

**PACC Meeting Minutes**  
Monday, July 10<sup>th</sup>, 2023  
Sudolnik Conference Room, Lunenburg Town Library  
Lunenburg, MA

**Roll call:**

1. Meeting was called to order at 6:04 pm.
2. PACC members present: Steve Walker, Pete Lincoln, Steve Archambault, Faith Beall, Paul Sarapas
3. Manager: Jo McLaughlin-Toale

**Public Comments:** - None

**Committee Comments:**

- S.Walker went to a conference and heard 2 presentations
  - Converting PAC 5013C to a Municipal Department
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  - S.Walker reported there are many issues involved
- S.Walker spoke to CASTUS concerning close captioning options
  - Hardware costs 70-80k plus 7-8k yearly maintenance fees
  - 3 second delay
  - There is an hourly cost
  - Lots of things need to be in place to do it

**Communications:**

- S.Walker, S.Archambault & P.Sarapas were duly notified that they were reappointed to the PAC Committee with terms through 2026
- NB. F.Beall & P.Lincoln trms continue through 2025

**Approval of Minutes:**

- June 12<sup>th</sup>, 2023 minutes as amended, motion – P.Lincoln, 2<sup>nd</sup> P.Sarapas, passed

**Manager's update:**

- Books are not closed on FY23 yet. Current balance, subject to change, is \$983,682.86
- Program analysis
  - As of June 23<sup>rd</sup> – 72% local programming with 109 programs
  - June of 2022 – 63% local programming with 82 programs
- Recorded Open Meeting Law workshop on 6/22 at 1pm & 6pm
- Recorded Master Plan Kickoff meeting
- Clearing out old equipment. Inventory to follow.
- Purchase requisitins entered for FY24
- CASTUS FY23 files will be backed up within the next couple of weeks
- Met with Town Counsel. Employer equipment waiver is not necessary, but there is no harm is doing one. (see April minutes for wording)
- Still searching for videographer(s). Recruitment options were discussed

- Starting to record summer Town Band Concerts. P/Lincoln asked if cancellations could be posted and J. McLaughlin-Toale, will use the banner function.

#### **Enterprise Fund Investment:**

- S.Walker announced that as of June 22<sup>nd</sup> money was transferred into investments as outlined in the June 12<sup>th</sup> minutes.
- We now need to set up/inquire about receiving monthly investment reports.

#### **Future FY23-24 meeting dates:**

- Motion F.Beall, 2<sup>nd</sup> P.Sarapas (passed P.Lincoln abstained), to set the FY23-24 PACC meeting dates as;
  - August 14
  - September 11
  - October 2
  - November 6
  - December 4
  - January 8
  - February 5
  - March 4
  - April 1
  - May 6
  - June 3
  - Meetings, held in the Sudolnik Conference Room will begin at 6pm,
  - S.Archambault will contact the Library and book the above dates
  -

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

#### **Adjournment:**

- Meeting adjourned at 7:02 pm
  - (motion – S.Archambault, 2<sup>nd</sup> F.Beall - passed).