



# TOWN OF BERKLEY

## MEETING NOTICE

Received: _____	Time: _____
Posted: _____	Time: _____
_____	
Town Clerk	

(PLEASE PRINT OR TYPE LEGIBLY)

**Name of Board or Committee:** **BERKLEY CABLE TV ADVISORY COMMITTEE**

**Date & Time of Meeting:** **Tues., Aug. 13th, 2019 - 6:30 PM**

**Location of Meeting:** **Cable Access Studio**

(physical address including room # or name if applicable) **113 Padelford St. Rear (Unit 3), Berkley, MA 02779**

Edward C. Dugan  
**Clerk/Board Member posting notice & date**

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

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

### AGENDA / LIST OF TOPICS

1. 6:30 PM. Call to order.
2. Acceptance of minutes of prior five meetings.
3. Treasurer's report. Signing and payment of any outstanding bills and invoices.
4. Purchases received: Universal camera shoulder mount, SD cards, wall calendar for playback time slots
5. Purchase requests – in-line switch for Town Amin. Microphone.
6. Payment schedules camera operators. Need to update payment schedules.
7. Updates from Heather Martin-Sterling on status of Comcast contract and communications with Attorney Solomon. Address from Heather for Attorney Solomon for sending public hearing DVD. Results of request to Attorney Solomon to clarify for Cable Committee - Massachusetts laws regarding payments or requested donations to town entities. Date of vote for "in-kind" charges vote by FCC. Individual protest letter sent to FCC by chair.
8. Cable station insurance – update on inventory from chair.
9. Status of installed Tightrope system and power supply to it.
10. Update on assignment and permissions to allow town depts. and interested parties to post to scroll. Status of VOD posted to public and sent to Town Admin Assistant.
11. Set date for Tightrope training.
12. Status of employees. Projected job roles. Status of training for Eduarda as control room operator. Projections on camera operator schedules and live meetings, meetings during the day. Other training priorities.
13. Status of camera and studio security, Vivint (Comcast partner) quote. Updated quote from Young Electric. Need for licensing and alternate installers.
14. Need to find new contractor quotes (cabinet maker?) for creation of shelving and lockers for front hall.
15. Potential new shows at external sites (within Berkley).

16. Need to record Town Assesors meeting?
17. Status of membership with MassAccess.
18. Any business not foreseen by the chair
19. Public input.
20. Notice of next meeting date.
21. Adjourn