



# TOWN OF BERKLEY

## MEETING NOTICE

Received: 09/09/2021 Time: 10:45am  
Posted: 09/09/2021 Time: 10:45am  
D Pereira

Town Clerk

(PLEASE PRINT OR TYPE LEGIBLY)

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

**Date & Time of Meeting:** September 14, 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 – September 9, 2021, 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
3. Treasurer’s Report:
  - a. Signing of bills.
  - b. Year End June 30, 2021
  - c. Ongoing as of September 14, 2021
4. Status of Comcast signed agreement.
5. Status of draft of Annual Report due January 31, 2022
6. Coordinators Report:
  - a) Status of employees and schedules. Studio training. Related pandemic awareness and precautions.
  - b) Report on cleanup of cardboard boxes by Jileen, her husband, and Heather.
  - c) Status of finalization of studio by Unique Scientific, payment of invoice.
  - d) Report on installation of security cameras, payment of invoice.
  - e) Tightrope software update status. Possibility of \$300 charge for “update assistance.”
  - f) Status of installation of doorbell by Young Electric
  - g) Proposal for compromise/suggested new agreement for studio layout.
  - h) Underlayment quote for green screen continuation via floor tiles. Quotes for new studio related hardware. Also props directly related to show needs.
  - i) Status of studio reorganization.
  - j) Other updates on studio.
  - k) Status of system issues, air circulation at Town Hall Control Room, return of issue w/ monitor, purchase of portable switcher, invoice for same. Possible related small purchase.

- l) Invitation to Cherise Hoak to visit studio.
  - m) Review of Community School repair "tour."
  - n) Status of acceptance of letter of support for H130 bill, (being reviewed by Town Lawyer.)
  - o) Any unforeseen issues.
7. Any unforeseen business not foreseen by chair
  8. Public input
  9. Notice of next meeting date
  10. Adjourn