

Minutes 12-19-17 PEG Board Meeting

Members Present Christopher Rucho, Jack Flynn, Dave Femia, Tony Sanders

Not Present Jeff Legendre, Jason Dimen

Brittany Blaney Anderson

Gene Bixler

PEG Board Meeting

12/19/2017

Notes from Video

- Meeting called to order at 6:30 PM
- Approve Minutes from 10/10/2017 Meeting
 - Motion: Dave Femia
 - Second: Jack Flynn
 - No Discussion
 - Unanimous approval
- Approve Minutes from 11/14/2017 Meeting
 - Motion: Dave Femia
 - Second: Tony Sanders
 - No Discussion
 - Unanimous approval
- Discussed PEG Coordinator Reports
 - Account Balance report is missing a line item indicating the dollar amount that remaining after Charter funds are allocated: \$59,670.09.
 - Discussed new programming aired since previous PEG Board meeting
 - Discussed viewership statistics for West Boylston YouTube channel
 - Issue Raised:
 - School Board meetings on WBPA channel are hard to hear
 - Volume is good for Superintendent but not for other members or guest speakers
 - Interim Access Coordinator to investigate
 - PEG Board was provided a copy of Charter Communication's Justification report for 2018 cable rates
 - PEG Board has no oversight of the relationship with Charter
 - Interim Access Coordinator will post this report on the Town website with direction to contact Charter directly if residents have any questions
- Discussion of new applications for open Access Coordinator position
 - Two new applicants
 - Applicants applied under currently-posted job descriptions and pay structure
 - Because new job descriptions and pay structure have not been approved, we will continue the application and interview process using only the job description and pay structure that existed when the candidates applied
 - Discussed whether the Board should form a sub-Board to interview candidates
 - Decided the entire Board should interview candidates since there are few applicants

- Motion: Dave Femia
 - Second: Jack Flynn
 - No Discussion
 - Unanimous Approval
- Interim Access Coordinator raised concern that she might present a conflict of interest in interviewing candidates for permanent Access Coordinator role
 - Board decided no conflict exists because interim Access Coordinator is not pursuing the permanent position
- Extend interim Access Coordinator
 - Board decided to extend the appointment of the Interim Access Coordinator through March 31, 2018, or until a new permanent Access Coordinator is hired
 - Pay rate: \$17.50 per hour
 - Maximum of 14 hours per week
 - Motion: Dave Femia
 - Second: Jack Flynn
 - No discussion
 - Unanimous approval
- Postponed vote on Clerk of the Board
 - No candidates
- Future Items to Discuss
 - Budget for FY 2019
 - Policies and Procedures
 - Use Policies and Procedures for other towns where possible to reduce time needed to create an entire document
 - Update Job Descriptions for Access Coordinator and Production Assistant
 - Friends of WBPA Account
 - This account has a balance of \$1200
 - Replenished to \$1200 each fiscal year out of PEG Board Budget
 - Who has signing authority?
 - Since this account is maintained out of PEG Board budget, does PEG Board have access to use these funds?
 - Chris will get information on this and clarify at January meeting
 - Vendor / Equipment update for new video equipment
 - Will be updated at January meeting
 - Next meeting: January 16, 2018, at 6:30 pm
- Adjournment
 - Motion: Dave Femia
 - Second: Tony Sanders
 - No discussion
 - Unanimous approval

Approved on 3/29/18