

1 **Northwest PEG-TV**

2  
3 Northwest PEG-TV Board of Directors Meeting  
4 October 16, 2017  
5 Minutes

6  
7 **Present for a quorum:** David McWilliams, Tim Stetson, Michel Consejo, Marilyn  
8 Grunewald, Joe Halko, Virginia Holiman, Mike Curtis

9 **Unable to Attend:** Rick Tatro

10 **Administrators:** Elizabeth Malone

11 **Visitors:**

12  
13 1. **Call to Order**

14 David McWilliams called the meeting to order at 6:02 p.m. at the Bellows Free Academy  
15 Library.

16  
17 2. **Agenda Amendments**

18 Marilyn Grunewald made the motion to approve the agenda as presented; Mike Curtis  
19 seconded the motion. The motion carried 7-0-0.

20  
21 3. **Public Comment Regarding Current and Future Agendas**

22 None

23  
24 4. **Election of Officers**

25 The positions of President, Vice President, Secretary and Treasurer are up for election.

26  
27 Michel Consejo made the motion to nominate David McWilliams as Board President;  
28 Marilyn Grunewald seconded the motion. The motion carried 7-0-0.

29  
30 Joe Halko made the motion to nominate Rick Tatro as Vice President; Virginia Holiman  
31 seconded the motion. The motion carried 7-0-0.

32  
33 Michel Consejo made the motion to nominate Tim Stetson as Secretary; Mike Curtis  
34 seconded the motion. The motion carried 7-0-0.

35  
36 Marilyn Gruenwald made the motion to nominate Mike Curtis as Treasurer; Joe Halko  
37 seconded the motion. The motion carried 7-0-0.

38  
39 Mike Curtis would like to read all loan documents, deeds, purchase and sales agreements,  
40 and Board Resolutions.

41  
42 5. **Programming Report**

43 This report highlighted Rail City Spidey. A local Spiderman enthusiast who dresses up as  
44 Spiderman, and goes around to schools and throughout the community spreading cheer.

45  
46 6. **Treasurer's Report**

1 The Comcast Revenue Share is now accrued throughout the year instead of when it is  
2 received. MGV Associates are the accountants for NWATV. The end of the year is when  
3 equipment is depreciated. The Construction Funds are no longer being paid out of  
4 NWATV's checking account, but instead out of Peoples Trust Company, and a listing of  
5 checks issued through them were attached to the Treasurers Report.

6  
7 Michel Consejo made the motion to accept the Treasurer's Report; Tim Stetson seconded  
8 the motion. The motion carried 7-0-0.

9  
10 Virginia Holiman made the motion to accept the checks issued; Joe Halko seconded the  
11 motion. The motion carried 7-0-0.

## 12 13 **7. Executive Director's Report**

14 The ground breaking day for the building will be on Friday, October 20, 2017 at 2:00 p.m.  
15 On Saturday, October 21, 2017 the Zombie Run at Hard 'Ack will take place at 11:00 a.m.  
16 On October 30, 2017, the Northwest Nightmares Film Festival will be held at the Welden  
17 Theater at 6:30 p.m. The next Board meeting will be on November 20, 2017 at 6:00 p.m.

## 18 19 **8. New Business**

### 20 **a. Benefits Committee Creation**

21 Elizabeth Malone would like to have a committee created to help go over health insurance,  
22 dental insurance, and Life insurance and to make recommendations. Elizabeth Malone  
23 believes this committee would only need to meet two times, and maybe a little through e-  
24 mail as well. Virginia Holiman, Michel Consejo, Marilyn Grunewald, and Joe Halko all  
25 agreed to be on the committee.

### 26 27 **b. 2018 Budget**

28 The 2018 Budget that was attached to the Boards packet is for review, and for the Board  
29 to vote at the November meeting. Elizabeth Malone explained this is a very lean budget.  
30 The salaries are set to drop in 2018 due to not hiring the staff member in the North  
31 Country. The Board asked Elizabeth Malone to call the City of St. Albans for an estimate  
32 of what the water and sewer will be. The food for the Annual Dinner was only \$700.00  
33 which is much less than what it has been in previous years.

### 34 35 **c. Annual Meeting Review**

36 It seemed as if everyone had a wonderful time at the new venue, the food was good, and  
37 the crowd was around 55 people.

