



TOWN OF BERKLEY

MEETING NOTICE

Received: 1/7/2021 Time: 10:25 AM
Posted: 1/7/2021 Time: 10:25 AM
K. Perkins

Town Clerk

(PLEASE PRINT OR TYPE LEGIBLY)

Name of Board or Committee: Cable TV Advisory Committee _____

Date & Time of Meeting: January 12, 2021 – 6:00 PM _____

Location of Meeting: Cable TV Advisory Studio _____

(physical address including room # or name if applicable) 113 Padleford Street, Unit C _____

____ Electronic Zoom Meeting _____

Arlene Medeiros – January 7, 2021 _____
Clerk/Board Member posting notice & date

Cancelled or postponed to: _____

Clerk/Board Member cancelling/postponing meeting: _____

AGENDA / LIST OF TOPICS

ELECTRONIC ZOOM MEETING

<https://us02web.zoom.us/j/82556947200?pwd=aHZUNjlrQIBCSUYzYU5vakoyN09lZz09>

1. Call to order.
2. Acceptance of prior meeting minutes – October 19, 2020 and December 16, 2020
 - a. Filing of meeting minutes with Town Clerk
3. Treasurer's report and signing of bills and payroll
 - a. Comcast bills
 - b. Adobe monthly charge
4. Committee vacancy to be posted on Facebook.
5. Additional key for town office
6. Cable Access Coordinator Report – Ed Dugan
 - a. Status of employees and schedules. Update on recording of town meetings - need for quick training of control room operators. Quote from Global for small room virus filter. Possible updated procedures for virtual recordings.
 - b. Recommendations from Ed for studio buildout.
 - c. Purchase receipts - Locks, keys, rubbers gloves, light for studio exterior.
 - d. Status of security camera installation.
 - e. Communications with Atty. Solomon and ascertainment.
 - f. Projections for family medical (Ed).

- g. Status on Monthly Virtual/Training workshops.
- h. Quotes - CTS - computer memory. Other - Camera batteries, carry bags, memory cards, etc.
- i. Status of Datavideo monitor replacement.
- j. Any unforeseen issues.

- 7. Business not foreseen by the chair
- 8. Public input
- 9. Notice of next meeting date
- 10. Adjourn