

Minutes of the July 23rd, 2020 On-line Harvard Cable Access Committee Meeting

Approved August 13th, 2020

Committee Members Attending: Nick Browse (chair), David Henderson, Robert Curran, Amy Bassage, Chris Jones

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

Called to order at 5:03 PM

Meeting Minutes: Minutes of the June 11th/16th meeting were reviewed and unanimously approved.

Public Comment: none

Treasurer's Report:

- For FY20 the station was under its projected budget by about \$24,000 (see attached budget report), and the town reclaimed that money.
- For FY21, \$91,941 has been appropriated by the town, and \$20,000 by the schools.
- Nick thought it's possible that the schools will ask for some of the \$20,000 back because of the current budget constraints. In addition, although the station would like to ask the schools for an additional \$7,500 to purchase equipment for the TV production class, Nick believed this would be an unrealistic request at this time. Robert suggested we speak with Linda Dwight and emphasize the importance of the \$20,000 to run the course. Nick agreed.
- Chris asked what would happen if the school withdrew the full \$20,000 for FY21. Since the \$20,000 largely covers "labor" costs, the committee would have to consider cancelling the course.

Station Manager's Report:

- Brittany shared the attached report. Additionally...
- Will and Kaia have been instrumental in filming meetings and helping with programming.
- The video with the most views this past month was Mac Henry from 1986; the public is really drawn to new posts of old recordings.
- Graduation has been moved to the field hockey field next to the studio which will make it easier to stream live.
- The video yearbook did not materialize despite a genuine effort on the station's behalf. A lack of student interest/motivation was identified.

- The station will need to hire some student interns in August when Will and Kaia return to college.
- Brittany and Cindy Fontaine have been in touch and are working on curriculum for the video production course. Robert is interested in seeing the syllabus and contributing to it.
- With the latest downpour on Wednesday night, the station flooded again, and some carpets got soaked. It's believed that the drain in front got clogged by leaves/debris which has happened before.
- The AC unit in the tricaster controller area of the studio froze which is obviously problematic. Brittany is going to look into it further.

Goals and Long-Range Plan:

- Nick felt we should revisit the goals/long-range plan at the next meeting.
- Nick spoke with Marie Sobalvarro about raising the employee grade for the CATV Station Operator Position currently held by Hristina. Marie indicated that this would be a difficult request considering the current economic conditions. Chris wondered if the committee should make regrading the position a goal for this coming year. Robert felt this would be a good idea as improving the position's grade would help the station in the future.

New Business: Election of Officers

- The committee had a brief discussion about officers. Nick made a motion that he continue as committee chair and treasurer, Robert continue as vice chair, and Chris continue as secretary. The motion passed unanimously.
- The committee tentatively agreed to carry the second Thursday of every month as a placeholder for future meetings.

Meeting adjourned at 6:17 PM.

The next meeting is scheduled for Thursday, August 13th at 5:00 PM.

HCTV Station Manager Report

- **Programming/Event Coverage (06.11-07.22) - Reel:**
<https://vimeo.com/440765922>

- *Public*

- Story Slam “Maria Day”
- Story Slam “Pat Jennings”
- COA “Decluttering During COVID”
- COA “Relaxation Yoga”
- Senior Spotlight July 2020
- Frontline Project “Dr. Hugh Silk”
- Frontline Project “Amy Gothorpe”
- Frontline Project “Scott Dinsmore”
- Frontline Project “Andrew Perry”
- Frontline Project “Daniele Fortunato”
- Frontline Project “Joyce Maiore”
- Arm In Arm “Action For Social Justice”
- Author Interview “Rich Marcello”
- Author Interview “Andrew Krivak”
- Mike & Ruthy of “The Mammals” Concert
- Harvard Celebrates the 4th of July, 1998

- *Government*

- 61 Meetings (52 Last Month)
 - Select Board
 - Finance Committee
 - Budget Working Group Subcommittee
 - Capital Planning & Investment Committee
 - Community Resilience Working Group
 - Planning Board
 - Zoning Board of Appeals
 - Open Space Committee
 - Historical Commission
 - Board of Health
 - COA Board of Directors
 - Community Preservation Committee
 - Conservation Commission
 - War Monument Restoration Committee
 - Library Trustees
 - Parks & Recreation
 - Cultural Council
 - Warner Free Lecture Trustees
 - Community Cable Access Committee
 - School Committee
 - HES School Building Committee
 - SEPAC
 - HES School Council
 - Bromfield School Council
 - School Committee Change Order Working Group
 - HES Change Order Working Group
 - Athletic Field Planning Subcommittee
 - NVRDD Operations Board
 - Bare Hill Pond Watershed Management
 - Deer Management
 - Municipal Vulnerability Preparedness
 - Personnel Board
 - Water & Sewer Commission
 - Permanent Building Committee
 - Harvard Devens Jurisdiction Committee
 - Elderly & Disabled Tax Aid Committee
 - Annual Town Meeting

- Ayer Road Reconstruction Project
- Agricultural Advisory Commission

- *Education*

- Senior Car Parade
- Bromfield Boys Soccer v. Lunenburg
- Bromfield Boys Soccer v. Sutton
- Bromfield Graduation, 2001

