

PACC Meeting Minutes
Monday, February 6th, 2023
Suldonik Conference Room, Lunenburg Town Library
Lunenburg, MA

Roll call:

1. Meeting was called to order at 6:02 pm.
2. PACC members present: Steve Walker, Pete Lincoln, Steve Archambault, Faith Beall, Paul Sarapas
3. Manager: Jo McLaughlin

Public Comments: - None

Committee Comments:

- P.Lincoln, S.Walker – status of new studio location & Passios still fluid

Communications: None

Approval of Minutes:

- January 6, 2023 minutes approved (F.Beall, 2nd P.Lincoln), passed
- P.Lincoln inquired about ceiling leak, roof has been repaired

Manager's update:

1. Recording Basketball but still unable to live stream, working on a solution
2. Budget balance: \$919,624.90
3. Did 4 camera shoot of Jan. 6th Select board mtg at LMHS on short notice. S.Walker commended the "crew" for a good job on such quick notice.
4. Feb. will only tape 1 "Taking Baseball" show
5. Local program source at 66%
6. PAAC Town Report due April 16. Committee asked to review submission and email J. McLaughlin with suggestions/comments.
7. Report of issues concerning Jan. 17th Select board meeting broadcast at LHMS.
 - a. AV Matrix was hooked into the auditorium sound system.
 - b. CASTUS was accessed through a "work around" at LMHS to allow live broadcast and recording to the program server, communication with Town Hall.
 - c. IT rigged a camera to be used for Zoom participants to see the venue.
 - d. CASTUS connections was initially successful. Recording and live options selected and running.
 - e. IT camera and audio working at the beginning of the meeting.
 - f. Approximately 1 hour into the recording, the CASTUS system froze and the clock stopped. System wouldn't restart for @ hour.
 - g. Viewer texted that the meeting was still running on Ch8 with choppy or inconsistent audio with the bulletin sometimes breaking in. Also received reports that all channels were having similar issues.
 - h. Zoom participants lost audition off and on, quality was intermittent.

- i. CASTUS recorded 18 files under the recordings folder in Auditorium live.
- j. Current questions:
 - i. Was the frozen CASTUS failure due to the connection between the school and town hall. System reported 3T of 7T memory available. CASTUS is sending additional memory, at no charge, to see if this fixes the issue.
 - ii. Was CASTUS failure due to the connection between the school and town hall, as IT was having audio issues as well. J.McLaughlin is meeting with town manager and IT to flush out details.
 - iii. Of note; CASTUS users could not access V5 and audio was lost on all 3 channels earlier in the day on 1/17 prior to the meeting. All were restarted.
- k. The committee discussed the issues, options and possible solutions. Three areas will need to be address in order to fully understand the event and create a solution. J. McLaughlin will investigate.
 - i. Was it an interface issue between PAC location and town hall location.
 - ii. Is there an issue with PAC equipment
 - iii. Is there an issue with outside inputs

Budget Review: - The PAC budget was presented and discussed. Committee members were asked to review the information and send comments, suggestions or questions to S.Walker or J. McLaughlin.

Proposed PAC Warrant: The PAC warrant was presented, discussed and motion to accept (P.Lincoln, F.Beall), passed.

PAC Drone Policy;

- PAC drone policy was presented and read by P. Sarapas; motion to accept (P.Lincoln, S.Archambault), passed

PAC staff use of personal equipment policy; - tabled

Adjournment:

- Discussion about timing of next meeting to allow time for S.Waker to attend the Building Committee meeting. Move to 2nd Monday of month.
- Next meeting is March 13th, 6:00 pm. Please, note it will be held in the Sudolnik Conference Room at the Lunenburg Town Library.
- S.Archambault will coordinate with the Library to see if PAC meetings can be rescheduled for the 2nd Monday of each month.
- Meeting adjourned at 8:17 pm
 - (motion – S.Archambault, 2nd F.Beall - passed).