

1 **Northwest PEG-TV**

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3 Northwest PEG-TV Board of Directors Meeting
4 March 17, 2017
5 Minutes

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

9 **Unable to Attend:** Rick Tatro

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

11 **Visitors:** Tim Duff –Wiemann Lamphere Architects, J.D. Thomason

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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. J.D. Thomason introduced himself and said he is
15 interested in joining the NWATV Board. David McWilliams asked him to attend
16 three consecutive board meetings to get an understanding of the board and
17 organization.
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19 2. Programming Report- This month’s video clip highlighted the Swanton School
20 Passion Project videos and a Prescription Drug “Take Back” PSA. Paul is also in
21 the early stages on videos with Northwestern Medical Center and to promote the
22 new studio facility for NWATV.
23
24 3. Building Update –Tim Duff reported that although there is no official commitment
25 yet, the Building Committee is working with Stewart Construction, the lowest,
26 complete bid, to lower prices. All of the bids were over the initial budget, but by the
27 end of April he expects to have the cut list under budget. He also reported that
28 Stormwater and Act 250 permit applications are being reviewed and he expects to
29 break ground at the end of May 2017. Tim Duff further discussed the Stormwater
30 plan, which will include a dry pond and swales that will tie into a catch basin.
31 Because the difference in cost between shingle and standing seam metal roof is not
32 very large, Tim Duff recommended the metal roof for durability and overall value.
33 The floor boxes for the studio are being re-evaluated to find more affordable
34 options. Tim Duff will research a twist-lock connection for a portable generator.
35 The polished concrete for flooring will likely be replaced, as it is an expensive
36 option. Plastic boxes and switches will probably replace the originally planned
37 metal boxes, as an additional cost saving measure.
38 Discussion followed about the establishment of a threshold amount for change
39 orders requiring board approval during the construction phase. Tim Duff
40 recommended a \$5,000 authorization per single change order for the Building
41 Committee. The board decided to continue this discussion when the complete
42 project cost is known. A special board meeting may be needed at the end of the
43 week of May 8th to approve a contract with Stewart Construction.

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45 4:45pm Virginia Holiman and Gregg Gervais leave the meeting.
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1 4. Treasurer’s Report- Reports from March were reviewed.
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4 **Michel Consejo made the motion to accept the Treasurer’s report as presented; Tim**
5 **Stetson seconded the motion. The motion carried 5-0-0.**
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7 **Michel Consejo made the motion to accept the checks written in the month of March**
8 **2017; Joe Halko seconded the motion. The motion carried 5-0-0.**
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11 5. Executive Director’s Report- Elizabeth Malone reported that three new
12 videographers have been hired to replace one videographer that moved into
13 another position and to help cover the new towns. She also reported that Facebook
14 live videos were very popular during the winter sports season and that Town
15 Meeting Day tweets generated a high level of interaction.
16

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18 6. New Business

19 a. Board Schedule –It was agreed that the board may need to meet during the
20 summer months to address construction project approvals and reviews.
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22 b. Annual Dinner Discussion –The reduced amount for the Annual
23 Appreciation Dinner means that this event will likely be a barbecue at an
24 outdoor venue, probably held in August.
25

26 7. Old Business

27 a. Loan Update –Elizabeth Malone updated the board the appraisal has been
28 ordered and will only be complete when updated numbers from the general
29 contractor are made available.
30

31 b. Public Relations Committee Update- Committee Chair, Michal Consejo,
32 summarized that this board met last month and discussed access center
33 websites, the presence of video on websites and social media engagement.
34 Joe Halko shared that they also identified the importance of unified
35 promotional content across all platforms. This committee is looking
36 forward to meeting with Zach next month after the board meeting.
37

38 c. Personnel Policy Committee Update- Committee Chair, Marilyn
39 Grunewald reported that they are using the CCTV Employee Handbook as
40 a template and that the entire handbook is being revised and updated.
41

42 d. Development Committee Update- No update.
43
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45 8. Approval of Minutes 03/20/17- The minutes of March 20, 2017 were attached.
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1 **Marilyn Grunewald approved the minutes of March 20, 2017 as presented; Joe**
2 **Halko seconded the motion. The motion carried 5-0-0.**

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4 9. Adjourn

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6 The Board adjourned at 5:15 p.m.
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12 **David McWilliams, President**

Michel Consejo

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16 **Rick Tatro, Vice President**

Gregg Gervais

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20 **Marilyn Grunewald, Treasurer**

Joe Halko

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Virginia Holiman, Secretary

Tim Stetson