

Berkley Cable TV Advisory Committee Meeting Minutes
July 29, 2021

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

Call to order 6:13

Reorganization of board – Arlene Medeiros, Chair
Jilleen Solomon, Secretary
Arlene Medeiros, Treasurer

Acceptance of meeting minutes

Treasurer's Report – Balance \$196,748.27 – future expenses \$20,110.00, End balance after bills \$176,638.27

Expenditures fiscal year 2020 – paid out \$145,560.29
\$287,177.57 to carry into next year

Projected 2021 – expenses to date \$67,329.80, projected for the remainder of the year \$79,051.35,
Grand total \$146,381.15

Balance remaining towards studio build out \$153,460.12

Heather – Status of negotiations – Heather has not yet received final contract from Comcast to be signed by Board of Selectman.

Coordinator Report:

- H130 bill - Putting on agenda for BOS
- Schedules of employees – Two operators have limited schedule availability. Remainder of operators being scheduled as needed. Hard to cover daytime meetings.
- Status of lighting – project has been finalized. Lights are installed.
- Quote from HD for green paint to match curtains – preferred paint option is \$135.92. Ed is making sure color will match the curtain before he makes final decision. Motion to authorize spending up to \$170 to purchase paint and tools needed. All in favor.
- Tightrope software update has been paid for and will be completed as soon as possible.
- Projection for finalization of studio buildout by Unique – to be completed within the next week. Waiting for deliveries of product – tripod bases and converter.

- Doorbell status – Young Electric is going to send someone over to complete the project. Ed is looking for a doorbell that will flash a light so that recording is not disturbed. Young will come and install.
- Donations to other public access studios. We have equipment that we are not using that we could donate. Ed will reach out. Possible dumpster rental for remaining items.
- Request for purchase allowance limit – Committee suggested allowing purchases \$30 per item, no more than \$100 before needing committee approval. Motion made, all in favor.
- System issues, air circulation at town hall control room, etc. – Heather needs to speak with George Faria regarding status.
- Dummy web page for meeting recordings – Ed is thinking a “landing page” for people to come to so that they can watch meetings. Suggestion to post VOD link to town webpage. Link to watch meetings.
- Camera security – work to start around the end of august.
- Adobe – Creative Cloud system set up and ready for use.
- Coverage of future events – looking for suggestions that we could cover
- Tentative date for studio open house – should be tabled until we have an idea of when the studio will be ready
- Status of studio shows – COA, Paul Dugan performance show, Paul Letendre scheduled shows. Show about Berkley being talked about.
- ~~Budget required for~~ Annual Town report by January 1, 2022.
- Printer out of ink. Authorization requested to purchase ink cartridges. Motion made, all in favor.

8/19 at 6:00 next meeting.

Adjourn – 7:45

Reconvene – 7:46 – Quote from Unique Access – Possible switcher issue at town hall is having functioning issues. Equipment may need to be sent out for repair. This quote is for a less expensive switcher that could be used in its place while equipment is out for repair. \$1,236.00 plus shipping . . . Motion made to purchase. All in favor.

Adjourn – 7:55

Minutes by Jilleen Solomon

Approved with correction August 19, 2021