



TOWN OF HUDSON
CABLE UTILITY COMMITTEE



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

Michael O'Keefe, Chairman Robert Guessferd, Selectman Liaison

PUBLIC NOTICE
MINUTES

CABLE UTILITY COMMITTEE
January 9, 2023

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

DRAFT - NOT YET APPROVED BY HCUC

1. **Call to Order By:** Michael O'Keefe at 7:00 pm

3. **Attendance**
 - **Present**
 - Michael O'Keefe {Chairman}
 - Stu Kroner {Vice Chairman}
 - Diane Cannava {Clerk}
 - Pete Lanzillo {Member}
 - Flo Nicolas {Member}
 - Len Segal [Member]
 - Robert Guessferd {Board of Selectmen Representative}
 - Jim McIntoch {Director of Media}
 - **Excused**
 - Michael Campbell {School Board Representative}

4. **Public Input - NONE**

5. **Approval of Minutes**

Motion made by Len Segal; seconded by Stu Kroner

Motion to approve Minutes for July 11, 2022 as written

Motion passed: 6-0-1

[Absentions by Stu Kroner; not present at July 11, 2022 meeting,]

6. Old Business

a. HCTV Policies and Procedures Final Review

Chairman O'Keefe commented that the updated HCTV manual on policies and procedures is in its completed form and requested Committee's approval; also upon approval, that said document be forwarded to the Board of Selectmen.

Motion: to approve and forward to the Board of Selectmen the updated *HCTV Policies and Procedures Manual*

Motion made by: Pete Lanzillo; seconded by Stu Kroner

Motion passed: 7-0-0

b. Comcast Cable TV Franchise Agreement Renewal Approved

The recently drafted franchise agreement with Comcast was approved by the Board of Selectmen and went into effective on July 26, 2022. Chairman O'Keefe highlighted: 10-year agreement; franchise fee increased from 4% to 5%; addition of a fourth channel in HD. Franchise fee payments will continue to be paid quarterly to the Town, depositing 20% into the Town General Fund and 80% into HCTV's Revolving Fund.

7. New Business

a. Budget Review

Jim McIntoch presented a brief overview of the FY22-Y23 budget. Jim shared that budget expenditures are basically at the same level as six months ago. He commented that the Revolving Fund has sufficient funds if camera replacements become a necessity. More specific expenditures were mentioned in *Director's Report*. [Jim made an informational presentation to the Budget Committee on November 22, 2022, per their request.]

b. Director's Report

Media Director, Jim McIntoch presented the following updates to the Committee. In 2022 HCTV completed 96 in-studio broadcasts, 5 of which were PSA's - 101 remote recordings, of which 81 in-full and 21 segments (included Town Hall/HFD/HPD installation of communication towers) - 58 AHS games, of which 3 full productions - 106 Town and School Board meetings, of which 6 were full setup productions at Hudson Community Center - most broadcasts went Live on HCTV's cable stations and Facebook page.

Currently HCTV has sufficient full time staff and part time videographers. Mike Johnson has continued staff training sessions. Technical and operational aspects are constantly being updated. Periodic purchase of additional small tech items and extras. Safety related purchases for Hudson Community Center's setups were foam cable mats, cable troughs and a new loading ramp - purchase of additional mics dedicated for presenters at HCC meetings/events.

Improvement purchases were audio extenders for HCTV truck, 30 amps outlets for HCTV garage and two additional trail cameras.

Newly purchased Assistive Listening Systems now available for Town and School meetings held at the Hills Library and Town Hall's Buxton and Board of Selectmen

rooms. Replacement of one camera for BoS meeting room.
HCTV door bell system needed an upgrade. Newly purchased monitors for HCTV control room and mics for HCTV studio.

c. Future Direction of HCUC

Chairman O’Keefe opened discussion concerning the state of the HCUC and its projected goals and responsibilities. O’Keefe stated that since the Selectmen’s establishment of the position of a Media Director, the Committee’s direct involvement with the inner workings of HCTV has lessened remarkably. It appears that the HCUC has evolved into more of an advisory committee. Selectman Guessferd asked Jim McIntoch what were his thoughts concerning the Committee’s current role. Jim responded that when he makes decisions he takes into account the Committee’s input and opinions and that he welcomes committee members’ points of view. After more discussion, the Committee came to the following *consensus*:

The HCUC members have reached the consensus that going forth HCUC meetings will be scheduled for once a quarter, annually.

Therefore, the next scheduled HCUC meeting will be on Monday, April 10, 2023. It was further determined that Selectman Guessferd would convey this change to the Board of Selectmen at their next meeting.

8. Other Business/Remarks by Committee Members

Pete Lanzillo: planning a show on Alzheimer with Chrissy Waterman and possible broadcasts on Super Modified Traveling Experience at Hudson Speedway.

Flo Nicolas: continuing with more successful *Tech Smart* broadcasts

Diane Cannava: scheduling interviews for *Meet The Candidates*

Bob Guessferd: will report to BoS any HCUC info of importance

Mike O’Keefe: explained theTightrope Media System cablecast viewer-matrix tracker

9. Adjournment

Move to adjourn by Len Segal

Unanimous agreement to adjourn at 8:09 pm.

Submitted by: Diane Cannava, Clerk

