

Minutes of the Meeting of the Community Access and Media Committee

held at Hanover Town Hall at 7:00 PM, June 12, 2014

Members Present: Les Molyneaux, Brian Durkin, Kenton Greene, Michael Philips, Christa Monahan, Brian Barthelmes

Members Absent: Rick Kelly

Staff Present: Colleen Smith

Brian Durkin called the meeting to order at 7:05 PM.

Kenton Greene made a motion to accept meeting minutes from April 10th, 2014. Les Molyneaux seconded the motion. The motion passed 5-0.

Colleen distributed the Station Manager report via email. The committee discussed the report. New equipment has been installed in the Town Hall Large Hearing room. Kenton mentioned that the audio issues on Comcast persist despite upgrades to the equipment in the hearing room. Colleen reports that this is a known problem with Comcast. Kenton suggested presenting the issue to the Town Manager and the Board of Selectmen to bring the issue before Comcast to request resolution. Additional upgrades to the equipment in the Town Hall Large Hearing room are planned. Upgrades to servers will also be done, and if these improvements don't solve the problem then requests to Comcast will be made to improve the audio quality. Colleen will begin documenting all complaints to include subscriber information to try and track issues to the Licensees. Colleen will also check our website analytics to see if there is any data on visitor frequency.

The committee reviewed the budget. Kenton Greene distributed his financial summary report to the committee. Colleen will follow up with the Town Accountant on reports for February payments from Comcast and Verizon.

Colleen has received six responses to the mailing, one of which was someone interested in being a sponsor. Right now there is no way to accept payments from underwriters, so a "Friends of HCTV" fund would need to be set up to enable this. Other respondents expressed interest in producing shows and are starting those shows up as a result of the mailing.

Kenton mentioned that the scheduling page on the website is still non-functional. Colleen is continuing to investigate issues with the High School Technology group.

Colleen reviewed the most recent Middle School enrichment programs and discussed the summer programs. The committee also discussed the status of integration with the High School media curriculum and ways to increase participation and interest.

Colleen presented to the committee the job description for the Production Coordinator position that will be posted this week. Tony Marino would like one committee member to sit in on initial interviews with Tony and Colleen. The process for conducting application reviews and interviews was discussed. The committee discussed where the job posting would be published in order to get the best possible response. Interviews will most likely commence in early July. The committee discussed who would be a good representative in the interview process, which lead to a discussion of the committee membership and reappointment of committee terms.

Colleen will be at Hanover Day filming the event, but HCTV won't have a booth or an official presence like last year.

The committee discussed the outcome of the votes at Town Meeting and the future of the station given current industry trends. As the vote for a five-year lease did not pass, the committee is considering moving forward either with a three-year lease which the Selectmen can approve or a mobile studio.

Kenton requested the committee seek the rules regarding the budget allocation and how can the committee exceed it's budget under the revolving fund.

Colleen is gathering the necessary information to issue an RFP for the replacement of the server equipment. New servers will improve the available features and broadcast quality. Kenton made a motion to approve Colleen's plan to move forward with the acquisition of new servers. Les Molyneaux seconded the motion. The motion passed 6-0.

Les Molyneaux reviewed the scheduling for the next meeting in coordination with the re-appointment of terms and the procedure for the first meeting of the next term.



Submitted by Brian Durkin.