

Harvard Community Cable Access Committee
Meeting Minutes - Jan 13, 2010 - 7pm - Hapgood Room (Old Library)

Attendance:

Committee Members:
Pat Natoli (Chair)
John Ball
Jonathan Williams (Vice-Chair)
Brint Ferguson (Acting Committee member)
Peter Warren (BOS Liaison)
Mitch Norcross (Recording Secretary)
Robert Fernandez
Ray Dunn

Other Committee Contributors:

Casey Clark
Andrew Ojemann

Meeting started at about 7pm

- 1) MOTION, 2ND, VOTE PASSED Unanimous: Approve minutes of meetings 12/9/09, 12/30/09, 1/6/10, 1/7/10
- 2) Video Broadcast Server
 - 2.1) Mitch presented the Committee with a summary overview of price quotes obtained from three vendors. Two vendors were able to offer systems which meet our specification by offering quotes on two alternative models of Tightrope Media Systems Cablecast video broadcast servers, and supporting items.
 - 2.2) Earlier today, Mitch presented and gave copy of all price quote details, the summary spreadsheet, and related email, to the Town Finance Director, Lorraine, who indicated that the documentation was sufficient to proceed with a purchase.
 - 2.3) The summary spreadsheet separates the quotes into three areas:
 - i) Critical Common Items (Bulletin Board Engine, 8x8 Video Switch, 3-panel Rack Monitor)
 - ii) Video Broadcast Server alternatives (Cablecast SXLE, SX2)
 - iii) Factory Support options (no premium support, Silver, Gold)
 - 2.4) MOTION, 2ND, VOTE PASSED Unanimous: Authorize Mitch to purchase, on behalf of the Committee, a video broadcast server system (SXLE), including Critical Common Items, and Factory Support (Gold), according to the low bid price.
 - 2.5) MOTION, 2ND, VOTE PASSED Unanimous: Authorize Mitch to purchase, on behalf of the Committee, miscellaneous items to support the installation of the video server system (cables, UPS, etc.) up to \$500.
- 3) Chair requests to skip agenda item regarding cataloging of DVDs, tapes, and inventory, due to lack of time, and other pressing agenda items.
- 4) Chair requests to skip agenda item regarding Web Site development, due to lack of time, and other pressing agenda items.
- 5) Chair requests to skip agenda item regarding correspondence, due to lack of time, and other pressing agenda items.
- 6) Chair requests to add agenda item to discuss a request from

Martha Brooks, Media Director at the School, as follows.

- 6.1) The School has requested that the Committee acquire and install a video editing software package (Avid Media Composer) on a School computer for the purpose of supporting student independent studies. Someone proposed that we also acquire and install the same software package on the Committee video editing computer. The School install would be on a PC. The Committee install would be on a Mac. Casey believes that project files can be easily moved between these two platforms.
- 6.2) MOTION, 2ND, VOTE PASSED Unanimous: Authorize the Committee to acquire and install two licenses of Avid Media Composer (1 on School PC, 1 on Committee Mac). Casey will handle this.
- 7) Municipal Building Task Force - Update from Peter Warren
The Municipal Building Task Force will be holding a public workshop on Sat. Jan. 30th at the Old Library, 8:30am. Residents are invited to attend and participate in brainstorm sessions for future uses of Town properties including Old Library, Town Hall, and Hildreth House. Someone had suggested to Peter that the Cable Committee organize a crew to film the event, documentary style, for later broadcast. There were no immediate volunteers for this.
- 8) There was some discussion of various shows available for broadcast.
- 9) JBOS - Pat has had trouble getting any response from the Ayer Cable group regarding coverage and/or copies of video of JBOS meetings.
ACTION ITEM: Peter W. to inquire with Ayer Selectmen.
- 10) Proposed next meeting (Extra Meeting to makeup time on agenda items above) for wed. Jan 27, 7pm. All in agreement.
- 11) HCCAC Open Television Coordinator Position
 - 11.1) Peter warren mentioned that someone at Town Hall mentioned that the proper procedure for final selection (of three candidates) for the position should be decided in open session, not in executive session.
 - 11.2) Discussion proceeded in open session.

The group discussed the three top candidates and ultimately decided on a top pick. A second choice, backup candidate was also selected.
 - 11.3) MOTION, 2ND, VOTED PASSED Unanimous - To bring top candidate to the next possible Board of Selectmen meeting (target 1/17) for approval to hire in the part time position of Community Television Coordinator, following reference checks (by Chair, Town Admin, or Personnel).

Meeting ended at about 9pm.

These minutes were reviewed and corrected at the Jan. 27, 2010 meeting of the HCCAC.

Respectfully Submitted,

Mitchell Norcross, HCCAC Recording Secretary