

1 **Northwest PEG-TV**

2
3 Northwest PEG-TV Board of Directors Meeting

4 March 20, 2017

5 Minutes

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

9 **Unable to Attend:** Tim Stetson, Marilyn Grunewald

10 **Administrators:** Elizabeth Malone, Paul Snyder

11 **Visitors:** Tim Duff –Wiemann Lamphere Architects

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13 1. Call to Order- David McWilliams called the meeting to order at 4:02 p.m. at the
14 Bellows Free Academy Library.
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16 2. Programming Report- This month's video clip highlighted the dozens of high
17 school basketball and hockey games recorded over the winter season and also the
18 11 games that were broadcast live. Paul is hoping to expand this coverage in
19 coming seasons, including to Highgate Arena, if the fog issue is resolved.
20
21 3. Building Update –Tim Duff reported that the building drawings and specifications
22 were completed and put out to bid. Six to seven contractors are looking at the plans
23 and the bids are due back to the architect's office by April 4th. He encouraged the
24 board to review the bids. He also mentioned that: the bids will include site work;
25 furniture will not be included; there will be flexibility in the wires that are run in the
26 breakout boxes; an outlet for charging electric cars is required; the siding will have
27 superior organic coating; there will be a standing seam roof (unless the cost is
28 prohibitive). Plans have been sent to Efficiency Vermont and a letter detailing
29 expected rebates is expected soon. David asked if there will be three-phase power to
30 the building. Tim will check on that. The required move of a fire hydrant will use
31 an existing stub. Paul is going to check in with Rise VT about grants for the
32 required bike rack. Discussion also followed about an item to fill the front face of
33 the attic floor on the building and the level of folksiness in the landscaping and
34 building.
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36 4. Treasurer's Report- Reports from January and February were reviewed.

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39 **Joe Halko made the motion to accept the Treasurer's report as presented; Michel**
40 **Consejo seconded the motion. The motion carried 6-0-0.**

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42 **Michel Consejo made the motion to accept the checks written in the month of**
43 **February 2017; Virginia Holiman seconded the motion. The motion carried 6-0-0.**
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1 5. Executive Director’s Report- Elizabeth Malone reported that the busiest two
2 months of the year, January and February were busier than ever. The first
3 recording of a Richford Selectboard meeting was taking place tonight. There was
4 a correction to the committee meeting schedule; The Personnel Policy Committee
5 will next meet on April 17th after the board meeting.
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8 6. New Business

9 a. Review Equipment Quotes- Elizabeth Malone presented a spreadsheet
10 prepared by Zach Scheffler to review quotes for the two new community
11 editing computers approved in the 2017 Capital Plan. The recommendation
12 from the staff was to purchase the parts to assemble the computers onsite,
13 as opposed to more expensive pre-built options.
14

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16 **Rick Tatro made the motion to purchase the necessary parts for two computers to be**
17 **assembled onsite. Gregg Gervais seconded the motion. The motion carried 6-0-0.**
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19 b. Clerk of the Works Recommendation- The Building Committee
20 interviewed the two applicants for the clerk of the works position, Linc
21 Prescott and Jim Lintereur of VIS Construction Consultants. References
22 and qualifications were checked and found to be favorable for both
23 candidates. Linc Prescott’s base rate is \$45/hour. VIS’s base rate is
24 \$75/hour.
25

26 **Michel Consejo made the motion to hire Linc Prescott as the clerk of the works for**
27 **the Media Barn project; Joe Halko seconded the motion. The motion carried 6-0-0.**
28

29 7. Old Business

30 a. Loan Update –Elizabeth Malone updated the board with information on the
31 terms of the building loan. NEFCU has offered to cap their 10 year fixed
32 interest rate. A construction loan will be issued first, followed by the
33 permanent loan at the completion of the building. At that time, the board
34 can then re-evaluate available interest rates.
35

36 b. Public Relations Committee Update- This committee will be meeting
37 directly after the board meeting.
38

39 c. Personnel Policy Committee Update- No update.
40

41 d. Development Committee Update- No update.
42

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44 8. Approval of Minutes 02/20/17- The minutes of February 20, 2017 were attached.
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46 **Rick Tatro approved the minutes of February 20, 2017 as presented; Michel Consejo**

1 **seconded the motion. The motion carried 6-0-0.**

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3 9. Adjourn

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5 The Board adjourned at 5:30 p.m.

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9 Respectfully submitted,

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12 Virginia Holiman, Board Secretary

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17 **David McWilliams, President**

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21 **Rick Tatro, Vice President**

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25 **Marilyn Grunewald, Treasurer**

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29 **Virginia Holiman, Secretary**
