



## Thursday August 19, 2021 Meeting Minutes

- Meeting called to Order @ 6:00 pm
- Attendance: Donna Sordello, Sue Palomba, Maureen Whitcomb, James Alcott, and Michael Pelletier
- Invited Guests: Debra Panetta and Corrine Riley

July 15, 2021 - Minutes – Maureen motioned to approve minutes - 2<sup>nd</sup> by Donna

**Motion passed 5/0**

Treasurer Report - July 2021 - Donna motioned to approve July bank statements - 2<sup>nd</sup> by Maureen

**Motion passed 5/0**

Deb Panetta opened meeting by stating that Beth McDougal Architectural Firm did not have a clear explanation of costs for entire project, Deb said the BOS feel strongly that SCTV should not be paying this firm the additional \$9,562.50 which is balance owed. Deb suggested the Better Business Bureau if Beth continues to pursue balance due. Bryan explained that the architects cost increased due to a state bidding process, an invoice was sent to SCTV but not signed by any board member.

Deb also mentioned the parking lot situation should be more accessible to enter and exit, Donna said there were a slew of things that went wrong with the architectural design.

Bryan mentioned to Board that he would like to supplement SCTV's income with sponsorships from local businesses, he will discuss this further with the Board. Deb said this is a very important question to ask attorneys what can be done due to the revenue from Comcast that will continuously decline.

### **AGREEMENT BETWEEN TOWN OF SAUGUS AND SCTV – DISCUSSION AND AMMENDMENTS**

Deb, Corrine and SCTV Board went through each section with minor changes to the original agreement, Michael Serino dropped off his notes prior to meeting that were reviewed and added into agreement. Mike asked that SCTV add meetings and be broadcasted live or if not, then the meeting must be taped and broadcasted within 24 hours.

Mike also asked to add a section that any member of the BOS or any other Board or committee may request a copy at no charge. Delivery of request must be made within 5 business days, Deb suggested 3 business days.

Bryan was asked to go over the entire agreement with Atty Bill Solomon and make revisions as requested. Deb asked that the two boards meet as soon as possible to finalize this agreement before the Town election takes place. Deb asked Bryan when the draft is complete to send an email to BOS & SCTV Board to schedule this meeting.

Additional discussion regarding Town Meeting and Finance Committee should not be involved with approving SCTV funds, this will be discussed with Mr. Solomon to add the correct verbiage into this agreement.

RE: Alternate Board member for SCTV – Attorney wanted it noted that the BOD should not make decisions – Deb stated that the BOS will make decisions adopting to choose board member for SCTV, this will be a decision that will be put in the new agreement

Deb asked that the BOS receive copies of the monthly financial reports, details of programming & minutes, she stated that she will ask selectmen if they would prefer monthly or quarterly financials, this will be implemented in the agreement.

Insurance Coverage for SCTV was discussed, Deb read insurance coverage summary that included personal property and commercial general liability coverage \$1,000,000 for replacement cost, officers & directors \$2,000,000 liability, broadcasters' professional liability coverage of \$1,000,000 business personal & commercial umbrella coverage for \$2,000,000.

It was also noted that SCTV is exempt from all municipal postings, Corrine stated that she understood this is not mandatory under the Comcast agreement, but SCTV must be transparent with all executive sessions and regular scheduled meetings.

Donna mentioned that the construction account will be closed soon and SCTV will have final completion numbers. She asked the BOS if they had any suggestions regarding hiring an attorney to change the agreement with the new amortization between SHS and SCTV. It was advised that the SCTV Board hire a tax attorney to revise this agreement or Deb will discuss this with Mr. Cicolini to come up with a solution.

Next meeting TBD in September to complete and finalize the agreement

Donna motioned to adjourn meeting at 8:43 pm - 2<sup>nd</sup> by Maureen

**Motion passed 5/0**