

Minutes of the Harvard Community Cable Access Committee Meeting
April 18, 2013
(Approved on May 8, 2013)

Meeting was called to order at 7:07PM.

Attendees

Mitch Norcross (Chair)
John Ball (Member)
John Burns (Recording Secretary)
Stu Sklar (Member)
Jonathan Williams (Member)
Robert Fernandez (Station Coordinator)

Minutes of March 13 were approved as corrected. Minutes of the March 30 meeting were approved as presented.

Mr. Norcross lead a review of the open action items. After discussion the following updates were made:

Video on Demand (VOD) was discussed. The committee is satisfied with the current approach of posting video to You Tube. Although it is a little labor intensive (1-2 hrs per video), we expect to reduce this effort through scripting. It was agreed that this issue can be readdressed after relocating to the The Bromfield School. Therefore, it was agreed to close item **AI-20120815-2**.

HCTC recorded the Mass Casualty Incident Symposium held on March 23. The recordings were delivered to Jason Cotting, a member of the Harvard Ambulance Squad. HCTV did not retain a copy. Therefore, it was agreed to close item **AI-20130124-1**.

Mr. Williams and Mr. Fernandez had created equipment lists to support the estimate of the electrical load in the studio. Base on the list, the service panel being installed within the studio will be a sub-panel of the main panel located in the data closet above. That panel has 200Amp service and is extremely underutilized. Therefore, it was agreed to close item **AI-20130313-1**.

Mr. Norcross lead a discussion of upcoming major tasks for the committee. These include continuing work on the HCTV Policies, preparation for the Town Hall Renovation, and upcoming contract negotiation. Mr. Fernandez suggested that we also investigate additional funding sources. In order to begin to address these issues, it was agreed that a series of working groups be established which will be chartered with bringing recommendations to the committee for review and approval. This discussion will continue at the next meeting.

Mr. Burns presented an update on the progress on the construction of the new facility at Bromfield. Work on plumbing, carpentry and electrical are proceeding smoothly;

however, the electrical work is getting behind schedule and we are planning to de-scope the Monty Tech effort by subcontracting the rough electrical for smoke detectors/alarms and finish work for networking. Relocation of the sprinkler system was completed on April 18. Unfortunately, proposals for other major subcontracts are exceeding our budgets. This includes Bathroom/Fresh Air ventilation and reconfiguration of the Smoke Detectors/Alarms. If acceptable designs can be found, rough work can be completed before installing the dry wall; the more costly phases can be deferred until FY14 funding is available. Widely differing opinions on the heating configuration have prevented Monty Tech from beginning the installation. Bill Johnson, Lou Russo and John Burns will resolve the conflicts this week and present the design to Monty Tech for installation within the studio; final connection to the schools heating system will need to be subcontracted. Ray Dunn is leading the effort to connect the studio to the Charter uplink.

Mr. Fernandez informed the committee that he had been contacted regarding HCTV's Scholarship presented for the first time last year. The committee agreed to continue the scholarship program if a qualified recipient can be identified.

Mr. Fernandez informed the committee that the Video Class being offered by HCTV is nearing completion. Attendance has dropped off as spring sports begin to conflict with the schedule. He suggested that we recognize this when planning the next offering.

Mr. Fernandez informed the committee that he had been contacted by Tim Bragan regarding HCTV coverage of BOS (and other meetings) when the town offices move to the temporary location at Appleworks. Mr. Bragan suggested that we record the meeting for delayed airing on HCTV. The committee suggested that meetings be held at one of the two locations that support live broadcasting.

The meeting adjourned at 9:15PM.

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.	Closed 20130418
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.	Closed 20130418
20130124-2	John Burns	Investigate the possibility of providing closed captioning for locally produced programs.	Open
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.	Closed 20130418
20130313-2	Mitch Norcross	Put together a detailed equipment and facility plan for the town hall renovation	Open