

Minutes  
West Boylston PEG Board  
5/5/16  
West Boylston Town Hall

In attendance: John Schlichte, Rich Simmarano, Amanda Rivard, Shannon McInerny, Carol Parker  
Guest: Barur Rajeshkumar

The minutes were read and accepted.

Finances

- Grant/monies received \$62, 282.62
- Financial update \$173,355.82 as of 4/13/16

Equipment/Software

- 2 new Nikon cameras have been purchased from Best Buy for a cost of \$539.90 and \$78.94 for the cards
- Shannon and Rich will purchase a new IBM for video editing with a DVD burner at a cost of up to \$1000.00
- A sound issue on 194 was reviewed by Charter but it resolved itself.
- A camera is not working in room 120 so there is no power to that particular camera for recording Zoning and Planning board meetings. The other two cameras in that room are working.
- Shannon requested a tv in the control room so those recording can see what the viewers can see at home.
- Rich presented Castus to replace Tightrope. This will be discussed at the June meeting.

Staffing

- Rich suggested a paid person to be the treasurer so there is someone who is knowledgeable of budgeting so that contract monies are spent wisely.
- A motion was made and passed to make it a paid position but postpone the hiring process until more investigation is done.
- John is also set up as a vendor so he can get reimbursed for purchases.
- Current staff hours were reviewed: Amanda works up to 15 hours/week and Shannon up to 20 hours per week. Shannon's request that Amanda's hours be increased up to 20 hours was approved. Discussion followed about getting volunteers from other schools. Rich mentioned his son Ben.

Other

- Rich will research using flash drives instead of DVDs.
- Shannon and Rich are getting trained on the Town website.
- A Public Hearing will be held on June 23, 2016 at the studio.
- There was discussion about what the process should be for residents requesting DVDs of recorded meetings and how much the Board will charge. It was felt a \$10.00 fee would be fair.
- Programming is continually being added to YouTube and Facebook.
- Currently our promotional items are mousepads and mugs.
- Raj asked if he could post his candidacy for Selectman. The board said it was fine.

The next meeting is scheduled for June 23, 2016 at 6:30

Respectfully submitted by Carol Parker, Secretary PEG Board

The information above was submitted and approved at the June 23, 2016 WBPA-TV PEG Board meeting. Additionally, it was noted at the meeting that the two additional points below were part of the 5-5-16 PEG Board Meeting and that information was subsequently sent to Carol Parker, PEG Board Secretary:

- 1) Use of the new Amazon account by the PEG Board Treasurer (Rich Simmarano) for up to \$200. per month for WBPA-TV related items/supplies was approved (unless otherwise authorized for a greater amount),
- 2) Rich will investigate reducing the liability limit of the Amazon account from \$10,000 to a lower amount (i.e. \$2000).

The additional information above was submitted by John Schlichte, PEG Coordinator (8-20-15 to 6-30-16).