

WCAC Board Meeting, March 28, 2023

Present: Chris McKenzie, Elaine Mello, James O'Connor, Robert Romano, David Stokes, Samantha Henry, Ninos Hanna, and Andrea Santopietro

- conducted online via Zoom
- George was unable to attend the meeting but sent an email saying he had spoken with Andrea and approved expenditures for upcoming quotes.
- Elaine compiled the minutes from the Zoom transcription.

The meeting was called to order at 6:03 pm on 03/28/23.

Items in Google Drive for meeting

- Quotes from vendors to be discussed during meeting.

President's Report

Chris reported that Sam Dudley accepted the position of Assistant Executive Director and that things are running well as we continue to step forward in the work at WCA-TV.

Chris concluded his report. It was noted in complying with the rules of the open meeting law that all votes be done by roll call. David made a motion to accept the report that was seconded by James and unanimously accepted by the board.

Reports of Committees

- **Facilities Committee** Andrea and Elaine updated the Facilities committee with a note about the last meeting with Vertex where it was discovered that Ockers was expected to run network cable. Gary from Ockers was under the impression that the electrical contractor (EC) would do this work, but in looking at old emails, it was expected that Ockers would do that work. Andrea asked Gary for an additional quote for what this work would cost using the prevailing wage law to be compliant with work done in public buildings. Elaine asked David about whether the general contractor had started work or had the permit in place, but David was not in the loop for the general construction meetings, so the group will know more at their next meeting. The sub committee's next meeting with Vertex will be Thursday, March 30

David made a motion to accept the facilities subcommittee's report which was seconded by James and was unanimously accepted by the board.

Executive Director's Report

- **Finance Update** - Andrea gave an update of the current expenditures before presenting the new requests for approvals. She met with Gary from Ockers where they deleted some network drops that had been put on paper when it was thought that the GC's team was going to do the work, but

weren't really necessary to have. So that reduced the amount of Ethernet drops that need to be installed. He also recommended using an Ethernet router instead of running separate wiring from the MDF/IDF to the Control Room rack, so that would be more cost effective. He did mention that there is an \$850 low voltage permit charge that if the City of Watertown doesn't require that for this job, could be removed from the overall costs. This then moved the board to look at the current quotes to be approved, starting with Ockers.

- **Quote Approvals**

- **Ockers Network** - David made a motion to approve \$27,938.60 with possibly eliminating the \$850 for low voltage permit if so directed by the city. Elaine seconded the motion and was unanimously approved by the board.
- **Ockers Security** – Andrea presented the quote from Ockers for the AiPhone security system which will allow for remote access control to the space at front and back doors. She is waiting for an update from Jack from Ockers about changes based on the state's contract adjustments, but was assured that it wouldn't be much more than the current quote of \$15,221.67. David made a motion to approve the quote for \$15,221.67, pending a possible adjustment in the future. Rob seconded the motion and the amount was unanimously approved by the board.
- **RCN** – Andrea reported that the RCN quote came in at \$8,560.28 for the install of fiber and connection into the new space. Sam asked about the need for a police detail in the quote and it was explained that they would need one for traffic control when running the wire out in the street. There was a question about Comcast not breaking out their quote in the same way, but it looks like they lumped theirs all into labor, so don't have quite the same level of detail. There was a question about prevailing wages but most of the work would be done outside of the building. It was noted that the quote had an additional \$108 in tax that should not be charged, so Andrea would talk to RCN about removing that - David made a motion to accept the quote for \$8,560.28, pending removal of the tax, which was seconded by Elaine and unanimously approved by the board.
- **Comcast** – Andrea reported that we finally got a quote from Comcast for the installation and running of fiber, and that costs we were wondering about would be owned by Comcast, so not charged to us. It was noted that there was a hardware charge of \$650 for a Ciena 3916 switch and whether it would be something WCATV would own or Comcast. As this would be the connection

point to the MDF/IDF inside the rack, but in the Comcast quote, that was not factored into the total. Andrea adjusted the calculations to include it in the total cost, which would be \$17,110.26. - David made a motion to accept the quote which was seconded by James and unanimously approved by the board.

Andrea then gave an update on expenditures so far, which includes transfers of 50% up front to JML Lighting, SAS and W.B. Mason, who is handling the AIS furniture order. These amounts totaled \$44,363.28. The two deposits for the lighting have already gone out with the rest going out this week. Andrea went over the totals from the WCATV Move Purchases spreadsheet that is in the Phillips Project folder of the shared Google Drive. Total savings in accounts is \$962,148.16 with a total of \$491,501.80 approved as of this meeting. There is also a total of \$35,537.59 in approved funds for unaccounted work (ie, additional labor costs due to prevailing wage adjustments, etc.) and \$3,286.58 remaining to be approved at some point in the future. There was a question as to whether some of these totals were right and Andrea was going to check the formulas for tallies and confirm that the next meeting, but those were approximate numbers reported. Andrea was having internet issues so concluded her report. Elaine made a motion to accept the report as is, pending clarification of totals at the next meeting. This was seconded by David and unanimously approved by the board.

Old Business – James asked if he needed to do a Treasurer's Report and was encouraged to do so if he had anything to say. James made a note that Andrea had reported that the RCN franchise fee check was late again and was checking into why that was the case. In the meantime, she asked James to transfer \$50,000 from the Watertown Savings account to the operations account to cover payroll and other expenses. There was a question as to whether this needed to be voted upon and it was decided that it was money already approved so did not need a vote. James reported that he and Andrea would be going to M&T bank next week to get the credit card application taken care of and to get online access to the existing account at M&T. James concluded the Treasurer's report. Rob made a motion to accept the report which was seconded by David and unanimously approved by the board.

New Business – no new business.

Next Meeting - Tuesday, April 11th at 6:00pm at the WCA-TV studios.

Motion to adjourn – Motion made by Elaine, seconded by David and confirmed through unanimous vote by the board at 6:40pm.