

PACC Meeting Minutes
Monday August 3, 2026
Suldonik Room,
Lunenburg Town Library.

Roll call:

- Meeting was called to order at 3:12 pm.
(Due to technical issues zoom was not available)
- PACC members present: Steve Walker, Brian Vienneau, Steve Archambault, Faith Beall
- Manager: Jo Toale

Public Comments: - None

Committee Comments: - None

Communications: -

- S.Walker received an email from Town Hall with information concerning the upcoming Special Town Meeting – did we want to include a PAC Warrant. PAC will wait for the Nov. Town Meeting.

Minutes: -

- Motion to accept 67/6/2026 minutes (F.Beall, 2nd B.Vienneau) passed

Manager's Report:

1. Book Club continues with Jo Hosting in July, Victoria will take over in August. Added new segment librarian book recommendations, 54 views on Youtube
2. Interviewed person for videographer position. Would like to hire them. In process.
3. Reviewed Web training manual to learn web administration, then uploaded policies and job descriptions to web page.
4. Worked on Policies & Procedures manual. Need to document daily processes. Should have a working document/draft in October.
5. Two day FATV studio training for staff. Going to schedule programs to record in Sept.
6. Worked on MMX Affiliates update.
7. Special Town Meeting 9/3. Will need full staff to cover. PAC warrant articles?
8. Testing audio at LHS auditorium after Aug. 11th. Currently being repaired.
9. Wrote training documentation fro Eric to teach videographer's on remote live Zoom broadcast.
10. Delivery of new CASTUS scheduled for Monday, 8/3 & installed 8/5-6.
11. Setting up CASTUS Installation and Training (8/7 10 am).
12. Filled out CASTUS forms and uploaded graphics for C4 Support, OTT Channel creation (Apple, FireTV, Roku), and Mobile app.
13. Attended first CAC meeting. Will be providing cost estimates for equipment to be included in contract negotiations for Capital. Will continue to assess PAC needs for new contract.
14. Met with Ockters in TH Control Room to get logs for mfg. review. Still experiencing issues.
15. Received FY26 receipts from Myleen to Update FY26 spreadsheets. Awaiting a few more expenses to be posted. Was able to get Investment and interest information for the year.

16. Worked on FY26 Investment and Interest spreadsheet showing historical growth.
17. Worked on FY26 Town Report. Should have a final draft in late Sept. or early Oct.
18. Filled out a Department Head goal questionnaire per the Town Manager for the Select Board.
19. Added new segment to "Storytime" - recording librarian book recommendations.
20. Received new building key card, distributed to staff.
21. Edited 6 programs and various meetings, including History of Hickery Hills – 534 views.
22. Will be recording and doing a live broadcast of 2 InaCom meetings at LHS in Aug.
23. Budget balance listed at \$1,045,762.87, but things still being processed.
24. Went through PAC packet provided by J.Toale.
 - Program analysis;
 - 37 shows running
 - 5 new shows in July
 - Listed MMX Affiliates.

FY27 Budget: A budget update was presented in Manager's report

Master Plan:

- S.Archambault reported Master Plan Committee might be moving into an implementation phase.

Studio Space:

- See manager's report for update.

Cable Advisory:

- S.Archambault reported;
 - CAC committee met on July 23rd.
 - Organized committee positions
 - Discussed Comcast Cable Renewal process
 - Reviewed documents
 - Retaining a lawyer process
 - Public survey requirements
 - S.Archambault will meet with J.Toale & S.Walker
 - Next meeting, via Zoom, is Thur. Aug. 13th @ 6pm

Enterprise Account: -

- See manager's report for update.

PACC Policy Update:

- See manager's report for update.

Next meeting:

Tuesday, September 8, 2026 at 3:00 pm.
Billotta Room, Town Hall

Adjournment:

- Meeting adjourned at 3:53pm
- (F.Beall, 2nd B. Vienneau) – passed)

PACC Meeting dates:

2026

Tue. September 8th 3pm Town Hall, 3pm

Mon. October 5th 3pm Sudolnik Room, 3pm

Mon. November 9th 3pm Wallace Room, 3pm

Mon. December 7th 3pm Sudolnik Room, 3pm

2027

Mon. January 4th 3pm Sudolnik Room, 3pm

Mon. February 1st 3pm Sudolnik Room, 3pm

Mon. March 1st 3pm Sudolnik Room, 3pm

Mon. April 5th 3pm Sudolnik Room, 3pm

Mon. May 3rd 3pm Sudolnik Room, 3pm

Mon. June 7th 3pm Sudolnik Room, 3pm

Mon. July 5th 3pm Sudolnik Room, 3pm