



Thursday January 19, 2023 @ 6:00 pm
30 Main Street, Saugus
Meeting Minutes

- Meeting called to Order @ 6:05 pm
- Attendance: Donna Sordello, Sue Palomba, James Alcott, Maureen Whitcomb – absent: Michael Pelletier

December 15, 2022 - Minutes – Jim motioned to approve minutes – Maureen 2nd the motion
Motion passed 4/0

December 2022 Treasurer Report - Donna motioned to approve, Maureen 2nd the motion
Motion passed 4/0

Executive Directors Report: Bryan gave an update on December's monthly report: 8 meetings, 9 productions, 11 sporting events, 35 member/edit sessions. 5 special events; that included Christmas Tree Festival, Saugus River Watershed Meeting, Menorah Lighting and the SMHS Auditorium Dedication Ceremony. Bryan also mentioned that the Cannabis Community Outreach meetings are being held at Saugus TV, 30 Main Street, due to Town Manger's refusal to conduct these meetings in Town Hall. Going forward SCTV will host all Outreach meetings.

Bryan also mentioned that he will start to prepare next fiscal year's budget and will schedule a meeting for the Boards review.

RE: Plumbing issue with Roto Rooter - Bryan will contact Roto Rooter to determine billing fluctuations with plumbing, electrical, and clean-up costs.

- The Board reviewed the lease agreement between SCTV & SHS and it states that any building repairs will be paid half each per organization. The SCTV Board has decided to ask SHS for 10% of the total repair for the plumbing cost and not the entire 50%. This will be discussed with Laura Eisener and the Historical Board when the final bill has been determined. Also, the board would like the SCTV Accountant to be aware of this situation due to the amount of an unexpected loss of funds.

RE: Time off Request Form: Bryan will keep track of "employee time off" form that he implemented. The BOD asked Bryan to manage the staffs paid time off and earned time off, Bryan will adjust the form accordingly. This information will be posted in the Employee Handbook.

Maureen motioned to adjourn the meeting at 7:11 pm and was 2nd by Jim

Motion passed 4/0