



**Madison PEG TV Board
DRAFT -Meeting Minutes
Friday, August 21, 2020, 1:30pm
Madison Town Hall Meeting Room**

ATTENDANCE: Hope Hutchinson (2022), Doug McAllister (2023)

OTHERS PRESENT: Noreen Downs, Madison TV Representative; Videographer, Moselle Spiller.

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 Monday August 17, 2020

MEETING CALLED TO ORDER. Board member Miss Hutchinson called the meeting to order at 1:30pm.

APPROVAL OF AGENDA –

- Miss Hutchinson made a motion to first determine elect new board chair. Frank Murphy and Joyce Stevens have stepped down. Madison resident Doug McAllister has been appointed to the Madison PEG Board by the board of selectmen and sworn in.
- Miss Hutchinson requested to add items under new business: Advertise for new board member; Discuss 2021 budget submission; recognize Frank Murphy and Joyce Stevens for their board service. **MOTION:** Add the above listed items to New Business made by Miss Hutchinson, and seconded by Mr. McAllister. All in favor, motion passed.

SELECTION OF BOARD CHAIR –

Miss Hutchinson volunteered to accept nomination for board chair. **MOTION:** Nominate Miss Hutchinson as board chair made by Doug McAllister. Miss Hutchinson accepted. All in favor, motion passed.

APPROVAL OF MINUTES – MOTION: Miss Hutchinson **motioned** to approve the minutes of March 10, 2020, seconded by Mr. McAllister. Miss Hutchinson asked to be referred to as “Miss” in the minutes, and pointed out two word corrections in number 6, second sentence and number 7 second sentence. Following discussion, Miss Hutchinson voted to approve the minutes as amended, Mr. McAllister abstained (as he was not present at the March meeting).

PUBLIC COMMENTS –

- Moselle Spiller brought up an issue with the outside door to the town maintenance garage where the Madison TV station is located. Her key does not work properly and it appears the door lock in in poor condition. Mr. McAllister suggests a digital lock might be better. **Follow-up:** Ms. Downs will speak with town administrator Linda Shackford about the outside door lock, and make a new key for Miss Spiller for the interim.

OLD BUSINESS

1. **2020 Budget Update** – Ms. Downs provided the budget drawdown thru July 31, 2020. Spending is on target. Requested Linda Shackford move the TelVue support contract to PEG On-Line Service line item from the Equipment line Item. Spending is on target. Madison TV has a credit on the town VISA account for \$158.41. We need to purchase

- something to absorb the credit or town has to ask for a check from VISA. Board will discuss under sound system. **Follow-up:** Ms. Downs will ask Linda Shackford about the line item listed as Year End Encumbrance which was for the expenditure of new Cannon camcorder at the end of 2019, and report on the Madison TV expendable trust fund at the next meeting.
2. **Introduced and welcomed Moselle Spiller**, newly trained Madison TV videographer who started in Feb.
 3. **Painting of floor and station air leak.** – The air leak is temporarily sealed with cardboard and the amount of dust at the station is very much reduced. The painting of the floor not completed yet. Ms. Downs will follow-up with Jon Cyr, who has been busy since March and COVID19.
 4. **New Cannon Camcorder** – now in service in the town hall. Working just fine.
 5. **Sound System Town Hall** – a new audio receiving system was installed with the help of Mr. McAllister. A new mixer and table top wireless microphones were set-up, but had to be returned to B&H Photo. The mics did not work due to interference with police station receiver system. Ordered table top broadcast mics and installed them. The mic system and camcorder now reside more permanently at the back of the town hall meeting room.
Follow-up: Ms. Downs suggests an additional broadcast mic be ordered for the town administrator table. This order will also serve to offset the VISA card credit.
 6. **Sold Equipment on EBay** – Ms. Downs sold old equipment on EBay. She presented the board with the spreadsheet for the 5 items including old camcorders, tapes and the MulticomPro receiver (no longer needed at the station for broadcasting to Spectrum). The total to go into the equipment account is \$319.75 after EBay and shipping expenses.
Follow-up: Ms. Downs will verify with Linda Shackford that sufficient documentation is provided to support the sale and issue a check to be deposited in the Madison TV expendable trust account.

