



**Thursday September 16, 2021 @ 6:00 pm**  
**30 Main Street**  
**Meeting Minutes**

- Meeting called to Order @ 6:08 pm
- Attendance: Donna Sordello, Maureen Whitcomb, James Alcott (Sue Palomba & Michael Pelletier-absent)

August 19, 2021, minutes – Maureen motioned to approve minutes and was 2<sup>nd</sup> by Donna  
**Motion passed 3/0**

Treasurer Report -August 2021 - Donna motioned to approve August bank statements and was 2<sup>nd</sup> by Maureen  
**Motion passed 3/0**

Maureen noted that the final amount in the construction account is \$2584.63, this will most likely be transferred into the Operations account when Donna discusses it with BOS & Town Treasurer. Also, a complete amortization of the total construction costs will be completed for the new lease agreement between SHS & SCTV

Old Business:

Policies & Procedures:

Bryan explained that he previously went over entire handbook with Mike Pelletier, Bryan had made a chain of command for responsibility in the office. Bryan explained that the staff enters their hours and job responsibilities in the ADP portal, on Monday they are printed out, reviewed, and signed by Bryan. Jim asked that Bryan scan and email weekly time sheets to the BOD. Donna, Jim & Maureen agreed that the staff raised should be given to staff as of 9/20/21 and retroactive as of 7/1/21

It was determined that Anthony Moschella will not be disciplined for negligence on his personal web page that was originally thought to be connected to SCTV. Donna asked to document this information to protect all parties.

Executive Director:

Bryan stated that the SCTV staff has done 6 meetings, 12 productions, and 11 members were involved and a special event show “cars & cops”. Founders Day was very successful and many people viewing the studio with great compliments. Bryan is making a half hour highlighted preview of Founder’s Day, as well as a complete viewing on channel 8. The Board complimented John Prudent on a video that was made of the entire construction project at 30 Main Street. John’s video included the inception of construction to the completion. Bryan also mentioned that Andrew Whitcomb’s shows will halt temporarily through the election season. SCTV will cover election Tuesday November 2<sup>nd</sup>. Fall sports are in full swing, Anthony and Bryan working on video/audio at the HS field. Bryan will draft a letter to Athletic Director with a detailed explanation of what SCTV covers during sports season.

Continued discussion with Attorney William Solomon via telephone conversation regarding the agreement between SCTV and the Town of Saugus. Mr. Solomon had a conversation with the BOD to go over specific details in the agreement, they went over the agreement line by line and made appropriate changes as to the decisions made by the BOS and the BOD in the August 19<sup>th</sup> meeting. Mr. Solomon will have a draft for review by October 18<sup>th</sup>

Maureen motioned to adjourn @ 8:01pm and was 2<sup>nd</sup> by Donna

**Motion passed 3/0**