

## Minutes of the Harvard Community Cable Access Committee Meeting

May 14, 2014

(Approved on June 11, 2014)

The Meeting was called to order at 7:05PM.

### Attendees

Bill Johnson (Chair)

Steve Adrian (Member)

John Burns (Treasurer/Recording Secretary)

Ray Dunn (Member)

Robert Fernandez

Adrian/Dunn moved/seconded a motion to approve the Minutes of the April 9th meeting as submitted. The motion carried unanimously.

Mr. Burns provided a summary of the HCTV operational budget and relocation budget. Spending continues on plan with Salary spending following the FY12 spending profile. This will result in an additional \$2K in the projected EOY balance. Including the \$26095 received from Charter, the projected EOY balance is estimated to be \$29469. The report does not reflect an additional \$226 for shipping charges associated with April equipment repairs which were encumbered in April but invoiced in May.

The members reviewed progress against the action items.

COA partnership, **AI-20131211-1**, remains on-going. We are looking for volunteers from the COA to perform cable functions. Steve and Robert will continue to engage.

Infrastructure upgrades, **AI-20140312-6**, remains open. Mr. Johnson reported that Mr. Boyle has developed a preliminary cabling diagram for the iNet, but has yet to add the local access TV cabling and the detail of the data and video connection points. Mr. Burns reported that he had not made any progress on upgrades to support digital broadcast.

10-Year investment cost estimates, **AI-20140312-6**, remains open. Mr. Johnson suggested that to move the effort forward, we document assumptions about Charter's upgrades and base our capital investments on that. Mr. Johnson and Mr. Burns agreed to meet next week to complete the estimates for the operational budgets.

With the return of the CG-250 and the repairs made to the TRMS SXLE, **AI-20140409-1** was closed. Mr. Adrian accepted **AI-20140514-1** to investigate options for the replacement of the SXLE server in the event of a catastrophic failure. Mr. Adrian accepted **AI-20140514-2** to evaluate proactive vs. reactive options to address a hard drive failure in the SXLE server.

Mr. Fernandez reported that after the repair of the CG-250, the quality of the generated video is less than acceptable. Mr. Fernandez accepted **AI-20140514-3** to lead the effort to remedy the problem.

Mr. Adrian reported that signal quality of programs received at the studio is still disappointing. Although we recognize that the uplink is inherently noisy, he believes that the signal quality being sent also should be better. Numerous format conversions in the work flow may be contributing to the problem. Mr. Adrian accepted **AI-20140514-4** to conduct tests to separate signal quality issues into generation problems vs. transmission problems using a simple source directly connected to the modulator.

Preparation for graduation, **AI-20140409-2**, was discussed. Mr. Johnson reported that Mr. O'Shea had assigned Martha Brooks the task of identifying students interested in helping. She did, and that Mr. Fernandez has already started training them. As a result, **AI-20140409-3** was closed. Mr. Fernandez stated that we would use the equipment in Volunteer's Hall as has been done in the past. The portable broadcast box would be used if the ceremony is moved indoors.

Mr. Johnson reported that he had not distributed Facility/Equipment Access policies as discussed at the last meeting. **AI-20140409-4** remains open.

Mr. Fernandez reported that a draft of the Content policy had been distributed earlier in the day; members had not had an opportunity to review it prior to the meeting. As a result, **AI-20140409-5** was closed. The committee accepted **AI-20140514-5** to provide comments by May 30th.

Work has not begun on the proposal for downsizing the portable broadcast box, **AI-20140409-6**. In light of the plan to use the box as a backup for Bromfield graduation, Mr. Adrian accepted **AI-20140514-6** to improve the quality/reliability of the box prior to the June 6th graduation; this is his highest priority.

### **Contract Renewal Discussion**

After a brief discussion of the recent letter from Charter to Mr. Bragan informing him of Charter's plans to exchange customers with Comcast, it was agreed that contract renewal discussions will continue with Charter as planned. We are still awaiting a response to the letter sent to Charter requesting information about the existing infrastructure and test data. Following the example of many other towns, we are also awaiting coordination by Mr. Bragan of legal support specializing in cable contract negotiations.

### **New Business**

Mr. Johnson led a discussion of plans for a facility dedication ceremony, primarily focused on recognizing organizations and individuals making significant contributions to the new facility. The event should take place during school hours in June after the Bromfield Graduation so that Monty Tech's contribution can be recognized. The

committee authorized spending for a commemorative plaque and refreshments. In preparation, Mr. Johnson requested that we complete some of the finish work such as mounting of monitors and some landscaping. Mr. Burns expressed concern about planting shrubbery at this time of the year but agreed to lead an effort to plants some annuals and spread some mulch during the week of May 26th. Wednesday, May 27th was suggested.

Adrian/Burns moved/seconded a motion to adjourn. The Meeting was adjourned at 8:32

Respectfully Submitted  
John Burns Secretary

Attachment 1 - Action Item Summary

## Action Item Summary

AI-	Actionee	Description	Status
20131211-1	Steve Adrian	Draft a Partnership Agreement with representatives of the COA	Open
20140312-6	John Burns	Assist Mr. Boyle in determining town infrastructure upgrades to be requested from Charter as part of contract renewal.	Open
20140312-7	John Burns	Lead the effort in determining the investments costs for each HCTV goal in the 10 year plan.	Open
20140409-1	Steve Adrian	Call TRMS to expedite CG-250 repair, evaluate current software updates, understand/document TRMS server backup requirements, and determine optimal repair/loan/replace strategy for future server failure	Closed 20140514
20140409-2	Robert Fernandez	Arrange coverage for Bromfield graduation	Open
20140409-3	Bill Johnson	Talk to Jim O'Shea to get 4-5 students to assist with graduation filming	Closed 20140514
20140409-4	Bill Johnson	Distribute a draft of the Facility Access and Equipment Access policies	Open
20140409-5	Jonathon Williams/ Robert Fernandez	Distribute a draft of the Content policy	Closed 20140514
20140409-6	Jonathon Williams/ Steve Adrian	Make proposal for downsizing the portable broadcast box	Open
20140514-1	Steve Adrian	Investigate options for the replacement of the SXLE server in the event of a catastrophic failure	Open
20140514-2	Steve Adrian	Evaluate proactive vs. reactive options to address a hard drive failure in the SXLE server	Open
20140514-3	Robert Fernandez	Lead the effort to remedy CG-250 video quality	Open
20140514-4	Steve Adrian	Conduct tests to separate signal quality issues into generation problems vs. transmission problems using a simple source directly connected to the modulator	Open
20140514-5	Committee Members	Provide comments on the draft of the Content policy by May 30th	Open
20140514-6	Steve Adrian	Improve the quality/reliability of the box prior to the June 6th graduation	Open
20140514-7	John Burns	Complete Spring planting/mulching during the week of May 26th in preparation for Graduation and dedication ceremony.	Open