

**Roll call:**

1. Meeting called to order at 6:05pm.
2. PACC members present were Steve Walker, Faith Beall, Peter Lincoln, Steve Archambault
3. Excused Jeff Bajko
4. Non-members: Jo McLaughlin

**Public Comments:**

1. None

**Review and approve meeting minutes.**

1. Reviewed and approved Nov. minutes as amended.

**Manager's update:**

- Nov. Studio visit
- Castus issue during a town meeting & resolved with software update
- DeWolfe set added to all channels, copyright issues were explained & resolved
- Athletic Director requested games to be recorded at Middle/High School. Sight was visited. Technical details are being reviewed, researched and sorted out.
- Order PC for Videographer to use in production. Cost falls under the Cares Act.
- Need for studio Timeclock. Will be ordered soon.
- Discussion on improving current Studio lighting.
- Discussion of need for space to produce still images. (ie Story time books)
- Report on November expenses & income.
- Report on Town Financial Report, December calendar & Program Reports.

**TCP Architect:**

1. Committee made a presentation at Town Meeting.
2. PACC will meet with Architect over the next few weeks.
3. Faith made a motion, Steve A seconded, to hire a studio expert to assist the TCP Architect in planning specific studio details not to exceed \$10,000. Motion passed.

**Studio Visit: Dracut:**

1. Had a nice visit, very informative. Impressed with signage, placement of monitors, cabling & great lighting.

**Royalty free music:**

1. Covered in Manager's report.

**Adjournment:**

Next meeting is Jan. 4th.

Meeting adjourned at 7:00pm. (motion Pete, seconded Faith – passed)

Respectfully submitted, Steve Archambault, PACC Board Member 12/7/2020