

**Minutes of the Harvard Community Cable Access Committee Meeting
October 10, 2012**

Meeting was called to order at 7:10PM.

Attendees

Mitch Norcross (Chair)
John Ball (Member)
John Burns (Member)
Ray Dunn (Recording Secretary)
Paul Lierhaus (Member)
Stu Sklar (Member)
Robert Fernandez (Station Director)
Brint Ferguson
Bill Johnson (BOS liaison)

Minutes of the 9/19/2012 meeting were reviewed and approved.

Election of officers was held. Newly elected officers are:

- Chairman Mitch Norcross
- Vice-Chairman Jonathan Williams
- Recording Secretary John Burns
- Treasurer Stu Sklar

Mr. Norcross presented a set of memos received from the Capital Planning and Investment Committee (CPIC) providing instructions for submitting capital requests for the 2014 budget. Capital requests are due by October 26, 2012.

Mr. Fernandez and Mr. Johnson summarized their recent visit to Natick High School and Algonquin Regional High School (Northborough) to investigate their partnerships with their community cable television. The discussion included comments from the members about the relevance given the larger size of those communities; Mr. Johnson suggested that the value of the visits is to learn from the experience. Mr. Sklar reported that he has been appointed co-chair of the school council (an advisory group to the Bromfield administration) and talked about The Bromfield's support for the partnership. Mr. Norcross requested written trip reports to document the finding. Mr. Fernandez accepted an action item (**AI-20121010-1**) to provide the trip reports with the help of Mr. Johnson.

Mr. Norcross presented the results of the self assessment of the committee's performance against the activities of the FY2012 5-year plan (**AI-20120912-2**). The committee voted to approve the assessment for submission to the Board of Selectmen. The action item is closed. The self assessment then served as a starting point for the new 5-year plan.

At the request of Mr. Norcross, Mr. Johnson summarized potential sources of funding in FY2013 for the relocation of HCTV to the Bromfield School. The potential sources of

funds include discretionary funds from BOS, FINCOM reserve funds, HCTV Committees budget and possibly discretionary funds from this year's school budget. New equipment in support of ongoing HCTV activities would be funded by the HCTV budget. New equipment in support of partnering with the school could be requested from the Shaw Trust, the Harvard Schools Trust or town capital requests.

The draft 5-year plan prepared by Mr. Norcross (**AI-20120919-1**) was discussed. After lengthy discussion of goals and priorities including a side discussion on the relocation of HCTV to Bromfield, Mr. Norcross took an action item (**AI-20121010-2**) to incorporate comments into a revised plan and submit it to the BOS.

A Capital Spending plan prepared by Mr. Williams and Mr. Fernandez was briefly discussed. The plan includes equipment for the Town Hall, the relocated studio and other goals of the 5-year plan.

The relocation working group reported on their progress toward developing a plan (including cost estimates and funding sources) (**AI-20120919-2**) for the relocation. At a recent WG meeting, Keith Cheveralls (liaison of the school committee to HCTV) reported that the school committee will request FY2014 funds to address access, security and public bathroom issues associated with the relocation of HCTV to The Bromfield School. He requested that a representative of the cable committee attend the October 22 School Committee meeting to provide an update on the committee's relocation plan. Mr. Johnson requested that a representative of the cable committee attend the October 16 BOS meeting for the same purpose. Mr. Burns will plan to attend the meetings. The Notional Design for the new facility prepared by the WG was presented by Mr. Johnson. Given the late hour, he requested that committee members individually review the notional design and provide comments via email so that the conceptual plan can be finalized for presentation to BOS and school committee

Mr. Norcross requested that we schedule a special meeting for next Monday, September 15 to finalize the capital spending plan and the Notional Design.

The meeting was adjourned at approximately 9:55.

Action Item Summary

AI-	Actionee	Description	Status
20120815-1	Jonathan Williams	Review the possible “add-ons” to the existing system to support Video-on-Demand	Open
20120815-2	Mitch Norcross	Investigate how other towns have provided Video-on-Demand services.	Open
20120912-1	Stu Sklar	Contact Charter regarding the possibility of including more detailed HCTV programming information for the Charter On Screen Guide.	Open
20120912-2	Mitch Norcross	Provide Self Assessment of the committee’s performance against the activities of the FY2012 5-year plan	Closed 20121011
20120919-1	Mitch Norcross	Incorporate discussion comments into the revised 5 year plan	Closed 20121011
20120919-2	John Burns	Provide Cost Estimates from the Relocation Working Group for the relocation of the studios from the Old Library to Bromfield	Open
20121010-1	Robert Fernandez	Provide trip report for recent visits to Natick and Northborough	Open
20121010-2	Mitch Norcross	Incorporate discussion comments into the revised 5 year plan and submit it to the BOS	Open