

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

**January 17, 2023**

In attendance:       Arlene Medeiros  
                              Joseph Sousa  
                              Kerri Ann Auclair  
                              Edward Dugan

1. **Call to order:** 5:41
2. **Acceptance of prior meeting minutes:** December 20, 2022, w/correction Approved 3-0
3. **Treasurer's Report: Signing of bills:** Starting total: \$232,993.00, Debit: \$16,585.00, Balance: \$216,408.00.
4. **Email from Heather Almy regarding conflict of interest and open meeting law.** Ed sent email on January 12<sup>th</sup>. Everyone needs to complete. Ethics is now under the state.
5. **Open House monthly update:** Scheduled for June 10<sup>th</sup> from 11-2.
  - a. **Studio Readiness:** What does the studio need to look like? 2 sets, cabinet door. \$80.00 fake tree in a warehouse in Fall River called At Home.
  - b. **Clarification on publicity:** Save the date on the scroll and Town Hall signage. 2-3 months prior to the event to use as a push to have people come. Put it on the Town Facebook Page. Invite Board of Selectmen and other committees 2 months in advance. Set up an agenda w/different ideas for the day's event.
6. **Candidates' Night monthly update-**Election May 6, 2023: Run the tape the week before the election hoping to do the event sometime in April. Tape the event in the Selectmen's room? Moderator? Kevin Partridge? Have someone come up with the questions?
7. **Status of CORI reports.** N/A
8. **Coordinator's Report:**
  - a. **Status of employees and schedules. Status of editing training. Notes on new hires. Live meeting coverage. Coverage of events at school and public. Coverage of Hockey home games at Durfee High? Extra editing "asks" by camera operators. Payment to Bill H. \$20.00 for helping with chair?** Motion Approved 3-0. Monitor in the Town Hall is not working. CC is working paid by COA, but garbled. Working with Unique Scientific to fix it. The committee debating if Durfee High would be considered a home game for high school hockey games. Editing training for the staff is complete. Ed is hoping to train Ann-Marie week of the 24<sup>th</sup>, Patricia is not ready to be trained and Ed does not think that Eduarda will be coming back. Jeff and Nathan are doing the announcing of the games. The hockey games at Durfee High School with include mileage calculated from the Town Hall if Berkley is the home team. Ed requested extra money for editing at his discretion.

- b. **Shows and producers.** Jeannie is producing a local business show. Ed will be meeting with her to discuss the liquor store on Route 79.
  - c. **Production furniture, sets.** Ed looking at flexible light track.
  - d. **Committee willingness to contribute to COA Room project. Status of “PowerPoint” computer in Hearing Room. Closed captioning. Proposed letter to Comcast. New quote to have technician come into studio (\$450 minimum, \$125 per hr., mileage \$40 per hour-from Worcester).** The quote was from Unique Scientific. The Town is working on getting a grant. The question posed to the committee if it is willing to contribute \$11,980.00 to the COA room. Second quote for a mic at \$406.44. The motion was approved on hiring a technician 2-0 (Arlene abstained). Motion for the COA broadcast room \$2400 approved 2-0 (Arlene abstained). Status on PP computer was put off.
  - e. **Purchases made and proposed – Rug (Ollies), Tablecloth. USB/SD extension adapter.** Rug size is 12x18 at \$167 - \$195. Motion approved 3-0
  - f. **Inventory for insurance.** N/A
  - g. **Progress report on re-wiring studio ad extended file storage.** Ed working on it next week.
  - h. **Notes on invoices received. Mary T. Invoices.** Mary not sending invoices.
  - i. **Quick notes: Mass Access sign-in. VOD on Town Hall website (less Closed Captioning). Conversation w/Town Clerks office. Note on collaboration with historical society.** Sending the codes for Mass Access. Ongoing conversations with the historical society.
  - j. **Any unforeseen items.**
9. **Public Input:** None
10. **Notice of next meeting date:** February 28th @ 5:30 at the studio.
11. **Adjourn:** 7:44 3-0

APPROVED February 28, 2023