

Meeting minutes of Holyoke Media – Dec. 14, 2017

Present:

- Jennifer Myszkowski
- Ali Pinschmidt
- Mike Hines
- Carey Baker (by Skype)
- Denis Luzuriaga
- Scott MacPherson, ED

Not Present:

- Al Williams

Call to order: 6:40 p.m.

Minutes

- Minutes from Nov. 16, 2017 meeting accepted.

Director's Report

- View the director's report here:
https://drive.google.com/file/d/1JG2LXEvp09-a1bvuyiJ3mjKx_VWfdWlu/view?usp=sharing
- View the profit/loss statement here:
https://drive.google.com/file/d/1ksc0imk9vWNxi3_SwhpkdQUGm8wR7ZFS/view?usp=sharing
- Building:
 - Title for the building is clean.
 - Overall the building is structurally sound.
 - Floor: Inspector suggested we replace some of the floor; there's a raised floor (8-12 inches) on 70% of the first floor that wasn't detected earlier.
 - How much load can the floor can bear in its current condition?
 - Was the raised floor intended to level out the floor?
 - It's structurally stable, but an architectural person would have to know how much it could hold in terms of people weight.
 - Brick foundation: Inspector suggested stable right now but the some will need to be replaced.
 - It may be up to \$50k to replace the bricks.
 - Scott got a quote from the masonry people who were part of the inspection. Dennis knows a masonry person as well. We need to have an accurate cost estimate to bring to the negotiating table.

- Hazmat inspection: Inspector suggested we should prepare ourselves for a significant amount of asbestos.
 - Scott asked for a quote a price to remediate it for gutting.
 - Would need to be tented, etc.
 - It has to be done before demo (it is demo though); union workers will not do demo until everything has been remediated.
- Roof: The roof should be fine for current loads, like snow. Seller said that the roof was in great shape, but it's 10 years old and there's some problems. Photovoltaics are heavy to put on.
- P&S deadline: January 15, 2018.
 - Given issues raised, may need to negotiate price.
 - Can we ask for lowered price or block grants, etc.?
- Construction
 - Scott wants the board to approve his pursuing a construction loan of \$500k
 - Cost estimate is \$1.2 million for an open layout.
 - We should try to self finance and leverage what we have. Lenders base the value on 75% of the finished value of the building.
 - Scott is in talks with Easthampton Savings Bank and PeoplesBank.
 - Only pursuing fixed-rate mortgages with no early-payoff penalties.
 - Denis reports that the requisition process is really tough, and requires notarized lien waivers, lots of paperwork.
 - If we have an architectural firm they should be able to take of this, the construction manager would be on top of it.
 - Carey thinks it should be more like \$750k. we could approve up to an amount today like 750k and then figure out the actual amount with bank, committee, etc.
 - Part of negotiating is that we want a sign on the building saying who is funding it so people take note that the bank is funding something in downtown Holyoke.
 - Carey made a motion to approve up to \$750K for a construction loan.
 - Dennis seconded.
 - Passed unanimously.
 - Building committee to begin meeting regularly. That team will figure it out by email.
- City Council Chambers
 - City counselor put in order to replace all production equipment at city hall.
 - Scott got a quote for the work he'd like to have done, to be funded from the facilities capital account, of \$28k and change
 - Suggest approving \$32k.
 - Quote is from ISG integrated group. That's the only quote he's gotten so far. But they have undercut others substantially on other bids.

- This work would change all the video over, not the audio. Scott doesn't think the audio needs to be replaced.
 - Joe McGiverin has repeatedly said that the microphones are broken and mentioned microphones specifically when Al, Jennifer and Carey spoke with councilors.
 - Scott tested microphones. Councilor's perception may be different from reality.
- There is on average 3 meetings a week in council chambers, per assistant to the city council.
 - The control room is in the basement.
 - At present, there's no way to communicate between the person below and upstairs.
 - Jordain does a good job directing people to speak into the mics
 - Advise the new council president that they can communicate with the control room via the mic on any issues.
 - Why not walkie talkies? Unorthodox.
 - Most meetings there's no paid person at present to manage the tech.
 - Its about training the council people to talk into the mics.
 - Could there be on an ipad in the room?
 - There are issues with having a production person in the room.
 - They could set up in Ryan's office. Or sit in the audience.
 - Once the logo is approve, brand all new technology with our logo.
 - Mike made a motion to approve \$32k for city hall video upgrade.
 - Carey seconded.
 - Passed unanimously.
- Budget
 - Scott updated the budget for the year.
 - \$5k maintenance/upkeep.
 - Funding for rental space in case it's needed in the future.
 - \$10k in the equipment line, laptops for field editing trainings,
 - \$10k to redo the website
 - A line for contract labor for production of city council and school committee meetings.
 - It's a Dec to Dec budget. When to approve?
 - Denis will review the budget with Scott to talk about how he arrived at these numbers. Budget will require a vote.
- Logo
 - Logo – everyone generally likes it.
 - Don't like numbers over the logo, but next to letters, yes.

- Will get some shade variations, purple more like high school.
- Ali doesn't love the bulky size of the Holyoke Media, maybe reduce in size a little?
- Animated? Holyoke media, opening doors.
- Equipment
 - All the equipment that was ordered came in.
 - Fully prepared to start checking equipment out.
 - Manage equipment tracking using metallic pens, etching machine, some kind of scan?
- Job posting
 - Job has been posted.
 - Ali will find Meaghan's list of previous applicants and send job posting to them.

Next Scheduled Meetings

- **Special meeting:** Jan. 4, 2018 at 6:30 at Holyoke High School.
 - Agenda items include decision about building.
- **Regularly scheduled meeting:** Jan. 11, 2018

Motion to adjourn at 8:09 p.m.