

## **Berkley Cable TV Advisory Committee Meeting Minutes**

**November 28th, 2023**

In attendance:       Arlene Medeiros  
                              Joseph Sousa  
                              Kerrie Ann Auclair (via Phone)  
                              Bill Hoy  
                              Brittany Blaney

**1. Call to order:** 5:06

**2. Acceptance of prior meeting minutes- October 24, 2023.** Tabled 3-0 3.

**3. Treasurer's Report: Signing of bills-** \$26, 731.91 credit, total \$305,842.15

**4. Status of obsolete equipment-** Highway Department got rid of it.

**5. Compilation of Ids and Passwords-** Google drive, Arlene has access as well as Bill. Hoping to consolidate and start a three ring binder for continuity.

**6. Report of meeting with Selectmen-November 21, 2023-** Recording the meetings. Ashley coming on as a new camera person, advertising in colleges and high schools for new camera persons. After receiving two emails from the BOS, Brittany offered remote recording as an idea. She can put together instructions for live and non-live recording.

**7. Brittany Blaney – Report –**

**a. Comcast Update-** Quote for installation, \$2759.92 for the second channel.  
Approved 3-0.

**b. Backup status-** Figured out Stonefly and set it up. Brittany is still learning the software.

**c. COA Room-** All set, all but camera control. COA room has instructions as to recording. Unique is checking the system.

**d. Other updates -** Administrative capability for FaceBook Page needed.

**8. Bill Hoy - Report -** Backup raw files. Ann-Marie is on board. There is a field camera in the control room. Keegan and Ann Marie are doing local Middle School home games. CAC needs to establish a policy for recording games.

**7. Public Input** Nothing

**8. Notice of next meeting date:** December 12<sup>th</sup> @5 PM at the studio.

**9. Adjourn:** 6:22 3-0

Approved December 12, 2023