



TOWN OF BERKLEY

MEETING NOTICE

Received & Posted: 12/22/2021 Time: 9:40 AM

K. Perkins

Town Clerk

(PLEASE PRINT OR TYPE LEGIBLY)

Name of Board or Committee: Cable TV Advisory Committee_____

Date & Time of Meeting: December 28, 2021 – 6:00 PM_____

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

And via **ZOOM**

<https://us02web.zoom.us/j/87089119175?pwd=d1dwZkl1b0d6MGpGYk5wNVJmMmZ5UT09>

Arlene Medeiros – December 22, 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 – October 20, 2021 and November 17, 2021
3. Treasurer’s Report: Signing of bills
4. Status of draft of Annual Report due January 31, 2022
5. Coordinators Report:
 - a. Status of employees and schedules. New employee interview. Status of additional updates of studio by Unique Scientific. Studio and portable switcher training. Payment schedule for basketball games.
 - b. Updates/quote on studio flooring. Need for written proposal to Mallock.
 - c. Pods to leave in parking lot
 - d. Quote Marty long USB cable
 - e. Purchases conventional cardoid mic, gopro? 2 more SD cards for Town Hall.
 - f. Display port to HDMI converter
 - g. Producer policies
 - h. Any unforeseen issues.
6. Any unforeseen business not foreseen by chair
7. Public input
8. Notice of next meeting date
9. Adjourn