

Berkley Cable TV Advisory Committee Meeting Minutes

May 16th, 2023

In attendance: Arlene Medeiros
 Joseph Sousa
 Kerrie Ann Auclair
 Bill Hoy

1. **Call to order:** 5:10
2. **Studio Manager Update.** Extended sick leave.
3. **Candidates Night review– April 24 6:30 PM**
 - a. **Email from Melissa Ryan, Superintendent of Schools**-Thank you letter. 3-0 to file
 - b. **Email from Jeanne Russo**-Email regarding passing out the chocolates at Candidates Night. 2-1 to file
 - c. **Suggestions for next year** – Moderator needs to call on a candidate to go first and rotate it.
4. **Open House monthly update** – Cancel 3-0.
5. **Acceptance of prior meeting minutes –April 6th, April 20 and April 24, 2023.** All three 3-0.
6. **Treasurer’s Report: Signing of bills** – Start \$267,532.62, Credit \$3,815.00, Ending Balance \$263,717.62.
7. **Requests for Public Records** – Fee for \$25.00 request from Assessor’s Office. David from the Planning Board has also made a request. CAC decided that the process starts with filling out a form to request a copy of a meeting. Charge will be a minimum of 1 hour and will be an hourly charge plus \$25.00 per CD at \$20.00 per hour for the labor.
8. **Posting of Camera Operator position** – Selectman approved position. Ann-Marie, Keegan, Jeff, Nathan, Patricia, Kerrie Ann applying for the position. 2-0 Approved, Kerrie Ann abstained from voting. May 24th will be the next Selectman’s Meeting to approve.
9. **Email from Madeline Smith regarding internship** – She is requesting to meet with the Cable Advisory Committee.
10. **Mary T Cleaning** – Email contact @trentnicleaningcom. Ask her to send final invoice. Joe will translate from English to Portuguese.
11. **Report from Bill Hoy:**
 - a. **Back up**-Bill received information from Arlene with past notes. Purchase two hard drives currently. Kerrie Ann to contact TCAM for assistance for Bill. Approved monies for 4TB at \$130.00 ea. 3-0 approved. You can turn on cc for live events. Keegan needs CORI check. Chargers and charging station \$150.00 @ 2 =\$300.00, Sony NP-F970 Batteries \$180.00 @2 =\$360.00, 128GB memory cards \$40.00 @4 =\$160.00. Motion to Purchase up to \$1,000.00 Approved 3-0.
12. **Public Input:** None
13. **Notice of next meeting date:** June 13th @ 5:00 PM at the studio.
14. **Adjourn:** 6:19 3-0

APPROVED June 13, 2023