

**Minutes of the Harvard Community Cable Access Committee Meeting  
December 12, 2012**

(as approved on January 9, 2012)

Meeting was called to order at 7:05PM.

Attendees

Mitch Norcross (Chair)

John Ball (Member)

Bill Johnson (BOS Liaison)

Paul Lierhaus (Member)

Ray Dunn (temporary recording secretary)

Jonathan Williams (member)

Stu Skylar (treasurer)

Guest: Keith Cheveralls(School Board)

Minutes of the previous Meeting **November 15, 2012** were approved.

Mr. Skylar & Mr Norcross agreed to get a proposal to Laura Vilain on the Finance Committee regarding funding for a proposed Video on Demand Technical solution by December 19<sup>th</sup> .

The committee discussed the progress of the HCTV facility move to the Bromfield High School. The discussion between the BOS and the school Board is proceeding with interest and support from the community.

The move was discussed at the most recent School committee meeting and the \$27K was voted to fund the construction project. The project was also discussed with the BOS and \$27K was requested to partially fund the \$54K needed to improve the facility for the video broadcast studio and classroom.

Monty Tech was contacted to assist with the project. Their contribution could include building some walls, the electrical work, and the plumbing (which includes the baseboard heating work). They would not do the drywall finishing or painting. They are available to work from January until March of next year.

Mr Cheveralls suggested that a Memorandum of Understanding should be created to document the process and communicate the trust between the parties undertaking this project. The school committee is in support of a draft MOU.

Possible contents of the MOU were discussed and include:

- 1) The intent for an on-going collaborative relationship
- 2) Cost of the improvements to the space
- 3) Use of 1500 sq ft by the Cable Committee
- 4) Support for utilities, and on-going custodial services
- 5) Termination Clause for each party and appropriate considerations
- 6) 24 hour access to facility through an external entrance

- 7) School security protocol - Limited access and controlled entry of students to the facility
- 8) Ownership of equipment investment by the purchaser
- 9) Mechanism for future collaboration and program growth
- 10) Annual report on the relationship to the BOS

The project will need a stamped set of architectural plans. Monty Tech will need pre-approval of the plumbing work plans by the state board.

The committee approved financial guarantee of \$7350 for architectural plans and mechanical drawings from HCTV funds to be used only in the event that the project is canceled; otherwise the funding of these services would be paid from the funds approved for the project. This includes the drawing services and the follow up to certify that the work meets the plan design requirements.

Some discussion took place regarding an update/modification of the proposed floor plan. An updated copy will be distributed to committee members. The modifications include swapping the location of the classroom with the studio so the students entering from the school enter into the classroom and not the control room. In the modified design, the control room sits between the classroom and the Studio. In the future we might want to refer to the most current plan by the date/number or use some convention to communicate exactly which version of the plan we might be discussing.

The meeting was adjourned at 8:59

Prepared by:  
Ray Dunn, Acting Secretary for the meeting

Respectfully submitted by:  
John Burns (Recording Secretary)