



**Madison PEG TV Board
Meeting Minutes
Thursday, May 16, 2019, 9:30am
Madison Town Hall Meeting Room**

ATTENDANCE: Frank Murphy, Chairman (2020) – Joyce Stevens (2021) – Present

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 Wed. May 15, 2019

MEETING CALLED TO ORDER. Chairman Frank Murphy, called the meeting to order at 9:35am. All Board Members were present. Marcia Shackford ended her term March 2019 and she decided not to volunteer for another term. The Board thanks her for her service, ideas and counsel.

APPROVAL OF AGENDA – Ms. Stevens **motioned** to approve the agenda, seconded by Mr. Murphy. The motion passed 2-0.

APPROVAL OF MINUTES – Ms. Shackford **motioned** to approve the minutes of Feb. 1, 2019 as presented, seconded by Mr. Murphy. The motion passed 2-0.

PUBLIC COMMENTS – None

OLD BUSINESS

2019 Budget Update – The budget drawdown was presented. The spending is at 1/3 of the year – on target. The invoice from IT support has been received and will be submitted. Ms. Downs reports that since the big upgrades are concluded, that spending for IT support should be minimal for the remainder of the year.

Need for 3rd Madison PEG TV Board Member – Ms. Downs has asked a Madison resident. Ms. Stevens has a suggestion for a Madison resident as well and the board wait until Ms. Downs hears from her contact.

Station Electrical Status – Ms. Downs reports that all outlets have been installed and computer equipment re-distributed. No new electrical outages have been reported.

TelVue Hypercaster and TelVue Info Upgrades – Ms. Downs reported that all upgrades were completed April 30th and May 1st without incident. Minimal down time for the channel was experienced. The TelVue representatives were very satisfied with the preparation of the station for their arrival and conversion to the new equipment. A new TV monitor was installed so we could see what was showing on the cable channel as well as what was being sent by the broadcast server. Ms. Arias and Ms. Downs are still learning new features, but so far everything is going well.

Back-up Videographer – Intern – Videographer Ms. Dandeneau says we should inquire thru the career counselor at Kennett High School. Also there are some Madison residents with children in high school who may be interested in learning more about video. Ms. Downs suggests a student could make some short videos about Madison trails and at Old Home week. The station could probably guarantee minimum of 10 hours per month within the limits of the current budget. Rate of pay would be \$10/hr.

New Business

Equipment to sell – There is a TV and an audio mixer that the station no longer needs. Ms. Downs will try to sell these locally or on E-Bay.

Concrete Floor Cleaning and Sealing – Ms. Downs suggests the floor in the station be cleaned and sealed to keep the amount of dust in the room down.

Next Meeting - Thurs. Oct. 17, 2019, at 9:30am, Lower level town hall.

Adjournment – The meeting adjourned at 10:00am.

Minutes Prepared and submitted by: Noreen Downs

Minutes approved at the meeting of Sept. 19, 2019