



Thursday November 29, 2023 @ 6:00 pm
30 Main Street, Saugus
Meeting Minutes

- Meeting called to order @ 6:05 pm
- Board members Attendance: Donna Sordello, Sue Palomba, James Alcott, Maureen Whitcomb
- Staff member's attendance: Michelle Fox, Anthony Moschella, John Prudent (arrived at 6:42pm.)
- Citizen's attendance: Sharon Saulenas, Bob Long (26 Bennett Ave. 781-233-4213; Arrived at 6:11pm.)
- November 16, 2023 - Minutes – Donna motioned to approve minutes – Jimmy 2nd the motion. Sue motioned for an amendment to the meeting minutes under the “board member comments” section to state “We change the day of the monthly board of directors meeting from Thursday to accommodate staff schedules” rather than “We change the day of the monthly board of directors meeting. Further discussion will occur.” Donna again motioned, Jimmy 2nd.

Motion passed 4/0

Re: Conversation with staff about vacancy and next steps: Jim Alcott thanked the operations manager, Rachel Brugman for her many years of service as her last day with Saugus Community Television (SCTV) is Thursday 11/30/2023. He also invited all staff members, if interested to apply for the open position. Staff were asked if they had any questions and Anthony asked about the sports program moving forward and how he hopes to keep it as is as it has been successful and valuable part of SCTV. Donna stated that the board of directors (BOD) can discuss that in the future but for the time being we are focused on hiring to fill the vacancy.

Anthony outlined how the buzzing noise at Town Hall has been mitigated to nearly nothing with a hum eliminator. He has worked with Castus on this matter and will troubleshoot tomorrow, 11/30/2023 to ensure it is fully resolved. Anthony explained that while watching programming on Comcast the buzzing does not occur, but when using internet that the buzzing does occur. Anthony explained that to stop this buzzing via for internet viewers would require a “cat 6” hookup. Currently at Town Hall a “cat 5” hookup exists. Anthony informed the board that an upgraded modem may be needed at Town Hall. Donna stated that given the news they will not request a meeting with Key Code Media. Donna asked that Anthony report back to the board with an update tomorrow on the work completed by Key Code Media at town hall so a determination of sending final payment can occur.

Anthony asked that the BOD to have open communication with the staff and inform them of requests they may have. Anthony cited how prior comments made by the BOD were negative and placed them in a negative light. He asked that the BOD stay away from negative comments. Anthony outlined how during the election coverage the studio was placed in a negative light and did not feel as though they were treated fairly. Anthony outlined how staff encouraged questions from the BOD and wants to keep communication flowing. Donna asked about staff members attending future BOD meetings and if they would be interested. Staff were open to the idea. Donna informed the staff that she will review the by-laws and follow-up at the next meeting if they are eligible to attend future meetings. Donna suggested that at the next meeting that the staff attend and present a plan to the BOD about managing the studio in the absence of the operations manager. Michelle and Anthony both cited how Clark Moulasion will be valuable and needed more frequently for the studio while we look to fill the vacancy.

John, Michelle and Anthony spoke about upcoming vacations and how they will manage the studio. John will be the only employee the week before Christmas. Maureen offered to help for the week. She cited her son can assist if needed. It was stated that the studio may need to open late and a notice will be posted. Michelle cited how 12.21.23 will be a challenging day with the schedule and Clark will be utilized. Donna urged that we do our best to have the studio open Monday through Friday 9a-5pm if possible.

Re: Citizens Comments: Sharon Saulenas asked about staff compensation and how she believes they deserve an increase given all the work they have to do with the vacancies. Jim stated the BOD will take it under advisement. Sharon asked why there isn't a staff member at the front desk any longer and she stated how there once was a staff there. Jimmy informed her that Joanne was there from 8a-10am while with the company. Sharon asked if we have a cleaner for the building. BOD informed her that they do. She asked about job descriptions and if she can view them. Donna informed her that she cannot. Sharon stated she wanted to be sure the staff understand their expectations. Sharon asked about fundraising and if SCTV focused on this. Jimmy informed her that they have tried for years to get fundraising in focus and have been unsuccessful. Bob Long thanked the staff for all their great work. Bob asked about the SCTV budget and how it gets approved. He was informed that it gets approved annually by the BOS. Bob asked if SCTV gets audited and by whom. He was informed audits are conducted annually by Ryan & Coscia. Bob encouraged the studio to hire more staff to assist. Bob asked why the studio only has funding from Comcast and not Verizon. Jimmy explained there is not the infrastructure in place in Saugus for Verizon. He asked how signs off on allocating SCTV funds elsewhere. It was explained that this can only happen at a special town meeting. Donna cited that in the past funds were used for the school committee.

Re: Board Member Comments: Sue requested a copy of the agreement between SCTV and the Town of Saugus. Michael handed her a copy. Maureen asked Jimmy if in fact he was resigning from the board as she had been asked by two different members of the Board of Selectmen (BOS). Jimmy stated he did inform the BOS that he was resigning. Maureen encouraged staff to not accumulate overtime week over week.

Donna motioned to adjourn the meeting at 7:42pm and was 2nd by Maureen

**Motion
passed 4/0**

Next meeting is 12/5/2023 at 6:00 PM.