

PACC Meeting Minutes
Monday, December 4th, 2023
Sudolnik Conference Room, Lunenburg Town Library
Lunenburg, MA

Roll call:

1. Meeting was called to order at 6:03 pm.
2. PACC members present: Steve Walker, Faith Beall, Paul Sarapas
3. PACC members Excused: Steve Archambault, Pete Lincoln
4. Manager: Jo Toale

Public Comments: - None

Committee Comments: - None

Communications:

- Steve Walker has been attempting to contact the Town Manager re: PACC motion of prior meeting to re-define the Manager's position. It appears that the change has been made without the expected salary adjustment; Chairman Walker will communicate with Town Manager as to the change not being in line with the motion passed by PACC.
- Chairman Walker reports that he presented a summary to Select Board on 11/28/23 of all of the good work that PACC has been doing over the past year; Select Board seemed pleased with the report. Select Board Chair Jeffreys noted that what matters most is to have a schedule for PAC new space, as this has been going on for a long time.
- A letter from Xfinity to PACC was shared, noting that the PAC channels have been changed. This letter had not been seen by PACC as it was filed away by Town personnel. The letter includes phone numbers for emergency and trouble reporting procedures, to Xfinity 'Excellence Operations Center', most likely to be used by PAC Manager J.Toale. Paul Sarapas asked what channel numbers were changed. Channel 99 got changed to channel 22. Apparently Xfinity changed numbers for multiple local access stations throughout the state without informing staff. PAC Bulletin boards show the updated changes.

Approval of Minutes:

- 11.6.2023 minutes approved with corrections (motion – P.Sarapas, 2nd F.Beall, passed

Manager's update:

- J. Toale reporting. Holiday 'Storytimes' were recorded in November.
- November Special Town Meeting was recorded.
- Recorded 'Artists in Schools' for Lunenburg Cultural Council.
- New Videographer hired: Chris J. Eric Foster will meet with new hires Chris and Connor.
- Increased postings to Instagram and Facebook

- Christmas Concerts at Lunenburg High School will be covered.
- Kayla D. and Jo T. will be taking Excel classes offered by the town.
- PACC Holiday Party 12/21
- E. Foster and Jo T. will be reviewing Videographer kits to be purchased with ARPA Funding
- New Teleprompter will be brought online
- Purchased 2 new SD Terabyte Drives About the size of a wallet, for MacBook Final Cut core file backups.
- Looking at getting NAS storage to back up FinalCut assets, B-roll, raw footage etc
- Balance \$988,203 plus potentially COMCAST fee will put Enterprize Fund balance over \$1M
- 5 programs in November; 62% local programming
- PAC Employees will have Picture Badges issued by Town

Enterprise Fund Investment:

- By Virtue of timing nothing to report, next update is in February.

Next meeting: - January 8th, 6:00 pm.

In the Sudolnik Conference Room at the Lunenburg Town Library.

Adjournment:

- Meeting adjourned at 6:30 pm
 - (motion – F.Beall, 2nd Paul Sarapas - passed).

Future FY23-24 meeting dates:

- January 8
- February 5
- March 4
- April 1
- May 6
- June 3
- Meetings, held in the Sudolnik Conference Room will begin at 6pm,