



**Thursday, February 18 ,2021 @ 6:00 pm  
Meeting Minutes**

- Meeting called to Order @ 6:03 pm

- **Attendance:** Donna Sordello, Fatima Allan, Maureen Whitcomb, James Alcott, Sue Palomba

**January 21, 2021 minutes** – Maureen made a motion to approve minutes that was 2<sup>nd</sup> by Fatima **pending** the clarification of the letter drafted by Ryan & Coscia to the Town regarding the balance owed to SCTV of \$41,911.53  
**Motion Passed 5/0**

**February 4, 2021 minutes** – Maureen made a motion to approve minutes that was 2<sup>nd</sup> by Sue, Fatima abstained from vote due to absence of this meeting  
**Motion passed 4/0**

**Treasurer Report – January 2021** - Donna made a motion to approve bank statements that was 2<sup>nd</sup> by Fatima  
**Motion Passed 5/0**

- **Organization of Directors:**

- 1<sup>st</sup> voted in **Donna Sordello; President**

Sue yes – Jim yes – Maureen yes – Fatima – No

**Motion Passed 3/1**

- 2<sup>nd</sup> voted in **Sue Palomba; Vice President**

Donna yes – Jim yes – Maureen yes – Fatima yes

**Motion Passed 4/0**

- 3<sup>rd</sup> voted in **Fatima Allan; Treasurer**

Maureen yes – Jim yes – Donna yes – Sue – yes

**Motion Passed 4/0**

- 4<sup>th</sup> voted in **Maureen Whitcomb Clerk**

Donna yes – Jim yes – Sue yes – Fatima - yes

**Motion Passed 4/0**

- 5<sup>th</sup> **Board Member James Alcott**

**Check writing procedures:**

Donna asked that SCTV have two signatories going forward; Fatima suggested 2 signatures for all checks \$ 5,000 and over, Donna disagreed and preferred 2 signatures on \$1,000 or more, Sue agreed with \$1,000, Maureen asked board to compromise and have 2 signatures for \$2,500 and over. Fatima asked to be removed as Treasurer if new board members are sworn in.

Maureen made a motion to require 2 signatures on checks written \$2,500 or greater Donna 2<sup>nd</sup> motion

**Motion Passed 5/0**

**COVID-19 RULES FOR SCTV STAFF:** If an employee tests positive and can work from home then no sick time or CoVid time is being used. If an employee is unable to work due to complications from CoVid they should receive CoVid pay up to 80 hours over and above their sick pay. An employee must provide a letter of a positive test to receive CoVid pay and a negative test or doctor's note to return to work, Donna disagreed with this policy and would prefer employees to use their sick time if necessary. **Fatima motioned** to give employees up to 80 hours of Covid pay if not able to work remotely, Motion was 2<sup>nd</sup> by Maureen

**Motion passed 4/1**

**Parking lot paving** – Josh Cooper of Cooper Paving, Saugus has revised his first quote of \$8,500 to \$7,000 to remove pea stone and repave driveway, Cooper was contracted originally to do paving at 30 Main Street, because of 3 quotes obtained prior to him doing the job. Maureen requested a written proposal from Cooper stating to be the first job in April as soon as they resume paving. This job will be paid for from Construction Account. Fatima made a motion to approve \$7,000 for parking lot pending proper contract from Cooper that was 2<sup>nd</sup> by Donna

**Motion passed 5/0**

**Energy Efficiency Incentive Program** – Bryan explained that SCTV has received rebates for approximately \$25,000 in refunds from National Grid/Ockers for an equipment incentive program. Bryan asked Wendy Hatch, finance director, where this check should be deposited, Wendy said it must go back into the Town held PEG access account. Bryan confirmed this with SCTV auditors, and they agreed. The check will be given back to the Town to be deposited into the PEG account.

**Insurance Coverage Policies** – Fatima was concerned about leaving SCTV's current Insurance Agent to use another agent in Town because SCTV has been loyal to this agent for many years. Bryan explained that the reason for transferring policies is due to compilation of SCTV's policies and SHS policy. Currently SCTV consist of Utica Insurance, Philadelphia Insurance & Mt. Vernon Insurance. SHS has a policy held with Norfolk Dedham Insurance. The board will decide when all quotes are in from Rossetti Insurance Agency. Sue mentioned that both Saugus agents are reputable but SCTV should be with the agent of SHS that owns the building.

**Executive Director:** - Bryan handed out budget sheets to be reviewed by board prior to 2/24/21 meeting. Bryan also handed out monthly reports that will be sent to town hall. Ryan & Coscia sent 2018 & 19 audit reports to SCTV, Fatima asked Bryan to send reports to finance dept, board of selectmen & town accountant. Bryan also said there will be a cooking segment in March in the new SCTV kitchen for the staff to get familiar with filming. Inventory is near complete, winter sports complete and channel 8 is now updated with programming notes at the bottom of the screen.

**Belmonte Cameras** – SCTV is responsible for purchasing cameras, Bryan explained that cost of these cameras will be on a separate warrant for approval included in the budget. Bryan said SCTV will be purchasing the cameras, but there should be a live feed brought over to the school, all equipment needs to be compatible with the live feed brought into the Belmonte, costs can change due to many circumstances. James Wlodyka was in attendance as a citizen and volunteer, he is helping Bryan implementing the Belmonte project, James has been extremely helpful as to his knowledge of the Town's infrastructure in helping with this project.

Donna motion to adjourn meeting @ 7:41 pm that was 2<sup>nd</sup> by Maureen – **Motion passed 5/0**

Next Board monthly meeting – March 18, 2021 @ 6:00 pm