

Minutes of the January 12th, 2023 Online Harvard Cable Access Committee Meeting

Approved 2/9/23

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)

Called to order at 6:01 PM

Meeting Minutes: Minutes of the November 17th meeting were reviewed and unanimously approved.

Public Comment: none

Budget and Finance:

- Nick reported that not much had changed with regards to the FY22 budget and projections.
- Nick assembled some answers to the town's questions concerning the FY23 projected budget and will submit those answers tomorrow, 1/13/23. Any feedback from committee members prior to submission is welcome.

TV Production Class:

- Brittany reported that as of right now only six students are signed up for the video production class which is low compared to prior years. Cindy Fontaine spoke to middle school principal Stephen Green about running a future 8th grade elective, and Green was receptive to the idea. Regardless, Brittany is a little concerned about the low numbers.
- Robert suggested making the course description more exciting and adding a unit on YouTube/influencer video production that might really interest students.
- Nick and Robert suggested connecting the class with The Harvard Press to create news videos. Robert will speak with John Osborne in the next couple of weeks about it.

Station Manager's Report:

- See attached, in addition...
- The station is forging ahead with Vimeo closed captioning. There is not a significant delay in adding the closed captioning.
- Because Assabet co-op students must be paid minimum wage, and the town will not do that, the station cannot employ these students which Brittany finds particularly frustrating

as we could use their help. Nick has discussed this problem with Marie Sobalvarro, and he may address the Personnel Board to see if this policy can be changed.

New Business:

- Nick will be leaving the committee in June, and his position as chair will need to be filled.
- On Wednesday, January 25th, a public hearing will take place for the renewal of the Charter contract. Nick is putting together a Public Information Sheet and welcomes input from the committee. The Public Information Sheet will go out to the town shortly.
- Bob O'Shea needs a home space for the new Parks and Recreation director and asked Nick if the station would be willing to house the individual. Brittany said there was not much in the way of space, perhaps a corner, and Robert, Chris, and Dave all thought that placing Parks and Rec in the HCTV station simply didn't make much sense, especially since there wasn't a separate, private office the new director could use.

The meeting adjourned at 7:00 PM.

The next meeting is scheduled for Thursday, February 9th at 5:00 PM.

HCTV Station Manager Report

- **Programming (11.17-01.11) - Reel: <https://vimeo.com/788373502>**

- *Public, 9*

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| <ul style="list-style-type: none">• COA Wreath Making 2022• COA Purchasing Medical Alert Systems• Fivesparks Gallery Tour "Destination: Nature"• Senior Spotlight, December 2022• Cooking with Rama (COA)• MOLST Presentation (COA & EMTs)• Harvard Christmas Pageant 2022• Senior Spotlight, January 2023• COA Holiday Centerpiece | <ul style="list-style-type: none">• NEW to Vimeo, 7• Anne Boleyn by Muriel Dyas (2009)• Staff-Senior Basketball (2005)• 3 Ghosts - Bromfield Performance (2012)• Tim Jannis Concert (2011)• Campbell Playhouse 1939 Radio Show - A Christmas Carol• Christmas Pageant (2008)• Earth Day (2010) |
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- *School, 4*

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| <ul style="list-style-type: none">• 6th Grade Winter Concert 2022• Public Speaking Class: Panel Discussion | <ul style="list-style-type: none">• 7th & 8th Grade Winter Concert 2022• High School Winter Concert 2022 |
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- *Government, 64 Meetings*

- Community Preservation Committee
- Community Cable Access Committee
- Capital Planning & Investment Committee
- Parks & Recreation Committee
- Board of Health
- Conservation Commission
- School Committee Budget Subcommittee
- Planning Board
- Budget Subcommittee Hearings
- Personnel Board
- Transportation Advisory Committee
- Select Board
- Municipal Affordable Housing Trust
- Harvard Devens Jurisdiction Committee
- Zoning Board of Appeals
- Climate Initiative Committee

- Design Review Board
- Library Trustees
- Warner Free Lecture
- Agricultural Advisory Committee
- Finance Committee
- Historical Commission
- Elm Commission
- Open Space Committee
- Land Stewardship Subcommittee
- Bare Hill Pond Watershed Management
- School Committee
- Permanent Building Committee
- Energy Advisory Committee
- Council on Aging
- Commission on Disabilities

• Analytics

• **YouTube**, 41 *Subscribers*

• 11.17-01.11, 40 *views*

- Bromfield Graduation 2022, 30
- Bromfield Graduation 2020, 5

- Bromfield Graduation 2021, 4

- Lions Club Youth Speech Contest 2020, 1

• **Instagram** (<https://www.instagram.com/harvardcabletv/>), 161 *Followers* (+3)

• **Twitter** (<https://twitter.com/harvardcabletv>), 36 *Followers* (+3)

• **Facebook:**

• 11.17-01.11, *Most popular posts by “reach”*

- COA Wreath Making, 72
- Newsletter 11/18, 21
- Newsletter 12/2, 19

- Newsletter 12/23, 17
- Newsletter 11/25, 16

• **Vimeo**

• 11.17-01.11: 1,718 *views* (1,100 *in November*)

• Top Videos

- Burning Bush PSA, 262
- Fivesparks Gallery Tour “Destination: Nature,” 81
- Story Slam: Roy Pastor, 58
- Harvard Christmas Pageant 2022, 43
- Winter Fest 2022, 42
- Planning Board 11.21.22, 40

• Source URLs

- harvardcabletv.com

- Vimeo.com

- E-clubhouse.org (Lions)

- fivesparks.org

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

- 1,034 Page views (1,173 in November)
- Top Referrals: harvard-ma.gov, facebook, twitter, bing, Wikipedia, havardhistory.org

- **Pending Projects**

- COA Memory Loss Prevention
- Decemberfest
- notloB Concert "Don White"
- Real ID Presentation 1/24
- Charter Cable Contract Hybrid Hearing 1/25
- Special Town Meeting 2/13
- Warner Free Lecture: Piano Music 2/24
- Winter Fest 2/25
- Civics Cup 3/5
- State Ethics Law Training 3/14
- Warner Free Lecture: Emergence from COVID 3/31
- Annual Town Meeting 4/29
- Library Concert 6/22

- **Other**

- Closed Captioning
- Assabet Co-op Student
- Recording Staffer Position