



Tuesday June 12, 2018 @7:00 pm
Meeting Minutes
SAUGUS HIGH SCHOOL

- Meeting called to Order @ 7:01 pm
- Attendance: Al DiNardo, Donna Sordello, Fatima Allan, Sue Palombo, Bill Williamson not able to attend
- Invited Guests: Michael DiGirolamo, Venice Construction, Beth McDougal Architectural Company, Jonathan Lipsy Lighting and Studio professional & William Solomon, Attorney for PEG Access Operating Procedure Manual
- **Accept minutes from 5/8/18:** Donna made a motion to accept minutes that was 2nd by Chair – passed 4/0
- **Update on Saugus TV location/re-location move:**

Al DiNardo asked Bryan Nadeau to give Board and invited guests an update on re-locating to the 13 Main Street Building. Bryan presented three quotes that he received for the build-out on this location, he also stated that the only way the tv station would work at this location is to build an upper level. He stated that this is the best location for town & school accessibility and most cost effective after many months of research. Bryan stated that it would be approximately \$300,000 after the construction phase to build a studio in any location that is chosen. Michael DiGirolamo of Venice Construction quoted approx. \$336,000 to do the entire build-out, Beth McDougal agreed that that is in line with construction costs for a project as this. Sue asked numerous questions to Mr. DiGirolamo regarding construction costs per square footage and question about the handicap accessible lift needed as well. Michael D. suggested that the basement in this location should be used for storage only, he was not sure of how much space can be utilized for storage and he would check building inspector.

The Board agreed that the electrical needs should be compensated by the landlord and must be at least 300 amps. Mr. Lipsy stated the importance of sound proofing the studio, Mr. DiGirolamo said he has done soundproofing in other locations and can be done cost effectively. Michael stated that this type of job should be started by September or October 2018 to avoid the winter months of this type of construction. He said it would be about a 22-week project from start to finish.

Al DiNardo asked administrator to write a letter to Board of Selectmen asking them to review all information that has been researched and request to be on the June 27th Agenda if possible. The letter will explain all location costs per square foot and other local Access TV Studio's costs as well. Al explained again that 13 Main Street is the only resolution considering there are no municipal buildings in Saugus that can be used as a studio, as previously stated by Mr. Crabtree.

- **Treasurer's Report:** – Fatima presented the Treasure's Report to the Board of exact monies in operational & debit card accounts for the month of May 2018, Board agreed with accounts, Donna motioned to accept report that was 2nd by Chair – Motion passed 4 -0,
- **Update on 2016/2017 Audit:** - Al DiNardo is working on the audit and explained the former Chairman of the Board for Saugus Cable TV, Mr. Joseph Cassia is refusing to put forward the 2016 audit number that is holding up the filing of 2017 audit. Fatima requested that we send a letter to the Town Accountant asking for a status update on the 2016 audit, so the BOD can move forward with 2017 tax filing.

- **Executive Director:** re: Telly Awards – Bryan stated that he will purchase Trophies and Certificates for the winning Saugus TV staff and students for their great accomplishment, this money will come out of the 2018 promotional materials budget. Fatima agreed to buy 4 Certificates of acknowledgment for students & 2 Trophies for staff members.
- **Peg Access Programming Operating Procedures** – Attorney William Solomon attended the meeting to give an overview of Peg Access operating procedures, he explained about the legalities of government and public access tv. There are many laws and policies regarding political ads and how to handle situations. He explained about First Amendment Rights and how to prevent a lawsuit when someone states their rights are violated. Mr. Solomon stated that all election programming should be on the public channel and not government channel. Mr. Solomon also advised Saugus TV Board that RCN cable provider will possibly be coming into Saugus. He handed out literature that was extremely useful for all board members to review regarding implementation of new political laws and news.
- Chairman voted to approve Peg Access Operating Procedure Manual, that was 2nd by Fatima – Passed 4/0
- Next scheduled BOD meeting will be held on Thursday, July 12, 2018 at 7:00 pm
- Fatima motioned to adjourn meeting that was 2nd by Chair – Motion passed 4/0
- Meeting adjourned at 9:30 pm