

Minutes of the May 12th, 2022 Online Harvard Cable Access Committee Meeting

Approved 6/16/22

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

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

Called to order at 5:02 PM

Meeting Minutes: Minutes of the April 14th meeting were reviewed and unanimously approved.

Public Comment: none

Budget and Finance:

- Nick reported very little change in the expense report.
- The FY23 proposed budget is 123,700, and this figure has been included in the town meeting warrant. The finance committee had no objection to our requested amount.

Station Operations:

- Chris reported that the Station Operations job description had been revised by both Brittany and him, and the description has been passed onto Marie Sobalvarro.
- Brittany said that Marie recommended we don't make the Station Operations a new position but rather submit it to the Personnel Board for a potential upgrade. Brittany is happy with the updated description and hopes to hire a very capable replacement for Hristina. Marie also believes that the position could be bumped to level 6.
- The committee plans to present the Station Operations job description to the Personnel Board on May 31st at 10:00 AM. Nick and Brittany will be in attendance. Nick would like to hold a meeting on May 26th at 4:00 PM in order to prepare for the Personnel Board meeting. Brittany will circulate the revised job description.
- The committee will advertise the position soon.

Station Manager's Report:

- See attached, in addition...
- Nick asked about publicizing Town Meeting for this Saturday. Brittany is on it.
- The first meeting of the Bromfield Media Club will happen on May 13th. Students will tour the studio and then workshop some project ideas.

Upgrade to Upper Town Hall System:

- Brittany said the overall objective of this project is to be able to record multiple meetings simultaneously, both in the large meeting room and the small one.
- Brittany has reviewed quotes from three vendors: HB Communications, Access AV, and Unique Media Systems.
- The vendor that would provide full remote capability, the most flexibility, and the best price appears to be UMS. UMS would not involve a “phased” approach, and both Nick and Brittany liked that. If we go with UMS, the Flint will be retired.
- Brittany would like to hire UMS because she already knows the system they would install, and that system offers the greatest flexibility. It would require a remote log-in and that would be a cost. Robert was comfortable with Brittany’s thinking and believed that a prior understanding of the system that would be installed represents value.
- Nick was not comfortable with the audio side of the proposal and would like to see more than one microphone in the small meeting room. He thought we should ask UMS to provide sound quality comparable to the large meeting room. Robert agreed.
- Brittany will get a revised quote from UMS, and the committee will review the quote at the May 26th meeting. Nick believed we should pursue UMS as a vendor.

New Business: none

The meeting adjourned at 6:27 PM.

The next meetings are scheduled for May 26th at 4:00 PM and June 16th at 5:00 PM.

HCTV Station Manager Report

- **Programming/Event Coverage (04.14-05.11) - Reel:**
<https://vimeo.com/709244978>

- *Public*

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| <ul style="list-style-type: none"> • Senior Spotlight: May 2022 (COA) • Ukraine: The Land of Freedom (Arm in Arm) • Story Slam: Joesph Ralph Theriault (COA) • Police Chief & Sergeant Pinning Ceremony • The Friends of the Assabet River, Oxbow, and Great Meadows NWR 2022 Annual Meeting | <ul style="list-style-type: none"> • NEW to Vimeo • Harvard Alpaca Ranch • Toreku Tractors |
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- **Government, 41 Meetings**

- Devens Jurisdiction Framework Committee
- Energy Advisory Committee
- Permanent Building Committee
- Zoning Board of Appeals
- Revenue Ideation Committee
- Open Space Committee
- Community Cable Access Committee
- Council on Aging
- Climate Initiative Committee
- Commission on Disabilities
- Conservation Commission
- School Committee
- Select Board
- Planning Board
- Community Preservation Committee
- Land Stewardship Committee
- Warner Free Lecture
- Water and Sewer Commission
- Parks & Recreation
- Agricultural Advisory Committee
- Board of Health
- Bare Hill Pond Watershed Management
- School Comm Budget Subcommittee
- Library Board of Trustees
- Historical Commission
- Finance Committee
- Shade Tree Hearing

- **Analytics**

- **YouTube**

- 35 Subscribers (+0)
 - 04.14-05.11, 10 views
 - Bromfield Graduation 2020, 5
 - Bromfield Graduation 2021, 3
 - A Visit from Mary Abbot, 1
 - Bromfield Senior Field Day, 1

- **Instagram** (<https://www.instagram.com/harvardcabletv/>)

- 157 followers (+ 2)

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

- 28 Followers (+ 4)

- **Facebook:**

- 04.14-05.11, Most popular posts by “reach”
 - Police Chief & Sergeant Pinning Ceremony, 53
 - 1997 Earth Day Fair, 47
 - Newsletter 5/6, 39
 - Newsletter 4/22, 39
 - Newsletter 4/15, 33

- **Vimeo**

- 04.14-05.11: 631 views (862 in Apr.)
 - Top Videos

- Welcoming New Americans, 48
- Police Chief & Sergeant Pinning Ceremony, 43
- Winter Fest 2022, 39
- Permanent Building Committee 05.04.22, 23
- Community Cable Access Committee 04.14.22, 16
- Source URLs
 - harvardcabletv.com
 - Vimeo
 - Yahoo
 - Bing
 - Google
- **WordPress** (<https://harvardcabletv.com/>)
 - 1,145 Page views (1,217 in Apr)
 - Top Referrals: harvard-ma.gov, Facebook, bing, linkedin, yahoo
- **Pending Projects**
 - Senior Spotlight June 2022
 - Green Team & Garden Club Burning Bush Replacement Video
 - Husky TV
 - MS & HS Spring Concerts
 - NotloB Parlour Concert: “David Messengill”
 - Story Slam: Pamela Lawson
 - Living with Pain (COA)
 - ATM
 - Ambulance Services Open House
 - Organ Celebration (Historical Society)
 - Celebration
 - Shaker Treasures (Historical Society)
 - Bromfield Graduation
 - notloB Parlour Concert: “Evie Ladin”
 - Deer Management Panel Discussion
- **HPS**

- **Bromfield**

- Media Club 5/13, First Meeting
- Bromfield Photography Course

- **Other**

- Upper Town Crown Amplifier
- Upper Town Hall Upgrades