



**Madison PEG TV Board
Meeting Minutes
Monday, Dec. 30, 2019, 10:00am
Madison Town Hall Meeting Room**

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

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 Mon. Dec. 23, 2019

MEETING CALLED TO ORDER. Chairman Frank Murphy, called the meeting to order at 10:07am. All Board Members were present.

APPROVAL OF AGENDA – Ms. Stevens **motioned** to approve the agenda, seconded by Ms. Hutchinson. Mr. Murphy asked to move the non-public session up to the first order of business. The motion passed 3-0.

NON-PUBLIC SESSION – Per RSA 91-A:3II(a) – Personnel matter.

- **MOTION** to enter into non-public session made by Mr. Murphy, seconded by Ms. Stevens.
- Roll Call vote: Ms. Stevens, Yes; Ms. Hutchinson, Yes; Mr. Murphy, Yes.
- Public meeting video shut off- videographer left the room at 10:10am
- Public meeting video turned on at 10:20am
- Mr. Murphy reported the substance of the non-public session. The board agreed to provide a performance year-end bonus of \$250.00 for each of the part-time Madison TV Employees.

APPROVAL OF MINUTES – Ms. Stevens **motioned** to approve the minutes of Sept. 18, 2019 as presented, seconded by Ms. Hutchinson. The motion passed 3-0.

PUBLIC COMMENTS – None

OLD BUSINESS

1. 2019 Budget Update – Ms. Downs provided a year end spending forecast of \$23,367 which includes the performance year end bonus for part-time employees. This leaves a balance of \$4,237 unspent from the franchise fees received this year. All line items are in order. Equipment will be higher due to new camcorder and audio equipment to be discussed under new business.
2. Status – Hiring 3rd Videographer – Another ad was placed in the Conway Daily Sun in early December. An appeal was made for anyone interested in this part time work. Madison TV needs a 3rd videographer.

3. Status – Painting floor in the station – Ms. Downs reports that Mr John CYR, Public Works director will be taking care of this in the coming weeks with his crew. Paint has been purchased. Ms. Downs working out the schedule so as not to conflict with operations.
4. Status – Old broadcast equipment. Ms. Downs had not had time to get this on EBay. Its not worth much, and might not sell.

NEW BUSINESS

1. Purchase requisition for new camcorder – Ms. Downs reports that a new camcorder was discounted by \$200 over the holidays, and she recommends purchasing it now since funds are available in the 2019 budget. This new Cannon camcorder is a little more complex to operate, but it has features allowing for better audio equipment connection needed for rooms that do not have sufficient audio receivers installed. The audio equipment was added to the purchase requisition, totaling \$1,682.36. The Purchase requisition needs to be approved by board of selectmen tomorrow evening before the camcorder and audio equipment can be ordered. The funds for this equipment will be encumbered to make sure it is spent against the 2019 budget.

MOTION – Ms. Stevens made the motion to approve the purchase of the camcorder and the audio equipment for a total of \$1,682.36. Seconded by Ms. Hutchinson. All in favor 3-0.

2. The warrant article to secure the remainder of the 2019 unspent funds in the Madison TV Expendable Trust is:
To see if the Town will vote to raise and appropriate up to the sum of ___?___ dollars (\$___?___) to be placed in PEG TV Expendable Trust Fund this sum to come from the unassigned fund balance which represents unused franchise fees.

Ms. Downs requested that the board consider a motion to have Frank Murphy submit a letter to the Board of Selectmen requesting that this article be added to the town 2020 warrant, and that the amount be filled in once all spending for the 2019 budget year is completed.

MOTION – Ms. Hutchinson made the motion, seconded by Ms. Stevens. All in favor 3-0.

Next Meeting - Thurs. March 5, 2020 at 9:00am, Lower level town hall.

Adjournment – The meeting adjourned at 10:30am.

Minutes Prepared and submitted by: Noreen Downs

Approved at the March 10, 2020 meeting