Minutes of the Harvard Community Cable Access Committee Meeting
August 14, 2013
(Approved on September 3, 2013)

Meeting was called to order at 7:20PM.

<u>Attendees</u>
Mitch Norcross (Chairmen)
Jonathan Williams (Vice Chair)
John Ball (Member)
Ray Dunn (Member - Acting Secretary)
Steve Adrian

Minutes of the July meeting were approved with 2 minor or corrections.
>The expansion room **is** considered a meeting room (remove the word not).
>The wiring in the town hall to the remote cameras should be cat 5

The telephone switch is not operating correctly. It is not secure and it has turned off unreliably over the last few weeks. Brint and Steve will investigate and possibly purchase a new solution, perhaps one that accommodates an internet switch in addition to the phone capability.

Elections for Cable committee offices will be delayed because John Burns is not present at the meeting to participate.

The committee will present to the BOS next Tuesday. Mitch and Robert and Jonathan will work on the presentation and include pictures of the construction progress.
>The presentation will include/prepare a time table for moving in and beginning to broadcast from the new studio; Projected dates for moving out of the old library; and include a projected schedule for integrating the HCTV facility and programs with the Bromfield program.

The Bromfield studio work was discussed a length.
HCTV Studio Development Notes

1. Occupancy
    o Inside
        ■Flooring - by end of Aug
            1. Level the base - chisel peaks and level cement
        ■Paint
            1. door jambs
            2. Server Room, Utility closet
        ■Electrical - Steve Reynolds
            1. Light fixtures, face plates, electric door lock

2. Thermostats
- Outside door reconstruction
- Key entry by end of Aug - Jaysonics ?
- Heating system tie-in
- Air Conditioning
  - Outside
    - Retaining Wall
    - Footing on Mon Aug 19
    - Wall done by Aug 24
    - Paving during month of Sep.
    - Railing by end of Sep.
    - Into Oct for finishes touches
    - Would like to engage Garden Club to help
    - Signage
    - Lighting - School has installed new motion sensor flood lights to cover the sidewalk area

2. Broadcast
   - Target end of Sep
   - Charter video connection
   - Internet access
   - Phone connection
   - PC Workflow station
   - Move the Server Rack

3. Vacate Old Library
   - Target end of Oct
   - Move Stuff

4. Public Studio Open Hours
   - Target end of Oct
   - Furniture
   - Public workstation

5. School Participation
   - CORI
   - Training area build-up target start in October
     - Furniture
     - Multiple public workstations

- - - ■Server Room upgrade, second rack for data
  - ○ Studio Build-up
    - ■Lighting (Rachel ?)

The outside door will be changed to have glass panels.

The meeting adjourned at 9:17.

Respectfully submitted by:

Ray Dunn (Acting Recording Secretary for the meeting)