

Minutes of the Harvard Community Cable Access Committee Meeting

January 9, 2013

(approved on January 24, 2013)

Meeting was called to order at 7:10PM.

Attendees

Mitch Norcross (Chair)

John Ball (Member)

John Burns (recording secretary)

Paul Lierhaus (Member)

Ray Dunn (Member)

Jonathan Williams (Member)

Robert Fernandez (Station Director)

Minutes of the previous Meeting, **December 12, 2012** were amended and approved.

Video on Demand (VOD) was discussed. Any request for town funding must be submitted by 19 January. It was believed that Virtual Town Hall, tied to the town's web site, could be used. Tim Bragan (attending another meeting) dropped in and clarified that the Virtual Town Hall supported live streaming if the studio owned the compatible equipment; since HCTV does not, that optional service was dropped from the Virtual Town Hall contract. The committee agreed that it favored cloud based VOD vs. "add-ons" to our current system. Therefore, it was agreed to close item **AI-20120815-1**.

Based on the progress made with current estimates from Lou Russo and the funding outlooks, it was agreed to close item **AI-20120919-2**.

Based on Mr. Norcross's e-mail submission of the 5-Year Capital Plan on 22 October 2012, it was agreed to close item **AI-20120919-2**.

Based on Mr. Sklar's e-mail on the subject of FINCOM submission process on 12 December 2012, it was agreed to close item **AI-20121015-4**.

Based on the ongoing meeting's with Monty Tech leading to their submission of an application for approval to support the HCTV relocation project, it was agreed to close item **AI-20121115-1**.

Based on the meeting of Mr. Williams with Mr. Jackson on 22 October 2012, it was agreed to close item **AI-20121015-1**. Mr. Williams reported that their funding includes budget only for building infrastructure. There are no provisions for additional equipment to cover the new meeting rooms or for broadcasting from temporary town hall location. The HCTV 5-year plan does not include plans for additional town hall equipment. HCTV will remove the existing equipment and reinstall it in an appropriate location in the remodeled town hall.

Mr. Burns provided an update on the progress made on the relocation project since the 12 December 2012 meeting. Keith Cheveralls reported that the School Committee has voted to contribute \$27K to cost of remodeling a portion of The Bromfield School to relocated the HCTV Studio to the school. On 19 December 2012, the BOS approved an additional \$27K for the relocation. This total represents the current estimate for the interior fit up using Monty Tech and volunteer labor for much of the work. Monty Tech has submitted their request for approval to support the project. Several meetings with Mauge Architecture Inc has lead to a set of plans to be discussed later in the meeting.

The committee agreed that the Relocation Working Group (RWG) will continue to act as the committee's representatives and Project Manager. Mr. Dunn will replace Mr. Lierhaus. As the project gets under way, the RWG will provide weekly progress reports via email to members. In addition, the RWG will notify the committee of any unanticipated issues as they occur.

The Committee voted to accept the plans with a request to add a solid door from the control room to the viewing hall. The door should open inward and be lockable from the inside.

Mr. Fernandez informed the committee that classes will begin next Monday for four Bromfield students. To date, no Bromfield Seniors have expressed interes in supporting HCTV as part of their Senior Project.

Mr. Fernandez reported that there are several pieces of obsolete equipment that require disposition. Also several cables, computers and peripherals should be replaced. Mr. Fernandez accepted an action item (AI-20130109-1) to provide a list of recommendations for the next meeting. Members were requested to identify requirements for the replacement systems. Mr. Johnson recommended based on comments from other towns that HCTV migrate towards laptops.

The meeting was adjourned at 9:55.

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	Closed 20130109
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
20120919-2	John Burns	Provide Cost Estimates from the Relocation Working Group for the relocation of the studios from the Old Library to Bromfield	Closed 20130109
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.	Closed 20130109
20121015-2	Mitch Norcross	Revise 5-year capital spending plan incorporating comments from tonight’s discussion.	Closed 20130109
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	Closed 20130109
20121115-1	Stu Sklar	Investigate the use of Monty Tech students to perform some of the work requiring special skills such as electrical.	Closed 20130109
20130109-1	Robert Fernandez	Provide a list of recommendations for equipment replacement.	Open