

PACC Meeting Minutes
Sept. 14, 2020

Roll call:

1. Meeting called to order at 6:01pm.
2. PACC members present were Jeff Bajko, Steve Walker, Faith Beall, Peter Lincoln, and Steve Archambault, Jo Mclaugling

Public Comments:

1. No comments will decide to meet in person or over zoom.

Review and approve meeting minutes from Aug 3, 2020.

1. Reviewed and approved.

Manager's update:

1. Received new Encoder (\$600) to test remote live broadcast. Will work on this with Travis.
2. COVID Expenses – working with Karen. Backed out Covid expenses from FY20, started paperwork process to back out Covid expenses for FY21. i.e. CASTUS Stream for Zoom meetings.
3. Completed Hybrid Zoom set-up in the Bilotta Room
4. Added monitor for Education Channel in Town Hall Control Room.
5. Have had problems getting CASTUS restarted after storms. IT is working with CASTUS.
6. Will be contacting IT about an auto backup for CASTUS files.
7. Storytime is starting this week. Will be recording 4 weeks of programs.
8. Had a problem setting up Zoom stream to CASTUS on 09.10. Contacted IT, and they don't know why it happened.
9. Continuity of Services thru UMass Boston. Dept Heads working on forms – in progress.
10. Updating day-to-day instructions for backup.
11. Attended CASTUS V5 training webinar.
12. Worked with Scott to review V5. Will continue to train.
13. Indirect Costs added to spreadsheet, \$48K
14. Emily has gotten an internship. May be able to help with some meetings. Need to meet with her to discuss details.
15. Working with Steve on TCP Building Design communications
16. Background Music – in progress. Limited options. Limited subscription options.
17. Watched a portion of 8.20 Mass Access web series regarding Hybrid Zoom meetings & Fundraising.
18. Doing some event recording at the Eagle House.
19. Received an email from Ryan Malyar ED at Wilmington public access wanting to work together, as he just moved into the area.
20. Training Eric to do Facebook Live.
21. Ending August is \$742,678.46

Capital Budget Warrant.

1. Nov 17th, at the town meeting, the PACC will submit a warrant to transfer \$120,000 to the PACC's budget from the comcast fund. A motion was made to accept the article as written.

TCP Architect:

1. Jo and Steve met with the architect and submitted the PAC's plan. There are several plans out there seen by the public.
2. Some issues were continuous space, security, not upgrading equipment, and a permanent equipment or meeting room, no south facing windows or no windows, and the mobile unit will need a secure parking due to equipment storage.

Adjournment:

Next meeting is Oct 5th.

Meeting adjourned at 6:47pm.

Respectfully submitted, Jeffrey Bajko, PACC Clerk 8/05/19