

PACC Meeting Minutes
Monday, July 7, 2025
Sudolnik Conference Room,
Lunenburg Town Library.

Roll call:

1. Meeting was called to order at 2:59 pm.
2. PACC members present: Steve Walker, Brian Vienneau, Faith Beall, Steve Archambault
3. Manager: Jo Toale

Appointment of Officers: -

1. Welcomed B.Vienneau as new committee member
2. S. Walker as Chair (S.Archambault, 2nd F.Beall), passed
3. F.Beall as Vice Chair (S.Archambault, 2nd S.Walker), passed
4. S.Archambault as Secretary (F.Beall, 2nd S.Walker), passed

Public Comments: -

- None

Committee Comments: -

- F.Beall was interested to know more about our new member (B.Vienneau). He gave a brief synopsis of his education and job experience.

Communications: -

- S.Walker mentioned that there was another new member possibly joining the committee to fill in the last vacancy.
- S.Walker, still no word about the Cable Advisory committee

Minutes: -

- Motion to accept the amended 6/2/2025 minutes as amended
- (F.Beall, 2nd S.Archambault – B.Vienneau abstained), passed.

Manager's Report:

- Recorded LHS & LMS Graduations, Police/Fire Memorial, Baccalaureate, Scholarship Ceremony and Account Payable Training
- File review for destruction of old files
- NAS at Town Hall not operating and needs to be replaced for CASTUS file backup
 - Motion to replace NAS unit, not to exceed \$1,200, from maintenance budget
 - S.Archambault, 2nd B.Vienneau – passed
- Destruction of video files on server – just received permission from state to destroy meeting video files from 2017-2024
- Backup of FY25 meeting video files
- FY27 Budget Review
- Starting Annual Report as requested by Town Manager
- Starting to enter Purchase requisitions for FY26

- Setting up documents for FY26
- Moving studio to different location in TCP in mid/late July
- Started recording Trust Fund Commission meetings
- Will start recording Tri-Board Committee meetings
- Will start recording weekly Band Concerts
- Awaiting posting of interest and May Comcast fee to complete FY25 Trial Balance
- Recording Master Plan Steering Committee
- Recorded Planning Board Forum – MBTA Communities Act
- Planning Phase of “Talk of the Town”. First recording scheduled for August/September. Name of show will change.
- Balance \$1,025,772.87
- Program Analysis end of FY25
 - 75% local programming
 - Only 80 programs due to large amount of local meetings
 - End of FY24 there were 119 programs

Studio Space Update:

- As reported in Manager’s report

Enterprise Fund Investment Status:

- No update – has averaged \$32,000 in addition income each year

Next meeting: - August 4th , 2025 3:00 pm.

The Sudolnik Conference Room, Lunenburg Town Library.

Adjournment:

- Meeting adjourned at 3:45 pm
- (F.Beall, 2nd S.Archambault) – passed)

2024-2025 PACC Meeting dates:

2025

Mon. August 4th 3pm Sudolnk Room