

Minutes of the Harvard Community Cable Access Committee Meeting
June 11, 2014
(Approved on July 9, 2014)

The Meeting was called to order at 7:07PM.

Attendees

Bill Johnson (Chair)
John Burns (Treasurer/Recording Secretary)
Mitch Norcross
Jonathan Williams (Member)
Robert Fernandez

Johnson/Burns moved/seconded a motion to approve the Minutes of the May 14th meeting as submitted. The motion carried unanimously.

The members reviewed progress against the action items. Mr. Adrian was not available to report progress for his action items.

10-Year investment cost estimates, **AI-20140312-6**, was closed. The capital spending plan was discussed later in the meeting.

Mr. Fernandez reported on the coverage of the Bromfield graduation. **AI-20140409-2**, was closed. Also, with the passing of the due date, **AI-20140514-6**, was closed. Several technical problems emphasized the need to continue the proposal for downsizing-improving the portable broadcast box, **AI-20140409-6**.

Planting and mulching in preparation for graduation and dedication ceremony were completed; **AI-20140514-7** was closed. Planting of additional shrubbery will be deferred to a fall planting. Approximately \$500 remains in the budget for landscaping.

Contract Renewal Discussion

Mr. Johnson provided an update on contract negotiations. Charter has responded to our letter stating their intent to upgrade the iNet with fiber; no other details were provided. Mr. Solomon has been contracted by Tim Bragan to provide legal support in negotiating the contract with Charter. Mr. Solomon worked with Tom Cohen of Charter. Mr. Johnson also summarized several revenue stream options.

Operation Budget Discussion

Mr. Johnson presented a 10-year projection of operational expenses developed with the help of Mr. Burns. The budget was developed using the 10-year goals discussed at

previous meetings which included more operational hours and local content creation. These goals lead to an increase in labor hours. Mr. Johnson accepted **AI-20140611-1** to obtain an estimate for insurance of equipment to help reduce maintenance/repair costs for the our increased capital investments.

Capital Spending Discussion

Mr. Johnson presented a 10-year capital spending plan. After discussion, several modifications were recommended for the plan. Mr. Burns accepted **AI-20140611-2**, to update the Capital Spending Plan to reflect recommendations made during the discussion.

Johnson/Williams moved/seconded a motion to purchase two iPad Airs to be used as teleprompters. The motion carried.

Johnson/Williams moved/seconded a motion to adjourn. The Meeting was adjourned at 9:32

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.	Closed 20140611
20140409-2	Robert Fernandez	Arrange coverage for Bromfield graduation	Closed 20140611
20140409-4	Bill Johnson	Distribute a draft of the Facility Access and Equipment Access policies	Open
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	Closed 20140611
20140514-7	John Burns	Complete Spring planting/mulching during the week of May 26th in preparation for Graduation and dedication ceremony.	Closed 20140611
20140611-1	Bill Johnson	Obtain estimate for insurance of equipment.	Open
20140611-2	John Burns	Update Capital Spending Plan to reflect recommendations made during the discussion at the June 11 meeting.	Open