

**Minutes of the Harvard Community Cable Access Committee Meeting
February 13, 2013**

(Approved on March 13, 2013)

Meeting was called to order at 7:10PM.

Attendees

Mitch Norcross (Chair)

John Ball (Member)

Paul Lierhaus (Member)

Ray Dunn (Member) (recording secretary for the meeting)

Robert Fernandez (Station Directory)

Bill Johnson (BOS liaison)

Jackie Normand (visitor)

The meeting was called to order at 8:05

Minutes of the previous Meeting, **January 24, 2013** were not available to be reviewed or approved.

Status of the Bromfield Studio Project

The underground plumbing should be completed on Friday and will be inspected on February 18 (the Monty Tech students will be on vacation next week) Coring should be completed for plumbing pipes and electric services this week.

Electric work will be the critical milestone for this project. The committee folks should be putting together very specific plans for equipment needs to make sure that the electric work will be appropriate for the studio services. The equipment and operational plan drafts should be made available to the committee for the next meeting.

Friday 2/15/2012 Robert will take a tour of the Monty Tech studio to look at equipment.

We also need a detailed equipment and facility plan for the town hall renovation.

Bill Johnson will distribute the latest copy of the Bromfield /BOS MOU document to members this week. See attachment.

Town meeting will be April 2, 2013.

The town will be holding a public meeting which we might cover:

Town of Harvard Public Safety Symposium on March 23 (8:00-5:00)

Robert will investigate our participation in covering the meeting.

Need COA volunteers to record the Council on Aging meetings.

The Harvard Library is willing to manage tapes and digital programs of Harvard town meetings as part of the town history. Mitch Norcross will create a policy statement for the

committee covering what we submit to the library and what we need to retain for our own records.

Robert Fernandez accepted an action item (**AI-20130213-1**) to distribute the latest copy of the committee's Policy and Procedures document.

We have created a *YouTube* channel of Harvard Government meetings (programs). We now have a better understanding of the effort it takes to upload meetings to YouTube. It is a very lengthy process. Need to find some ways to improve the upload process.

Jackie Normand reported that the League of Women Voters is interested in holding a public meeting on the civility of behavior at town/public meetings. She requested that HCTV might help to create a trailer to run promoting the ideas of the League's project. Robert will talk with members of the video club about creating the advertisement piece. Ray Dunn agreed to help create a script for the video project.

Civil behavior in Town Government meetings. Bullying behavior (by adults) affects the volunteers who work on town committees.

Suggested title: Uncivil Harvard

Step 1: Need to document what is the problem, and what is needed to solve the problem. What is the goal of the LWV project?

Step 2: Interview members of the LWV (League of Women Voters) about this problem and their proposal/solutions for addressing the problem.

The meeting was adjourned at 9:45.

Respectfully submitted by:

Ray Dunn (recording secretary for the meeting)

Action Item Summary

AI-	Actionee	Description	Status
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
20121015-3	Mitch Norcross	Transfer financial records to the new treasurer.	Open
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
20130213-1	Robert Fernandez	Distribute a latest copy of the committee's Policy and Procedures document	Open