

**PEG Access Committee (PAAC) Meeting Minutes
6/25/19, MMN Studio, Concord-Carlisle High School**

Present: A quorum was present: Karlen Reed, Peggy Wargelin (clerk, arrived late), Ruth Lauer (arrived late), Scott Hopkinson, Vince Carlson, Gene Chang.

Also Present: Erin Stevens (PICM/committee staff), Jane Hotchkiss (Select Board liaison), Anya Zulawnik (MMN Studio Manager)

Absent: Wally Johnston (See membership Changes discussion below.)

Ms. Reed called the meeting to order at 7:04 PM. Scott began taking notes.

1)Chair's Notes & Miscellaneous Discussion

Membership Changes: Court Booth will no longer be representing the School Committee; Wally Johnston will be the new school committee liaison. Christine Lear will no longer be the Carlisle ex-officio member. The PAAC thanks Christine and Court for their service, and welcomes new member Vince Carlson. Vince was on the CCTV board for a short time.

Affordable housing funding committee -> after town meeting ended.

(Peggy arrived and began taking minutes with thanks to Scott.)

Karlan brought a supreme court case to the PAAC's attention: It was decided that if a state actor is running a cable TV station, all content submitted by citizens must be run or it is censorship. However, a nonprofit company running a TV station is not a state actor, so a non-profit may use editorial discretion.

Jane shared an initial opinion from town council Anderson Kreigl: This decision means that the change from CCTV to direct town management is more protective of free speech. A program could have been rejected by CCTV as a private organization, but Concord would have to accept it and run it on the Public channel – IF it was created and submitted by a resident of Concord or Carlisle. Further clarification to follow.

(Ruth arrives.)

Gene provided two handouts with ideas and potential future issues for the PAAC to consider, which will be discussed at a future meeting.

The PAAC extended thanks to MMN for adding the Planning Board to the town committees being filmed! Now, four major meetings are being covered, including the Finance Committee, Select Board, and School Committee as well. The Natural Resources Commission is being considered for addition next.

Now that Christine Lear will no longer be the Carlisle ex-officio member, there was discussion about whether a replacement should be found. Carlisle is now a customer of MMN instead of a partner. It was decided that since the PAAC wants to know Carlisle's needs and concerns, Erin will ask Tim Goddard (Carlisle's town manager) if he could appoint a replacement for Christine as an x-officio member of PAAC. Karlen volunteered to explain the duties of the position if needed.

Carlisle now has a 2-year contract with MMN to provide PEG Access services, at a fixed cost-per-hour with a minimum number of hours starting Oct 1, 2018. They can spend up to \$125 K for PEG. MMN typically charges 20% to Carlisle for equipment for general use. Carlisle was previously just charged a percentage of the budget.

2) Meetings and Minutes

Review and approve minutes from May 22 meeting: Ruth moves to approve as written, Gene seconded, and they were approved unanimously.

It was agreed that the minutes for this meeting should include the following information: At the May 22nd meeting Brooks Read and Dr. Susannah Kay made statements during the Public Comments portion which PAAC members were unable to respond to due to open meeting concerns. The PAAC email goes to both Erin Stevens and the Chair of the PAAC. Mr. Read must have forgotten, but there was an interaction between him and Karlen Reed. Last month Karlen also fielded a few other emails from citizens, as well as some survey results which she forwarded to Erin for processing.

The PAAC decided to have meetings this summer:

Wed, July 31st, 7:15pm at MMN Studio at CCHS

Wed, August 21st, 7:15 pm at MMN Studis at CCHS

3) Scott was nominated for the position of PAAC Chair, and was elected unanimously.

Committee Charge / Goals

- There was a long discussion about whether the PAAC should include the introduction of 5G and its deployment in its charge because of the concentration of expertise in its members and because part of the PAAC's charge is to "promote the quality of telecoms". It was decided that it would be better for Scott, Gene, and Vince to summarize issues and concerns about 5G and its introduction that the Town should take into consideration in a letter to the Select Board as individuals.

- The "Possible Goals" draft submitted by Karlen for this meeting was discussed and amended. The revised PAAC 2019-2020 grid as approved is attached.

- A PAAC budget sub-committee was created by unanimous vote, consisting of Vince (Chair), Scott, and Peggy. This sub-committee will analyze the quarterly reports

created by MMN for the town and consider long-term funding possibilities for PEG given technology, market, regulatory, and legal changes. Their work will lead to recommendations to the Select Board.

