

Minutes of the Harvard Community Cable Access Committee Meeting
January 24, 2013
(Approved March 13, 2013)

Meeting was called to order at 7:10PM.

Attendees

Mitch Norcross (Chair)
John Ball (Member)
John Burns (recording secretary)
Ray Dunn (Member)
Stu Sklar (Treasurer)
Jonathan Williams (Member)
Robert Fernandez (Station Directory)
Brint Ferguson
Tim Clark (Member of BOS)

The spending for FY13 was reviewed.

Mr. Clark presented information about the schedule for Town Hall Renovation. Beginning in February, the project enters the Construction Document phase. A working group from HCTV will be formed to work the Town Hall Building Committee to design the infrastructure supporting broadcasting and recording of events in the building.

After considerable discussion of present and future needs and based on recommendations from the station director per **AI-20130109-1**, the committee approved the following purchases to replace failed/failing equipment:

- Approved the purchase of Datavideo Se-500 Video/Audio switcher for approximately \$960; the committee recommended that the switcher be purchased from Access AV of Concord, NH based on the support received on previous purchases
- Approved the purchase, not to exceed \$400, of a Panasonic EMR-E228.
- Approved the purchase, not to exceed \$200, of a color inkjet printer.

Minutes of the previous meeting, **January 9, 2013** were approved with corrections.

Mr. Ferguson informed the committee of the upcoming Mass Casualty Incident Symposium to be held at The Bromfield School on March 23, 2013. The possibility of broadcasting and/or recording the event was discussed. Mr. Fernandez accepted an action item (**AI-20130124-1**) to continue the investigation into these possibilities.

Mr. Burns provided a update on the progress being made on the relocation to Bromfield. The additional control room doors has been added to the plan as requested at the previous meeting; however, because of low hanging fire suppression system's supply line, the design for that door will have to be modified. Monty Tech received approval to provide their services to the project on January 15. Work has begun. At the request of Principal

Jim O'shea, demolition work, which is expected to be noisy, should be performed on the weekend. Therefore, a group of volunteers from HCTV and the Lions Club will remove the present partitions on Saturday, January 26. It was agreed that the weekly progress reports agreed to at the previous meeting will cover progress thru each Friday. The first such report will be distributed this week.

Mr. Norcross provided an update on his path finding efforts to provide Video on Demand (VOD) using YouTube. The committee agreed that this approach will serve to determine the demand for this service. At this time, the only cost associated with this approach will be the increase work load for the stations employees.

Mr. Norcross reported that he has not completed the annual report. He stated that he will continue to prepare the report in spite of the fact the deadline for publication has passed.

The meeting adjourned at 8:59.

After adjourning, Mr. Burns informed the committee via email of a suggestion from the Lions Club to investigate the possibility of providing closed captioning for locally produced programming. Mr. Burns accepted an action item (AI-20130124-2) to continue the investigation.

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
20130124-1	Robert Fernandez	Investigate the possibilities of broadcasting/recording the Mass Casualty Incident Symposium on 23 March 2013.	Open
20130124-2	John Burns	Investigate the possibility of providing closed captioning for locally produced programs.	Open