

**Minutes of the Harvard Community Cable Access Committee Meeting  
August 15, 2012**

Meeting was called to order at 7:10PM.

Attendance

Mitch Norcross (Chair)  
Ray Dunn (Recording Secretary)  
John Ball (Member)  
John Burns (Member)  
Paul Lierhaus (Member)  
Bill Johnson (BOS liaison)  
Jonathan Williams (applicant for open position)  
Jeff Schwarz (applicant for open position)

Minutes of the 5/14/2012 and 7/18/2012 meetings were reviewed and approved with typographical corrections.

Election of officers was deferred until new members of the Committee are appointed.

Bill Johnson outlined the town budget dates with the suggestion that the cable committee consider preparing requests for funding of long term capital improvements to support the relocation of the HCTV studio. Rules for CPC funding have been relaxed to include “recreation”; this may allow HCTV to request funding from CPC. Funds could also be available from CPIC.

Bill Johnson provided an update on the Town Hall relocation plans. RFPs for leased space within Harvard have been sent out. In parallel, estimates for the cost of relocating temporarily to the Old Library are also being developed. All things being equal (e.g. convenience to employees and residents), the lowest cost solution will be chosen. It is expected that the relocation take about 18 months including move-in/move-out.

Relocation to the space in Bromfield was discussed. A Working Group (WG) was set up to “brain storm” issues/tasks associated with permanent relocation of the studio to that location. Members of the WG include John Burns, Paul Lierhaus, Bill Johnson, Jonathan Williams and Robert Fernandez. They are charged with presenting a prioritized and time phased list (quarterized list of tasks with associated capital requests) to the Committee at the next meeting.

The following candidates to fill two open positions were introduced and discussed:

- Jeff Schwarz introduced himself. Bill Johnson informed the committee that after a discussion with Tim Bragen, it was agreed that because the town conducts most business by competitive bids, there is no conflict of interest w.r.t. Mr. Schwarz’s ownership of ISS, a company that does business with the Town of Harvard. In the event that such a conflict should arise, Mr. Schwarz will recuse himself from the vote.

- Jonathan Williams “re-introduced” himself; he has been a past member and is well known to the committee. Mr. Williams explained that, as an educator, his experience could help with the potential for partnering with Bromfield.
- Stu Sklar was unable to attend; he introduced himself at the June meeting. His application was also reviewed and discussed.

Bill Johnson reviewed the goals and required skill-sets discussed previously at the July Meeting. With this in mind, the committee voted to recommend, to the BOS, the appointment of Mr. Schwarz and Mr. Williams to the Community Cable Access Committee. The candidates will be represented at the 8/28 BOS meeting.

The chairman recommended that a special meeting be held on 9/5 to discuss the 5-year plan. This will be in addition to the regularly scheduled meeting on 9/12. Mr. Norcross will email last years 5-year plan to the members..

In conjunction with the 5-year plan, a discussion of a Video-on-Demand (VOD) service for HCTV programming took place. Mr. Williams will review the possible “add-ons” to the existing system; Mr. Norcross will resume his investigation of how other towns have provided this service.

The meeting was adjourned at approximately 9:10.