

## **Minutes of the March 9th, 2023 Online Harvard Cable Access Committee Meeting**

Approved 4/27/23

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

**Others Attending:** Brittany Blaney (Station Manager), Will Hopper (Station Operator), Patrick Vallaeys (potential new member)

**Called to order at 5:05 PM**

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

**Public Comment:** Patrick Vallaeys introduced himself to the committee and spoke about his interest in becoming a member.

### **Budget and Finance:**

- Not a whole lot has happened with the FY23 budget and projections since we last met.
- We have not received the 3rd quarter Charter receipts, but they should be forthcoming. The 3rd quarter payment is looking very close in size to the 2nd quarter payment.
- A motion was made to approve the Station Manager's Contract for FY23 Quarter 4, and the motion was unanimously approved.

### **Charter Contract Renewal:**

- Brittany, Nick, Marie Sobalvarro, and Bill Solomon met yesterday, March 8th, and a few items resulted from the meeting. First, there are two paths to follow: a formal negotiation or an informal negotiation. Secondly, we need to summarize the ascertainment meeting in a report that speaks to HCTV's importance to the town. Thirdly, we need to create a capital plan to encourage Charter to make a capital contribution to the station. Brittany would probably draft the report as she has some experience with doing that, and Robert would like to follow a successful town report to model ours after.
- Another question surfaced from the meeting and that was what do we ask for as a percentage of Cable revenue? Bill Solomon feels we should go higher than 4.5% to 4.85% but not to the maximum of 5%.
- The committee needs to decide how to manage the negotiation process over the next couple of months.

### **Station Manager's Report:**

- See attached, in addition...
- Nick wondered if there was any way to get the video production course's work out to the general public. He felt it would be great to make some of their material publicly available.
- The Bromfield high school recorder/staffer is almost finished with the paperwork and then can begin working for the station.
- On March 6th the town administrator denied the personnel board's minimum wage pay rate request for the Assabet co-op student, so we will not be able to hire an Assabet student. Brittany was very disappointed with the decision, and this may put the station in a difficult position. At present, Kaia Bishop is currently editing videos for the station, but if she stops, we will have to decide what services to cut.
- Nick asked about how we deal with a labor shortage. Brittany suggested we would stop filming and editing videos/meetings with lower viewership. Brittany then suggested that we could hire a contractor which would enable her to find seasoned professionals at reasonable pay. The committee thought this was feasible, and Brittany will pursue it.
- The station has a verbal "yes" on the creation of a second video production course at Bromfield. In this case, it would come in the form of an 8th grade elective and would probably work as a feeder course for the high school elective.

### **New Business:**

- The capital expenditure is upcoming, and we have roughly \$7,000 to spend on upgrades. Brittany has identified a new laptop for editing which would cost roughly \$4,000.
- Nick made a motion that we endorse Patrick Vallaeys as a new member of the HCTV committee and forward his name to the Select Board for confirmation. The motion passed unanimously.

The meeting adjourned at 6:24 PM.

**The next meeting is scheduled for April 27th at 5:00 PM.**

## **HCTV Station Manager Report**

- **Programming (02.09-03.08) - Reel: <https://vimeo.com/805646840/3008cf1985>**

- ***Public, 4***

- WFL: David Pihl Concert
- Senior Spotlight, March 2023
- Fraud Prevention (COA)
- Staying Active Without Exercise (COA)
- NEW to Vimeo, 3

- Bromfield Science Fair Awards (2018)
- Solarize Harvard (2011)

- Solarize Harvard 2 (2011)

• **Government, 48 Meetings**

- School Committee
- Parks & Recreation Commission
- Planning Board
- Select Board
- Warner Free Lecture Trustees
- Library Trustees
- School Committee Budget Subcommittee
- Water & Sewer Commission
- Municipal Affordable Housing Trust
- Historical Commission
- Conservation Commission
- Harvard Devens Jurisdiction Committee
- Board of Health
- Land Stewardship Subcommittee

- Finance Committee
- Climate Initiative Committee
- Capital Planning & Investment Committee
- Community Preservation Committee
- Permanent Building Committee
- Council on Aging
- Commission on Disabilities
- Bare Hill Pond Watershed Mngmnt Comm
- Special Town Meeting
- HES School Building Committee
- Energy Advisory Committee
- Open Space Committee
- Community Cable Access Committee

• **Education, 3**

- Bromfield Production Course “Foley Sound”
- 3rd Grade Wampanoag & Pilgrim Exhibition

- Production Course “A Day in the Life”

• **Analytics**

• **YouTube, 42 Subscribers (+1)**

- 02.09-03.08, 55 views

- Town Meeting 02.13.23, 32 (11 live)
- Bromfield Graduation 2022, 14
- Bromfield Graduation 2021, 4

- HES Ribbon Cutting, 1
- Special Town Meeting 10.03.20, 1

• **Instagram** (<https://www.instagram.com/harvardcabletv/>), 168 Followers (+6)

• **Twitter** (<https://twitter.com/harvardcabletv>), 39 Followers (0)

• **Facebook** 02.09-03.08, Most popular posts by “reach”

- WFL Concert, 63
- Newsletter 2/10, 34
- Senior Spotlight March, 30

- Capital Planning & Investment Committee 02.22.23, 23

• **Vimeo** 02.09-03.08: 1,388 views (832 for 11.12-02.08)

- Top Videos
  - Winter Fest 2023 Promo, 234 (369 All Time)
  - Winter Fest 2022, 103 (247 All Time)

- Select Board 02.07.23, 81
- 3rd Grade Wampanoag & Pilgrim Exhibition, 45
- Special Town Meeting 02.13.23, 37 (69 Vimeo & YouTube)
- Source URLs
  - harvardcabletv.com
  - Vimeo.com
  - E-clubhouse.org (Lions)
  - harvardhistory.org
  - fivesparks.org

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

- 1,658 Page views (1,692 for 01.12-02.08)
- Top Referrals: harvard-ma.gov, facebook, Instagram, Twitter, havardhistory.org

- **Pending Projects**

- Fivesparks Gallery Tour: Hidden Worlds
- Winter Fest
- Bromfield Science Fair
- LWV Civics Cup
- COA Art Presentation
- HC2 TBD
- State Ethics Law Training 3/14
- COA How to Destress 3/21
- Board of Health Hybrid Presentation 3/23
- Bloom N Art 3/24
- Warner Free Lecture: Emergence from COVID 3/31
- Annual Town Meeting 4/29
- Steve Peisch Concert 6/22

- **Other**

- Assabet Co-op Student
- Recording Staffer Position