

Berkley Cable TV Advisory Committee Meeting Minutes

June 13th, 2023

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

1. **Call to order:** 5:09
2. **Acceptance of prior meeting minutes –May 16, 2023.** 3-0 as amended.
3. **Treasurer’s Report: Signing of bills** – Start \$263,738.17, Credit \$3,295.00, Ending Balance \$260,442.99.
4. **Studio Manager Update:** Actively looking for a temporary replacement. Bill agreed to stay on Part-time at 15 hours a week. Reviewing the position description for a way forward. Training of the studio needs to be accomplished. Bill will call Marty for assistance in the studio. Bill also needs to coordinate with Jeff Cote to learn about the security system in the studio.
5. **Requests for Public Records** – No Update
6. **Posting of Camera Operator position** – Kerrie Ann Auclair was approved by the Board of Selectman.
7. **Mary T Cleaning** – Sent the final invoice.
8. **Bill Hoy:**
 - a. **Meeting Coverage:** On June 1st COA had no coverage. Bill looks at the calendar every week.
 - b. **Calendar updated for camera operators’ pay:** Timesheets not coming in on time. Arlene will email to turn in their time sheets. Arlene will redo a chart to assist.
 - c. **Replacement for two items not available from B&H:** Batteries and hard drive, Bill looking to see which other vendors may have it for purchase.
 - d. **Status report:** Nothing new into week 12, things are going well. Studio back and running. One of the editing computers is not operating. Calling CTS to see if they can assist. Goals is studio cleanup, COA inventory. Installation could take up too 3 days at COA.
9. **Public Input:** None
10. **Notice of next meeting date:** July 11th @5 Town Hall
11. **Adjourn:** 6:02 3-0

APPROVED July 25, 2023