

## Meeting minutes of Holyoke Media – Jan. 4, 2018

### Present:

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

### Not Present:

- NA

Call to order: 6:35 p.m.

### Minutes

- Minutes from Dec. 14 meeting accepted.

### Director's Report

- View the director's report here:  
<https://drive.google.com/open?id=1qTWpXauQCHLqkjSopWfudk-yYYIUb4BR>
  - Financials:  
<https://drive.google.com/open?id=1vpup2fDjBU4K3LUOZAybUMDFXB35Dbil>
  - Building Info: Structural Report -  
[https://drive.google.com/open?id=1WnY55n1CyWYVJa0nzPgoPMZURgMDp\\_Cg](https://drive.google.com/open?id=1WnY55n1CyWYVJa0nzPgoPMZURgMDp_Cg)
  - Masonry Work -  
<https://drive.google.com/open?id=1Djnt3OWe7WVqDRpdYNZj96rTXdzEHw4M>
  - Hazmat Report -  
[https://drive.google.com/open?id=1jQW56CcaEqvlst\\_t3svDOA3ea6vHPTIt](https://drive.google.com/open?id=1jQW56CcaEqvlst_t3svDOA3ea6vHPTIt)
- Building:
  - Committee met before Christmas.
    - Decisions need to be made soon as 1/15 is our deadline on P&S.
    - Hazardous materials aren't as bad as anticipated, but will require \$35,000 to remediate. May be used to renegotiate price.
  - Results of inspections outlined in above reports. Some discussion ensued:
    - Photovoltaics may not be a possibility due to changing tax rebates (SREC?).
    - Indoor air quality test was done. More testing may need to be done after demolition. May be able to release a "bomb" to kill remaining mold on the premises.

- Scott will follow up if there's any structural impairment as a result of mold.
  - Is HEDIC meeting soon? Unknown.
  - AI: We should request \$80K reduction and discuss where we're willing to settle.
    - Structural remediation re: brick foundation is estimated at \$45,000.
    - Asbestos remediation is estimated at \$35,000.

Either reduce the cost by \$80,000 or give us grants, etc., to equal the cost of this work.
  - Scott is going to start to talk with John Dyjach on Jan. 5.
    - If they elevate to the Board, other Board members will need to get involved. Scott will keep us apprised.
      - AI volunteered himself and building cttee to attend any HEDIC meeting.
    - Scott will draft a letter to John Dyjach and Marcos Marrero so they have it in writing.
  - If HEDIC says no to a cost reduction:
    - Concern: Considerable cost of moving fiber that's been put in the building. We will be on the hook for moving fiber.
    - If they say flat no, we need to regroup and reassess.
    - If they offer to remediate the building issues, or they want to negotiate, we'll have to assess their counter offer.
    - We can discuss counter offers on our Jan. 11, 2018 meeting.
    - Scott is going to talk to Tricia Koss about extending the P&S again and other options that are in the contract extension.
  - Motion to move forward with P&S if HEDIC either 1) agrees to \$80K cost reduction; or 2) agrees to remediate:
    - 2nd: Mike
    - Unanimously passed.
- News director position
  - Applications have come in. 4-5 strong candidates.
  - 1/22 or 1/29 interviews will begin.
  - Plan to make hire and have someone working by March.
  - Ali has not gotten prior applicants, but will call Meghan to get them.
    - Will extend deadline to to Jan. 12, 2018 to allow additional applicants time to apply.
  - Dearth of qualified, Spanish-speaking candidates. We will hire a Spanish-speaking news director.
    - Discussion of recruitment of Spanish-speaking candidates in future. Engage Mass. Latino Chamber of Commerce? Farm Council?
- [Personnel policy draft](#)
  - Discussion of policy. Group discussed and edited together the google doc.
  - We will vote to accept on this on Jan. 11, 2018.
  - Anyone may add their additional comments to the doc before the meeting.

- Problems with City Hall broadcast
  - Scott is going to engage more with broadcasts -- will be live at the broadcast meetings from now until resolved.
  - Scott spoke with City Council President Todd McGee -- They may want to move Control Room to a new location.
  - Problem is a transmission problem, not an equipment problem.
- Final logo in hand.
  - Color options will be available for next meeting. Huzzah!

#### **Next Scheduled Meetings**

- **Regularly scheduled meeting:** Jan. 11, 2018 at 6:30 p.m. at TCP
  - Agenda:
    - Personnel Policy - vote to accept
    - Budget
    - Building

**Motion to adjourn at 7:45 p.m.**