



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

June 12, 2023

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

APPROVED BY HCUC 12/11/2023

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}
 - Len Segal {Member}
 - Robert Guessferd {Board of Selectmen Representative}
 - Jim McIntoch {Director of Community Media}
 - **Absent**
 - None
 - **Excused**
 - Flo Nicolas {Member}
 - Pete Lanzillo{Member}
 - Mike Cambell {School Board Representative}

4. **Public Input - none**

5. **Approval of Minutes**
 - Motion to approve Minutes for January 9, 2023 as written**
 - Motion made by Stu Kroner and seconded by Len Segal**
 - Motion passed: 5-0-0**

6. Old Business

a. HCTV Policies & Procedures Review - Election Coverage

Chairman O'Keefe opened discussion on revised document of *HCTV Policies and Procedures Manual* which was approved by Committee members at a previous meeting, but not yet submitted to Selectmen for their approval. The Chair directed Jim McIntoch to address his current concerns for the section related to political and issue oriented programs basically concerning programming that would happen during local and/or state election times.

Jim McIntoch presented his thoughts that the information was too general. He stated that with all the requests during the election season and prior to the immediate election this year, it would be in our best interest to update the political issues and programming outlines and definitions concerning political videos and posted bulletins. Thus, people would better understand what we can do and can't do.

Prior to this meeting Jim sent HCUC members his updates on political information for their review prior to the manual's submission for Selectmen's approval.

The Chair asked the Committee for comments on Jim's presented changes. Stu Kroner asked if there was a stated cutoff date for political submissions. Jim read from Manual four weeks prior to the Town election. He added in Political Programming Option 3 stated two weeks prior for studio requests to allow for studio shutdown. Stu further questioned a mention of Copyright in the technical standards. Jim replied that is was covered in another area of the Manual under the Producer's Liability sign-off form (Appendix C). Discussion continued on setting clearer timeline for studio request, length of political video and airing of its broadcast.

Chair summarized that in general there were a few changes and a couple in wording. The Committee was asked to review the draft document and submit any feedback to Jim so that he could revise and format Manual in preparation for its completed and finalized form to be eventually submitted to Selectmen for their approval.

7. New Business

a. Director's Report

Two new interns in the Fall from AHS and UNH - Decals purchased for mobile studio; AC has been fixed; in use often - Grace LeMay, part time Assistant, leaving HCTV for MerrimackCTV full time position - Reviewing, possible adjustment of Assistant positions - Need for Videographers - Return of Pat Demarco as a Control Room Operator - Talks with Consolidated on decreasing current charges - Contemplating replacement of end-of-life studio cameras (10+ years old); have been substituting handheld cameras for studio broadcasts; Still awaiting Comcast's fourth channel (HD)

8. Other Business/Remarks by Committee Members

Mentions of successful HCTV broadcasts of Police Station progress(Diane Cannava) and AHS Graduation (Stu Kroner)

9. Adjournment

**Move to adjourn by Stu kroner; seconded by Len Segal
Unanimous agreement to adjourn at 7:41 pm.**

Submitted by: Diane Cannava, Clerk