

Minutes 220407 - PEG Access Advisory Committee Concord, MA

Meeting - Date, Time, Location. Thursday, April 7, 2022 In-Person Only, 1:00 - 2:30 PM
No video or audio recording
Email: paac@concordma.gov.

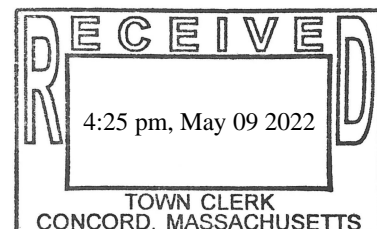
Attendees

Committee: Present were Karlen Reed, Vince Carlson, Scott Hopkinson, Cory Atkins.

Other attendees: Mark Pauley (MMN Production Manager), Erin Stevens (Public Information Manager), Jon Harris (Budget and Purchasing Manager), Robert Andrews (COA hearing loss group).

1. **Roll Call.** Chair Karlen Reed declared that a quorum was present and called the meeting to order at 1:10 PM
2. **Minutes and Future Meetings**
 - The Minutes for March 3, 2022 with minor updates were approved unanimously.
 - Future Meetings: May 5 Hybrid meeting at Keyes Road 6:30PM pending availability and equipment setup. (Topics include survey drafting process and PAAC awards discussion). Scott Hopkinson expressed a general preference for evenings. June 2 Location TBD.(Cable consultant RFQ, PAAC awards?), .
3. **MMN Update (Erin/Mark)**
 - Prep has begun for Town Meeting live streaming coverage. Two locations at CCHS will be used - the auditorium and gymnasium. An outside contractor has been retained to provide some equipment and camera staffing.
 - Prep is also underway for live steaming coverage of the Patriot's Day parade.
 - A one year extension to the Carlisle inter-municipal agreement was just signed by Tim Goddard (Carlisle) and now goes to the Town Manager for signature.
 - Mark is reviewing a script prepared by Jon Straggas for a video demo of the Williams Sound assistive hearing system. Robert Andrews and others will participate.
4. **Comcast renewal update (Karlen/Jon Harris)**
 - Jon Harris gave a screen overview of Town RFP #450 for a consulting contractor on the Comcast franchise renewal.
 - It is a 10-year contract with expected fees payable by Comcast of approximately \$3.5 million.
 - The final goal is an Article for the 2024 Town Meeting approving the Comcast renewal.
 - Next steps includes finalizing the consultant RFP, and the subsequent selection of the consultant, preferably by June 2022.
 - Subsequent work in 2022 includes working with the consultant on a Town Survey, and one or more public hearings.
 - The estimated consultant fee is \$10-12K based on similar consulting recently done in Bedford.
5. **Broadband update (Scott/Vince)**
 - Scott noted that the Fiber Broadband Completion Taskforce was finalizing its report to the Select Board.
 - The first public review will be next week, Thursday, April 14. A draft will be available early that week on the Taskforce website.

6. Liaison comments; Public comments



- Robert Andrews reported on his experience during the meeting with the Williams Sound Assistive Hearing System. It was recently installed in the Townhouse Select Board room and main meeting room. The user portion consists of an iPod-style receiver with belt-clip, and an ear-clip or headset.
- Only an ear-clip was available for testing. Robert reported that it was sufficiently loud, but somewhat muffled. Since it only worked for one ear there was considerable outside noise.
- Mark Pauley said that additional testing should be done with a regular over-the-ear headset. That was provisionally scheduled for a future meeting, either at the Townhouse or Council on Aging building.

7. Adjourn

- Hearing no further comments, Karlen called for adjournment at approximately 2:20PM. It was approved unanimously.