- The PAAC recommended that now that the MMN is fully staffed and has made it through the transition from CCTV a mission statement be created.

4) **MMN/PEG Survey Update**

Erin explained that due to Heather Butler moving to a position with another town, she has had less help with analyzing the data from the PAAC Survey than planned. She will present the results at the July 31st meeting.

Mark Pauley, previously employed as a videographer, started a full-time position with MMN as Media Technician. Also Sam Kruger has been hired for the education coordinator position with MMN as of July 1.

Anya provided a Station Manager's Report, which was much appreciated! (See below.) Some additional notes:

- Anya will look into a partial refund for the work done previously for the work done to improve sound in the Select Board room at the Town House, as the audio mixers should have been included in the initial installation.
- Anya would like to implement an idea learned from Wilmington at the MassAccess conference. They have all non-profits in town come in on one day to create free a 30-second promotional video for their organization.
- Anya would like to start a Video Club for CCHS students.
- The Ripley building A/V equipment is missing an audio mixer, which will be installed.
- Some thinking is being done on how to improve sound in the Town Hall meeting room; possibly a speaker in the back?
- Filmed Town Government meetings are typically available on YouTube in a day or two. Other programs are typically available on YouTube in 3-4 days.
- A list of the programming for PEG Access is appended after the Station Manager's Report.

5) No updates from the Select Board, School Committee, or Carlisle.

6) Upon a Motion duly made and seconded, it was

VOTED: to adjourn at 10:36 PM.

Respectfully submitted
Peggy Wargelin, Clerk

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

Station Manager's Report

06-25-2019

- 3 new 4 channel audio mixers got installed on June 20th at the Town House. Each microphone in the Select Board room is controlled individually now. This will bring a significant improvement in audio quality. The cost of equipment and labor was \$ 3,660.
- A new message board server got installed on June 21 to run the bulletin board. The cost of equipment was \$ 4,550. The slides will not be kept on past the expiration date.
- The station started to record Planning Board meetings. Sam is recording the second meeting tonight.
- Anya met with Carlisle Town Administrator, Tim Goddard and Jennifer Gibbons.
- Anya and Erin met with COA Ginger Quarles and Lauren Barretta.
- Jacob created a promo for the studio.
- Sam and Jacob recorded Opera 51 production.
- Monica animated station's logo.
- Jacob recorded Melvin Memorial Re-Dedication ceremony.
- Paula recorded Sustainable Farming presentation.

- Mark recorded Climate-Friendly Heat Pumps session.
- The station is recording more events and meetings.
- Anya, Jacob, Mark and Sam went to the MassAccess conference. It has been a very positive and inspiring experience.
- Anya is going to work through-out the summer on programs for CCHS students.
- Graduation got recorded by Anya, Sam, Jacob and Mark. The intercom system failed and has to be replaced.
- Mark Pauley started working 40 hours in June as Media Technician.
- Anya and Mark went to Ripley building to evaluate the A/V equipment.
- Jacob Ballin resigned today. He accepted a full-time position as a videographer in Somerville.

June Video Production Schedule

06-25-2019

Saturday, June 1 at 11am – CCHS Graduation – Football Field – Set-up at 9am - Everyone

Sunday, June 2 at 12:30pm – Reading of the Declaration – 1st Parish Church - Mark

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Monday, June 3 at 7pm – Concord Select Board – Sam

Tuesday, June 4 at 7:30pm – Carlisle ATM Review – Carlisle Town Hall/Clark Room – Jacob

Saturday, June 8 at 1:30pm – Climate Friendly Home Heating & Cooling - Mark

Sunday, June 9 at 2pm – Carmen – Opera 51 – Sam and Jacob

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Monday, June 10 at 1pm – Concord COA – Reality Retreat Meditation – Jacob

Monday, June 10 at 2pm – Terry Smolka’s Interviews – Sam & Anya

Tuesday, June 11 at 4pm – Concord COA – De-Cluttering Presentation – Sam

Tuesday, June 11 at 7pm – Planning Board Meeting – 1st Floor Meeting Room, 141 Keyes Road - Sam

Tuesday, June 11 at 6:30pm – Concord & Carlisle School Joint School Committee Meeting – Ripley, Conference Room 4 - Mark

Tuesday, June 11 at 7pm – Carlisle Select Board Meeting - Jacob

Wednesday, June 12 at - Carlisle School Committee – Mark

Thursday, June 13 at 1:30pm – Concord COA – A History of the Modern Middle East – Sam

