



**Wednesday December 2 ,2020 @ 6:00 pm  
Meeting Minutes  
ZOOM Conference meeting**

- Meeting called to Order @ 6:00
- **Attendance:** Acting President, Donna Sordello, Treasurer, Fatima Allan, Board Member Sue Palomba, Executive Director Bryan Nadeau

Approve 10/15/20 minutes – Fatima stated that she disagreed with a paragraph in the minutes to be approved, Fatima wanted to review recording from this meeting due to a sentence referring to town council. Bryan and Donna suggested to table minutes until next meeting.

Donna motion to table minutes and was agreed by Sue & Fatima **Motion passed 3/0**

**Treasurer's Report** – Fatima explained money Operations account & Construction account, Fatima asked Bryan to present live spreadsheet of monies owed out of Construction, Bryan stated that H & B contractor is owed \$10,000, McDougal Architect is owed \$9,500, Access A/V is owed \$21,000 and Sachem Sign is owed \$1,750. Bryan also said good news that SCTV will be getting a rebate for lighting of \$21,000 that will be deposited in account soon. Current balance in Construction Account is \$119,755.70.

Balance that is due back to Operations account is 77,713. Therefore, all remaining money, after completion of outstanding bills from construction will be transferred back to operations account and construction account will be closed.

Donna motion to accept treasurer report 2nd by Sue **Motion passed 3/0**

**Old Business:**

- Completion of Construction – Bryan stated that SCTV building is very close to obtaining an occupancy permit, Fire inspector had a list for H&B to complete and there were a few electrical issues that had been resolved by AJ Electrical. The Town's Electrical inspector will sign off on permits, Thursday, 12/3/20. Also, waiting for a main panel fire box that is required by the Town of Saugus Fire Dept. Bryan will then contact and schedule a completion review with Fire inspector and after that the building inspector can be scheduled give building occupancy.

Fatima questioned how much additional money will be needed to complete and get approved for all inspections necessary. Bryan was unsure at this point how much additional money was needed.

Fatima asked if dishwasher panel will be replaced soon. Donna asked about rainwater flooding basement, this will have to be addressed to see if this is a new problem or has been an ongoing problem. Laura from the SHS will be contacted to discuss the water problem.

- Discussion of Fence:

Donna gave an explanation regarding a conversation with Dan Kelly about fencing around 30 Main Street building. Donna said that Dan suggested installing a chain link all the way down the driveway side of the building and PVC in the back of the building. Bryan stated that original plan is most likely the best way to go as was discussed with abutting neighbors.

Three quotes were obtained, Manning Fence, Pride Fence & Executive Fence, the quotes in detail were to install an eight-foot stockade or Vinyl fence around entire property and install a four-foot black vinyl chain-link to be set in pea stone around parking area for safety when entering and exiting parking lot.

Bryan explained that the BOS would prefer the fence to be installed sooner than later as it was promised to the neighbors from the previous SCTV president. Sue asked if a budget was in place for fence also asked if the fence company to send photos of job to be completed. Fatima was concerned extra cost of installing vinyl as opposed to regular chain link. Fatima suggested vinyl behind the building and black chain link (with privacy slats) between 30 Main Street and the neighbor on the right being the entire length of the driveway up to the vinyl; if we install vinyl all around that neighbors be asked to split cost of fence. Donna said it was promised that SCTV would pay for entire fence. Bryan stated that a white vinyl fence should be installed in the back and to the right, and it is less expensive than another color.

Bryan said the discussion with neighbors was to install a vinyl or stockade fence around building, Fatima was concerned about the cost and suggested chain link. Donna did not think that was a good idea and would not look as nice as the vinyl fence.

Donna recommended Pride Fence; Sue & Fatima agreed based on the revised quote that will be reviewed by the BOS as well.

Donna motioned vote to hire Pride Fence that was 2<sup>nd</sup> by Sue

**Motion passed 3/0**

**Tabled from agenda:**

- Next meeting will be scheduled with Historical Society to clarify utility bills, comcast and discuss revision of lease between both boards.
- Document the non-transfer from construction back to operations account.....advised by BOS

Donna wanted it on record that Peter will be paid in full as soon as job is complete

Fatima mentioned that SCTV be prepared for construction account audit by the Town and the Operations audit by Ryan & Coscia

James Wlodyka was present at meeting and wanted to compliment the studio

Meeting Adjourned: 7:01 pm