

**Minutes of the Harvard Community Cable Access Committee Meeting
October 9, 2013**

(Approved on Nov 14, 2013)

The Meeting was called to order at 7:15PM.

Attendees

Mitch Norcross (Chair)

Jonathan Williams (Vice Chair)

John Ball (Member)

Ray Dunn (Member-Recording Secretary)

Robert Fernandez (Station Manager)

Steve Adrian

Stu Sklar

Bill Johnson

John Burns (might call in)

Minutes of the September meeting were not available and approval was deferred.

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

A temporary CO has been granted with the following projects to be completed before a final certificate of occupancy. The driveway is not compliant and a railing needs to be built to address safety issues (on the new retaining wall). Monty Tech has agreed to create the railing and 'Hot dip' it to withstand the elements. The cost would be around \$1000.

Work in the server room still to be done includes fixing a rack for the server and switch; and terminating the distributed internet connections. John Burns will ask Chris to help with these tasks.

Schedule:

October 16 - Set up and cover the special town meeting

October 17th Complete the set up of office furniture

The goal for moving the server would be to have it done by Nov 19th

Need to massage the equipment list to prioritize purchases. Need to make sure the integration of the cameras with the Tricaster is operational and train staff in operation.(highest priority)

Light purchase can be florescent and not LED. (save 10K)

Upgrade to High Def Cameras can be done at a later time and does not have to be done immediately (Save 6K)

A new draft of the equipment list will be created prior to the next meeting.

Warrant at town Meeting to cover Unanticipated Costs arising from the Project
B & B Costs are way above our estimate for Ductwork

Some new equipment is needed because the vision for studio has matured. Current equipment focuses on town meetings and occasional project. The new vision is to integrate HCTV closely with the school and provide an opportunity for students to get professional experience with video production and editing.

New focus is to provide a platform for High Quality / High functioning video educational experience, while offering excellent service for the town.

New vision: Recruit and train HS students. Focus on content creation and not just basic skills to support the coverage of town meeting operations. The narrative for town meeting should not be what has gone wrong, or what problems we encountered, but how our vision has changed to integrate closely with Bromfield educational goals. Yes we Acknowledge there have been some unforeseen costs, but this is a 300k project that the town has completed for less than 100k because of volunteer efforts and careful management of the processes—but there is a need for 35k to finish the project.

The annual cable operations for the last 4 years has been about 27K.

If we are not successful with town meeting warrant request for funds we can cut into the equipment budget, but this will affect the vision to provide excellent training and experience for the students and the high school.

Mr. Burns reported that HCTV has been billed by B&B Mechanical for over \$6500 for the completion of the heating system; this includes approximately \$1200 for the repair of a leak in work completed by Monty Tech. The amount is being challenged. We have been carrying an estimate for the work of \$1000. As a result of these additional unexpected costs, Mr. Burns suggested that the \$30K number previously provided to FinCom be raised to \$35K for the warrant article.

Robert said that professional cameras were donated to the station by Mr. Dave Svens of Fitchburg Cable.

Office furniture was donated by Jeff Swarz. We need to create thank you notes for these generous donations

Robert asked that his job title be changed from Access Coordinator to Station Manager. The motion was made and approved.

The meeting adjourned at 10:02.

Respectfully submitted by:

Ray Dunn (Acting 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