

Berkley Cable TV Advisory Committee Meeting Minutes

March 14, 2023

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

1. **Call to order:** 5:34
2. **Introduction of guest** – Kevin Partridge
3. **Candidates Night**
 - a. **Election May 6** At this point two contested races 1 yr. Selectman and Assessors.
 - b. **Last day to submit papers March 17**
 - c. **Certified March 31**
 - d. **Last day to withdraw April 4**
 - e. **Candidates' night – April 24 6:30 PM – Moderator Kevin Partridge**
 - f. **Format from 2022** Two question cap from Facebook and Cable Advisory Committee email. Rules were discussed 3 minutes per question and a two-minute response. Question needed by April 15th. Board will send an invite to all candidates. Ed has a drafted email.
 - g. **Involvement of 8th grade civics class.** Hoping to ask questions from the students. The board will be sending an invitation to the school and copy Kevin as to how many students will be attending the Candidates' night in the hearing room.
4. **Open House monthly update**
 - a. **Studio Readiness** – June 10th from 11-2
 - b. **Clarification on publicity** – “Save the Date” two months prior on Facebook, posters and the bulletin board outside the Town Clerk office.
5. **Acceptance of prior meeting minutes** – February 28, 2023 (Table) 3-0
6. **Treasurer's Report: Signing of bills** – Start \$256,646, Debit \$12,093, Total \$243,953
7. **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.
8. **Code of Conduct Policy** – Joe needs to complete.
9. **Status of CORI reports.** Has not been completed by the students.
10. **Coordinator's Report:**
 - a. **Status of employees and schedules, editing training.** Jeff and Keegan training on the COA room. Jeff, Bill and Nathan are editing, Ann Marie ill be out until the end of the summer.
 - b. **Closed captioning status:** Working as of today. Arlene asked how accurate the cc was? Ed mentioned that cc is less accurate during live events. VOD much more accurate. Ed suggested that a different vocabulary needs to be established

for different shows. He also suggested that the committees need to be mic'd better.

- c. **Status of COA Room camera project. Status on accelerating training for live meeting coverage. Responsibility for maintenance.** Quotes turned in to Mark. Ed has not heard back. A question was asked, what happens if we don't receive three quotes? Second quote G & G was higher. Engineer helps only over the phone. Ockers refused to quote. For maintenance responsibility a line item in the budget needs to be created.
 - d. **Progress report on re-wiring studio and extended file storage.** One month of CTS codes were sent. Ed should be able to have them checked. It will take a couple of days to send the server back in which the company will pay for it.
 - e. **Mary T. Cleaning invoices.** Someone came in to clean so invoices must have been paid out.
 - f. **Potential purchase.**
 - g. **Any unforeseen items.** Joe asked about the sign on the street for the studio.
11. **Public Input:** None
12. **Notice of next meeting date:** April 6th @ 5:00 PM at the studio.
13. **Adjourn:** 6:40 3-0

Approved April 6, 2023