

PEG Budget Subcommittee Minutes – Feb. 11, 2019 Meeting

Meeting Date, Time, Location: Monday, February 11, 2019, 3:37 p.m., Select Board Room, Town House, 22 Monument Square, Concord. **Attachments:** Agenda, 2.11.19 draft PEG budget

Present: Karlen Reed, Court Booth; Scott Hopkinson (on phone). Absent: none. Also present: Kate Hodges, Deputy Town Manager, and Erin Stevens, Public Information and Communications Manager for Minuteman Media Network (MMN). No prior meeting, so no prior minutes to approve.

Topics Discussed:

Selection of chair and clerk: Court Booth was nominated, seconded, and elected as chair of the subcommittee. Karlen Reed was nominated, seconded, and elected as clerk.

PEG Budget Review: Mr. Booth began the meeting by seeking a general narrative of the intent of the PEG budget. He asked questions about the FY19 budget (FY19 is July 1, 2018 – June 30, 2019), some of which the Town estimated as CCTV did not provide all data. CCTV wind-up is not yet finished due to pending litigation and outstanding accounting and other bills; some state filings may be viewable. FY19 budget includes \$13K for 2019 PEG survey (includes staff time) for Concord. Ms. Reed requested a copy of the Concord/Carlisle PEG contract with all signatures. The Concord/CCRSO contract is being finalized due to security concerns for the CCHS students, balanced with public access to the studio on the CCHS campus.

FY20 Operating Revenues – The following data were provided by the Deputy Town Manager, Ms. Hodges, in an excel spreadsheet as a preliminary budget. Total expected revenues for FY20 = \$414K. Expected annual Carlisle revenues (\$57K) are based on the Carlisle-Concord contract, with 60 hrs/mo. staff, 10 hrs/mo. equipment, and 20 hrs/mo. student time. Ms. Hodges says she has not received any Carlisle complaints so far. Expected annual Comcast revenues (\$356K) are less than FY19 based on last 2 quarterly payments; PAAC will keep up to date with Comcast revenues via ¼ payments and May PAAC meeting (Comcast rep. will attend).

FY20 Operating Expenses – Total expected operating expenses (\$307K) include personnel (\$216K), non-personnel (\$24K), general fund services (\$14K) and payroll expenses (\$53K). Expected personnel expenses for FY20 are less than FY17 (\$289K) and FY18 (\$320K), when CCTV ran PEG. Ms. Hodges said she is taking a conservative approach as PEG operations ramp up; will use 4.35 FTEs (Station Manager, Technical Services Coordinator, Education Coordinator, Videographers, and Studio Aides), all of whom will be based at CCHS. The station manager may be hired this week, and the education coordinator job announcement will be posted soon. MMN has hired 5 part-time videographers for 5 hrs/week or 18 hrs/week. The station manager and education coordinator are full-time positions, and the technical services coordinator is ¾ time position.

Non-personnel services (\$24K) include facilities and maintenance (\$2K, utilities, custodial, and security), supplies and materials (\$7K, ads, uniforms/branding, office supplies), and purchased services (\$15K, web hosting, Creative Cloud [Adobe suite, computer licenses], TelVue, and digital signage [a scrolling banner]). MMN will review TelVue services, including a schedule. General fund services include a portion of Erin's salary as PICM, who oversees the studio manager and all PEG staff. Payroll expenses include health insurance, other post-employment benefits (OPEB), retirement contribution, Medicare tax, social security contribution, overtime, and programming.

Capital Program – MMN has a general 11-year capital spending plan for FY20 – FY30. In FY20, MMN anticipates spending \$268K PEG funds on studio and equipment (\$10K) and satellite facilities (\$258K). Satellite facilities are the Town House, CCHS and Ripley, Harvey Wheeler Community Center (wire for real time live feed in FY21), Carlisle, 105 Everett Street, and a traveling studio. PEG funds may be spent in FY21 (\$93K), FY22 (\$49K), FY23 (\$16K), FY24 (\$17K), FY25 (\$22K), and FY26-30 (\$316K for all 5 years). Total estimated spending for 10-year Capital Program = \$781K. PEG fund as of Jan. 1, 2019 = \$1.17M (per Town Warrant, Article 44).

Liaison/Public Comment: None. Meeting adjourned 4:40 p.m. Submitted by Karlen Reed, Clerk.