

**Minutes of the Harvard Community Cable Access Committee Meeting
May 8, 2013**

(Approved on June 12, 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 Coordinator)

Brint Ferguson

Bill Johnson

Minutes of April 18 were approved as corrected.

Mr. Burns presented the status of the Bromfield Studio Project. The sprinkler system was relocated during the school break week. The "wet wall" has been insulated and dry wall installed in preparation for the installation of the plumbing fixtures. B&B Mechanical has visited the site to measure for the installation of the bathroom and fresh air ventilation and installed the bathroom ventilation. The electrical team has pulled considerable amount of power, data and RG6. The plumbing team has begun the installation of the supply and return for the hot water heating system. The wet wall should be finished and floor tiles installed before the bathroom fixtures are installed. Mr. Fernandez and Mr. Burns will select the finish colors.

Mr. Johnson reported that the school will keep the emergency exit and pay for the crash bar and security for the door. Planning for the relocation of the gas line by National Grid in July has begun.

Mr. Fernandez presented a plan for the cabling of the second floor of the renovated town hall. The main meeting room and two smaller meeting rooms will be wired. Mounts for remote controlled cameras will be position 8' off the ground. Some provisions for tripod mounted cameras should be provided.

Mr. Norcross lead a discussion of the plans to record/broadcast meetings while the town hall operation is temporarily relocated to Appleworks. The committee agreed that Volunteer's Hall is the only reasonable location for broadcasts.

Mr. Johnson related a conversation with Tim Bragan regarding the upcoming cable contract negotiations. Mr. Bragan, as agent for the BOS will lead the negotiation with support from HCTV committee. He has contacted both Charter and Comcast to start the progress.

With his election to the BOS, Mr. Skalar will resign his position on the HCTV Committee. In addition, the terms of Mr. Dunn and Mr. Lierhaus expire in June. Mr. Fernandez stated the Jeff Schwartz, previously recommended by the committee, continues to express interest in the committee. Mr. Johnson stated that ?? has also expressed interest. With the upcoming partnership with the school, he also suggested that we look for candidates that have a connection to the school.

Mr. Norcross took an action item (**AI-20130508-1**) to work with the BOS to identify a new liaison replacing Mr. Johnson whose term with the BOS expired with the April election. Mr. Johnson stated that he plans to remain involved with the relocation project as a community member.

Mr. Fernandez presented a summary of the Station Director's reports:

1. Scholarship information has been provided to the school; there is currently no applicant.
2. He suggested that a working group be established to identify ways to raise money for equipment for the new studio.
3. Shrewsbury has closed captioning equipment; he suggested that as part of AI 20130124-2, we should visit the site to learn more.
4. Tax work-off from COA has identified a candidate to help HCTV cover additional meetings.
5. Graduation is June 7; we need to begin planning to cover the event. Mr. Ferguson suggested that we should use the portable broadcast equipment and connect the RF feed back to the library.
6. Summer hours will begin next week.

A brief discussion of equipment took place. We need to decide on the path forward for new computers: desktop vs. laptop.

The meeting adjourned at 9:07PM.

Respectfully submitted by:

John Burns (Recording Secretary)

Action Item Summary

AI-	Actionee	Description	Status
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
20130124-2	John Burns	Investigate the possibility of providing closed captioning for locally produced programs.	Open
20130313-2	Mitch Norcross	Put together a detailed equipment and facility plan for the town hall renovation	Open
20130508-1	Mitch Norcross	Work with the BOS to identify a new Liaison.	Open