

**MINUTES Berkley Cable TV Advisory Committee – June 15, 2021 – 6:00 PM**  
**ELECTRONIC ZOOM MEETING**

<https://us02web.zoom.us/j/84777158968?pwd=MWR3a1NGam9mWmxYM3cyZEIzMUY0dz09>

In attendance: Heather Martin-Sterling

Arlene Medeiros

Edward Dugan

Joseph Sousa

1. Call to order – 6 PM
2. Acceptance of prior meeting minutes – December 16, 2020, April 13, 2021 and May 3, 2021- Tabled
3. Treasurer's reports and payroll - reviewed
4. Report from Heather:
  - a. status of Comcast negotiations – final agreement from Comcast not received yet. June 13rd Att. Solomon to meet with Selectmen. Public hearing to be scheduled for July 7.
  - b. Attorney Solomon bill – Heather will get copy
  - c. Status of Rt. 79 park -status to be discussed at June 23<sup>rd</sup> Selectmen's meeting
  - d. Status of request to Selectmen for additional key cards – Heather will get two key cards created for Wren Quinn and Bill Hoyer
5. Town counsel approval for Cable TV User Agreement, Equipment Request and Program Proposal – Update on camera borrows – Paul Letendre and Steve Castellina – They will be doing show at studio June 30
6. Cable Access Coordinator Report – Ed Dugan
  - a. Finalization of studio buildout by Unique Scientific. Payment on invoice for same- in progress. Should have all completed in two to four weeks
  - b. Status of lighting installations – same as above
  - c. Status of electrical (doorbell) – still waiting on Young Electric to return phone call
  - d. Status of employees and schedules – problem with committees double booking Selectmen's room Heather will ask committees to check town calendar and with Krystal to confirm availability. Priority is Selectmen first, anything else of importance second, then committee who posts their meeting first which will be verified by town clerk's stamp.
  - e. Status of studio shows. COA – June 16, South Coast Matters Annex – June 30, Artist Showcase and Performer Showcase – not in progress yet – any other new shows.
  - f. Purchase of
    - i. basic furniture – motion made by Heather and seconded by Joe to purchase four chairs from IKEA at a cost of \$319.96. All in favor
    - ii. lighting table – motion made by Heather and seconded by Joe to purchase table from Home Depot at a cost of \$40.03. All in favor
    - iii. Floor light for studio (Jonathan) – Ed researching
  - g. Green screen" continuation via floor tiles – motion made by Heather and seconded by Joe to purchase 8 4x8 sheets from Mozzone Lumber at a cost of \$512.26. All in favor
  - h. Updates on other third party purchases - none
  - i. Tightrope software update status – being installed

- j. Camera security system. Requested deadline for installation date passed, return to J. Cody quote or other? – Ed spoke with Jeff. Agreed to move forward. Would submit new estimate.
  - k. Status Adobe Creative Cloud purchase. Shared use. - Ed and Arlene tested software.
  - l. Follow-up on meeting with David Gauthier of Mass Access – Ed requested a letter from the Selectmen in support of Mass Access’ efforts to get legislation passed to collect an assessment from companies who make money selling digital entertainment while using public property. The bill would place an assessment on the companies in the same 5% model as cable with 20% of the proceeds staying with the state, 40% going to the general funds of municipalities and 40% going to the community media centers that serve them. Letter to Selectmen drafted and approved.
  - m. Small change receipts.- none
  - n. Notes and questions on Covid “Openings,” summer activities and projections.- none
  - o. Any unforeseen issues.
- 7. Any unforeseen business not foreseen by the chair – Re-organization of board will take place at next meeting.
  - 8. Public input - none
  - 9. Notice of next meeting date – July 29 at 6 PM
  - 10. Adjourn – 6:41 PM

Minutes by Arlene Medeiros  
Approved July 29, 2021