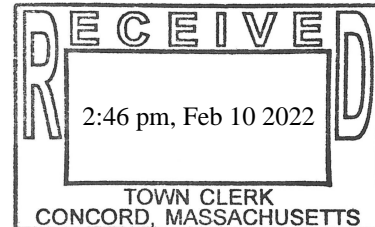
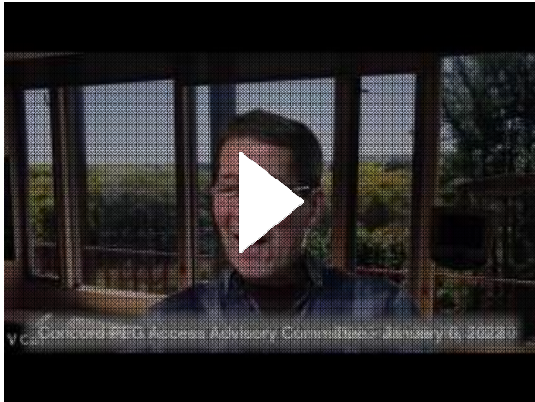


**Minutes 220106 - PEG Access Advisory Committee Concord, MA
January 6, 2022**

Meeting - Date, Time, Location. Thursday, January 6, 2021 Virtual Meeting, 1:00 PM
Video Link and Transcript: YouTube [Concord PEG Access Advisory Committee January 6, 2022](#)



1. **Roll Call.** Chair Karlen Reed called the meeting to order at 1:17 PM, and announced that it was being recorded. Present were Ms. Reed, Court Booth (School Rep.), Vince Carlson, Cory Atkins and Scott Hopkinson. Karlen Reed declared that a quorum was present. Also present were Mark Pauley (MMN Production Manager), Erin Stevens (Public Information Mgr.), Terri Ackerman (Select Board), Carole Cushing (COA Observer), Nancy Pierce (Carlisle), Lois Suarez, and Frank Breen.
2. **Future Meetings and Minutes Nov 4 and Dec 2.**
 1. Meetings: Thurs Feb 3 (capital budget), Mar 3 (operating budget - Mar 17 Enterprise Hearing), Apr 7(cable consultant RFQ), May 5 (PAAC awards) and June 2. Scott Hopkinson mentioned a preference for evening meetings when possible based on his work schedule.
 2. Minutes: Nov 4: No Changes, Dec 2: Typos and clarification of approval requirements for the Comcast 2024 contract renewal
 3. Karlen Reed called for a motion to approve the minutes with the list of changes for Dec 2. It was approved unanimously.
3. **MMN Update (Erin/Mark)**
 - Karlen Reed thanked Mark for the videos on the new 2022 precinct map and voter redistricting info.
 - New promotions and hires: Mark Pauley is promoted to Production Manager. A new producer has been hired - rounding out 3 full-time staff to cover all 3 aspects of Public/Education/Government (PEG) programming
 - There are job postings for part-time videographers. There has been turnover in this category. Court Booth asked about the reasons for turnover. It is apparently a combination of personal circumstances and better job offers.
 - MMN has been working "very hard" on preparation for the special Town meeting. Voting will be in 4 separate rooms at CCHS. An outside contractor is providing some equipment and support for services only needed once a year.
 - Several Omicron concerns were discussed by committee members and other attendees. Town officials have taken a number of precautions including the multiple rooms, special ventilation, social distancing, masking mandates, and an abbreviated schedule (1 hour hopefully) to minimize the risk.
 - Frank Breen asked how services and meeting coverage for Carlisle are handled by MMN. They are now handled by an hourly rate billed monthly rather than a flat fee. Court Booth

asked about capital expenditures. Aside from cable breaks, etc. Carlisle is currently reviewing a separate studio as part of their Comcast renewal negotiations. Nancy Pierce stated that this is an ongoing issue for some Carlisle residents who believe that the current contract was a somewhat arbitrary "takeover" of Carlisle video production facilities.

- Frank Breen asked how the current PAAC meeting and Zoom meetings in general are handled by MMN. Mark and Erin described that Zoom meetings are a separate technology subscription service provided by Zoom. MMN receives the video files or feed provided by appointed Town and School Committee staff people and posts or streams them to the Cable 8, 9 and 99 channels and YouTube as appropriate.

4. Draft PAAC Annual Report for Town

- **Dec 27 draft review.** The report as attached was finalized with minor wording changes. Karlen Reed called for a motion to approve the report. It was approved unanimously.

5. Comcast renewal - RFQ, Dec. 2021 cable TV rate increases, Carlisle update (Karlen)

- Karlen described several heads-up items related to the Comcast contract renewal. The initial Comcast consultant RFQ discussion is coming up at the April 7 PAAC meeting, The Comcast/Xfinity Dec 2021 subscriber notice is representative of Comcast's annual behavior in maintaining/raising existing subscriber revenue, even as the number of TV subscribers slowly declines. (Internet and phone services are separate). Comcast payments under the contract are directly tied to the revenue paid by TV subscribers.

6. Broadband update (Scott/Vince)

- Scott is PAAC's representative on the Fiber Broadband Completion Taskforce. It is charged to deliver a report to the Select Board by the end of February 2022. The report will describe what physical areas in Concord, street-by-street, have and do not have fiber for Concord Light Broadband service. This includes service to individual residences and, indirectly, to apartments and condos (multiple-dwelling units). The report will also estimate the cost to provide complete coverage, and describe at least some funding mechanisms. Scott is specifically working on the cost and funding sections(s).
- Vince and Scott discussed overlapping aspects of what the FCC (Federal Government) and Comcast are doing for income-qualified residential Internet customers. Scott has been working on a mini business plan for Concord Greene (260 Condo residents). However, at a recent meeting, residents rejected an estimate of \$456/unit to bring fiber into the campus from the adjacent street(s). Scott mentioned that Concord Broadband could not match Comcast's income-qualified Internet Essentials rate of \$10/month for 60/5 service out of current revenue projections. Obligations may change if Concord Broadband subscribers expand to the level where they become subject to FCC regulations regarding equal treatment of Internet Service Providers ISP(s). Comcast is currently Concord's only regulated ISP. Karlen suggested this as a topic for a future PAAC meeting.

7. Liaison Comments, Public Comments

- Carole Cushing (COA Liaison) mentioned that the COA is gradually resuming in-person sessions for lectures and other COA activities. Vaccination proof and mask wearing are required.
- Terri Ackerman (Select Board Liaison) Terri congratulated Mark on his promotion. She mentioned that thanks to Mark and his crew the speakers in the Town House meeting room now work. "It's like a miracle..."
- Scott Hopkinson asked about general committee Zoom meeting postings to YouTube. Mark and Erin said that it is the responsibility of the meeting host (usually the Chair) to request the video file from the Town Manager's Zoom administrator.

8. Adjourn

Karlen Reed called for a motion to adjourn. It was approved unanimously.

Karlen Reed adjourned the meeting at 2:27 PM
Submitted by Vincent Carlson, Clerk
Approved on February 10, 2022