

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

(as approved on December 12, 2012)

Meeting was called to order at 7:10PM.

Attendees

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

Minutes of the 10/15/2012 meeting were accepted as amended.

The Bromfield relocation plan was discussed at great length. Since the last meeting, discussions with Lou Russo (experienced commercial/municipal builder and former member of the Municipal Building Committee) and Jon Cocker (Maugel Architects) caused us to reconsider the plan to request an architectural barriers variance with the future installation of an elevator. The cost estimates for an elevator exceed \$200K, an amount significantly greater than that required to perform the site work necessary to provide a ramp access. (At this time, the issue of the gas line remains unresolved but Mr. Russo believes this is a manageable problem.) The working group therefore returned to the original design to use the current emergency exit as the main entrance. In an effort to maximize the width of the studio, its location within the space was switched with the classroom area. In a subsequent revision, the office area and classroom (public area) were combined into a single large area to create a more open feel. The other major change was the need to provide, not just one, but two handicap accessible bathrooms. Mark Force graciously agreed to relocate his document storage area to allow for the additional space demand. This allowed the plan to continue to provide the same amount of operational space as was originally planned. Mr. Russo also provided cost estimates for the modifications (excluding the cost of relocating the gas line) which were considered "doable" by Mr. Johnson, the BOS liaison. It was suggested that card access be added to the cost estimates. It was also suggested that the working group consider upgrading the entrance to create a more welcoming feel. Mr. Sklar noted that Monty Tech students may be available to reduce the cost of some of the subcontracted jobs, especially electrical. He took a new action item (**AI-20121115-1**) to pursue this opportunity. The committee agreed to move forward with this new proposed design.

Mr. Dunn suggested that the project could be documented to provide an opportunity for a locally produced program.

Mr. Johnson reported that the results of the air quality study conducted by the school showed some mold in the area where recyclables were stored. Some remediation will be required. It will be paid for by the school; it may be covered by insurance.

Mr. Johnson lead a discussion of the plan going forwarded as driven by the schedule for FINCOM and CPIC budget process. He believes that BOS discretionary funds could be used for interior renovation work to be performed this year, and that site work (performed next summer - FY14Q1) could be funded by CPIC funds approved as part of the FY14 budget. The HCTV Cable Committee would fund the outfitting of the new studio.

Mr. Norcross reported that the 5 year strategic plan was submitted closing item **AI-20121010-2** and that the 5-year capital spending plan was updated. The report will be submitted to close item **AI-20121015-2**.

The committee discussed the operating budget submission as a warrant article. Mr. Sklar committed to providing a response to **AI-20120815-2** to provide a basis for the submission.

Mr. Fernandez, the Station Director, reports that his reports have been submitted via email and updated the committee on the status of the outage which began on Nov 13. The problem is believed to be damaged fibers in Pepperell. He also reported that the Video Club is being reactivated and that he will be providing instruction for club members at the studio. As of this time, no seniors have expressed an interest in supporting HCTV as part of their senior project.

The next meeting of the Harvard Community Cable Access Committee is scheduled for December 12, 2012 at 7:00PM in the Old Library.

The meeting was adjourned at 9:11PM.

Respectfully Submitted by:

John Burns (Recording Secretary)

### Action Item Summary

<b>AI-</b>	<b>Actionee</b>	<b>Description</b>	<b>Status</b>
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	Closed 20121017
20121010-2	Mitch Norcross	Incorporate discussion comments into the revised 5 year plan and submit it to the BOS	Closed 20121115
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

<b>AI-</b>	<b>Actionee</b>	<b>Description</b>	<b>Status</b>
20121115-1	Stu Sklar	Investigate the use of Monty Tech students to perform some of the work requiring special skills such as electrical.	Open