

PACC
Meeting Minutes
Nov 5th, 2015

Roll call:

1. Meeting started at 6:02pm.
2. Committee members present were Jeff Bajko, Rhonda Lisio, Steve Walker and Faith Beall.

Public Comments:

1. Rhonda Lisio announced that she will be stepping down as the chair of PACC and leaving the committee.

Review and approval of coordinators job description

1. Approved with recommended changes and sent to the town human resource department for final approval.

Review draft studio space:

1. Jo presented a draft of space needed to the building reuse committee.
2. Jo requested the space to be about 3200-4000 sq.
3. The reuse committee did not contact the PACC about space needed, but they did directly contact Jo due to time restraint.
4. PACC requested the following for the new studio space:
 - Town meeting video equipped room (1000sq).
 - Garage (12 x 24: 300sq)
 - Parking for eight dedicated spaces
 - 24 hour access/ external access
 - Total square footage would be around 5000
 - Utility requirements: 2 bathrooms, full kitchen, and alarm system
 - Environmental friendly space.
5. Jeff will rewrite and submit to PACC and reuse committee; Jamie Toale jamietoale@comcast.net for review.
6. PACC approved of the submisal of the new studio space to the building reuse committee.

Future of PACC:

1. Steve, Faith, and Jeff are still committed to the PACC.
2. Steve will become the Chairman.

Coordinator's monthly report:

1. End of starting balance was \$265,970.11
2. Ending balance of October \$276,246.55
3. Step student evaluation of Emily Bodkin was filled out by Jo and submitted it back to Pete McCauliff, her advisor.
4. 15 new shows were added this month.
5. Another step student will start in the spring from Lunenburg high school.
6. Jo is going to video tape at the Eagle House.
7. A \$130,000 mobile unit from Dracut was displayed at the video show.
8. Steve received information about a drone- \$10,000. (Itv)
9. Jo was contacted about Bridging the Gap through the Boy Scouts for volunteering at the PAC.
10. Volunteers will be from Fitchburg, Ma, and go through an interview process.

11. Robert from Access\AV suggested towns Jo can go and check out the studios.
12. Telvue wants to do a product demo for PACC. (HD server) and the committee approved.
13. Jo will be taking a few days off at the end of Dec.
14. PACC would like a clearer report of reallocation of funds on production for each show. This will be provided next meeting in an Excel sheet by Jo.
15. Taping of sports is expensive. PACC wants to make sure that meetings are being taped over sports.

Discussion of Mission Statement:

1. The committee agreed on the following statement for our PACC mission statement:

Develop, modernize, establish, and operate the Town of Lunenburg's Public and Government (PG) Access Channel(s) to reflect what matters to Lunenburg.

Strategic planning:

1. Steve presented five bullet points and wants each member to bring five points as well to discuss.

Discussion of Castus system:

1. The PACC decided to wait until after Telvue gives a demo of their HD server.

CAC update:

1. Contract with Comcast is due 2017.
2. February 2016 was set as the deadline for business plan.
3. Committee asked Jo to directly ask the school if they want an educational channel.

PACC Comments:

1. The committee would like to thank Rhonda for her service, but is disappointed that she is leaving. PACC asked for her to reconsider. She politely refused.

Adjournment:

1. Meeting adjourned at 8:04.
2. Next Meeting: Dec 7th.

Respectfully submitted, Jeffrey Bajko, PACC Clerk 12/8/15.