

**PEG Access Committee (PAAC) Meeting Minutes  
3/20/19, Select Board Room, Town Hall**

**Present:** A quorum was present: Karlen Reed, Court Booth (representing the School Committee), Peggy Wargelin, Ruth Lauer, Scott Hopkinson, and Frank Breen.

**Also Present:** Erin Stevens (PICM/committee staff), Christine Lear (Carlisle ex-officio member). David Allen was present and recorded the meeting on his own equipment.

**Absent:** Jill Colpak and Jane Hotchkiss (Select Board liaison)

Ms. Reed called the meeting to order at 9:14am.

**Meetings and Minutes**

Minutes from the January 16th meeting were moved, seconded and approved unanimously. Minutes from the February 20<sup>th</sup> meeting required a few spelling/grammar corrections. The motion to approve the minutes as amended was moved, seconded, and passed unanimously.

The minutes from the February 11<sup>th</sup> PAAC Budget Subcommittee meeting were approved by its three members (Mr. Booth, Mr. Hopkinson, and Ms. Reed), with an added note that at the meeting they used data from the preliminary Town budget that Kate Hodges had presented.

In the future, PDF files of approved minutes will be sent directly to the Town Clerk for posting on the Town web site, with a copy to Ms. Stevens.

Upcoming meeting dates and proposed content:

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 & Miscellaneous Discussion**

Scott Hopkinson would like to extend his tenure on the PAAC.

There was some discussion about perhaps having some night meetings of the PAAC, both to help committee members who work and to allow citizens who work to attend. Some of the committee members have not been able to tour the studio yet, and there was enthusiasm about having a future meeting there. There is some

confusion about exactly how to be properly CORI'ed and by whom in order to gain access, so perhaps some clear instructions need to be disseminated about this.

Though last year's Concord town meeting had live subtitles, these cannot be used for later rebroadcast. For legal purposes subtitles must be guaranteed to be accurate, and unfortunately 100% accuracy cannot be guaranteed when subtitles are created live. It costs about \$15/hour to provide live subtitles, but substantially more to generate accurate subtitles after the fact.

Mr. Booth has requested an agenda item to discuss long-term strategic plans for MMN's funding to transition from Comcast-subscriber fees to other sources. This is especially important, given the recent proposals for changing the funding formula for PEG access channels being reviewed by the currently industry-friendly FCC. Some suggestions for approaches to budgeting will be sent to committee members before next meeting.

### **PAAC Citizen Survey**

Between meetings, Ms. Wargelin created a revised draft of the PAAC survey based on comments at the February meeting. This was distributed to the committee between meetings by Ms. Stevens for comments to Ms. Wargelin via email. Open meeting law was followed: Ms. Wargelin accepted comments but did not respond, and no one discussed their comments with another committee member. Ms. Wargelin folded all comments into the final draft discussed at this meeting. The following areas were discussed/revised:

- Ms. Lear was concerned that the survey should include Carlisle households as well, and the rest of the committee agreed we should at least offer them the option. Since Concord is only funding the survey for Concord residents, Mr. Hopkinson moved and it was unanimously approved, that the Ms. Stevens reach out to the Town Administrator of Carlisle to see if Carlisle is interested in being part of the PAAC PEG citizen survey online or in print, perhaps using some of Carlisle's PEG money to fund their portion, if needed.
- Ms. Stevens requested some wording changes to better reflect current MMN capabilities and methods of sending notifications.
- It was agreed that it would be useful to include instructions for returning the survey at the top of the question form as well on the back.
- A few questions were removed or revised to make space or fit in a question judged more important.
- To save money, the idea was floated to send only a postcard instructing people to log in and complete the survey online. This was rejected because the committee members feel it is important to reach the entire community, and we want to have the highest possible response rate.

Mr. Allen asked if there was any way to prevent multiple surveys from one household, or from people who don't live in Concord or Carlisle, from being submitted and skewing the poll results. The committee asked Ms. Stevens to see if

there was a way to address these reasonable concerns. She responded that the town does want only one submission per household, and she will look into options to ensure the validity of the response numbers.

After the questions were finalized, because of the tight timeline to mail the survey and receive/analyze the results before the end of the fiscal year, the following motion was moved, seconded, and passed unanimously:

The modified questions for the PAAC Citizen PEG Access Survey are approved, and should be included in the final form and sent, as discussed. The committee further authorizes Ms. Reed, Ms. Wargelin, and Ms. Stevens to complete final formatting, work with the printer, and distribute the survey in the spirit of this discussion.

#### **MMN Liaison Report**

Ms. Stevens reported that Concord has hired a new MMN Station Manager. The post for an MMN Technology manager was planned to be made public that afternoon.

The PAAC recommended that MMN create a Public Service Announcement (PSA) and do an article in the Concord Journal (and perhaps Carlisle Mosquito) to introduce the Station Manager to citizens.

Doorbells have been added to both doors of the MMN studio.

#### **School Committee Liaison Report**

Mr. Booth informed the committee that the School Committee has approved the final Draft of a security agreement (between the Concord Carlisle Regional High School District and MMN for using the studio based at CCRHS) for the Superintendent to approve. MMN will move to follow school procedures for safety. Carlisle is also comfortable with this plan for accessing the studio.

**Carlisle Liaison Report** – Ms. Lear reported there were no updates.

#### **Citizen Comments**

Mr. Allen expressed concern about Article 44 on the Concord Town warrant, and asked if there was \$250,000 for capital improvements in that budget. When told there was, he expressed concern that the town was planning to use one quarter of the accumulated PEG monies in just the first year on one project. Now that the FCC is about to allow Comcast to cut the funding provided for PEG by allowing them to charge “channel costs”, it seems prudent to him to think about saving this fund to use as a transition of MMN to some other means of funding. He mentioned Newton as an example of a station that will probably survive by having corporate sponsorships and renting out time in their studio. He expressed the need to remove the \$250,000 for capital improvements from Article 44.

Mr. Booth responded with the information about his proposed agenda item to discuss long-term strategic plans for MMN’s funding to transition from Comcast-

subscriber fees to other sources. He also said that the Town Manager had told him that the town could always come up with the ~\$60,000 annual budget needed to film meetings in town.

Upon a Motion duly made and seconded, it was

VOTED: to adjourn at 10:36 AM.

Respectfully submitted  
Peggy Wargelin, Clerk

Approved: 5/22/19

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