

1 **Northwest PEG-TV**

2  
3 Northwest PEG-TV Board of Directors Meeting  
4 May 21, 2018  
5 Minutes  
6

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

9 **Unable to Attend:**

10 **Administrators:** Elizabeth Malone

11 **Visitors:**  
12

13 1. **Call to Order**

14 David McWilliams called the meeting to order at 6:00 p.m. at Northwest Access TV.  
15

16 2. **Changes or Adjustments to Agenda**

17 Programming Report

18 Ribbon Cutting June 5, 2018  
19

20 2.a. **Programming Report**

21 Paul Snyder contracted with Rise VT and Folsom School to do a continuous recording of  
22 students dancing and holding signs throughout the entire school for a teacher, Ms.  
23 McKelvie telling her to Never Give Up.  
24

25 3. **Treasurers Report**

26 Mike Curtis explained the Profit and Loss statement which looks to be up by \$4,500. The  
27 last two quarters checks from Comcast have gone down, and the Access TV's across the  
28 state have reported this. This issue is being looked into by VAN to make sure this isn't a  
29 penalty of Comcast suing the State of Vermont. The Board would like the running cost of  
30 expenses for the building to be on one sheet.  
31

32 Rick Tatro made the motion to accept the Treasurer's Report; Joe Halko seconded the  
33 motion. The motion carried 7-0-1. Mike Curtis abstained.  
34

35 Tim Stetson made the motion to approve the checks issued in the previous month; Marilyn  
36 Grunewald seconded the motion. The motion carried 7-0-1. Mike Curtis abstained.  
37

38 4. **Executive Director's Report**

39 Elizabeth Malone reported they will be renting out their new classroom to Franklin  
40 County Caring Communities and the Saint Albans Police Department. Ms. Malone  
41 thanked the Board members who helped move from BFA to the new location. The space  
42 at BFA has been cleaned out, some of the old equipment was donated to BFA and  
43 Franklin County Habitat for Humanity. The contract work is self-generating and is going  
44 well, this will be evaluated at the end of the year and they will reevaluate their price  
45 structure. Currently the pricing is \$50.00 per hour for businesses and \$25.00 per hour for  
46 non-profit businesses. Northwest Access TV would like to increase the rate to \$35.00 per

1 hour. The editors track their time and bill the companies. The volume of contract work is  
2 expanding, and Marty is doing a great job.

3  
4 **5. New Business**

5  
6 **a. Building Committee Update**

7 **i. Change Order Approvals-** David McWilliams met with Dan  
8 Palmer and did the final inspection of the property. Ruggiano needs  
9 to do a final walk through to make sure the lot is to the specs. The  
10 Town of Saint Albans is considering mandating a walking path  
11 instead of a sidewalk, this plan will be determined within 5 years  
12 and Northwest Access TV may not need to pay for this. Elizabeth  
13 Malone will check with the insurance underwriter to make sure the  
14 building is insured and covered with or without the fire alarm  
15 system.

16 **ii. State Certificate of Occupancy-** Northwest Access TV does not  
17 have this and will not have it for a while.

18 **iii. Development Refund Request-** David McWilliams asked the  
19 Board their opinion on sending a letter to Patrick Malone to ask for  
20 a refund for half or the entire amount of moving the fire hydrant.  
21 This cost was \$4900.00. With discussion from the Board, the  
22 Board does not want a letter drafted.

23 **iv. Change Orders-** Snow came off the roof and hit the slider door,  
24 which prompted NWATV to install snow guards which was around  
25 \$1380.00. Bob Stone Electric installed a meter protection in the  
26 amount of \$1113.00. There was a cost to move lines in the amount  
27 of \$2336.00 and the AC Cover will be \$3349.00.

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29 Mike Curtis made the motion to approve the above change orders; Marilyn Grunewald  
30 seconded the motion. The motion carried 8-0-0.

31  
32 **v. Ribbon Cutting-** Elizabeth Malone explained there will be an  
33 Ribbon Cutting for Northwest Access TV on Tuesday, June 5, 2018  
34 at 10:00 a.m. This will be a 15-minute ceremony with guest  
35 speakers including Corey Parent and Cindy Weed. This will be a  
36 small gathering and the entire Board is invited. There will be a  
37 Chamber Mixer on August 16, 2018 with live music and food  
38 which will have an entry fee. Elizabeth Malone would like to have  
39 an Open House in the Fall which would be a free event before they  
40 launch classes at the new location.

41  
42 **6. Old Business**

43 **a. Financing/Building Reserve Fund Discussion-** Northwest Access TV has  
44 not signed the final note and has not yet closed on this.

45  
46 **7. Approval of Minutes 03/19/2018**

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2 Rick Tatro made the motion to approve the minutes of March 19, 2018 as submitted;  
3 Virginia Holiman seconded the motion. The motion carried 8-0-0.

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5 **8. Executive Session**

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7 Joe Halko made the motion to enter Executive Session at 7:12 p.m. regarding Executive  
8 Director Annual Review, and Staff Compensation; Tim Stetson seconded the motion. The  
9 motion carried 7-0-1 Mike Curtis abstained.

10  
11 (Mike Curtis left)

12  
13 **9. Adjourn**

14  
15 The Board exited Executive Session at 8:05 p.m.

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17 Tim Stetson made the motion to enact pay raises as discussed in Executive Session;  
18 Michel Consejo seconded the motion. The motion carried 7-0-0.

19  
20 David McWilliams adjourned the meeting at 8:07 p.m.

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23 Respectfully submitted,

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25  
26 Brianne King, Board Recorder

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28  
29  
30 \_\_\_\_\_  
31 **David McWilliams, President**

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**Michel Consejo**

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

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**Virginia Holiman**

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38 \_\_\_\_\_  
39 **Mike Curtis, Treasurer**

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**Joe Halko**

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43 **Tim Stetson, Secretary**

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**Marilyn Grunewald**