

**Minutes of the Harvard Community Cable Access Committee Meeting
July 10, 2013**

(Approved on August 14, 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)

Stu Sklar (BOS Liaison)

The meeting was called to order at 7:10.

Minutes of the June 12 meeting were approved as distributed.

Mr. Sklar informed the committee that he had been appointed BOS Liaison to the committee. Action item (**AI-20130508-1**) was closed.

In a review of action items, it was noted that Mr. Fernandez had provided list of recommendations for equipment replacement in a Jan 21, 2013 email. Many of the items have been acted on. Action item (**AI-20130109-1**) was closed. It was also reported that Mr. Fernandez held meetings with Charter to discuss the addition of uplinks from the new studio and the temporary town hall at Appleworks. Action item (**AI-20130612-1**) was closed.

The membership was discussed. Although several names have been mentioned, no formal applications have been submitted. Mr. Sklar agreed to discuss the membership at the July 30 BOS meeting. It was agreed that elections be deferred until the two open committee positions are filled.

Mr. Burns presented an update of the status of the relocation project: Two major tasks that were to be completed by Monty Tech will now be completed by contractors. The estimate for Dry wall installation is approximately \$4500. The estimate for completion of the electrical work is approximately \$3500. Major interior tasks to be completed are the wall and ceiling painting and flooring installation by the committee and volunteers and installation of the fire alarm by RB Allan. In addition, we need to make a decision on installing sound insulation on the exposed metal ceiling added in the 2002 renovation of The Bromfield School. Work on the exterior is scheduled to begin this month with the relocation of the gas line by National Grid and the handicap accessible entry. Mr. Johnson is coordinating the work of National Grid and the Highway Department which will excavate and grade the opening and parking area. We recently learned that because of the distance to the parking area, we will need to provide a Handicap drop off area near the new entry.

Coverage of BOS and other meetings after renovation of town hall begins was discussed. Mr. Sklar reported that relocation to Appleworks has now been delayed until Oct at the earliest. BOS will meet in Volunteer's Hall which is already equipped for live broadcast. The School Committee plans to meet in the School Library which is not equipped for live broadcast. We will continue to pursue charter to provide drops in the new studio (to be paid for by HCTV) and in the library (to be paid for by the School Committee). Tom Cohen (Charter Rep) has already visited the site and a dialog has begun. Appleworks will not be equipped for live broadcast.

Although HCTV had already met with the architects for the Town Hall Renovation to provide their recommendation for equipping the rooms for recording and broadcast, the BOS has scaled back the recommendations. Mr. Sklar reported that the "Expansion Room" is considered a meeting room and will require recording equipment. The committee agreed to two cameral locations and 2 XLR connections for microphones hung from the ceiling. All audio and video connections will be run back to the HCTV room on the second floor. In the main room, the committee agreed on 4 fixed cameras (one on each wall) and a jack on the back wall for a movable camera. Each fixed camera position should have power, BNC for video and cat 5 for camera control. Broadcast audio will be taken from the soundboard used for the rooms PA system.

The meeting adjourned at 9:15.

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.	Closed 20130710
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.	Closed 20130710
20130612-1	Robert Fernandez	Meet with Charter to discuss addition uplinks for Temporary Town Hall and the new studio.	Closed 20130710