

PACC Meeting Minutes
Nov 2, 2020 Part 1

Roll call:

1. Meeting called to order at 6:16pm.
2. PACC members present were Jeff Bajko, Steve Walker, Faith Beall, Peter Lincoln, and Steve Archambault.

Public Comments:

1. Warrants approved from last meeting and town received them.

Review and approve meeting minutes from Sept 4, 2020.

1. Reviewed and approved.

Manager's update:

1. Story time was started and will be airing them every two weeks.
2. Preparing for town meeting: the new encoder.
3. Designs were given to the architect.
4. The wolf station will be able to supply background music. Story block quote was \$7500 for one year. The wolfe was \$1200 a year.
5. Jo will be going on more studio visits to get a better idea of Lunenburg's new studio space.
6. Department head continuity plan is still being worked on.
7. A zoom made a change where they limit access to accounts.
8. Kayla will get back into the studio soon to work on some projects.
9. Ending balance of Sept is \$735,908.83.

TCP Architect:

1. Steve sent out the space picture of our new studio space concept.
2. Green rooms are not in most studios now. A space would be reconfigurable to allow a meeting space.
- 3.

Adjournment:

Next meeting is Nov 2nd.

Meeting adjourned at 6:47pm.

PACC Meeting Minutes
Nov 2, 2020 Part 2

Roll call:

3. Meeting called to order at 6:04pm.
4. PACC members present were Jeff Bajko, Steve Walker, Faith Beall, Peter Lincoln, Steve Archambault.
5. Non-members: Jo McLaughlin

Public Comments:

2. Storytime is very successful with over 200 views.
3. The town warrant was submitted in the warrant for the town meeting.

Review and approve meeting minutes.

2. Reviewed and approved Sept. minutes.

Manager's update:

10. Jo is preparing for the special town meeting on Nov17th.
11. Studio designed is still being designed.
12. Department continuity project is due at the end of the month.
13. Castus was out for about 24hrs this past month.
14. A videographer meeting went well.
15. The new encoder was tested and seems to be working well.
16. The cash reserve certificate was received by Jo.
17. Castus software update will be conducted after the town meeting.
18. Jo is going to visit Dracut's studio.
19. Ending balance of Nov. is \$729,293.19.

20. Added talking for information podcast.
21. Kayla did a recording at the eagle house of war letters.
22. 76% outside programming.

TCP Architect:

4. The committee is presently meeting now.
5. Minor adjustments on the designed was made.
6. The architect has signed off on the initial design.
7. Might need another company to help design the studio or give recommendations.

Study Visit: Leomintser:

1. Had a nice visit, very informative. Archive was very impressive. Will be able to be a good resource to help with our design.

Royalty free music:

1. A lot of companies do not offer packages.
2. De Wolfe: Unlimited music usage and downloads. \$1440.00/year.
3. Storyblock: \$7500.00/year. 1st year includes video.
4. Steve made a motion was made to tryout de wolfe for a year. Pete second it. The motion was passed.

Adjournment:

Next meeting is Dec 7th.

Meeting adjourned at 7:05pm.

Respectfully submitted, Jeffrey Bajko, PACC Clerk 11/06/20