



**Madison PEG TV Board
DRAFT -Meeting Minutes
Thursday, Sept. 18, 2019, 10:30am
Madison Town Hall Meeting Room**

ATTENDANCE: Frank Murphy, Chairman (2020) – Joyce Stevens (2021) –Hope Hutchison (2022)

OTHERS PRESENT: Carol Dandeneau (videographer); Noreen Downs, Madison TV Representative;

WHERE AND WHEN POSTED: The Madison PEG TV Board meeting notice was published in the Town Office upper and lower levels, and in both town Post Offices Sat. August 17, 2019

MEETING CALLED TO ORDER. Chairman Frank Murphy, called the meeting to order at 10:30am. All Board Members were present. Hope Hutchinson has volunteered, appointed by Board of Selectmen, and was sworn in at town hall prior to this meeting.

APPROVAL OF AGENDA – Ms. Stevens **motioned** to approve the agenda, seconded by Ms. Hutchinson. The motion passed 3-0.

APPROVAL OF MINUTES – Ms. Hutchinson **motioned** to approve the minutes of May 16, 2019 as presented, seconded by Ms. Stevens. The motion passed 2 in favor. Ms. Hutchinson abstained as she was not present for the meeting.

PUBLIC COMMENTS – None

OLD BUSINESS

1. 2019 Budget Update – The budget drawdown was presented. The spending for the first 8 months was at 56% and on target. Ms. Downs presented the year-end forecast total of \$23,250. Leaving about \$4,350 as unspent from the received franchise fees. Ms. Downs stated there might be 2 options: revert the excess back to the town, or request it be added to the Madison TV Expendable Trust. Ms. Stevens felt since the station may be required to go through another major technology upgrade as it did this year, that the funds should be saved and added to the Madison TV expendable trust fund. We don't know what we will get for the next year. Ms. Hutchinson agreed, and stated that it was not really a significant amount to make much difference giving it back to the town. And that the funds were directed for Madison TV and should remain with Madison TV.

MOTION: Ms. Stevens made the motion that if we have a budget surplus for 2019, that the surplus be placed in the Madison TV expendable trust. The details of a warrant article to be worked out at the next meeting. Seconded by Ms. Hutchinson. All in favor 3-0.

2. Status – Hiring 3rd Videographer – Ms. Downs reported still looking. Madison TV could have a student intern videographer (\$10/hour) or perhaps a retired person who might want to participate and earn a few dollars.

3. Status – Equipment to sell. Ms. Downs reports that a piece of audio equipment no longer needed due to the upgrade this year is worth around \$100. Ms. Downs will try to sell on E-Bay.
4. Status – New Floor for the station. Jon Cyr recommended a local property management service, but upon inquiry they do not wash and paint concrete floors. They could possibly contract to have it done. Ms. Downs will pursue this more and also get quotes for laying linoleum (Home Depot and Lowe's) and take this to the Board of Selectmen for consideration. The purpose is to keep dust and dirt to a minimum. Moving the rack with the servers will need to be looked into as it sits on the floor (on wheels, but may not have enough cable to properly move it aside without disconnecting it).

NEW BUSINESS

2020 Budget – Ms. Downs handed out the town request for the budget submission by October 9, 2019. Ms. Downs recommended the following: Cable - \$500; Contractors - \$1,500; Equipment - \$1,500; On-Line Services - \$2,700; Supplies - \$400; Wages - \$16,500; for a total of \$23,400. The reason for wage increase is in the event we are able to attract a 3rd videographer.

Madison PEG TV board will not know what Spectrum will be forwarding for this budget until close to town meeting in March. Ms. Downs recommended this budget be close to what we are spending in 2019.

MOTION – Ms. Stevens made the motion to approve this budget submission for 2020. Seconded by Ms. Hutchinson. All in favor 3-0.

Next Meeting - Thurs. Jan. 16, 2020 at 10:30am, Lower level town hall.

Adjournment – The meeting adjourned at 11:06am

Minutes Prepared and submitted by: Noreen Downs