camera installation. Ed has been unable to get in touch with Jeff Cody to discuss his proposal.

Attorney Solomon – still waiting to hear back from him. Communications have been slow. Pushing for a meeting that was supposed to be scheduled.

Ed would like to note that minimum wage has gone up. Camera operator wage???

Ed's family health concerns – wife surgery in March. Looking for understanding that his time may be a little limited during that time. March 15-20th. He'll need time to take care of her.

Status on workshops. Ed is finding them successful. Library historical society and master committee plan have attended and are now able to independently post to our scroll.

Misc quotes – Camera batteries, carry bags memory cards for new cameras . . . \$519.40 2 bags (hardcases), 3 memory cards and 1 battery. Motion to approve – all in favor

Data video monitor – waiting for warranty company to respond regarding replacement. It's under warranty and should be fixed, but Ed is not getting a response. He will continue to work on it.

Studio Buildout Quotes:

Ed's proposal is to just do the buildout and electrical quote at this time. Other projects are lighting quotes, lighting is not urgent at this time. To do all three would use too much of our budget at this time. Cost at this time for electrical \$6,465. Buildout quote \$60,845.00 (Marty Feldman, One Unique Access Media). Motion to approve buildout quote – all in favor. Ed will provide actual quote for electrical for next meeting.

Next Meeting – 2/10/21 @ 6:00 via Zoom

Adjourned – 7:23