



**Harvard Community Cable Access Committee (Harvard Cable TV)  
14 Massachusetts Avenue  
Harvard, MA 01451  
Station Manager: Robert Fernandez**

**Minutes of the August 12, 2015 Committee Meeting** – approved 9/9/2015

**Committee Members Present:**

Stephen Adrian, Chair  
Bill Johnson, Vice-Chair & Treasurer  
Koralia Franklin  
Mitch Norcross  
Ray Dunn

**Guest:** Richard Steele

Meeting called to order at 7:10.

The Committee supported the Chair's recommendation to restructure the agenda to prioritize the discussion on both the staffing and next-generation architecture topics.

There was no Public content discussion.

**HCTV Staffing Update:**

Mr. Johnson reviewed the feedback received from committee members on the proposed Station Manager job description, and then presented a final draft by the staffing subcommittee that reflected that input. The Committee accepted the final draft, as well as the recommendation that it be submitted to the Personnel Board for rating against the Town's Grade/Step matrix.

The Committee also accepted the staffing subcommittee's offer to start working on a job description for a subordinate Station Operations position. The subcommittee will prepare a draft over the next 1-2 weeks and distribute it to the rest of the committee for feedback. A discussion of the feedback and a revised draft will be scheduled for the September Committee meeting.

### **Next-Generation HCTV Recording/Broadcast Architecture:**

Mr. Adrian reported that he and Mr. Johnson were asked to attend a site visit at Town Hall with representatives from HB Communications to discuss requirements for new audiovisual equipment for presentation, recording, and live broadcast of government meetings. The two of them were so impressed with the knowledge of the HB Communications representatives that they arranged a follow-up meeting to expand the discussion to HCTV's needs for a new system architecture to replace the existing analog/standard definition recording and broadcast environment based on the aging coaxial network, with a digital/high definition environment connected by high-speed optical fiber.

The recommendations of HB Communications were captured in a high-level block diagram that Mr. Adrian and Mr. Johnson reviewed with the committee. The Committee endorsed the basic architecture and empowered Mr. Adrian, Mr. Norcross, and Mr. Johnson as a working subcommittee to advance the discussion with HB Communications. The first scheduled discussion will be focused on the choice of a common switcher solution, and the second one will focus on the upgrade of the broadcast server system. The goal of the committee is to start assembling a prototype system in the November/December timeframe when the optical fiber infrastructure is also expected to be constructed.

### **Mission Statement revision:**

The latest draft of the Mission Statement was distributed with the request that all committee members send their edits to Mr. Adrian no later than August 26<sup>th</sup>.

### **Operational Items:**

A motion to accept the June 24, 2015 minutes was made by Mr. Johnson, seconded by Mr. Norcross, and approved unanimously.

Treasurer's Report: The current account balance is ~\$128,600.

The Station Managers report was reviewed.

### **New Business:**

Mr. Adrian announced that the Bromfield Open House is scheduled for October 1<sup>st</sup>, and led a discussion on how HCTV should participate. The Committee asked Mr. Adrian to speak with both the Jim O'Shea and Martha Brooks and offer our help if they desire it.

Bill Johnson moved we adjourn the meeting at 9:29pm. The motion was seconded by Ray Dunn and approved unanimously.

Respectfully Submitted,

Bill Johnson, Acting Secretary