

Berkley Cable TV Advisory Committee Meeting Minutes

February 10, 2021

Present via ZOOM: Heather Martin-Sterling, Joseph Sousa, Ed Dugan, Arlene Medeiros

1. Meeting called to order at 6:14 PM.
2. Minutes of January 12, 2021 accepted. Joe made motion, Heather seconded. All in favor.
3. Treasurer's report and Projected Yearly Expense Report presented.
4. Heather advised Berkley mileage reimbursement is the same as the Federal rate.
5. Mass Access renewal – Heather made motion, seconded by Joe to proceed
6. Adobe Cloud and Purchase of cloud storage in Google Drive tabled
7. No response from Facebook posting regarding vacancy on Cable board.
8. Heather reported proposal from Comcast accepted and expects to have contract for July 1, 2021 through June 30, 2033 early April:
 - a. \$90,000 in capital improvements over 10 years
 - b. Franchise fee 5%
 - c. Two SDI channels
9. Cable Coordinator report:
 - a. Training held with three camera operators on system at Town Hall. Video will also be sent as follow up.
 - b. Heather to check with Selectmen regarding the issuing of keys to two additional camera operators.
 - c. Replacement Datavideo monitor received.
 - d. Studio buildout will happen over new few months. Revised lighting quote from Jonathan received. Ed to forward to committee.
 - e. Progress on local vs virtual – Selectmen now have an earbud at their location. Going to see if this helps with sound for Zoom viewers.
 - f. Motion made by Heather and seconded by Joe to purchase filter for studio/studio control room from Global for \$349.95. All in favor.
 - g. Motion made by Heather and seconded by Joe to purchase virus filter for Town Hall control room from Uline for \$275.00. All in favor.
 - h. Motion made by Heather and seconded by Joe to accept revised quote from Young Electric for \$9,063.00. All in favor.
 - i. Ed will seek new quotes for security camera installation.
 - j. Upcoming elections discussed. Important to have candidates' night on some level. Possible scenario - candidates in person with questions from the public via Zoom; more than one night.
 - k. Letter approved to be sent to Malloch and other tenants regarding handicap parking spot and parking slots in front of Cable's double doors.
 - l. Ed advised leave for family medical will probably happen around March 15 for a couple of weeks.
10. Next meeting date will be March 10 at 6:00 pm via Zoom.
11. Meeting adjourned at 7:20 PM.