Friday, June 14 at 4pm – Newbury Court – Lecture by Dwight Perkins about China – Equipment Drop Off – Mark and Jacob

Friday, June 14 – MassAccess Conference – Eugene, Jacob, Mark, Sam and Anya

Sunday, June 16 at 2pm – The Melvin Memorial (Mourning Victory) (Sleepy Hollow Cometary) rededication - Jacob

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Monday, June 17 at - Carlisle COA – DA Marion Ryan - Sam

Monday, June 17 at 7pm – Concord Select Board – Paula

Tuesday, June 18 at 11am - Senior Property Tax Reduction Explained - Sam

Wednesday, June 19 – Chair Breakfast – Concord Town House - Sam

Thursday, June 20 evening – Public Forum – Canceled

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Monday, June 24 at 1pm – School Committee meeting – Mark

Tuesday, June 25 at 9am – Fire Department Training – Mark

Tuesday, June 25 at 7pm – Carlisle Board of Selectmen – Jacob

Tuesday, June 25 at 7pm – PAAC Meeting – Studio – Anya

Tuesday, June 25 at 7pm – Planning Board - Sam

Wednesday, June 26 at 9am – Fire Department Diving Training – White Pond – Sam

Wednesday, June 26 at 4:30pm – Future Assabet River Pedestrian Bridge Forum – Mark

Wednesday, June 26 at 6:30pm – Future Assabet River Pedestrian Bridge Forum - Mark

Wednesday, June 26 at 7pm – Concord Art Panel Discussion – Sam

Thursday, June 27 at 7pm – Concord Finance Committee – Town House – Paula

Friday, June 28 at 4pm – Newbury Court – Lecture by Elisa Adams on sculpting – Equipment drop-off - Mark

GOALS FOR 2019-2020 FOR THE PEG ACCESS ADVISORY COMMITTEE (PAAC)

Revised 7.17.19 – P. Wargelin

<p>Better understand the purpose, structure, and function of PEG access services, telecoms., and the PAAC's charge.</p>	<p>Monitor the PEG operating and capital budgets to ensure proper use of PEG funds.</p>	<p>Promote the public awareness and use of PEG access services.</p>	<p>Monitor Comcast's compliance with the franchise agreement to safeguard community interests.</p>
<p>Hold regular meetings, elect officers, post minutes, and review PAAC charge for possible changes.</p>	<p>Get quarterly financial updates from Minuteman Media Network (MMN) (July, October, January, and April) and monitor implementation of the FY 21 (2020-2021) PEG budget.</p>	<p>Analyze the 2019 PEG Survey results (by June 30, 2019).</p>	<p>Analyze Comcast's Form 500 data (available mid-February) prior to meeting with Comcast.</p>
<p>Review any available cable and on-line statistics and look for trends in PEG Access program viewership.</p>	<p>Discuss writing Keyes Road, Planning Board, and Harvey Wheeler in FY21 for PEG live viewing of Town committee meetings.</p>	<p>Help MMN continuously create a community engagement plan that includes citizen outreach, training, and content creation.</p>	<p>Meet with Comcast representative (October & April)</p>
<p>Meet with the Concord municipal broadband team to get services and deployment update (Oct. or Nov.).</p>	<p>Review the FY 21 (2020-2021) PEG budget (February) and develop a recommendation for the Select Board before the Enterprise Hearing on the PEG budget (March).</p>	<p>Review and comment on new PEG website (June/July?).</p>	<p>Monitor FCC docket on PEG funding (MB 05-311).</p>
<p>Discuss viability of 5G wireless deployment and its impact on PEG funding.</p>	<p>Discuss alternative revenue sources – sponsorships, fundraising, etc. (Kate and Erin have already begun discussing this with the Town Broadband personnel.)</p>	<p>Develop a link on PAAC web page for consumer comments and complaints, with links to DTC, MMN, and Comcast for dispute resolution.</p>	<p>Monitor technical trends and Comcast initiatives that might have an impact on MMN.</p>
<p>Monitor the relevant Department of Telecommunications and Cable (DTC) and Federal Communications Commission (FCC) dockets on cable TV and broadband.</p>	<p>Monitor personnel, operating, and capital spending plans aligned with the Town budget cycle.</p>	<p>Prepare a report for the Town Annual Report (due Dec. 31).</p>	
<p>Monitor trends and directions that may have a material impact on PEG/MMN.</p>			
<p>Evaluate how MMN implements its mission of transmitting PEG Access content to the towns of Concord and Carlisle</p>			