

PACC Meeting Minutes
Monday September 8, 2026
Small Group Room,
Lunenburg Town Library.

Roll call:

- Meeting was called to order at 3:05 pm.
- 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 advising PACC about the Nov. Special Town Meeting. If PACC would like to post a warrant it is due next Thursday.

Minutes: -

- Motion to accept 8/3/2026 minutes – as amended (F.Beall, 2nd B.Vienneau) passed

Manager's Report:

1. CASTUS install Aug. 5th
2. CASTUS migration from Aug. 5th to Aug. 21st
3. Updated CASTUS programming – added metadata templates to all meetings/shows
4. Signed project completion form for Key Code Media (9/8)
5. Set up Playlists on new Video on Demand (VOD), site
6. Entered agendas to every recent meetings, after the meetings, for VOD
7. CASTUS training Aug. 7th and Aug. 12th – via zoom
8. Live InaCom meeting from LHS, Eric & Dan – Aug. 27th
9. Brooks House and TCP Select Board and Municipal Building Design Tour – Aug. 11th
10. Attended Employee Appreciation Event – Aug. 27th
11. Worked on “Processes” binder
12. Worked on PAC Goals
13. Went to audio test at LHS with Eric – Aug. 26th
14. “Storytime” and “Book Club” getting a lot of views on YouTube
15. Set date for “KnitWise” recording at FATV for Sept. and Oct.
16. Recorded Sept. 3rd Special Town Meeting – issues with LHS sound
17. Budget balance listed at \$1,035,052.53, but things still being processed.
18. Averaged 5 locally produced shows a month

FY27 Budget:

1. J.Toal is tracking current budget salaries. It will be tight. S.Walker suggest we write the November Warrant to increase PAC amount to include salary and Capital projections
2. Motion – (F.Beall, 2nd B.Vienneau), Allow PACC to work with J.Toale to prepare and submit a warrant, including the new budget projections, for the November Special Town Meeting – passed

PACC Policy Update: No report

Master Plan: - No Report

Studio Space:

- J.Toale still working on finding additional storage space

Cable Advisory:

- S.Archambault reported;
 - No final word on Legal representation – will pursue
 - Committee reviewed the possible processes and duties needed as we await a meeting with legal
 - Each member agreed to check in with different town committees and groups
 - Next meeting will occur in October pending legal availability

Enterprise Account: - No Report

Next meeting:

Monday, October 5th, 2026 at 3:00 pm.
Billotta Room, Town Hall

Adjournment:

- Meeting adjourned at 4:05
- (S.Archambault, 2nd F.Beall,) – passed)

PACC Meeting dates: _____

2026

Mon. October 5 th	3pm	Sudolnik Room, 3pm
Mon. November 9 th	3pm	Wallace Room, 3pm
Mon. December 7 th	3pm	Sudolnik Room, 3pm

2027

Mon. January 4 th	3pm	Sudolnik Room, 3pm
Mon. February 1 st	3pm	Sudolnik Room, 3pm
Mon. March 1 st	3pm	Sudolnik Room, 3pm
Mon. April 5 th	3pm	Sudolnik Room, 3pm
Mon. May 3 rd	3pm	Sudolnik Room, 3pm
Mon. June 7 th	3pm	Sudolnik Room, 3pm
Mon. July 5 th	3pm	Sudolnik Room, 3pm