

## **Minutes of the Harvard Community Cable Access Committee Meeting**

**June 12, 2013**

(Approved on July 10, 2013)

Meeting was called to order at 7:10PM.

### Attendees

Mitch Norcross (Chairmen)

Jonathan Williams (Vice Chair)

John Ball (Member)

John Burns (Recording Secretary)

Ray Dunn (Member)

Robert Fernandez

Bill Johnson

Keith Cheveralls

Minutes of the May 8th and June 15 special meeting were approved as corrected.

Mr. Burns and Mr. Johnson presented the status of the relocation project as Monty Tech's school year comes to an end. As discussed at the special meeting of June 5, 2013, the relocation working group has begun the process of soliciting bids for the dry wall work. In addition, a punch list of remaining task to be completed by the electrical team has been prepared with the help of Paul Cormier, the Monty Tech electrical instructor. One local electrical contractor who visited the site was unwilling to take over the project. We are awaiting the estimate from a second contractor to determine how best to proceed with the unfinished electrical work. The project will complete its rough electrical inspection this week which will allow us to proceed with the drywall work. The plumbing team, lead by Kevin Martin, has exceeded all of our goals for them. Bathrooms fixtures are installed and functional, the hot water heater is installed and awaiting electrical service, hot water supply and return have been installed; installation of radiators in the classroom, studio and vestibule will complete this week. Finish plumbing inspection cannot be complete until electrical work completes. The supply and return will need to be connected to the schools heating system by a company more familiar with this type of work. Plans are in place to begin the entry way work. The first step is the design of the grades compliant with ADA followed by the relocation of the gas line near the current stairs. Rich Nota and the Highway department will survey the grades during the last week of June. National Grid is prepared to begin the relocation of the gas lines after 1 July. Over the next few weeks will evaluated the budgets to determine how much is available to subcontract work originally plan for Monty Tech. We plan to request Monty Tech to return in the fall to complete any remaining work.

The committee reviewed the list of equipment proposed by Access A/V for the new studio. After considerable discussion, the committee voted unanimously to create the Studio Equipment Working Group to identify, recommend and procure the equipment through incremental purchases for the new studio. The first meeting was planned for

Saturday, June 15. The committee authorized the committee to spend up to \$24K (of the \$60K identified in the 5 year spending plan) for the initial procurement.

The committee discussed its role and responsibilities in connecting the temporary town hall to a Charter uplink to support live broadcasts of BOS and other meetings. Robert Fernandez accepted an action item (**AI-20130612-1**) to meet with Charter to discuss the additional uplinks proposed for the temporary town hall and the new studio. Mr. Johnson accepted an action item (**AI-20130612-2**) to identify potential volunteers who are capable of pulling the uplink cable from the new studio to the coupler in the data closet should Charter be unwilling to offer to provide the connection for the new studio "pro bono".

Mr. Fernandez presented the committee with a list of equipment for disposition. All but the DVD player was approved.

The Meeting adjourned at 9:13.

Respectfully submitted by:

John Burns (Recording Secretary)

### Action Item Summary

<b>AI-</b>	<b>Actionee</b>	<b>Description</b>	<b>Status</b>
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
20130612-1	Robert Fernandez	Meet with Charter to discuss addition uplinks for Temporary Town Hall and the new studio.	Open