

Minutes of the April 27th, 2023 Online Harvard Cable Access Committee Meeting

Approved 5/18/23

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

Others Attending: Brittany Blaney (Station Manager), Will Hopper (Station Operator)

Called to order at 5:02 PM

Meeting Minutes: Minutes of the March 9th meeting were reviewed and unanimously approved.

Public Comment: none

Budget and Finance:

- Nick informed the committee that projected money in the FY23 budget connected to labor has freed up. The projected budget was \$123,700, and the actual expenditure looks like \$114,858. The committee would like to apply the windfall to capital expenditures.
- As discussed before, Brittany would like to purchase a new editing computer for the station for roughly \$4,000. In addition, she felt the purchase of a new Black Magic 6K camera and lens to match the one the station already has would be desirable. The price would fall in the \$3,500 to \$4,000 range. Robert wondered if we wanted to purchase a portable field lighting kit, and Will will give this some thought. Overall Brittany thought the station was in “pretty good shape” in terms of equipment, and she will generate a more specific pricing list for the May meeting.

Update on Charter Contract Renewal:

- Brittany has started work on the ascertainment report.
- On Monday, May 1st at 10:45 AM, Nick, Brittany, and whomever else from the committee would like to join will meet with attorney Bill Solomon and video expert Marty Feldman to discuss the Charter contract renewal as well as long-term projected costs (10 years) for the station.
- Bill is drafting a letter to Charter that will request 4.85% of basic Cable service revenue go to the station over the next 10 years. The Select Board will need to sign off on the letter.
- In terms of a long-term, 10-year projection cost, Nick felt that the committee should ask Charter for money that will replace all current equipment at the station, equipment for the COA building, renewed equipment for Volunteers Hall as well as new extended fiber

connections to the space, an HD Cable channel, renewed equipment for Upper Town Hall, and wireless livestream capability equipment.

- Bill Solomon would like to have a finalized ascertainment report and 10-year projection cost by the end of June.

Station Manager's Report:

- See attached, in addition...
- The equipment problem at Upper Town Hall involving sound from Zoom via the speakers has been resolved. The bulletin board issue for the HCTV channel has also been resolved.
- The 8th grade Video Production Course has been approved, and the station will help Cindy Fontaine with the course.
- A Bromfield student has been hired and will be helping with Town Meeting.

New Business: none

The meeting adjourned at 5:55 PM.

The next meeting is scheduled for May 18th at 5:00 PM.

HCTV Station Manager Report

- **Programming (03.09-04.26) - Reel: <https://vimeo.com/821677256/fb07fe0231>**

- *Public, 10*

- Harvard Community Conference 2023: Hope
- State Ethics Training, 2023
- Warner Free Lecture: Emergence From COVID
- LWV Civics Cup, 2023
- Senior Spotlight: April 2023
- Bloom N Art 2023
- Board of Health: Private Wells & PFAS, 2023
- Fivesparks Gallery Tour: Hidden Worlds
- Joe Faria Art Presentation
- Winter Fest 2023

- NEW to Vimeo, 7

- Harvard Girl Scouts, 2011
- Bromfield Varsity Girls Basketball vs. Clinton 2010
- Bromfield Band Concert Reel 2, 2011
- Pro Musica Spring Concert, 2011
- Bromfield JV Boys Soccer vs. Tahanto, 2010
- LWV Candidates Forum, 2011
- Bromfield Girls Varsity vs. Groton, 2010

- *Government, 43 Meetings*

- Open Space Committee
- Devens Jurisdiction Framework Committee
- Board of Health
- Permanent Building Committee
- Conservation Commission
- Harvard Devens Jurisdiction Committee
- Historical Commission
- Agricultural Advisory Committee
- Land Stewardship Subcommittee
- Parks & Recreation Committee
- Warner Free Lecture Trustees
- Planning Board
- Library Trustees

- Select Board
- Board of Health
- Transportation Advisory Committee
- Deer Management Subcommittee
- Climate Initiative Committee
- School Committee
- Bare Hill Pond Watershed Mgt Comm
- Zoning Board of Appeals
- Council on Aging
- Finance Committee
- Community Cable Access Committee
- Energy Advisory Committee

• **Analytics**

• **YouTube**, 41 *Subscribers*

• 03.09-04.26, 39 *views*

- Bromfield Graduation 2022, 26
- Bromfield Graduation 2021, 8

- Bromfield Graduation 2020, 3
- HES Ribbon Cutting, 2

• **Instagram** (<https://www.instagram.com/harvardcabletv/>), 174 *Followers* (+12)

• **Twitter** (<https://twitter.com/harvardcabletv>), 40 *Followers* (+1)

• **Facebook:**

• 03.09-04.26, *Most popular posts by “reach”*

- Winter Fest 2023, 707
- Fivesparks Hidden Worlds, 62

- Throwback: Girls Soccer 2010, 60
- Bromfield Science Fair, 59

• **Vimeo**

• 03.09-04.26: 1,452 *views* (1,388 for 02.09-03.08)

• Top Videos

- Winter Fest 2023, 82
- Board of Health: Private Wells and PFAS, 71
- Harvard Community Conference (HC2) 2023: Hope, 68
- Bloom N Art 2023, 54
- Bromfield Science Fair 2023, 53

• Source URLs

- harvardcabletv.com
- vimeo.com

- fivesparks.org
- bloomnart.online
- harvardhistory.org

• **Wordpress** (<https://harvardcabletv.com/>)

- 1,102 *Page views*

- Top Referrals: harvard-ma.gov, Facebook, upwork.com

- **Pending Projects**

- Bromfield 6th Grade Spring Concert
- Bromfield 7th & 8th Grade Spring Concert
- Bromfield High School Concert
- COA: The Psychology of Selling
- Clinton Dam & Wachusett Reservoir 4/27
- Annual Town Meeting 4/29
- Question 3 Q&A 5/1?
- Fivesparks Gallery: Reflections, Pattern, & Light
- Bromfield Graduation 6/2
- Steve Peisch Concert 6/22