



**Madison PEG TV Board
Final -Meeting Minutes
Tuesday, March 10, 2020, 9:00amam
Madison Town Hall Meeting Room**

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

OTHERS PRESENT: 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 Thurs. March 5, 2020

MEETING CALLED TO ORDER. Chairman Frank Murphy, called the meeting to order at 9:03amam. All Board Members were present.

APPROVAL OF AGENDA – This step was accidentally skipped. (Note: the board followed the draft agenda that was submitted before the meeting).

APPROVAL OF MINUTES – Miss Hutchinson **motioned** to approve the minutes of Dec. 30, 2019 as presented, seconded by Ms. Stevens. The motion passed 3-0.

PUBLIC COMMENTS – None

OLD BUSINESS

1. 2020 Warrant Article – This article was placed on the town warrant for the March 14th town annual meeting. The amount remaining from the 2019 budget was added by Linda Shackford once all expenses had been posted for 2019.

To see if the Town will vote to raise and appropriate up to the sum of three thousand nine hundred and seventy-five dollars (\$3,975) to be placed in PEG TV Expendable Trust Fund this sum to come from the unassigned fund balance which represents unused franchise fees.

2. 2020 Budget Update – Ms. Downs provided the first 2 months spending in a spreadsheet. Spending is on target so far.

3. Status – Hiring 3rd Videographer – Moselle Spiller has been hired as a videographer. Training is complete. She lives in Effingham and has prior experience with audio equipment. She is creative, has marketing experience and works part time for Green Mountain Conservation Group as the outreach and administration coordinator.

4. Status – Painting floor in the station – Jon Cyr has it on his list of “To-Do’s” come spring.

NEW BUSINESS

5. 2020 Charter Communications Franchise Fee Payment – The franchise fees payment for 2019 came in much higher than normal. The total was \$43,466.61. Ms. Downs recommended the board consider requesting an amendment to the 2020 budget submission for Madison PEG TV to \$28,466.61. Since the town tax payers provided \$15,000 for the Madison TV budget in

2018 when there was a shortfall from Time Warner Cable, Ms. Downs suggested returning the \$15,000 of the franchise fee payment to the Board of Selectmen for the general fund.

MOTION – Miss Hutchinson made the motion to approve returning \$15,000 to the Board of Selectmen for the deposit into the general fund. Ms. Stevens seconded. All in favor 3-0.

6. TelVue Care Maintenance Warranty and Support Contract – Ms. Downs reviewed the status of the contract. This contract provides phone and on-site support for the TelVue servers and the software. We have no one in the area to support this specialized broadcasting equipment and software, and require this contract for problem resolution and equipment failure. Madison TV paid for all 4 years of the contract in 2016. This year, the contract renews. If Madison TV pays for 4 years, it represents a 25% discount over paying for the support contract one year at a time. \$5,013 for 4 years versus paying \$1,671/year (totaling \$6,684).

With the additional funding this year coming from the franchise fees, the amendment to the budget in #5 above will cover the cost of the contract. The original 2020 budget submission was for \$23,400. The amended total if accepted by the Board of Selectmen, would cover the cost of the 4 year contract. (\$5,013) without having to take the funds from the Madison TV Expendable Trust.

MOTION – Ms. Stevens made the motion to approve paying 4 years of the support contract from the Equipment line item. Seconded by Miss Hutchinson. All in favor 3-0.

Ms. Downs read a letter prepared for the Board of Selectmen outlining the above for Frank Murphy's signature. It describes the need for the TelVue Care Support contract. The BOS are meeting this evening. Ms. Downs and Mr. Murphy will be on hand to seek approval of the contract, discuss the franchise fees check, make the recommendation regarding returning \$15,000 of the revenue back to the town general fund, and answer questions.

7. Audio Concern in town meeting room – The board discussed the challenges with the town meeting room: furnace fan coming on and off, placement of microphones, committee and board members needing to speak up and old equipment. Ms. Downs will take steps to determine if condensing microphones will help and any other measures which can be taken to improve the audio on town meetings held in town meeting room.
8. Chair Frank Murphy will be moving in the spring, and the board will need to approach some Madison residents to recruit a new member.

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

Adjournment – The meeting adjourned at 9:36am.

Minutes Prepared and submitted by: Noreen Downs

Amended and approved August 21, 2020