

Berkley Cable TV Advisory Committee Meeting Minutes
March 10, 2021

In attendance: Heather Martin-Sterling

Arlene Medeiros

Edward Dugan

Jilleen Solomon

Joseph Sousa

- Treasurer's report – reviewed and approved
- Proposed yearly expense sheet – \$409,671.41 – projected expenses \$221,167.16 balance 188,504.25 less \$6,800 to attorney – 181,704.00 for the year. Includes the expense for lighting project.
- MA Access renewal – Notice from them that said we are all set. Getting emails to the contrary. Ed is looking into our status to make sure.
- Status of negotiations with Comcast (Heather) – We have come to an agreement with Comcast. The binder is on the BOS agenda for next week to pass the contract.
- Elections – Discussion regarding a possible Meet the Candidates Night was tabled until we know if there will be a need. Not sure at the time if any races will be contested.

Studio Coordinator's Report -

- Recording of meetings training – Two trainings went well. Eduarda and Wren are both doing live meetings. Bill has interest in additional training. Losing scheduling options for remaining meetings. Operators having issues and schedule not available.
- Ed would like to request entry into town hall for camera operators doing live meetings. They need time to set up and are typically there before anyone else. He will need additional keys. Heather will check to see if that is possible.
- Status of electrical – close to completion. Stuck on doorbell request. Ed wants a ringer or a blinking light so when recordings are in process it does not disturb them. They are having issues finding one that will do what Ed needs. They may have to create one.
- Cultural council grant - Cherise Hoak received a grant to do a show out of the studio. She wants to spotlight artists and crafters. ~~Possibly~~ Hire her own camera operators.
- Quotes – Global air filter was not exactly what Ed needed. Looking to get a new quote for the correct filter. He needed to be able to set a timer for the filter to start and the other one did not allow for that. Ordering a timer to work with the original filter. \$8.59
- Lighting grid installation and lights quotes – Two similar quotes, different quality of products. Motion was made to accept lighting grid quote of \$21516, all in favor. Ed will get exact quote for lighting to complete project.
- Adobe purchase – Still working on an accurate quote from Adobe. Original quote changed. Ed is working with them to get accurate numbers. Single user vs. multiple users is cost difference. Two computers at once. Can't be transferred to another name if committee member changes. Purchase of Adobe at this time was tabled.
- Cablecast Software upgrade – Ed will get a quote.

- Video backup additional server – need options for backing up our server. Ed will look into options and present to the committee.
- Camera security system – unable to reach Jeff Cody. Ed reached out to another company to provide a quote.
- Camera borrows accelerate – Ed has received a request from a resident to borrow camera equipment. This is common practice among studios. We need to look into insurance and liability. Ed and Arlene will work on a policy for this process.
- Ed Family medical update – Wife surgery 3/15/21. He will need time to care for her after the surgery.
- Handicapped parking – Ed is considering a letter regarding abuse of the space.
- Sensitivity of personal information – There was an issue that came up at a recent meeting where someone at the meeting provided information about an individual that could be considered sensitive. It was asked of Ed if he could change the video. The board's opinion is that it is public record, and can't be changed.
- Standard format for bills and PO's received – billing to Arlene at town hall shipping to studio as shown on agenda.

Next meeting – 4/6 at 6:00

Motion to adjourn – 7:31 p.m.

Minutes by Jilleen Solomon

Approved May 5, 2021 as amended