

Minutes of the Harvard Community Cable Access Committee Meeting
September 11, 2013
(Approved on Nov 14, 2013)

The Meeting was called to order at 7:20PM.

Attendees

Jonathan Williams (Vice Chair)
John Ball (Member)
John Burns (Recording Secretary)
Ray Dunn (Member)
Robert Fernandez (Station Manager)
Steve Adrian

Minutes of the September 3 meeting were approved as distributed.

Annual election of officers was deferred until all members were present.

The committee held a brief discussion of the member search and candidate qualifications. Besides the traditional technical skills, the committee agreed that we should seek candidates with connections to the educational and business community.

Mr. Burns presented an update of the status of the work recently completed. Floors were filled and leveled in preparation for installation of the flooring tile. On Monday, a crew lead by Keith Cheveralls began the installation. By Tuesday evening, all but the studio and vestibule had been tiled. A decision was made to use a darker tile in the studio; a medium grey/blue was found in stock. The studio was expected to be completed by Wednesday. On Monday, the site was surveyed by representatives from L. D. Russo Inc.; the elevations and grades were set for all ADA compliant paths. On Tuesday, Nashoba Paving prepared the base for the pathways and handicap drop-off area. On Wednesday, the paths and drop-off area was paved. Landscape planning has begun. At the request of Peter Warren, Ken Harrod visited the site to assess the effort to spread top soil for lawn and planting beds; Jessie Paneck visited the site to provide assistance in developing the landscape design. The work will begin after the new pavement has time to cure, two to three weeks depending on the temperature. We are still attempting to get Monty Tech to return to the project; there are many tasks that will benefit from their assistance.

Additional expenses for critical work have now exceeded the \$16K funding approved at the previous meeting. Additional funding could be made available from the operating budget by reducing the proposed Phase II equipment funding. A motion was made to approve an additional \$4K from account 26625-52000 to cover critical work for the HCTV relocation project. The motion was approved.

Key cards were distributed to members and associates.

The upcoming contract renewal was discussed. It was agreed to form a working group to work with Tim Bragan in preparing for the renewal. The working group will investigate the possibilities of generating competition for the contract. Mr. Fernandez accepted Action item (**AI-20130911-1**) to determine the service providers in the surrounding communities.

The meeting adjourned at 8:40.

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
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
20130911-1	Robert Fernandez	Identify the available TV service providers in the surrounding towns.	Open