



TOWN OF HUDSON
CABLE UTILITY COMMITTEE

12 SCHOOL STREET HUDSON, NEW HAMPSHIRE 03051 603/886-6024 FAX 603/598-6481



PUBLIC NOTICE
CABLE UTILITY COMMITTEE

January 14, 2019

HCTV Access Center
Benson Park
19 Kimball Hill Road
Hudson, NH 03051

MINUTES

1. **Call to Order By:** Chairman Michael O'Keefe **At:** 7:00PM

3. **Attendance**
 - **Present**
 - Michael O'Keefe {Chairman}
 - Stu Kroner {Vice Chairman}
 - Diane Cannava {Clerk}
 - Leo Bernard {Member}
 - Pete Lanzillo {Member}
 - Jim McIntosh {Director of Community Media}
 - **Absent**
 - Roger Coutu {BoS Representative}
 - **Excused**
 - Lee Lavoie {School Board Representative}

4. **Public Input** - no public input

5. **Approval of Minutes**
 - a. **October 8, 2018 Minutes**
 - Motion made by Pete Lanzillo and seconded by Diane Cannava:**
 - Motion to approve Minutes for October 8, 2018 as written.**
 - Motion passed: 4-0-1.**
 - (Abstention by Stu Kroner, not in attendance at meeting.)**

b. October 15, 2018 Minutes

Motion by Stu Kroner and seconded by Pete Lanzillo

Motion to approve Minutes for October 15, 2018-NonPublic Session as written.

Motion passed: 4-0-1.

(Abstention by Leo Bernard, not in attendance at meeting.)

6. Old Business

a. FY2020 Budgeting

Mike O'Keefe requested that Jim McIntoch work on the FY2020 Budget which is supported solely by Franchise Fees paid by Hudson Comcast Cable users. Jim agreed to prepare Budget and present it to the Committee before June 30, 2019. Once reviewed by the Committee, the FY2020 Budget will be forwarded to the Hudson Board of Selectmen.

7. New Business

a. Update on Staffing and Positions

Mike reported that Jim McIntoch recently attended a Board of Selectmen meeting to update them on the growing role and responsibilities of the position of HCTV Assistant. Jim shared that as an outcome of his presentation, the position's title was changed to Production Coordinator. Jim also shared that he hired two new camera operators. He voiced the immediate need for more camera operators including possible full and part-time hires.

b. HCTV Long Range Planning

The Committee discussed long range planning for the next 3-5 years. Issues and expenses discussed were the condition of the Mobil Unit, studio cameras, expansion of staff, and the Concept of Capital Investment.

c. Director's Report

Jim McIntoch reported that the Holiday season was very successful due to the multiple productions of local school events/concerts, including Presentation of Mary Academy. Studio productions are being scheduled when Production Coordinator is available resulting in quick turn around for editing and airing of new shows. Jim also reported: an increase in the public's borrowing of equipment; replacement purchase of a distribution amplifier; installment of a new battery in HCTV Mobil unit.

8. Comments by Committee Members

Mike O'Keefe stated HCTV will be broadcasting live upcoming Budget Committee Public Hearing, Town Deliberative Session, School Deliberative Session, and the GFWC Hudson Junior Woman's Club Candidate Night.

9. Adjournment

Motion to adjourn by Leo Bernard; seconded by Stu Kroner.

Unanimous agreement to adjourn at 7:24 PM.

Meeting Minutes submitted by: Diane Cannava, HCUC Clerk

