

## Meeting minutes of Holyoke Media – Jan. 11, 2018

### Present:

- Al Williams
- Jennifer Myszkowski
- Carey Baker
- Scott MacPherson, ED
- Ali Pinschmidt
- Denis Luzuriaga

### Not Present:

- Mike Hines

**Call to order: 6:49 p.m.**

### Minutes

- Minutes from Jan. 4 meeting accepted.

### Director's Report

- View the director's report here:  
<https://drive.google.com/open?id=1xgxIXKE5ckLxQdffebGmlHvPsjmY3Jm4>
  - Budget:  
[https://drive.google.com/open?id=1onAaPRRbDxAmAJS7J1RlFW-zmh\\_ZChD](https://drive.google.com/open?id=1onAaPRRbDxAmAJS7J1RlFW-zmh_ZChD)
  - Financials  
[https://drive.google.com/open?id=1K4qJbRGIYGI\\_iuog369adY4zbMiXIE3r](https://drive.google.com/open?id=1K4qJbRGIYGI_iuog369adY4zbMiXIE3r)
  - Personnel Policy  
[https://drive.google.com/open?id=1dut6bCd6QboHS8b9hfwKBWWQqW6OXyxVQq1a4V\\_moOw](https://drive.google.com/open?id=1dut6bCd6QboHS8b9hfwKBWWQqW6OXyxVQq1a4V_moOw)
- Building:
  - Scott met on Monday 1/8 with Marcos Marrero of HEDIC to request \$80K reduction in the price of One Court Plaza and request the temporary extension of the Purchase and Sale agreement (P&S)
    - Marcos suggested a reduction of \$40K.
      - Marcos says visible asbestos costs should have been assumed.
      - Scott says the only visible asbestos is in the basement and the remediation cost of just the basement asbestos is \$20K. If we remove that from the \$80K, he suggested that \$60K might be OK with this board.
      - Marcos suggested that another quote be obtained by Holyoke Media.

- Scott suggested that if he wanted another quote that HEDIC could get it and that it would extend the process another three months, which we were not keen on.
  - Marcos is taking it to the HEDIC board the week of Jan. 22.
  - If HEDIC isn't into this lower price, there are other options, which Scott will explore with Marcos, including reducing PILOT payments, which will not impact their cash on hand and will reduce \$\$ paid to the city over time thereby reducing an expected expense of hundreds of thousands of dollars by a fraction
    - P&S will be extended to the end of January.
- Personnel policy
  - Jennifer made a motion to accept the policy.
    - Denis seconded
    - Passed unanimously.
  - Next steps:
    - Scott is going to fix the formatting and finalize the doc.
    - Scott will get the personnel policy translated into Spanish (Carey to contact Elena Langdon to ask for translation referrals).
- Budget:
  - Scott and Denis met to review the budget.
  - Board reviewed budget and discussed a variety of issues related to it.
  - Denis made a motion to accept the budget.
    - Jennifer seconded
    - Passed unanimously
  - For future, Scott will share budget and our financial performance in relation to it on a quarterly basis.
- Problems with City Hall broadcast
  - Scott has identified the problem. He thinks it's a sync pulse. There's no sync. The system needs a "frame sync."
    - He's been in contact with HB Communications, the firm that installed the transmission equipment.
    - Problem is NOT weather-related.
    - Problem is NOT related to production equipment.
    - Problem IS related to transmission.
  - Production equipment in City Hall is going to be moved to where the current Registrar of Voters office is presently.
    - They're doing some office switcheroos in City Hall. This switch will allow production to be closer to City Council chambers.
      - Move will require complete rewiring of audio.
    - Scott talked with Joe McGiverin about perceived equipment deficits
    - Scott tested all equipment and all is in working order.

