

**Minutes of the Harvard Community Cable Access Committee Meeting
June 5, 2013**

(Approved on June 12, 2013)

Meeting was called to order at 7:30PM.

Attendees

Jonathan Williams (Vice Chair)
John Ball (Member)
John Burns (Recording Secretary)
Ray Dunn (Member)
Bill Johnson

Mr. Burns presented a summary of the events which lead to this special meeting. On Tuesday, May 28, Tom Kamila informed Mr. Burns that he had been directed by the school administration to direct all his efforts to their "in house" project to complete their library and that Jim Brooks would be available to work on the project. Mr. Brooks visited the project with a group of young students on Thursday, May 30. (When the meeting was scheduled, Mr. Burns was lead to believe that Mr. Brooks was coming to scope the job to complete the drywall work for Tom Kamila.) After a very short visit, he explained that because they have reached the end of the school year and still have not completed the library projected that "must be complete before the start of the next school year", Monty Tech will not be able to continue our project until the start of the next school year and asked if we want them to continue at the beginning of the next school year. With no alternate plan, I responded yes. After they left, Mr. Johnson, who was also present at during their visit, suggested that in order to continue to maintain our schedule, we should request additional funding from the Fin com through a reserve fund transfer to subcontract the work that we originally expected to be completed by Monty Tech.

Mr. Johnson then reported that working with Lou Russo, they estimated the cost of completing the drywall would be about \$4500.

The Committee voted unanimously to authorize Mr. Burns to request additional funding from Fin Com.

The Meeting adjourned at 7:35 allowing Mr. Burns and Mr. Johnson to attend the last meeting of Finance Committee for FY '13 which was in progress at the same time.

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