



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

December 9, 2019

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

**NOT YET APPROVED BY HCUC
MINUTES**

1. **Call to Order By:** Michael O'Keefe at 7:08 PM

3. **Attendance**
 - **Present**
 - Michael O'Keefe {Chairman}
 - Stu Kroner {Vice Chairman}
 - Diane Cannava {Clerk}
 - Pete Lanzillo {Member}
 - Roger Coutu {Board of Selectmen Representative}
 - Gary Gasdia {School Board Representative}
 - Jim McIntoch {Director of Community Media}
 - **Absent**
 - None
 - **Excused**
 - None

4. **Public Input - None**

5. **Approval of Minutes**
 - Motion made by Roger Coutu and seconded by Stu Kroner:**
 - Motion to approve Minutes for July 8, 2019 as written.**
 - Motion passed: 6-0-0**

6. Old Business - None

7. New Business

a. FY2020 Budget Planning **CORRECTION: FY 2021 Budget Planning**

Chairman Michael O'Keefe stated that the FY2020 [2021] Budget will be prepared as previous year with the assistance of Jim McIntoch, Director of Community Media. Jim stated he will look into the projected Comcast Franchise Fee and plan for HCTV expenses accordingly. Jim will present the proposed Budget to the HCUC members at the next scheduled meeting for their review/approval. Mike noted that since HCTV operates within a Revolving Fund, its Budget is not subject to HBC review/approval.

b. HCTV Staffing Updates

Jim McIntoch shared the recent promotion of Camera Operator Jacqueline Lemay for advancement to the position of HCTV Assistant (part-time). Jacquie has consistently demonstrated an increased skill set which deemed her qualified for said advancement. [refer: *Board of Selectmen Minutes of the November 26, 2019 Meeting*]

c. HCTV Production Vehicle Replacement

Jim McIntoch reported that the current production vehicle is at its end-of-life...no AC, use of portable heater, multiple battery replacements, on-road engine breakdowns, flat tires, etc. Jim will seek bids for an integrated production vehicle and make a presentation to the Board of Selectmen for their purchase approval.

d. HCTV Online Streaming Enhancements

Jim McIntoch shared recent upgrades to playbacks: (1) accessing cable channels, live and on-demand, moving to the Cloud; (2) utilizing Screen Weaver for Roku and Apple TV apps. Also in progress, a changeover with video server from Standard Definition (SD) to High Definition (HD) for all streaming.

e. Director's Report

Jim McIntoch reported: staff wrapping up Town Holiday Greetings to be televised starting this Friday; staff in process of taping SAU 81 and PMA Holiday Concerts/ Presentations; now streaming Santa's arrival and the lighting of Library Park; HCTV involved in assisting HPD in preparing/editing department training videos. Problems with HCTV Access Center's HVAC system were recently addressed at an approximate \$9,200 expense. Currently, AC is still not working in I.T. room. Jim shared he is planning to contact Mr. Collins for auctioning of HCTV old equipment [Same resource used by HPD].

8. Other Business/Remarks by Committee Members

In general: in recognition of HCTV's professional leadership, increased skill levels, high-quality productions, and excellence of programming; in appreciation of community support for a successful Second Annual Food Pantry Telethon.

9. Adjournment

Motion to adjourn by Roger Coutu; seconded by Pete Lanzillo.

Unanimous agreement to adjourn at 7:30 PM.

submitted by: Diane Cannava (Clerk) 12-17-2019