



**Madison PEG TV Board  
Meeting Minutes (Final)  
Wednesday, Jan. 27, 2021, 10am  
Madison Town Hall Meeting Room**

**ATTENDANCE:** Hope Hutchinson (2022), Doug McAllister (2023), Peg Merrill (2024)

**OTHERS PRESENT:** Noreen Downs, Madison TV Representative; Videographer, Carol Dandeneau.

**WHERE AND WHEN POSTED:** The Madison PEG TV Board meeting notice was not posted for this meeting. It was an accidental oversight and the committee will make all efforts to avoid repeating this error. The meeting notice was on Madison PEG TV Channel 3 public service announcements since November 15, 2020.

**MEETING CALLED TO ORDER.** Board member Miss Hutchinson called the meeting to order at 10:00 am

**APPROVAL OF AGENDA – MOTION** – Mr. McAllister motioned to accept the agenda, seconded by Ms. Merrill. No further discussion. All in favor 3-0.

**APPROVAL OF MINUTES – MOTION:** Mr. McAllister motioned to approve the minutes of November 12, 2020, seconded by Ms. Merrill. No further discussion. All in favor 3-0.

**PUBLIC COMMENTS** – None

**OLD BUSINESS**

1. **2020 Budget Update** – Ms. Downs provided the budget drawdown thru Dec. 31, 2020. All spending is on target. Mr. McAllister asked about the contractors line item. Ms. Downs stated that Mr. Dave Downs, the IT support consultant, had not billed Madison TV for 2020, and that he would probably would not. Although there is additional systems updates to complete. The expense budget for 2021 was provided, however, the drawdown for 2021 was not requested as it is very early in the year.
2. **Painting of floor and station air leak.** – The air leak seal has been completed and the floor was just painted.
3. **New Cannon Camcorder and Audio 6-mic mixer** – The new Canon Camcorder and a Shure 6-mic mixer has been purchased for \$1,760.14, well under the \$2,000 appropriated at the last meeting. The camcorder is in service. The 6-mic mixer needs to be more thoroughly tested. **Follow-up:** Ms. Downs has asked Mr. McAllister to assist with the testing and adjustments.
4. **Sound System Madison Elem Gym** – Spectrum was alerted to a sound issue the week of Jan.13. They made an adjustment at their station, and sound for a meeting in question (School Board Dec. 7, 2020 at Madison Elem Gym) was resolved. However, Miss Hutchinson

reported one incident of no audio after that fix, and so we still have an issue unresolved. Miss Hutchinson also asked that the meetings by-line be placed on the entire meeting.

**Follow-up:** 1.) Ms. Downs will make further investigation and coordinate with Miss Hutchinson to see if this audio problem can be resolved. 2.) Ms. Downs will instruct videographers to extend the by-line of the meeting type and date across the entire meeting. 3.) Mr. McAllister suggested a test of broadcasting a segment of the raw footage of that meeting and Ms. Downs will make that test and report back.

5. **COVID19 – Staffing , Meetings, Other** – Ms. Downs reports that meetings are way down to due to the pandemic. VDOE not meeting at town hall. Annual meeting and budget hearing delayed. Meetings are being cancelled. Very few videographer hours right now. One videographer not working now do to no hours available. Program content being uploaded form other sources to fill in the broadcasting time.
6. **Update Madison TV Survey** – Miss Hutchinson compiled the list of survey questions. One is to be added regarding need for public service announcements (PSA). Discussed where to promote the survey. Target to get the survey out to the public is early February. Add information regarding the Madison Food Pantry to the regular town meetings announcements PSA.  
**Follow-up:** 1.) Ms. Merrill will provide Ms. Downs the information for the Food Pantry. 2.) Ms. Downs will compile the Survey Monkey questions, add the link to the Madison TV Annual report and put link on the town PSA. 3.) Miss Hutchinson will draft final survey questions and take a printed copy available for placement in the library and town post offices. 4.) Miss Hutchinson will announce the link on the Madison Boulder, the Tamworth Exchange, and the Madison and Silver Lake FaceBook pages. She will also send it to Robert King to be included in his Madison Town Column in the Daily Sun.
7. **Other Follow-ups** from the last meeting were reviewed. **Follow-up:** Mr. McAllister will reach out to contact regarding cable TV franchise fees negotiating when the time comes up. All other “Follow-ups” were completed from last meeting. Ms. Merrill had approached several residents regarding interviews of interest for the “Spotlight on Madison”, however, no takers yet.

## NEW BUSINESS

8. **Warrant Article for Expendable Trust** – Unspent franchise fees from 2020 totals \$8, 013.94 (to be verified with Town Administrator Linda Shackford). **MOTION** – Miss Hutchinson moved to approve the warrant article for submission to the board of selectmen as follows: *To see if the town will vote to raise and appropriate up to the sum of eight thousand thirteen dollars and ninety four cents (\$8,013.94) to be placed in the PEG TV Expendable Trust Fund, this sum to come from the unassigned fund balance which represents unused franchise fees.*  
  
Seconded by Mr. McAllister. Mr. McAllister stated that he had requested that the full amount of the Spectrum franchise fees for 2020 (when it becomes available) be allotted to the Madison PEG TV board when he attended the last town budget committee meeting. There being no further discussion, all were in favor 3-0.
9. **Madison TV Annual Report** – Ms. Downs drafted a report for the board to be published in the town 2020 annual report. The board approved the draft.

10. **Board of Selectmen meetings** – Mr. McAllister wanted to approach the board regarding setting up an opportunity to provide live board of selectmen meetings using the zoom platform. The meetings would be one-way going out only. **MOTION** – Mr. McAllister asked the board to approve moving ahead with a conceptual effort to stream the board of selectmen meetings live and spend up to \$500 for supplies. Ms. Merrill seconded the motion. Discussion between Ms. Downs and Mr. McAllister on how that might work. Mr. McAllister added that Madison TV request a hard wired connection to the internet be run to the town hall meeting room to facilitate this activity, and that it could be used by others in the room who may not be able to have adequate WI-FI connection. All were in favor 3-0.
11. **Next Meeting** - Wed. April 28, 2021 at 10am. Note: Changed to May 3<sup>rd</sup>.
12. **10:55 am Non-Public Session** – Mr. McAllister motioned, seconded by Ms. Merrill, to move into non-public session under RSA 91-A:3 II(a). The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request will be granted.  
Roll call vote: Miss Hutchinson – Aye, Ms. Merrill – Aye and Mr. McAllister – Aye. Time: 10:55 am
13. **11:07 am** Mr. McAllister made the motion to come out of non-public session and make the minutes of the public session public, seconded by Ms. Merrill. All in favor 3-0.
14. **11:09 am Adjournment** – Miss Hutchinson motioned to adjourn the meeting, seconded by Mr. McAllister. All in favor 3-0.

Minutes Prepared and submitted by: Noreen Downs

Approved at the May 3, 2021 board meeting.