

Minutes of the November 18th, 2021 Online Harvard Cable Access Committee Meeting

Approved 1/13/21

Committee Members Attending: Nick Browse (chair), Robert Curran (vice chair), Chris Jones (recording secretary), David Henderson

Others Attending: Brittany Blaney (Station Manager), Hristina Tasheva (Station Operator)

Called to order at 5:03 PM

Meeting Minutes: Minutes of the October 14th, 2021 meeting were reviewed and unanimously approved.

Public Comments: none

Budget FY22: Nick

- Labor costs for the new Assabet Voc intern (\$4,889.60) and recording staffers (\$15,552) are up and have pushed us over budget, so Brittany and Nick decided to pull out of the Broadcast Pix and Hybrid Meeting System contracts to balance it.
- The capital balance is \$15,659 while the operating balance is \$92,456.86.
- A motion was made to approve the Station Manager's contract for January to March of 2022, and the motion passed unanimously.

Station Manager's Report:

- Brittany shared the attached report. Additionally...
- The past 30 days has been very busy for the station.
- According to Robert, if the Bromfield Boys soccer team wins the state championship on Saturday, the fire department will escort them into town. Brittany will arrange for coverage.
- The Assabet Voc intern is working out very well.
- Kaia and Will are now earning above minimum wage because they've been with HCTV for over four years.
- The first hybrid meeting went very well, "very smooth." The committee is pleased with the initiative Brittany and Hristina have taken with this.

Budget FY23:

- It appears we will have to accommodate a cost of living adjustment of 5.4%. Recalculating our proposal budget discussed last month, FY23 only has \$4,666 for capital expenditures, and that's not very much.

- Nick proposed the idea of cutting staff hours in order to make the budget work.
- Brittany offered that meeting coverage isn't going to change, and community event coverage is ramping up, so we will need people to film and edit these events. If we cut staff labor hours, we have to cut coverage.
- Robert wondered if there was a way to continue robust event coverage, with some sacrifice, but still keep adequate capital to purchase new equipment.
- Nick thought it would be palatable to increase labor hours by one hundred, to 1,240, from where he initially proposed. The committee and Brittany felt that was palatable.
- The town needs to understand that meeting coverage has gone way up, so HCTV needs more money to operate, so we will request more money. Brittany will make this argument in writing.
- Robert made a motion to accept the FY23 budget figure at \$123,700. The motion passed unanimously.

New Business:

- Kathryn Costello decided not to serve on the committee after all, but she remains interested in working with HCTV. Nick believes she would be an excellent resource. Robert may revisit the committee position with her in the future.

The next meeting is scheduled for January 13th at 5:00 PM on Zoom.

Meeting adjourned at 6:24 PM.

HCTV Station Manager Report

- **Programming/Event Coverage (10.14-11.17) - Reel:**
<https://vimeo.com/647357307>

- *Public*

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| • <i>Senior Spotlight: November 2021 (COA)</i> | • <i>Middle School Field Hockey v. Littleton 10.28.21</i> |
| • <i>Fall Prevention (COA)</i> | • <i>Bromfield Fall Concert 2021</i> |
| • <i>2021 Firefighters' Muster</i> | • <i>4th Grade Pumpkin Project 2021</i> |
| • <i>Fivesparks Gallery Tour: In Sight</i> | • NEW to Vimeo |
| • <i>Foley Project (Bromfield Course)</i> | • <i>Festival of Cultures, 2010</i> |
| • <i>Don't Look Now (Bromfield Course)</i> | • <i>Vicksburg Square Tribute</i> |
| • <i>Girls Varsity Soccer vs. David Prouty</i> | |

- Library Dedication 2010

- Harvard Shorts

- *Government, 58 Meetings*

- Fall Town Meeting
- School Comm Budget Subcommittee
- Community Resilience Working Group
- Board of Health
- Planning Board
- Transportation Advisory Committee
- Cultural Council
- Bromfield School Council
- Energy Advisory Committee
- Select Board
- School Committee
- Personnel Board
- Conservation Commission
- Harvard-Devens Jurisdiction Committee
- Capital Planning & Investment Committee
- Open Space Committee
- Permanent Building Committee
- Finance Committee
- Historical Commission
- Insurance Advisory Committee
- Parks & Recreation
- Library Board of Trustees
- School Comm Policy Subcommittee
- SEPAC
- Agricultural Advisory Committee
- CRWG Plan Development Subgroup
- Community Preservation Committee
- Land Stewardship Subcommittee
- Bare Hill Pond Watershed Mngmt Comm
- HES School Building Committee
- Commission on Disability
- Council on Aging Board
- Community Cable Access Committee

- **Analytics**

- ***YouTube*** (Last 28 Days)

- 15 views
 - Bromfield Graduation 2021, 3
 - HES Ribbon Cutting, 3
 - Bromfield Graduation 2020, 2
 - Harvard Special Town Meeting 10.16.21, 2
 - Harvard Annual Town Meeting 05.15.21, 2

- ***Instagram*** (<https://www.instagram.com/harvardcabletv/>)

- 146 followers (+ 1)

- ***Twitter*** (<https://twitter.com/harvardcabletv>)

- 22 Followers (+ 1)

- ***Facebook***: Most popular posts by “reach” (Last 28 Days):

- Bromfield Girls Varsity Soccer, 53
- Bromfield School Council 11.10.21, 53
- Throwback: Harvard Shorts, 48

- Foley Project, 42
- Select Board 11.02.21, 40
- **Vimeo:** (10.14-11.17), 797 views (366 in Oct. 2021)
 - Top Videos
 - 2021 Firefighters Muster, 166
 - Fivesparks Gallery Tour: In Sight, 61
 - Bromfield Fall Concert 2021, 46
 - 2021 Fall Town Meeting, 39
 - Proposed COA Building, 26
 - Source URLs
 - Vimeo
 - harvardcabletv.com
 - Bing
 - Discord
 - Yahoo
- **Wordpress** (<https://harvardcabletv.com/>)
 - 1,433 Page views
 - Top Referrals: harvard-ma.gov, Facebook, harvardpress.com, Instagram, nextdoor.com, twitter, thetrustees.org

- **Pending Projects**

- Senior Spotlight December 2021
- 5 Varsity Playoff Soccer Games
- War Memorial Dedication
- Space Force (COA)
- MS & HS Winter Concerts
- COA Story Slam
- HES Ribbon Cutting Ceremony
- News Package (Bromfield Course)

- **COVID-19 Adjustments**

- Staff is fully vaccinated
- Masks & Hand Sanitizer Provided

- Following HPS COVID Policies
- **HPS**
 - **Bromfield Video Production Course**
 - 4 Projects Completed
 - 5th Project in progress
 - Most recent project being played on Bromfield Cafeteria Bulletin Board
 - **Bromfield Video Production Club**
 - Application has been submitted, awaiting approval
- **Other**
 - MassAccess Fall Meet & Greet 10/25 - Copyright & Fair Use
 - Assabet Co-op Student - Began 10/26
 - Wage Increases for Will & Kaia
 - Weekly Blog/Newsletter
 - Hybrid Meetings
 - 11/3 Finance
 - 11/22 School Committee
 - Harvard Press
 - HB Communications - Upper Town Hall Upgrades

