

1 **Northwest PEG-TV**

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3 Northwest PEG-TV Board of Directors Meeting
4 January 18, 2016
5 Minutes

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7 **Present for a quorum:** David McWilliams, Joe Halko, Virginia Holiman, Tim Stetson,
8 Michel Consejo, Gregg Gervais, Rick Tatro, Marilyn Grunewald

9 **Unable to Attend:** Jill Snapp

10 **Administrators:** Elizabeth Malone

11 **Guest:** Peter Garceau, consulting engineer to Malone Properties

12 **Visitors:** None

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14 1. Call to Order- David McWilliams called the meeting to order at 4:00 p.m. at the
15 Northwest Access TV Studio.
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17 2. Adjustment of Agenda –David McWilliams asked that Peter Garceau, as part of the
18 Building Committee report, be allowed to speak first.
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20 3. Special Guest –Peter Garceau of Cross Consulting Engineers outlined the status of
21 his work for Malone Properties at Franklin Park West. An application for
22 water/wastewater affiliation allocation has been submitted to the Town of St.
23 Albans and has since been forwarded to the City of St. Albans. Should this permit
24 be approved NWATV may or may not have to go before the City for review of its
25 project as a part of the affiliation. Before the Act 250 permit can be approved for
26 Franklin Park West, the water/wastewater permit must be approved, to demonstrate
27 the viability of the project. If all goes well, the Act 250 permit will be approved in
28 late March or early April. NWATV will then apply for an amendment to the
29 Franklin Park West Act 250 permit. Peter does not foresee any issues with this
30 amendment and anticipated that the permitting process would take about three
31 months for NWATV. Malone Properties may or may not be applying for a master
32 storm water permit.
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35 2. Programming Report- Paul Snyder’s video highlighted the work of producing
36 winter sports, Act 46 meetings, Sweethearts & Heroes, I Can’t Write Right, Right?,
37 RiseVT and Jewish Traditions.
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39 3. Treasurer’s Report- The Treasurer’s Report was attached to the Board’s packet for
40 review. David inquired as to the cause of the overage in Meals & Entertainment.
41 Elizabeth Malone explained that this was caused by the well-attended Annual
42 Meeting and expressed hope that the Events Committee will be able to find more
43 competitive bids for this event.
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46 **Rick Tatro made the motion to accept the Treasurer’s Report as submitted; Gregg**

1 **Gervais seconded the motion. The motion carried 8-0-0.**

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3 **Time Stetson made the motion to accept the checks written throughout the month;**
4 **Virginia Holiman seconded the motion. The motion carried 8-0-0.**

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7 4. Executive Director's Report- Elizabeth Malone said she has approached a new
8 accountant that serves other Access Management organizations in the areas and
9 offers a low cost 990 preparation and bookkeeping fees. She also mentioned that
10 files are now being completely backed up by a cloud service. The board agreed to
11 meet next on February 8th at 4:00pm in the BFA Library.

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13 5. Old Business

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15 a. Building Committee Update- The board raised many questions surrounding the USDA
16 Rural Development Grant/Loan Program. Elizabeth Malone will be contacting the
17 USDA office with the following questions: What criteria must be met in future years?
18 What percentage of applicants are approved? What is the maximum range for grants
19 and loans? Is there a soft or hard match requirement? How quickly will the funds be
20 received? What is the deadline for using the funds? Are there other recipients we can
21 contact about their experience with the program? Are there samples of approved
22 applications available?

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24 b. Enosburg Expansion- Comcast has sent written confirmation that Northwest Access
25 TV's service territory will be expanded to include Bakersfield, Berkshire, Enosburg,
26 Fairfield, Montgomery and Richford. The system upgrades to accommodate this are
27 anticipated to be completed by July 1, 2016.

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29 6. New Business

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31 a. Bylaws Update- A summary of the changes made by the Bylaws Committee was
32 sent as part of the Director's Report

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34 **Marilyn Grunewald made approve the updated Bylaws; Tim Stetson seconded the**
35 **motion. The motion carried 8-0-0.**

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37 b. Winter Board Dinner Update- Virginia Holiman contacted the Inn in Montgomery
38 and was able to negotiate a lower per person cost. There will be 24 people at the dinner.

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40 c. Corporate Resolution for USDA Rural Development Grant

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42 **Rick Tatro made the motion to appoint Marilyn Grunewald as Acting Secretary**
43 **until Jill Snapp returns to the area; Joe Halko seconded the motion. The motion**
44 **carried 8-0-0.**

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46 **Tim Stetson made the motion to authorize President David A. McWilliams and/or**

1 **Executive Director, Elizabeth Malone, to sign all documents required to apply for**
2 **Community Facilities Grants and Loans through the United States Department of**
3 **Agriculture –Rural Development; Gregg Gervais seconded the motion. The motion**
4 **carried 8-0-0.**

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7 7. Approval of Minutes 12/18/15- The minutes of December 18, 2015 were attached.

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9 **Rick Tatro made the motion to approve the minutes of December 18, 2015 as**
10 **submitted; Virginia Holiman seconded the motion. The motion carried 8-0-0.**

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12 8. Executive Session

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14 **Michel Consejo made the motion to enter Executive Session at 5:37 p.m. to discuss**
15 **Legal and Contracts regarding the Building Committee; Tim Stetson seconded the**
16 **motion. The motion carried 8-0-0.**

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18 **The board exited Executive Session at 5:46 p.m.**

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21 9. David McWilliams adjourned the meeting at 5:47pm.

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26 **David McWilliams, President**

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26 **Michel Consejo**

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30 **Rick Tatro, Vice President**

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30 **Gregg Gervais**

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34 **Marilyn Grunewald, Treasurer**

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34 **Joe Halko**

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38 **Jill Snapp, Secretary**

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38 **Virginia Holiman**

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42 **Tim Stetson**