

Minutes of the Harvard Community Cable Access Committee Meeting

March 13, 2013

(Approved on April 18, 2013)

Meeting was called to order at 7:10PM.

Attendees

Mitch Norcross (Chair)

John Ball (Member)

John Burns (Recording Secretary)

Ray Dunn (Member)

Robert Fernandez (Station Directory)

Bill Johnson (BOS liaison)

Keith Cheveralls (Member of the School Committee)

Because Mr. Johnson and Mr. Cheveralls wished to attend the ZBA meeting, review of the MOU between the Harvard School Committee and the Board of Selectman for the use of space in the Bromfield School by Harvard's Community Cable Access Committee became the first order of business. The committee unanimously approved a redlined version of the MOU. The MOU will be presented to the BOS at the March 19 meeting. Mr. Norcross will attend that meeting to address any addition changes.

Mr. Cheveralls informed the committee of the School Committee's concern for adequate insurance coverage for HCTV assets. Mr. Johnson stated that there is no difference in the coverage provide by the Town's insurance policy whether located in the Old Library or the Bromfield School.

Mr. Johnson suggested that the committee prepare material for the April 6 town meeting to educate the community regarding the relocation of HCTV Studio to The Bromfield School in support of ARTICLE 14: HARVARD CABLE TELEVISION/THE BROMFIELD SCHOOL - AMERICANS WITH DISABILITIES ACT ACCESS. He suggested placing articles in the local newspaper prior to town meeting, creating an information table outside the gym and a handout.

Mr. Williams and Mr. Fernandez met with Robert Haight, Access AV, to discuss equipment for the new studio. While the need for this list was intended to identify potential source of significant power requirements, they believe that none were identified. The list is still needed to ensure that electrical work will be appropriate for the envisioned equipment. Action item (AI-20130313-1) was added to continue work on the equipment list.

Mr. Burns provided an update on the status of the Bromfield Studio Project. Weekly status reports have been emailed to members of the committee. Most Recently, door and window frames have been delivered to the work site and base plates for the walls have

been laid out. A meeting is scheduled for 15 March with Cogswell Sprinkler Systems to review required changes to accommodate the new walled spaces and to investigate the feasibility (cost) of raising and relocating components to improve the headroom in the studio. Other remaining issues that need to be addressed are the design of the extension of the schools heating system into the space, venting of the bathrooms, reconfiguration of the studio's uplink to Charter. Investigation of a dropped ceiling was nixed when Lou Russo informed us that we would not be able to meet the minimum ceiling clearance requirements. In spite of the unexpected expenditure for the excavation of the boulder, we are currently under budget for the plumbing component of the project; overall we are about \$4K under our most recent estimate. A word of caution: Fire Protection and Security work was not addressed in the original estimate.

Minutes of the previous meetings, **January 24, 2013** and **Feb 13, 2013** were reviewed and approved.

No progress was made on the need a detailed equipment and facility plan for the town hall renovation. Action item (**AI-20130313-2**) was added to continue work on the equipment list.

Mr. Fernandez requested volunteer help to cover the upcoming town meeting. In preparation for the meeting, Frank Schmidt (Charter Technician) will check the readiness of the infrastructure to support the live broadcast on Friday, 5 April. We will also use this as an opportunity to discuss possible configurations to support the relocated studio.

Mr. Fernandez informed the committee of the progress to support the Town of Harvard Public Safety Symposium on March 23 (8:00-5:00); no firm plans have been made.

Mr. Fernandez provide committee members with a draft of the Policies and Procedures via email. A brief discussion of the draft Policies and Procedures was held. Mr. Burns suggested that a single copy be circulated via email amongst committee members to provide comments prior to the next meeting. Action item (**AI-20130213-1**) was closed.

Mr. Fernandez updated the committee on the problems with the out dated PC's being used at the studio. The committee agreed to defer the request for a DVD duplicator appliance until other PC issues are resolved. The committee voted to approve the expenditure of up to \$800 for the purchase of a Windows desktop PC/Monitor to replace the ailing equipment. With Windows 7 being the desired OS, the committee agreed to consider the purchase of a recent model refurbished computer in order to avoid recently released Windows 8 which is preinstalled on most new machines.

The meeting was adjourned at 9:25.

Respectfully submitted by:

John Burns (Recording Secretary)

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	Closed 20130313
20130313-1	Jonathan Williams	Put together very specific plans for equipment needs to make sure that the electric work will be appropriate for the studio services.	Open
20130313-2	Mitch Norcross	Put together a detailed equipment and facility plan for the town hall renovation	Open