

PACC Meeting Minutes
Monday, June 12th, 2023
Sudolnik Conference Room, Lunenburg Town Library
Lunenburg, MA

Roll call:

1. Meeting was called to order at 6:01 pm.
2. PACC members present: Steve Walker, Pete Lincoln, Steve Archambault, Faith Beall, Paul Sarapas
3. Manager: Jo McLaughlin

Public Comments: - None

Committee Comments:

- P.Lincoln mentioned that we have missed a typo on our agenda all year. The Suldonik (sic *Sudolnik*) Conference has been misspelled. It will be corrected for future agendas.
- P.Lincoln commented that Nate's Assessment report concerning abatements to the Selectboard during the live broadcast was muffled and difficult to understand. J.McLaughlin will check into it.
- S.Archambault commented that the live stream from the LHS Graduation ceremony was excellent. Special thanks to Eric for his attention to details and preset-up.
- P.Sarapas reported the guidelines for monetizing our Youtube channel. J.McLaughlin was given specifics and info.

Communications: None

Approval of Minutes:

- May 8th, 2023 minutes, motion – F.Beall, 2nd P.Lincoln, passed
- P.Sarapas asked about the status of reconfirming 3 PACC members. Still no word from Town Hall.

Manager's update:

- Working on priorities with new Technical Production person. He is helping to reorganize the studio and is interested in setting up a content contest with the staff. Motion S.Sarapas, 2nd P.Lincoln to allow PACC to speak to Town Council concerning the legality of creating a prize using either PACC money or donations (passed).
- Updated CASTUS Software. Things are running smoothly.
- Was able to get "GO Live" broadcast to work on TriCastor.
- Updated Financials do not include Comcast deposit or interest accrued since March. J.McLaughlin will check in with Town Hall.
- Budget Balance - \$948,396.51
- Need to do a \$2000 Line item transfer into Payroll Videographers as there is only \$553.94 in the account and more is needed to meet payroll for the last few weeks of the year.
- Local programming continues to do well. This year, to date, we are at 105. Last year total was 82.

- Will be reviewing the CASTUS encoder when it becomes available.
- Worked on ARPA presentation for the Select Board, which contained information on Studio enhancements, Videographer GO-Bags, Town Hall audio improvements. S.Walker presented it on 06/06/2023.
- Interviewed several people for videographer openings – no hires.

Enterprise Fund Investment:

- S.Walker met with Bartholomew Financial people. They modified our proposal to maximize interest.
- Motion S.Walker, 2nd S.Archambault - passed
 - "To accept the Bartholomew recommendation of investing \$240,000 of the PEG Enterprise Fund in a two month Treasury Bond, \$240,000 in a four month Treasury Bond, and \$240,000 in a 6 month Treasury Bond. After two months, re-invest the proceeds of the two month bond into a six month bond, and after four months, reinvest the proceeds on the four month bond into a six month bond. Thereafter, every two months, as a six month bond matures, reinvest the proceeds into a six month bond."
- S.Walker with contact Bartholomew to set up new accounts.

PAC Equipment set up policy review/update:

- S.Walker reported information obtained via Town Council. Results were mixed. The Water Dept. does have a say in set-up but based on past case histories and open meeting laws we are allowed to set up appropriately. Town Council recommends and PACC agrees, that we should meet with the Water Dept. in advance to discuss set-up.

Personal Use Policy Update:

- Approved by PACC at our April 10th meeting.
- Policy: "PACC requires its employees and volunteers to use PAC equipment for PAC assignments. Exceptions to this can be made, with prior managerial approval, provided the individual(s) sign a waiver relieving PACC of all liability."
- S.Archambault will send it to Heather and ask for Town Council review.

Future meeting date:

- Next meeting is July 10th, 6:00 pm. Please, note it will be held in the Sudolnik Conference Room at the Lunenburg Town Library.

Adjournment:

- Meeting adjourned at 7:23 pm
 - (motion – P.Sarapas, 2nd P.Lincoln - passed).