



**Thursday May 20, 2021 @ 6:00 pm
Meeting Minutes**

- Meeting called to Order @ 6:02 pm
- Attendance: Donna Sordello, Maureen Whitcomb, James Alcott, Sue Palomba & Michael Pelletier
- Donna motioned to close open session and go into executive session to discuss personnel matters; motion was 2nd by Maureen **Motion passed 4/0 – 1 abstain.**
- 6:12 Resume open meeting session
- Mr. Michael Pelletier was welcomed as a new member to the SCTV Board of Directors

April 29, 2021 minutes – Maureen motioned to approve minutes and was 2nd by Donna
Motion passed 4/0 – 1 abstain.

Treasurer Report -April 2021 - Donna motioned to approve March bank statements and was 2nd by Sue
Motion passed 4/0 – 1 abstain.

Bryan stated that he would like to wait for town meeting to approve cameras for Belmonte School, Donna suggested that SCTV purchase cameras sooner and not wait for town meeting approval, the money from the town account can be returned to SCTV Operations account. Maureen suggested to go to town hall and ask for an amendment for the town meeting approval. Bryan proceeded to discuss the details and quotes for the cameras that will be needed. Janice will be notified, and this article will go before the town meeting on Monday 5/24/21.

Rick Kowalsky was an invited guest to explain SCTV's current insurance policies that are in place for 30 Main St. Maureen had asked if there is an advantage or disadvantage to having one insurance broker for both Saugus Historical and SCTV. Rick stated that there are not any disadvantages when having two brokers for 1 building as they are two different companies, and each business has sufficient coverage for entire building. Rick presented the policies in place currently, Utica Mutual Commercial Package, Graphic Arts Mutual Insurance Co. workmen's comp. & Commercial Umbrella, Philadelphia Indemnity broadcasters' professional liability and Mount Vernon Fire Insurance for Directors & Officers Liability Policy. Total yearly cost as of April 2021 is \$9,242.00.

Donna made a motion to keep Kowalsky Insurance for SCTV and Rossetti Insurance for SHS for the current year and will be revisited for 2022 renewals. Maureen 2nd motion **Motion passed 4/0 – 1 abstain.**

Re: McDougal Architect final payment of \$9,562.50 Donna wanted it documented that Beth McDougal has not been in contact with the Board of Directors, Executive Director, or the Contractor since September of 2020. On May 11, 2021 Beth sent Bryan, and an Ex- Board member, Fatima, an email asking when she would be getting her final payment.

At inception of this project Beth stated that McDougal Architectural Company will be involved from beginning to end of entire project. Bryan Nadeau had to work with town building inspector, fire inspectors and all other town safety officials to obtain an occupancy permit. Beth also sent an email to the BOD on February 5, 2020 stating that there have been additional expenses on their behalf for \$57,675 that was not signed by either party. She stated it was for Schematic Designs, Design Development, Construction Documents & Construction Administration, that was for that the MEP engineers & specification writers for additional time, the original contract was signed for \$75,000.00.

Donna motioned to table this payment and discuss it at the next Board meeting, Jim A. 2nd the motion.

Motion passed 5/0

A vote was taken to Amend bylaws for an alternate SCTV board member, this amendment will go before the Board of Selectmen at the next meeting. Donna motioned to approve the bylaw to allow SCTV to have an alternate board member – Motion was 2nd by Maureen.

Motion passed 5/0

Janice Jarosz will be notified to add this on the BOS meeting agenda for June.

SCTV “What’s Cookin” – discussion was to allow Non-Saugus residents to do cooking shows. Donna stated that it should only be Saugus residents unless SCTV exhausted all options and then other surrounding towns can be invited to do shows. Sue thought it was a good idea to put an ad in the Saugus Advocate searching for local chefs or cooks, Maureen & Jim agreed to stay with Saugus for now but not exclude anyone that was interested going forward. Sue motioned to agree with Donna that was 2nd by Jim A.

Motion passed 5/0

Bryan and Jim discussed the North Shore Community College Corporate Training that will be a zoom seminar on June 23, 2021 @ 9:00 am to 1:00 pm. Jim mentioned that he would like the SCTV staff to attend the next meeting to discuss their thoughts about attending the seminar and then follow up with staff after seminar.

Jim also mentioned safety going forward with the “new normal” he wanted Bryan & the Board to think about the mask procedure to protect the staff when the office is opened to the public.

Executive Director: Bryan handed out an emergency contact safety sheet for the Board if he is not available, listed names, phone numbers, fire & police procedures, and security systems passwords.

Bryan discussed all meetings and productions the staff has done this month. Donna complimented Bryan & his team for a huge success with the “What’s Happenin” show that airs weekly. Bryan said they have a Memorial Day Service coming up, and Saugus High School Graduation on June 4th. Belmonte school camera update, working with Comcast to get a live signal, once set up and cameras are ready SCTV can go live from there. All old equipment will be disconnected from Roby Building. Gary Sund will be filming a live show in the studio for a financial segment.

Landscaper will resume with shrubs & trees as soon as a letter is drafted by Atty Solomon to neighbor Keith Littlefield stating that he acknowledges that these will be planted on his property after fence is installed.

Maureen motioned to adjourn @ 8:10pm and was 2nd by Donna

Motion passed 5/0