

Minutes – January 29, 2020 PAAC meeting

Meeting -- Date, Time, Location: PEG Access Advisory Committee (PAAC) Meeting, Wednesday, January 29, 2020, 7:15 p.m., Concord Select Board Room, 22 Monument Square, Concord.

Present: Ruth Lauer (chair pro-tem), Vince Carlson, Gene Chang, Wally Johnston (School Rep.), Karlen Reed (clerk pro-tem), Erin Stevens (PICM), Kate Hodges (Deputy Town Manager), Jane Hotchkiss (Select Board Liaison), and Tim Goddard (Carlisle ex-officio). Scott Hopkinson participated remotely by phone. Absent: Peggy Wargelin.

1. Call to Order – Lauer called the meeting to order at 7:20 p.m. Reed volunteered to be clerk pro-tem.

2. Meetings and Minutes – The minutes for December 23 were approved as amended. Reed will send the final version to the Town Clerk for posting. The next meetings will be held Feb. 26, March 18, and April 22, all beginning at 7:15 p.m. at the Concord Select Board Room, 22 Monument Square, Concord.

3. MMN Update and Budget status – Stevens updated the PAAC on MMN staff by noting that Phil Lupsiewicz has been hired as the new station manager and Isabelle Germino is the new lead producer. She also said that Sam Krueger, the interim station manager and education coordinator, is leaving MMN in early February to work on some projects in California. The PAAC extended their congratulations and deep thanks to Krueger for his support and work with MMN.

Hodges walked the PAAC through the draft FY21 PEG fund budget. Among the highlights: 1) FY21 operating revenues and expense are expected to be \$406,272 and \$336,182, respectively with 5.00 FTEs; 2) the PEG fund balance as of June 30, 2019 was \$1,239,385; 3) the FY21 projected reserve balance is \$1.239M; 4) Article 22 for 2020 Town Meeting is expected to seek \$510K PEG authorization; and 5) the Town is charging the PEG fund \$55,234 as transfers for general fund services rendered for PEG operations. Hodges noted that 20% of Stevens' salary is allocated against PEG funds as that represents the amount of time Stevens spends on MMN matters. Hodges estimated that Concord PEG revenues are declining about 5% per year, based on a FY2017-20 time frame. This excludes revenue from providing PEG services to Carlisle, which is expected to increase to \$74K for FY21 based on shared services (excludes the technical coordinator's work – Concord pays 100%). Hodges and Goddard will meet later to finalize the FY21 service level and rates for Concord - Carlisle. Reed asked about the FY20-26 capital plan and offered a suggestion to fund a mini-studio in the new high school with \$200K of PEG funds. Hodges discussed possibly using \$225K PEG funds to purchase a TV van as a traveling studio. The Town's audit firm (Melanson Heath) includes the PEG funds as a special reserve account in its audit process.

The PAAC Budget Subcommittee (Carlson/chair, Hopkinson, and Wargelin) will meet to discuss the FY21 draft PEG budget in more detail, and they will bring their comments to the full PAAC at its March 18 meeting. The PEG fund will be discussed at the March 23 FinCom Enterprise Hearing, and the PEG Article 22 will be heard either the first or second day of Town Meeting.

4. Liaison Reports – Johnston said that the middle school building process is in its education visioning phase. Also, the School Committee will be offering a CCHS parking lot warrant article. Reed noted the current difficulties finding parking for the MMN studio at CCHS. Hotchkiss said she would report back to the Select Board on our meeting. Goddard said that Carlisle is happy with the services and financial clarity that MMN offers, and that Carlisle will be using its town counsel, rather than outside counsel, for its franchise renewal.

5. Public Comments – David Allen asked that last meeting's minutes be amended to show that historically volunteers were needed to extend staff coverage of programs and events.

Lauer adjourned the meeting at 8:30 p.m.

Submitted by Karlen Reed, clerk pro-tem.

Approved on June 10, 2020