



Minutes – Madison PEG TV Board Thurs., Nov. 15, 2018, 9:30am Madison Town Hall Meeting Room

ATTENDANCE: Frank Murphy, Chairman (2020) – Present, Marcia Shackford –Present (2019), Joyce Stevens (2021) – Present

OTHERS PRESENT: Carol Dandeneau (videographer); Noreen Downs, Madison TV Representative; Su Stacey, Town of Madison Finance Director; Paula Doyle, VDOE Resident.

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 Tuesday Nov. 1, 2018

MEETING CALLED TO ORDER. Chairman, Frank Murphy, called the meeting to order at 9:30am. All Board Members were present.

APPROVAL OF AGENDA – Ms. Stevens **motioned** to approve the agenda, seconded by Ms. Shackford. Ms. Downs requested an addition to old business. The motion passed 3-0.

APPROVAL OF MINUTES – Ms. Shackford **motioned** to approve the minutes of July 26, 2018, seconded by Ms. Stevens. The minutes required revisions (spelling and to correct the date of the minutes at the bottom of the page). The motion passed 3-0 with the revisions approved.

PUBLIC COMMENTS – None

OLD BUSINESS

- **BUDGET 2019 –** Su Stacey handed out the proposed Madison TV budget by line item for 2019. The expenditures to date for 2018 total \$16,661.18 with a budget of \$24,971. Ms. Downs pointed out that contactor charges from Dave Downs who provides IT technical support for the station has not be submitted yet. The budget set for 2019 is \$20,060. Su Stacey will follow-up with Spectrum to see if they can provide a forecast of the franchise fees for 2019 so the Madison TV Board can determine if a warrant article will be needed to ask the town to supplement the annual amount needed to run Madison TV. Upon review, Ms. Downs requested that the board ask for two revisions to the proposed budget – Increase the contractor’s line item to \$1,000 and increase the wages to \$15,000.
 - **MOTION:** Ms. Shackford made the motion to have the board request an increase to the 2019 budget by \$1,000 for a new total of \$21,060, seconded by Ms. Stevens. The motion passed 3-0. Frank Murphy will send a memo to Su Stacey making the request.
- **Kennett High School videographers –** Ms. Downs and videographer Ms. Dandeneau have attempted to discuss the need with Jay Griffin. They will follow-up and if there are no candidates, an ad in the newspaper will be submitted to locate a candidate.
- **PC3 replacement and Other Upgrades –** the process took a little longer to transfer the data from PC3 to the new PC1. Back-up options include adding Carbonite to PC1 for off-line back-up recovery. Training for the videographers is in process. Corel Video Studio has been upgraded as well and a bug in the prior version seems to be repaired. This repair will now allow for the successful more efficient back-up of all meetings for archival.
- **Spectrum digital upgrade –** Ms. Downs reported that nothing was needed at the station.

- **VDOE request to place video on YouTube** – Ms. Downs followed up with VDOE resident Ms. Doyle. Ms. Doyle and other residents are able to meet their need from the cloud for segments of the meetings they want to make available to other residents on YouTube.

NEW BUSINESS

- **Policy for videographers asked to stop cameras during meetings** –
 - Mr. Murphy explained the situation where a videographer was recently asked to stop recording in the middle of a public meeting.
 - At the request of several Village District of Eidelweiss residents to insist that the videographer not shut down the camera, Ms. Downs and Mr. Murphy requested assistance from the Board of Selectman on the proper procedure so as not to place the videographer into a conflict situation. The BOS decided to send out a notice to all boards and committees reminding them of the rules of 91-A Right to Know, and suggested Ms. Downs contact the NH Attorney General about the request from VDOE.
 - Ms. Linda Shackford sought legal advice from the town attorney relative to 91-A Right To Know.
 - The town attorney sent a letter to the Board of Selectman addressing the 91-A:2, II. Mr. Murphy read the letter out loud, which states that “Any person shall be permitted to use recording devices, including, but not limited to tape recorders, cameras and videotape equipment, at such meetings”
 - Ms. Downs explained that the town legislative body voted in favor of passing the cable franchise fees directly to the Madison TV station in 2006 for the purpose of videoing all town public meetings.
 - Ms. Downs reported that the Attorney General suggested the matter should be referred to the town attorney.
 - Following discussion:
 - A **MOTION** was made by Ms. Shackford to send all boards, committees, commissions and VDOE Commissioners a letter relative to 91-A:2, II, which states “Any person shall be permitted to use recording devices, including, but not limited to tape recorders, cameras and videotape equipment, at such meetings”, and explain that Madison TV Videographers will record public meetings gavel to gavel unless the meeting goes into “recess”, “non-public session”, “adjournment”, or “videographer request for interruption due to equipment issues and or to change digital media”. Ms. Stevens seconded the motion. The motion passed 3-0.
 - A **MOTION** was made by Ms. Shackford to add the following to the letter: Videographers will need to be asked to stay on site and be available for recording if the board, committee, commission or VDOE Commissioners plan to have further public meeting following a non-public session, other than to verbalize the disposition of the minutes from the non-public session and adjourn. Seconded by Ms. Stevens. The motion passed 3-0
- **Need for Electrician** – Ms. Downs reported recent instances of power outage due to a circuit going down. Ms. Linda Shackford requested the electrician who replaced one of the electrical boxes, however this did not seem to solve the problem. When the circuit goes down, the UPS (uninterruptable power supply – battery back-up) can only keep the servers and computers processing for about 20 minutes and then everything goes down, and not always in an orderly manner since the station is often unmanned. Electrician suggested first changing what was plugged into the outlet and that was done. Ms. Downs will keep an eye on the situation. Ms. Downs also requesting additional plug sockets be installed under the counter for convenience of shorter cables.
- **OTHER BUSINESS**
 - A **MOTION** was made by Ms. Stevens to authorize Mr. Murphy and Ms. Downs to draft a warrant article by February 1, 2019 to see if the town will vote to make up the budget difference for the

2019 Madison TV budget if Spectrum forecasted franchise fees for 2019 fall short of the need.
Seconded by Ms. Shackford. The motion passed 3-0

NEXT MEETING – Scheduled for Thursday, March 14, 2019, 9:30am at town hall.

ADJOURNMENT: Motion to adjourn the meeting made by Ms. Shackford, seconded by Ms. Stevens. The meeting was adjourned by unanimous approval at 10:40am

Minutes Prepared and submitted by: Noreen Downs

Approved at the Feb. 1, 2019 meeting