NEW BUSINESS

7. **COVID19** –
 - a) Town meetings resumed in May for the Board of Selectmen, socially distanced and only 10 in the room. The planning board and conservation commission have started up as well. VDOE has not asked to be recorded yet since COVID19 began. Ms. Downs has emailed them. Madison TV can video at the VDOE office where meetings are being held but not open to the public yet. Mr. McAllister suggests we recommend the town office meeting room as a place for them to meet since we have a better video and audio set-up with more room than their small VDOE office for the public.
Follow-up: Ms. Downs will make this suggestion to VDOE administrator.
 - b) Ms. Downs stated that she has been preparing COVID19 public service announcements for Madison TV station – messages about the governor's and state re-openings plans and restrictions, COVID19 safety and disinfecting, status of state parks and recreational areas, and town hall office status.
 - c) Miss Hutchinson asked if we are posting information on transfer station status of recycling and fees. **Follow-up:** Ms. Downs will research that information with Linda Shackford.

- d) Mr. McAllister asked if we are inviting public video content for viewing. Madison TV has in the past, but might want to put out another PSA. **Follow-up** – Ms. Downs will work with Ms. Spiller to draft a PSA.
8. **Sound Issues** – The school board meeting on August 6, 2020 audio was not up to standard on the video. The school board had the amplifying microphone system set-up, but then did not use the mics or encourage use of them from the audience. The Madison Elementary school gym is a big room, and without amplification, our audio system is limited. Ms. Downs has made this known to Linda Shackford. Mr. McAllister supported the need for meeting leadership training to encourage use of the amplifying microphones. Otherwise, Madison TV will not be able to provide quality sound. **Follow-up**: Mr. McAllister and Ms. Downs will meet with Linda Shackford to determine next steps for meetings that take place in the Madison Elementary school gym under the COVID19 guidelines of requiring face covering masks and social distancing.
9. **Spectrum** – it was noted that Spectrum has changed the channel back to channel 3 from 1301. Webpage needs updating.
10. **Advertise for new board member** – Mr. McAllister provided wording as follows:
The Board of Directors of Madison Peg Channel TV (MADTV) is looking for a Madison resident to join the board. The board looks after the operation of MADTV and sets policies and procedures for its operation. The time commitment is minimal as the board meets only two or three times per year. We hope that anyone interested is also interested in getting public TV subjects out to the community. Please send your interest to Noreen Downs, manager of MADTV at madisontvonline@gmail.com.
MOTION: Ms. Hutchinson motioned to approve the wording, seconded by Mr. McAllister. All in favor, motion passed. **Follow-up**: Miss. Hutchinson will place the ad onto the Madison Boulder and Facebook. Ms. Downs will place on the Madison TV webpage.
11. **2021 Budget submission** – **MOTION**: Following discussion of the 2020 spending, and changes anticipated for 2021, Mr. McAllister motioned to approve a total budget of \$28,500 and that Ms. Downs make the appropriate line items changes to total that amount. Miss Hutchinson seconded. Mr. McAllister suggested that salaries be increased by \$1K, and that there be a plan for purchase of a new camcorder under the equipment line item. All in favor, the motion passed. **Follow-up**: Ms. Downs will submit the budget to Linda Shackford as requested for the budget committee meeting on Sept. 15, 2020.
12. **Recognition for past board members** – Miss Hutchinson volunteered to send Thank You notes to Frank Murphy and Joyce Stevens for their years of service on the board.

Next Meeting - Thurs. Nov. 12, 2020 at 10am, Lower level town hall.

Adjournment – The meeting adjourned at 2:37pm

Minutes Prepared and submitted by: Noreen Downs