### 38 39 **d. NRPC Meeting Footage Sharing**

40 In the past, Colchester Access TV asked for BFA School boards and sports footage to be  
41 shared with them. NWATV responded with asking for pay for the footage, or one of their  
42 camera operators come up and video every other time to help reduce costs. Now the  
43 Northwest Regional Planning Committee has asked for footage to be shared with Grand  
44 Isle in which it was proposed they pay a fee and it could be put on YouTube, which would  
45 only be around \$600/year. Currently the North Country is on a free trial for 6 months  
46 which is coming to an end. Elizabeth Malone will come back to the Board in November,

1 with an update if she has heard anything from NRPC.

2  
3 **9. Old Business**

4 **a. Fundraising**

5 The Board would like Mike Curtis to look at the budget and see if there could be some  
6 changes. The Board would also need to put together literature for Fundraising, gain  
7 sponsorships. Shows and the website could be sponsored by a business. This will be  
8 tabled until the November Board meeting.

9  
10 **b. Building Committee Update**

11 **i. Change Order Approval**

12 It has come to the attention that there will be an expense to mire under the road. Mike  
13 Curtis explained if the lot was purchased with utilities, then this cost of \$6000 to mire is  
14 not the responsibility of NWATV.

15  
16 David McWilliams made the motion to allow miring done and give the OK to Stewart  
17 Construction in the amount of \$6000; Tim Secoded the motion.

18  
19 David McWilliams withdrew the previous motion; Tim Stetson seconded the withdrawal.

20  
21 Michel Consejo made the motion to empower the Building Committee to approve the  
22 miring under the road to keep the project going if the fire hydrant and water line can be  
23 combined, and by the recommendation from the Clerk of the Works; seconded by Marilyn  
24 Grunewald. The motion carried 7-0-0.

25  
26 **ii. Contingency Fund Amount**

27 The Contingency fund is currently at \$36,000, and it is highly likely they will go over this  
28 amount. It was asked to increase this amount to \$50,000, which will be 5% of the actual  
29 costs of the building fund. This would then increase the change order cap to \$5,000 and  
30 therefore the Building Committee would not need to go to the Board as often.

31  
32 Michel Consejo made the motion to increase the Contingency Fund to \$50,000; Tim  
33 Stetson seconded the motion. The motion carried 7-0-0.

34  
35 NWATV will need to go before the Select Board in November to try to remove  
36 themselves from paying property tax. If the Select Board votes this down, they will need  
37 to get 260 signatures and a vote on Town Meeting Day.

38  
39 David McWilliams asked if the camera in Highgate that is on top of Joey's Junction could  
40 be moved to the Town Hall in Highgate. This would save \$600/year, the only cost of  
41 moving this would be the installation. It was also suggested to move it to the Library in  
42 Swanton.

43  
44 **c. Handbook**

45 After all the changes that have been made to the handbook, it was suggested to have an  
46 attorney look over the document. The cost for the attorney to look it over would be

1 around \$800.00.

2  
3 Tim Stetson made the motion to send the Employee Handbook to an attorney for review;  
4 Mike Curtis seconded the motion. The motion carried 7-0-0

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6  
7 **10. Approval of Minutes 09/18/2017 and 10/02/17- The minutes of September 18,**  
8 **2017 and October 2, 2017 were attached.**

9  
10 Tim Stetson made the motion to approve the minutes of September 18, 2017 as submitted;  
11 Virginia Holiman seconded the motion. The motion carried 6-0-1. Mike Curtis abstained.

12  
13 Joe Halko made the motion to approve the minutes of October 2, 2017 as submitted;  
14 Marilyn Gruenwald seconded the motion. The motion carried 6-0-1. Mike Curtis  
15 abstained.

16  
17 **11. Adjourn**

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19 The Board adjourned at 7:45 p.m.

20  
21 Respectfully submitted,

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23  
24 Brianne King, Board Recorder

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26  
27  
28  
29 \_\_\_\_\_  
30 **David McWilliams, President**

31 \_\_\_\_\_  
32 **Michel Consejo**

33 \_\_\_\_\_  
34 **Rick Tatro, Vice President**

35 \_\_\_\_\_  
36 **Tim Stetson**

37 \_\_\_\_\_  
38 **Marilyn Grunewald, Treasurer**

39 \_\_\_\_\_  
40 **Joe Halko**

41 \_\_\_\_\_  
**Virginia Holiman, Secretary**

\_\_\_\_\_ **Mike Curtis**