



# TOWN OF BERKLEY

## MEETING NOTICE

Received: 10/18/2021 Time: 10:05 AM  
Posted: 10/18/2021 Time: 10:05 AM  
K. Perkins

Town Clerk

(PLEASE PRINT OR TYPE LEGIBLY)

**Name of Board or Committee:** Cable TV Advisory Committee\_\_\_\_\_

**Date & Time of Meeting:** October 20, 2021 – 6:00 PM\_\_\_\_\_

**Location of Meeting:** Community Access Studio, 113 Padelford St, Unit C\_\_  
(physical address including room # or name if applicable)

Arlene Medeiros – October 18 2021\_\_\_\_\_

**Clerk/Board Member posting notice & date**

Cancelled or postponed to: \_\_\_\_\_

Clerk/Board Member cancelling/postponing meeting: \_\_\_\_\_

### AGENDA / LIST OF TOPICS

1. Call to order.
2. Acceptance of prior meeting minutes – August 19, 2021, September 14, 2021
3. Treasurer’s Report: Signing of bills and Ed’s Receipts for purchases.
4. Status of draft of Annual Report due January 31, 2022
5. New Comcast agreement
6. Coordinators Report:
  - a. Status of employees and schedules. Studio and portable switcher training.
  - b. Report on first studio recording.
  - c. Tightrope software update status.
  - d. Completion of work by Young Electric.
  - e. Status of additional updates of studio by Unique Scientific.
  - f. Report on current status of control room issues/communications w/ Datavideo (equipment manufacturer).
  - g. Updates/quote on studio flooring.
  - h. Quote from Jonathan Lipsy for lighting the other end of studio.
  - i. Proposed purchases - Sign for front door, hose holders
  - j. Options for new background music for scroll.
  - k. LED studio timer. <https://bigtimeclocks.biz/products/extra-large-8-led-countdown>
  - l. Status of invitation to Cherise Hoak to visit studio. Other proposals for new producers/shows.
  - m. Request from Keegan to record Middle School Basketball.
  - n. Greenscreen floor panel “paint party.”
  - o. Any unforeseen issues.
7. Any unforeseen business not foreseen by chair
8. Public input
9. Notice of next meeting date

10. Adjourn