



# TOWN OF BERKLEY

## MEETING NOTICE

Received: 3/8/2021 Time: 10:45 AM  
Posted: 3/8/2021 Time: 10:45 AM  
K. Perkins

Town Clerk

(PLEASE PRINT OR TYPE LEGIBLY)

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

**Date & Time of Meeting:** March 10, 2021 – 6:00 PM \_\_\_\_\_

**Location of Meeting:** Electronic Zoom Meeting \_\_\_\_\_

(physical address including room # or name if applicable) \_\_\_\_\_ <https://us02web.zoom.us/j/89283340883>

Arlene Medeiros – March 8, 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/89283340883>

1. Call to order.
2. Acceptance of prior meeting minutes – December 16, 2020 and February 10, 2021
  - a. Filing of meeting minutes with Town Clerk
3. Treasurer's report and signing of bills and payroll
4. Mass Access Renewal
5. Report from Heather on status of Comcast negotiations
6. Upcoming election
7. Cable Access Coordinator Report – Ed Dugan
  - a. Status of employees and schedules. Update on recording of town meetings. Report on trainings. Operator entry into Town Hall. Possibility for temporary hiring for set building.
  - b. Cultural Council Grant
  - c. Status of electrical installation. Updated timelines for studio buildout.
  - d. Quotes:
    - i. Explore alternative to proceed with lighting grid installation now.

- ii. Adobe Creative Cloud purchase.
    - iii. Should upgrade cablecast software?
    - iv. Proposals for video backups and/or additional server ability.
    - v. Update on camera security system.
  - e. Accelerate camera borrows?
  - f. Projections for family medical (Ed).
  - g. Letter to committees re: sensitivity to personal information.
  - h. Letter rewrite re: handicapped parking.
  - i. Proposed standard format for bills and PO's
    - Billing Address:  
Attn: Arlene Medeiros  
Berkley Community Access TV  
Town of Berkley  
One North Main St.  
Berkley, MA 02779
    - Shipping Address:  
Berkley Community Access TV  
113 Padelford St. Unit 3 Rear  
Berkley, MA 02779
  - j. Continue with Heather as user ID for subscriptions?
  - k. Any unforeseen issues.
8. Business not foreseen by the chair
  9. Public input
  10. Notice of next meeting date
  11. Adjourn