

**DRAFT - PEG Access Committee (PAAC) Meeting Minutes  
2/20/19, Select Board Room, Town Hall**

**Present:** A quorum was present: Karlen Reed, Peggy Wargelin, Ruth Lauer, Jill Colpak, and Frank Breen.

**Also Present:** Erin Stevens (PIO/committee staff), and Jane Hotchkiss (Select Board liaison). Two members of the public attended. David Allen was present and recording the meeting on his own equipment between 9:30 and 10:10am. Eugene Chang provided written feedback on the proposed PAAC survey questions.

**Absent:** Court Booth (representing the School Committee), Scott Hopkinson, and Christine Lear (Carlisle ex-officio member)

Ms. Reed called the meeting to order at 9:20am.

**Meetings and Minutes**

Minutes from the January 16th meeting were approved with several spelling/grammar corrections, a few clarifications, and the understanding that the two paragraphs of notes taken by Ms. Lauer after Ms. Wargelin had to leave early (which Ms. Lauer detailed at this meeting) would be added within the next few days. The amended minutes will be circulated to all members. Ms. Lauer moved, Ms. Wargelin seconded, and the motion to approve the minutes as amended passed unanimously.

Upcoming meeting dates and proposed content:

Feb 20 – finalize budget comments about Warrant Article 44, discuss goals of PAAC survey.

Mar 20 – finalize PAAC survey

Apr. 17 – Guest will be Comcast representative for Concord. To be discussed: Form 500 (the official complaint form). While this will not be a public forum, the PAAC would still like to get feedback from the public to help us plan our questions to Comcast. It was decided to publicize the fact that our committee is seeking questions and feedback from citizens about Comcast before our April 17 meeting. Feedback should be provided via the current channels of communication the PAAC has set up.

May 15 – elections

**Chair's Notes**

The committee would like to thank Heather Butler for the wonderful culinary options left over for us from the Chair's Breakfast meeting! Ms. Reed told us the attendees had asked if our committee has any goals that will work toward implementing Concord's Long Range Plan. After some discussion we found several areas where the PAAC can help Concord reach the Long Range Plan goals:

- We will ask the Comcast representative and Concord Broadband about their current and future plans for resiliency of their services.

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- We will look at the Long Range Plan to see how MMN can help the town get to its goals. What is the best use of MMN and its capabilities? MMN falls into both Communication and Media areas, so as an example, perhaps town-wide conversations and debates can occur there somehow.

Ms. Reed reminded Ms. Stevens that we need to have a copy of the agreement contract between Concord and Carlisle, signed by both towns, on file.

The CCRHS/MMN discussion about use of the high school studio by citizens is still ongoing.

### **PEG Budget / PEG Warrant Article Review**

The PAAC Budget subcommittee met on February 13<sup>th</sup>. Detailed minutes are available for that meeting, so Ms. Reed provided a summary here:

For fiscal year 2020, MMN expects ~\$414,000 in income and ~\$307,000 in expenses, leaving ~\$110,000 as a surplus.

MMN has developed a rough capital program plan for the next ten years (2020-2030) totaling \$781,000. The PEG budget account Concord has now is \$1.17 million, so they do not plan to draw the account down completely by 2030.

MMN plans to have 4.35 Full Time Employees (FTEs) at MMN once the transition is complete. The second round of interviews is under way for a 1.0 FTE Station Manager, who is being hired first. Additional positions are proposed for a Technical Services Coordinator (.75 FTE) and an Education Coordinator (1.0 FTE), with 5 part-time videographers comprising the remaining 1.6 FTE. The three main positions, while each having an individual focus area, will still be expected to work with citizens as well as do camera and editing work.

While the current MMN employees are welcome to apply for the new positions, their current jobs are temporary and will end when the new jobs are filled.

The PAAC is grateful that MMN has allotted \$13,000 in this year's budget to print, distribute and analyze a citizen survey.

Mr. Allen made the observation that no mention had been made at this meeting about the proposed \$250,000 for a new studio which was brought up at the Jan 16<sup>th</sup> PAAC meeting. He reminded the committee that there was a lot of concerned feedback from citizens about this proposal at that meeting, as well as at the First Friday presentation last year. He encouraged the committee to remember this.

Ms. Reed asked Ms. Hotchkiss what feedback the Select Board would like the PAAC to provide about Warrant article 44. Ms. Hotchkiss explained that our committee

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need not say anything at all about the warrant article. She said if we were to comment outside of our meetings it should be very general.

A motion for the PAAC to “support Warrant article 44” did not receive immediate approval due to concern that citizens might misunderstand what PAAC “support” means. Since the PAAC does not have oversight over MMN, some committee members wanted to make clear it that while the PAAC had seen the MMN budget and capital plans and feel they are fiscally viable, the PAAC takes no position on specific proposed projects. There was some discussion about how we could indicate this.

Upon a motion duly made and seconded, it was

VOTED: to authorize the Chair to transmit to the FinCom (at their March 11<sup>th</sup> Enterprise warrant article discussion meeting) the PAAC members’ appreciation for being included in the budget process so we can help citizens understand the long-term financial feasibility of MMN and its current budget. Ms. Reed is also to indicate that PAAC members have reviewed the MMN budget and Capital Plan, and members are comfortable with the information presented.

Mr. Allen again expressed concern about the \$250,000 project and stated that he hoped there would be many chances for feedback from citizens about it over the next year.

### **PAAC Citizen Survey**

Ms. Wargelin had previously submitted a very rough draft of the type of questions that might be included in a citizen survey. Ms. Stevens advised the PAAC that the \$13,000 budgeted for the survey is budgeted for FY2019, meaning the survey should be finalized, issued, and analyzed by June 30, 2019. The following was agreed:

- A formatted final draft of the survey should be submitted and commented on (via Erin) before the March PAAC meeting so we can approve it then. That way, town staff will have time to distribute, collect, and analyze the data before the end of the fiscal year this June.
- Eugene Chang had taken the time to submit written comments on the draft questions and attended the meeting. He is willing to help Ms. Wargelin on revisions.
- The survey will include the two questions from the Town survey last year in order to see how things may have changed. The PAAC will plan to conduct a detailed survey in future years on alternate years with the Town survey.
- The survey will be limited to one side of one 8.5” x 11” piece of paper. This sheet will be folded in half, with the address being printed on one half of the back. We

will use the other half of the back to explain the PAAC and its charge, as well as PEG access.

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- The survey should focus on what improvements people want, long-term capabilities, etc.

David Allen left the meeting at 10:10am. Recording stopped.

Eugene Chang commented that he is delighted with what we are doing in our discussions with Comcast. He feels it would be useful if we say what we would wish for with broadband capability.

**MMN Liaison Report**

Ms. Stevens reported that they received 20 resumes for the Station Manager position and the 1<sup>st</sup> round of interviews is complete.

**Select Board Liaison Report**

Ms. Hotchkiss said that our committee has exceeded ambition - to much laughter.

Upon a Motion duly made and seconded, it was

VOTED: to adjourn at 10:25 AM.

Respectfully submitted  
Peggy Wargelin, Clerk

Approved: 3-20-19

**Glossary of Terms/Acronyms**

CAC – Cable Access Committee

CCHS – Concord Carlisle High School

CCTV – Concord Carlisle TV

LWV – League of Woman Voters

PEG – Public, Educational, and Government

PAAC – PEG Access Advisory Committee

FinCom – Finance Committee for the Town of Concord

