

Berkley Cable TV Advisory Committee Meeting Minutes

April 6th, 2023

In attendance: Arlene Medeiros
 Joseph Sousa
 Kerrie Ann Auclair
 Ed Duggan (Remote)
 Bill Hoy

1. **Call to order:** 5:16
2. **Remote Meeting Update.** Extended until 3/31/2025
3. **Studio Manager Update** Voted to continue to pay studio manager while on leave. 3-0.
Sick days used will go into negative and as Ed earns more they will be deducted from this negative balance.
 - a. **Bill Hoy** Filling in as the Studio Manager at \$20.00. 3-0. Bill will schedule camera operators for the meetings, usage, and update the calendar. Ed will help with posting shows.
4. **Candidates Night – April 24 6:30 PM** Posters will be placed at the school, Boondocks, and Town Crossing.
 - a. **Moderator status** Kevin Partridge has been named as the Interim Town Administrator and it will not be a good idea to use him as the moderator. Kerrie Ann will consider being the moderator. Discussed doing a dry run on the 20th at the Town Hall. Candidates' attendance response is due the 16th. Arlene emailed the candidates the rules of engagement on the 9th.
 - b. **Invitations** Board sent an invite to all candidates.
 - c. **Format** Cable Advisory Committee email on the 9th. Rules were discussed 3 minutes per question and a two-minute response. Question needed by April 14th.
 - d. **Involvement of 8th grade civics class.** Called the Superintendent about participation by the 8th grade civics students. 7 students thus far have come forward to participate to ask questions. CAC needs a final number by the 14th. The students can ask questions during public time.
 - e. **Questions** Will be prepared and presented on the 20th.
5. **Open House monthly update**
 - a. **Studio Readiness** – June 10th from 11-2
 - b. **Save the Date Poster** – “Save the Date” poster will be placed on the bulletin board outside the Town Clerk office, Boondocks, Town Crossing.
6. **Acceptance of prior meeting minutes** –February 28th, 2023, and March 14, 2023, w/correction 3-0

7. **Treasurer's Report: Signing of bills** – Start \$256,646.34, Debit \$6,323.25, Total \$250,323.09
8. **Status of CORI reports.** Has not been completed by the students.
9. **Coordinator's Report:**
 - a. **Status of employees and schedules, editing training.** Nothing new to report.
 - b. **Closed captioning status:** Do camera operators know how to setup CC? CC is available to all board meetings and will be available for Candidates' Night except for the live meetings. Ed will go over the process with Bill. Live CC is setup differently and it sticks.
 - c. **Status of COA Room camera project. Status on accelerating training for live meeting coverage. Responsibility for maintenance.** Nothing new to report.
 - d. **Progress report on re-wiring studio and extended file storage.** Nothing new to report.
 - e. **Update Mary T. Cleaning invoices.** Joe called with no answer. No new invoices.
 - f. **Potential purchase.** Nothing
 - g. **Any unforeseen items.** Nothing
10. **Public Input:** None
11. **Notice of next meeting date:** April 20th @ 5:00 PM at the studio.
12. **Adjourn:** 6:09 3-0

Approved as revised May 16, 2023