

1 **Northwest PEG-TV**

2
3 Northwest PEG-TV Board of Directors Meeting
4 November 20, 2017
5 Minutes

6
7 **Present for a quorum:** Tim Stetson, David McWilliams, Rick Tatro, Joe Halko, Mike Curtis, Virginia
8 Holiman, Marilyn joined us by telephone at 6:10pm and then left the conversation at 6:25pm.

9 **Unable to Attend:** Michel Consejo

10 **Administrators:** Elizabeth Malone

11 **Visitors:** None

12
13 **1. Call to Order**

14 David McWilliams called the meeting to order at 6:03pm at the Bellows Free Academy Library.

15
16 **2. Agenda Amendments**

17 David asked that two items be added to the agenda: (1) Letters to the Bank that we need to sign
18 and adding Item #8A – Executive Session

19
20 **3. Public Comment Regarding Current and Future Agendas**

21 None

22
23 **4. Programming Report**

24 Elizabeth shared the programming report which was a glimpse into new programs, new sports, new graphics, a
25 segment on Northwest Nightmares, and our being on National TV – Kyle’s Angriest Runs on Good Morning
26 Football – Chittenden South Youth Football Angry Run. David would like to have more non-profits do shows.
27 He suggested that he would like to have Paul do some calling around. Joe asked if there was a list of the current
28 non-profits. Elizabeth reported that she could put one together. She also mentioned that she has been doing
29 outreach to non-profits.

30
31 **5. Treasurer’s Report**

32 David reported that he needed signatures on the new Peoples Trust Company Account Signature Cards.
33 Virginia Holiman made the motion to authorize Richard Tatro, David McWilliams and Michael Curtis to sign
34 the account signature cards, Joe Halko seconded. The motion carried 6-0-0. David also presented a new
35 Corporate Resolution for signatures of the Board to remove Marilyn Grunewald as a signer for the accounts and
36 add Michael Curtis. Mike Curtis made the motion to sign the resolution as presented. Joe Halko seconded.
37 The motion carried 6-0-0.

38
39 Mike Curtis reported that he has reviewed the Treasurer’s Report. The report was reviewed as printed by
40 Treasurer Curtis. Mike reported that the balance sheet is incorrect as presented. Work will continue with the
41 accountants to get the report accurate. The issues presented were primarily focused around the construction
42 project accounting. Our construction project restricted cash should balance with cash on hand at Peoples Trust.
43 Rick Tatro made the motion to accept the treasurer’s report. Joe Halko seconded. The motion carried 5-0-1 –
44 Treasurer abstained. Mike asked for questions on check detail: David asked how payroll is handled. Our
45 accountants debit our account rather than cutting a check so it does not show up in the check detail. Virginia
46 Holiman made the motion to accept the check detail, seconded by Rick Tatro. The motion carried 5-0-1 –
47 Treasurer abstained.

48
49 David was interested in knowing how many hours employees are working in the North Country area.
50 Unfortunately with the way hours are computed we may have an inaccurate report. The board agreed that an
51 estimate of number of hours in the North Country area would work.

52

1 **6. Executive Director's Report**

2 Elizabeth reviewed the Executive Director's Report as provided to the board in writing. Discussion ensued on
3 the amazing success of this year's Northwest Nightmares. We had 15 films this year and the theatre was sold
4 out! Elizabeth has photos available of the Zombie Run. Other key topics included financial updates, new
5 location expenses, Comcast CPG news and ALIGN Training.
6

7 **7. New Business**

8 **a. Highgate Downtown Camera**

9 Michel Consejo went with David to meet with the Highgate Selectboard. The selectboard is in
10 favor of putting the camera on their building. They just do not want it on the roof. The camera
11 been removed from Joey's and will be installed at the municipal building.
12

13 **b. Swanton Camera**

14 We still cannot connect to the Swanton Camera.
15

16 **8. Old Business**

17 **a. Fundraising 2018**

18 David does not feel that the timing is right at this point to undertake a major fundraising project.
19 The board agreed. This is a project that we may look to do in the future.
20 The board requested that this item be removed from future agendas.
21

22 **b. Building Committee Update**

23 The Construction Disbursement Tracking and the Change Item Log were reviewed and
24 discussed. Mike Curtis made the motion to approve the Change Orders as presented by the
25 building committee. Seconded by Joe Halko. The motion carried – 6-0-0
26

27 Mike asked that the monthly AIA reports be provided to the board. Agreed.
28

29 Elizabeth also reported that she has been working with the Town of St. Albans
30 relative to our property tax exemption. We filed a tax exemption application with the Listers of
31 the town and if they approve the application, we will be exempt from paying property taxes. If not, there
32 are avenues that we can follow to appeal their decision.
33

34 Rick would like to have everyone go up to site to check out how things are proceeding with the
35 construction. If everything stays on track we should be in the building in March.
36

37 **c. Employee Handbook**

38 The employee handbook was reviewed by Marcus C. Webb, Esquire of Hurlbut, Gilman &
39 Associates. His findings and recommendations were presented in a formal letter dated
40 November 17, 2017. David would like to have this letter sent back to the personnel committee
41 for review prior to the board approving. Approval will be on the agenda in January. Board
42 members provided a list of questions to be asked of attorney Webb. Elizabeth will present these
43 questions.
44

45 **d. Benefits Committee Report**

46 The benefits committee reviewed the Health Insurance Plans and Rates for 2018 and presented
47 their recommendation to provide employees the BCBS Blue Rewards Plan – Silver. Mike asked
48 if employees are setting HSA's. We have an HRA plan that covers the cost of the deductibles.
49

50 The biggest change is the amount of the Out of Pocket expenses. Our current plan does not have
51 co-pays but the new plan will.
52

1 David would like to discuss the insurance in Executive Session.
2

3 **e. 2018 Budget**

4 The budget was presented and questions were asked relative to the cost of Trash Removal,
5 Landscaping/Snow Removal, and Water and Sewer. These items were estimated based on nine
6 months of being in the new building. Mike suggested that Elizabeth confirm with the city what
7 they estimate the cost of water and sewer will be. Elizabeth provided clarification on other line
8 items. Joe Halko asked if we should have a contingency line item because of the newness of our
9 being in our own building. It was decided not to add this item. Elizabeth will follow-up with
10 LCATV to see if air conditioning is included in their electricity costs.

11 **9. Approval of Minutes – 10/16/2017**

12 Rick Tatro made motion to accept minutes of the 10/16/2017 meeting. Seconded by Mike Curtis. The motion
13 carried 6-0-0.

14 **10. Joe Halko made the motion to go into Executive Session. Virginia Holiman seconded.** The
15 motion carried 6-0-0. The Health Insurance proposal was discussed in the session. President McWilliams.
16 Mike Curtis made the motion to come out of executive session. Virginia Holiman seconded. The motion
17 carried 6-0-0. **The Board came out of Executive Session.**

18 Mike Curtis made a motion to accept the insurance as proposed by the benefits committee, seconded by
19 Virginia Holiman. The motion carried 6-0-0.

20 Rick Tatro made motion to adjourn. Seconded by Mike Curtis.
21 Meeting adjourned at 8:00pm.

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23 Respectfully submitted:
24 Timothy G. Stetson
25 Secretary