

PEG Access Advisory Committee

April 1, 2021

Virtual Meeting, 1:07 PM

Pursuant to notice duly filed with the Town Clerk, the PEG Access Advisory Committee convened in a virtual meeting on April 1, 2021 at 1:07 PM.

Present were: Karlen Reed, Chr; Court Booth, Vincent Carlson, Ruth Lauer, Scott Hopkinson  
Also present were: Terri Ackerman, Select Board member; Jeremy Romanul, Select Board Administrative Assistant; Kate Hodges, Asst Town Manager; Erin Stevens, Public Information and Communications Manager; Phil Lupsiewicz, Station Manager; Carol Cushing COA Observer, David Allen, Nancy Pierce, Lois Suarez

**CALL TO ORDER**

Ms. Reed called the meeting to order with all members present and announced that it was being recorded. She noted that on the agenda were Budget review, programming awards discussion, and possible Charge amendments.

**MEETINGS AND MINUTES**

The next meeting is scheduled, virtually, for May 6 at 9:30 AM [later rescheduled for 10 AM] at which time the committee will review the Town Meeting Warrant, specifically #41 dealing with broadband issues. The June meeting will be Thursday, June 3, 1-2:30 p.m. The Enterprise Fund Hearing will be on May 11 and Annual Town Meeting will convene on June 13.

Upon a motion duly made and seconded, it was UNANIMOUSLY

**VOTED:** to approve the March 11, 2021 minutes.  
Court Booth aye  
Vince Carlson aye  
Scott Hopkinson aye  
Ruth Lauer aye  
Karlen Reed aye

**PEG ACCESS ENTERPRISE FUND BUDGET**

Chair Karlen Reed introduced Erin Stevens and Kate Hodges for their review of the PEG Access budget. Ms. Stevens did a screen share to show the proposed operating revenues of \$315,470 from Comcast per the franchise agreement and \$75,152 from Carlisle for services. The Comcast share assumes a 5% reduction in franchise revenues. Proposed expenses of \$350,000 include \$264,00 for 3 ½ full time personnel, \$30,000 for non-personnel services, and \$55,000 for General Fund Services.

Discussion included: The Education Coordinator position is ready to be recruited at the end of the COVID emergency. The budget does not include funds to process the Franchise Renewal agreement. The Select Board will seek active input from the Committee on the renewal process.

Call to Order

Meeting/Minutes

PEG Budget

Carlisle has extended its franchise agreement by one year so the two communities could synchronize efforts. The Capital funds designated were not consumed due to the COVID situation. Ideas for use include school facilities, upgrading the Harvey Wheeler and Concord Housing Authority facilities, and to seek supplemental studio space. MMN expects that the video component now so heavily used for meetings to continue now that the community is used to it. Depreciation of the assets has not been closely reviewed, but the design life of equipment is always an issue. The Town has many years of archival material that should not be lost due to technology demands. It was advised that MMN use The Cloud for archiving and that the Town Archivist and the newly hired Chief Information Officer be made aware of the trove so that current rules and regulations can be followed in securing them. The Town anticipates receiving \$5.5M in federal CARES aid that will be spent on economic recovery efforts. Since PEG didn't suffer from the pandemic no additional funds are expected to be directed there.

Upon a motion duly made and seconded, it was UNANIMOUSLY

**VOTED:** to authorize the Chair to transmit a message of Committee support for the PEG Access Fund budget to the Select Board.

Court Booth aye

Vince Carlson aye

Ruth Lauer aye

Scott Hopkinson aye

Karlen Reed aye

## **MMN UPDATE**

Station Manager Phil Lupsiewicz stated that in the past month there were 48 productions on the local stations including League of Women Voters, high school football, *Concord Days*, and many governmental meetings posted to YouTube.

Phil stated that MMN continues to investigate methods for providing a *TV Guide*-like listing of programs, but it is complex. Comcast uses a third party, GraceNote, for metadata and charges a fee of \$500 per month or an annual subscription of \$18,000. As a short-term solution, Media Technician Mark Pauley has created a three-day schedule for all three channels. Meanwhile the station is working with the National Park, Public Ceremonies Committee, local museums and non-profits to provide the greatest in-depth coverage of the virtual celebration of Patriots Day events.

## **PAAC AWARDS**

Chair Karlen Reed stated that the goal of the proposed awards is to provide recognition to those who produce, direct, shoot, edit, and inspire the programming that tells the community story of who we are from varsity sports, concerts, government meetings, plays, non-profit offerings, and remembrances of times past. Committee members are encouraged to make a list of candidates from the past year from each public, educational, and governmental

channel. Station Manager Phil Lupsiewicz stated that the effort to provide recognition is much appreciated.

**PAAC CHARGE REVISIONS**

Chair Karlen Reed suggested that the Committee Charge and a discussion of the Franchise Renewal be considered at the June Meeting.

**LIAISON REPORTS, PUBLIC COMMENT**

Carole Cushing thanked the Station Manager for information about scheduling programming of interest to seniors so that it could be published.

Court Booth stated that it is anticipated that Concord K-8 schools will reopen next week. There were no additional comments offered from the public.

**ADJOURN**

Upon a motion duly made and seconded, it was

**VOTED:** to adjourn the meeting and conclude business at 2:35 PM.  
Court Booth aye  
Vince Carlson aye  
Scott Hopkinson aye  
Ruth Lauer aye  
Karlen Reed aye

Respectfully Submitted,

Ruth C. Lauer, Clerk

Approved: May 6, 2021

CHARGE

Liaison reports/  
public comment

Adjourn