

1 **Northwest PEG-TV**

2
3 Northwest PEG-TV Board of Directors Meeting

4 May 15, 2017

5 Minutes

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7 **Present for a quorum:** David McWilliams, Joe Halko, Gregg Gervais (left at 4:45 p.m.),
8 Tim Stetson, Virginia Holiman, Marilyn Grunewald (arrived at 4:10 p.m.)

9 **Unable to Attend:** Rick Tatro, Michel Consejo

10 **Administrators:** Elizabeth Malone

11 **Visitors:** Linc Prescott, JD Thomason, Tim Duff, Mason Mashtare

- 12
13 1. Call to Order- David McWilliams called the meeting to order at 4:04 p.m. at the
14 Bellows Free Academy Library.
15
16 2. Building Committee Update- Tim Duff met Friday with the contractors, and the bid
17 was over a million dollars. They worked very hard to get it down, and were able to
18 get it down to \$970,000. Contracts were prepared with Stewart Construction, and
19 once the ACT 250 permit, and Town Permit are issued, Stewart Construction will
20 be able to break ground, which looks like it will be the first week of June, 2017.
21 Stewart Construction does not yet have all of their sub-contractors so the break
22 ground date could potentially be a little later. The appraisal is still in process, and it
23 should take two weeks to get the loan paperwork issued and signed. Linc Prescott
24 is the Clerk of the Works for this project. Mr. Prescott explained the way they
25 brought the price down mainly was by refining the mechanical system and the
26 electrical underneath the concrete. The electrical boxes will be changed to plastic,
27 from metallic. The door frames will be changed. In the vestibule, the floor finish
28 will be carpet instead of polished concrete. Before the plan was to have air sourced
29 heat pumps, and now they have switched to use Natural Gas heaters and A/C units.
30

31 **Tim Stetson made the motion to have David McWilliams execute and sign the**
32 **contract with Stewart Construction at the recommendation of the Architect; Joe**
33 **Halko seconded the motion. The motion carried 6-0-0.**

- 34
35 3. Programming Report- Paul Snyder's report was a quick glimpse of the new
36 NWATV site, and will give updates at each meeting. Paul Snyder will be
37 interviewing the architect for a future meeting.
38

39 (Gregg Gervais left at 4:45 p.m.)

- 40
41 4. Treasurer's Report- The Board reviewed the Treasurer's Report and there were no
42 questions.
43

44 **Joe Halko made the motion to accept the checks written in the month of April 2017;**
45 **Tim Stetson seconded the motion. The motion carried 5-0-0.**

1 **Tim Stetson made the motion to accept the Treasurer’s report and profit and loss**
2 **report as presented; Virginia Holiman seconded the motion. The motion carried 5-0-**
3 **0.**

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5 5. Executive Director’s Report- Elizabeth Malone reported NWATV received the
6 Comcast payment, which is the biggest they have ever received. The last North
7 Country payment was for 2 months, so the remainder of the estimated North
8 Country payments will be less than expected. In the North Country, there will be 3
9 recorded meetings: Richford Select Board, Enosburgh Select Board, and Enosburg
10 Trustees. NWATV did not have an applicants for the Larry Dugan award, this
11 money could be used for scholarships for summer camps this year.

12
13 6. New Business

14
15 a. Executive Director Evaluation- This item was moved to Executive Session
16 as it could put a party at a substantial disadvantage.

17
18 **Tim Stetson made the motion to move item 6.a to Executive Session; Virginia**
19 **Holiman seconded the motion. The motion carried 5-0-0.**

20
21 b. Healthcare Deductible Plan- The employee handbook is in final draft
22 review. An employee asked for the option to use the available healthcare
23 deductible reimbursement amount toward payment of the premium for their
24 family healthcare plan.

25
26 **Marilyn Grunewald made the motion to allow \$2500.00 deductible reimbursement**
27 **towards the premium to purchase towards a spouse or family plan; Virginia**
28 **Holiman seconded the motion. The motion carried 5-0-0.**

29
30 c. Skills USA Donation- Mason Mashtare is a new employee for NWATV,
31 and has also received the opportunity along with a fellow classmate, to go
32 to Louisville, KY for a Skills USA competition. Mr. Mashtare and fellow
33 classmate will create a short video to submit in the competition. They are
34 currently fundraising with bottle drives, writing letters to local businesses
35 for donations, and crowd funding. Mason asked for the Board to donate
36 some money to help pay for the trip.

37
38 **Marilyn Grunewald made the motion to give \$200 to each student out of the**
39 **scholarship fund to help pay for the Louisville, KY trip; Joe Halko seconded the**
40 **motion. The motion carried 6-0-0.**

41
42 d. Equipment Quotes- NWATV will need to purchase wireless studio
43 microphones, as approved in the Capital Plans. With discussion, the Board
44 and staff would like to go with AV Corp in the amount of \$9449.00.

45
46 **Tim Stetson made the motion to purchase wireless studio microphones in the amount**

1 **of \$9449 from AV Corp; Joe Halko seconded the motion. The motion carried 5-0-0.**

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3 7. Old Business

4 a. Loan Update- NWATV will be using NEFCU as a lender, and will get
5 confirmation for commitment by the end of the week, after that is signed, they
6 have the go ahead to close on the land and break ground. The loan should be
7 closed by June 12, 2017, and permits should be ready by the end of June.
8 NWATV will pay for the costs to move the fire hydrants. The Board will be
9 meeting on June 19, 2017.

10
11 b. Public Relations Committee Update- This was tabled until the next
12 meeting.

13
14 c. Personnel Policy Committee Update- Marilyn Grunewald is working on
15 guidelines, and will give this to David McWilliams and Gregg Gervais to review
16 and come back with suggestions at the next meeting.

17
18 d. Development Committee Update- The Development Committee is
19 contacting other stations to see how other organizations are raising money.
20 NWATV would like to get \$100,000 in sponsorships, some discussion was to
21 expand classes. Another suggestion was to record videos for people to give to
22 their families when they pass away to plan for funerals and such.

23
24 8. Approval of Minutes 04/17/17- The minutes of April 17, 2017 were attached.
25 It was asked to amend the minutes to state the meeting date to April 17, 2017
26 instead of March 17, 2017.

27
28 **Marilyn Grunewald made the motion to approve the minutes of April 17, 2017 as**
29 **amended; Tim Stetson seconded the motion. The motion carried 5-0-0.**

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31 9. Executive Session- Personnel

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33 **Marilyn Grunewald made the motion to go into Executive Session at 5:06 regarding**
34 **Personnel; Joe Halko seconded the motion. The motion carried 5-0-0.**

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36 The Board exited Executive Session at 5:25 p.m. with no action taken

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38 10. Adjourn

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40 The Board adjourned at 5:26 p.m.

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44 Respectfully submitted,

1 Brianne King, Board Recorder

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6 **David McWilliams, President**

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10 **Rick Tatro, Vice President**

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14 **Marilyn Grunewald, Treasurer**

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18 **Virginia Holiman, Secretary**

Michel Consejo

Gregg Gervais

Joe Halko

Tim Stetson