- **Analytics**

- *Facebook*: (06.25-07.22) Page Views 113 (▲ 6%), Post reach 1,742 (▲ 661%), Post Engagement 623 (▲ 224%)
 - Most popular: We're now on Instagram (185), HES School Council 06.09.20 (64), Parks & Rec 06.15.20 (58), Story Slam "Maria Day" (58), Dr. Hugh Silk (58)
- *Vimeo*: (06.11-07.22), 711 views (481 last month, ▲ 48%)
 - Mac Henry Interview, 222 (Top video last month had 48 views)
 - Select Board Special Meeting 06.30.20 (Marijuana), 36
 - Action For Social Justice, 22
 - Ayer Road Reconstruction Project Public Meeting, 20
 - School Committee 06.30.20, 20
- *Wordpress*
 - 7/1, 37 Visitors

- **Pending Projects**

- Graduation - Air Live & Livestream
- COA "Working with Contractors"
- COA "Nutrition" Presentation
- HES Procedure Videos
- Bromfield Procedure Videos
- Senior Video Yearbook - Robert
- Senior Spotlight August 2020

- **COVID-19 Adjustments**

- Alternating staff being in studio
- Masks on when 6 ft. distance isn't possible
- Masks & Hand Sanitizer Provided

- **Staffing**

- Will need additional staff for meeting processing, when Will & Kaia return to school
- Spending Freeze - TA approval?

- **Bromfield Video Production Course**

- Course is still happening, as of today
- Numbers for the course:
 - High School - 3 requests/11 alternates
 - Middle School - 19 requests/25 alternates
- Creating Syllabus and Lesson Plans with Cynthia Fontaine
- Plan for in person & partial virtual coursework, but must also plan for full virtual
- 6ft distance between each student (Office area & Studio could accommodate roughly 13 students each)

- **Equipment & Systems**

- 194 (Bulletin Board) Down - Charter Head End Issue

- **Facilities**

- Floor Cleaning & Polishing
- Walkway Drainage

FY21 HCTV Expense Report 21 July 2020

01620 51100

01620 54200

01620 60000

	Notes	Total Budget	Total YTD	Total Forecast	Appropriation Account		
					FY21 Budget	YTD Actual	FY21 Forecast
Personnel (Town Employees)							
Video Production/Station Operations	1	\$49,611.00		\$49,611.00	\$49,611.00		\$49,611.00
Recording Staffers (VoTech Students)	2	\$1,974.00		\$7,020.00	\$1,974.00		\$7,020.00
Camera operator	3	\$2,182.00		\$0.00	\$2,182.00		\$0.00
Student intern (Bromfield)	4	\$6,284.00		\$1,776.00	\$6,284.00		\$1,776.00
Total Payroll	5		\$3,141.98			\$3,141.98	
Personnel (Non-Employee)							
Station Manager	6	\$31,200.00	\$0.00	\$31,200.00	\$31,200.00	\$0.00	\$31,200.00
Camera Operator Contract Labor	7	\$1,169.00	\$0.00	\$0.00	\$1,169.00	\$0.00	\$0.00
Total Personnel		\$92,420.00	\$3,141.98	\$89,607.00	\$92,420.00	\$3,141.98	\$89,607.00
Expenses							
Benefits	8	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Vimeo Business Video Hosting	9	\$600.00	\$0.00	\$600.00	\$600.00		\$600.00
Wordpress Website Hosting	10	\$420.00	\$0.00	\$420.00	\$420.00		\$420.00
TelVue Care (maintenance contract)	11	\$2,000.00	\$0.00	\$2,000.00	\$2,000.00		\$2,000.00
Broadcast Pix maintenance contract	12	\$2,500.00	\$0.00	\$1,250.00	\$2,500.00		\$1,250.00
Field Production Switcher	13	\$2,000.00	\$0.00	\$0.00	\$2,000.00		\$0.00
Town Hall Production Switcher	14	\$4,000.00	\$0.00	\$0.00	\$4,000.00		\$0.00
Wireless Microphone	15	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00		\$1,000.00
Recording Studio/Soundproofing	16	\$9,000.00	\$0.00	\$9,000.00	\$9,000.00		\$9,000.00
Other equipment purchase/maintenance	17	\$1,500.00	\$0.00	\$1,500.00	\$1,500.00		\$1,500.00
TV Production Class costs	18	\$0.00	\$0.00	\$7,500.00			\$7,500.00
Supplies	19	\$1,000.00	\$0.00	\$1,000.00	\$1,000.00		\$1,000.00
Station Manager Reimb. Expenses	20	\$0.00	\$0.00	\$500.00			\$500.00
Total Non-Personnel		\$24,020.00	\$0.00	\$24,770.00	\$24,020.00	\$0.00	\$24,770.00
Total Spending		\$116,440.00	\$3,141.98	\$114,377.00	\$116,440.00	\$3,141.98	\$114,377.00

FY21 HCTV Balance Sheet July 21, 2020

	26012 43201	01620 51100			
	26012 50000	01620 54200			
	26012 59204	01620 60000	26225	26531 55000	26625 50000
	Receipts Restricted Account	Appropriation Account	School Account	Revolving Account	Gift Account
FY21 Starting Balance	\$174,180.11			\$683.50	\$10,855.99
Town Meeting Appropriation					
From Receipts Reserved	-\$91,941.00	\$91,941.00			
From Schools		\$20,000.00	-\$20,000.00		
From General Fund		\$2,000.00			
FY21 Receipts Q1					
FY21 Receipts Q2					
FY21 Receipts Q3					
FY21 Receipts Q4					
Transfer for Salary Increases					
FY21 Expenses To Date		-\$3,141.98	\$0.00	\$0.00	\$0.00
Balance	\$82,239.11	\$110,799.02	-\$20,000.00	\$683.50	\$10,855.99
√ - Reconciled with Treasurer's Statement					