

Berkley Cable TV Advisory Committee Meeting Minutes

February 28, 2023

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

1. **Call to order:** 5:34
2. **Acceptance of prior meeting minutes:** January 17, 2023, Approved 3-0
3. **Treasurer's Report: Signing of bills:** Starting total: \$257,991.15, Debit: \$10,429.93, Balance: \$247,561.22.
4. **Status of email from Heather Almy regarding conflict of interest and open meeting law, and completion of ethics test.** Joe needs to complete required ethics test.
5. **Open House monthly update:**
 - a. **Studio Readiness:** Ed looking to place a table with sign-up sheets for ideas on TV shows.
 - 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.
6. **Candidates' Night monthly update:** Live in Selectmen's room. Broadcast in the COA room as well. Ed is looking at bringing in an amplifier for sound.
 - a. **Election May 6**
 - b. **Certified March 31**
 - c. **Last day to withdraw April 4**
 - d. **Suggested date for candidates' night.** Ed is planning to rerun the broadcast for the full week prior to the election. Kevin Partridge is available on the 24th or 25th at 6:30 PM. Questions are being submitted by the public prior to the event. Kerri Ann is collecting the questions from the Town's Facebook site.
 - e. **Involvement of 8th grade civics class.** Submitting questions for the candidates.
7. **Status of CORI reports.** Ed, Ann Marie, and Bill have submitted.
8. **Coordinator's Report:**
 - a. **Status of employees and schedules, editing training.** Everyone is comeback to the studio and editing their work. The COA room is being used frequently and Ed has accelerated it's use and training.
 - b. **Shows and producers. Kerrie Ann production, Producer policies. Help at studio. J. Russo Business spotlight. Weekly senior online scam updates.** Kerri Ann produced two shows using the full set. Help is needed @ the studio when shows are being produced, Bristol County Liquors has been completed.

- c. **Closed captioning status:** Working as of today. Ed said that we don't need to use cc for all shows. For Town meetings cc will be used, games no. Ed is hoping to put on a workshop @ the COA room to watching on-line and using cc.
 - d. **Status of COA Room camera project. Need to accelerate training for live meeting coverage. Responsibility for maintenance.** Met with the Town Administration about the difficulty of getting the required three quotes. Ed has received the two out of three thus far. Ockers did respond with a no quote. The lowest quote thus far is Unique Scientific. There will be added a new town line for maintenance in the Town's budget. There is a procedure for establishing the new line item.
 - e. **Weekly open shoots. Teen "student news".** Ed targeting this during the open house. Ed is also working on a new logo for the studio.
 - f. **Mass Access membership due 2/28/23.** Invoice for December 2022 should be December 2023.
 - g. **Production furniture, sets.** New tables were purchased and look good.
 - h. **Inventory for insurance.** Ed has not started yet but has established a file.
 - i. **Progress report on re-wiring studio and extended file storage.** Problem is with the fan and new NAS. Ed is questioning if the fan is stuck. Need to send it back for a few days to have it assessed. The company that makes the router can change the pass code. Step 1, need to access the firewall, Step 2, setup firewall when it comes back. Quote CTS \$600.00 for work with NAS vendor. Reset Firewall if needed. Approved 3-0.
 - j. **Mary T. Cleaning invoices.** Ed expressed frustration with the missing invoices. Joe is planning to speak with her.
 - k. **Status o BCATV Facebook page.** Kerri Ann working on this project.
 - l. **Purchases made and proposed – Status with rug, USB/SD extension adapter.**
N/A
 - m. **Quick notes: MassAccess sign-in. VOD on Town Hall website (less Closed Captioning). Conversation w/Town Clerks office. Progress on duplication of old recordings.** Ed has emailed the sign -in to MassAccess to the board members. Heather may work on the VOD.
 - n. **Any unforeseen items.** N/A
9. **Public Input:** None
10. **Notice of next meeting date:** March 14th @ 5:30 PM at the studio.
11. **Adjourn:** 7:03 3-0

Approved April 6, 2023