

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

(as approved on November 15,2012)

Meeting was called to order at 7:15PM.

Attendees

Mitch Norcross (Chair)

Jonathan Williams (Vice-Chair)

John Burns (Recording Secretary)

Stu Sklar (Treasurer)

Ray Dunn (Member)

Robert Fernandez (Station Director)

Bill Johnson (BOS liaison)

Keith Cheveralls (School Committee liaison)

Minutes of the 10/10/2012 meeting were accepted as amended.

Discussion of the quarterly finances was deferred until the new treasurer has an opportunity to gather financial records; it will be on the agenda of the next regularly scheduled meeting. Mr. Norcross took a new action item (**AI-20121015-1**) to transfer financial records to Mr. Sklar, the new treasurer.

The five year strategic plan (**AI-20121010-2**) has not yet been submitted. The action item remains open.

The capital plan drafted by Mr. Williams and Mr. Fernandez was reviewed and discussed at great length. The plan included all proposed expenditures, regardless of funding source and identified potential sources of funding for each. Particular attention was paid to the funding of equipment for the renovated town hall. Mr. Williams took a new action item (**AI-20121015-2**) to contact Pete Jackson to determine the amounts included in the current town hall renovation budget for new recording capabilities and for maintaining broadcast/recording capabilities during the temporary relocation of town hall. Mr. Norcross took a new action item (**AI-20121015-3**) to incorporate comments into a revised 5-year capital spending plan.

The Video-on-Demand (VOD) was discussed. There was a suggestion that this service was available as part of Virtual Town Hall and the committee should verify this. Mr. Johnson suggested that future funding of this could come from a warrant article since the service would be provided to all residence, not just those whose cable TV fees fund HCTV. The warrant article would also serve as a measure of town support for the service.

Mr. Johnson summarized the process for submitting requests for town funding. Mr. Sklar took a new action item (**AI-20121015-4**) to request that FINCOM provide guidance for submission similar to that which was received from CPIC.

In preparation for the presentation to the School Committee of HCTV's Relocation to Bromfield, it was suggested that Mr. Burns and Mr. Sklar meet with Jim O'Shea, principal of the Bromfield School.

Mr. Fernandez has coordinated a visit to the Groton Community Television studios on Thursday, 18 Oct. The studio is located in the new Groton-Dunstable Regional High School.

The committee reviewed the three proposed Notional Designs for the new studio in the basement of The Bromfield School. Each design trades off additional space in the Studio area by reducing the size of the Control Room area and the Classroom area. The chosen design increased the width of the studio by moving the existing partition back to align with the existing support posts effectively reducing the size of the control room; this wall was to undergo extensive modifications; so, removing and rebuilding is not expected to add significantly to the cost over and above the proposed modification. It was agreed to leave the depth of the studio as initially proposed and utilize the existing partition. This design will be used in the upcoming presentations to the BOS and the School Committee and become the starting point for future work.

The next meeting of the Harvard Community Cable Access Committee is scheduled for November 14, 2012 at 7:00PM in the Old Library.

The meeting was adjourned at 9:35PM.

Respectfully Submitted by:

John Burns (Recording Secretary)

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/ Stu Sklar	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
20121015-1	Jonathan Williams	Contact Pete Jackson to determine level of support for HCTV operations during the renovation and funding of equipment in the renovated town hall.	Open
20121015-2	Mitch Norcross	Revise 5-year capital spending plan incorporating comments from tonight's discussion.	Open
20121015-3	Mitch Norcross	Transfer financial records to the new treasurer.	Open
20121015-4	Stu Sklar	Request FINCOM to provide guidance for submission of requests for town funding	Open