



TOWN OF HUDSON

Cable Utility Advisory Committee

19 Kimball Hill Rd.

Hudson, New Hampshire 03051

Michael O'Keefe, Chairman Xen Vurgaropulos, Selectman Liaison

PUBLIC NOTICE MINUTES

HUDSON CABLE UTILITY ADVISORY COMMITTEE

September 8, 2025

Approved: January 12, 2026

HCTV Access Center

Benson Park

19 Kimball Hill Road

Hudson, New Hampshire 03051

1. **Call to Order:** by Michael O'Keefe, Chairman, at 7:00 PM
2. **Public Input** - none
3. **Attendance**
 - **Present**
 - Michael O'Keefe {Chairman}
 - Stu Kroner {Vice Chairman}
 - Diane Cannava {Clerk}
 - Pete Lanzillo {Member}
 - Len Segal {Member}
 - Xen Vurgaropulos {Board of Selectmen Representative}
 - Mike Johnson {Director of Community Media}
 - **Excused**
 - Dan Kilgour {School Board Representative}
 - (in attendance at School Board Meeting)
4. **Public Input** - none
5. **Approval of Minutes**
 - Motion to approve Minutes for April 14, 2025, as written.**
 - Motion made by Stu Kroner and seconded by Xen Vurgaropulos**
 - Motion passed: 6-0-0**

6. Old Business -

a. HCTV Underwriting Program

Continuation of the discussion initiated at last HCAC meeting in April. Chairman O'Keefe commented that Mike Johnson has been working on this with the Town Administrator and the Town Attorney to check for its legitimacy for HCTV to pursue. O'Keefe turned over the floor to Mike Johnson for further comments on his progress developing the the Underwriting Policy for HCTV. Mike shared that he went through the process with legal to be sure that HCTV would not be in violation of the contract with Comcast. Mike stated at he is at the final step of this process with seeking the input of the HCUAC tonight on the final version of HCTV written policy on underwriting programs. Mike mentioned his summer interaction with Town Attorney Lefevre and invited input from Committee members. O'Keefe addressed Len Segal to inquire if he wanted to bring forth his already submitted comments. Segal replied with some specific editing of wording and listings within the draft of the policy that made sense and Mike responded by making these edits to this document. Len mentioned the setup for acknowledgement of sponsors and Mike O'Keefe suggested that some of those details could be discussed with the Selectmen and the School Board, especially those aired during a school event, for any restriction or prohibition of sponsors and advertisements. Mike Johnson stated that he would followup to gain the School's guidelines by sending an inquiry to Dan Kilgore, HCUAC Liaison, with a cc to Superintendent Moulis, Chairman O'Keefe declared this as an action item for Mike Johnson to complete before the Committee presents the Underwriting Policy to the Selectmen for their approval. O'Keefe summed up with directing Mike Johnson to make the changes to the draft document and ready a final draft for presentation to the Selectmen. O'Keefe further stated that the current plan is to start the underwriting for the calendar year January 1st. To December 31st. 2026, with the opportunity of picking up underwriting during the school's winter sports season. Mike Johnson added that originally underwriting was to be limited to Sports but now is revised for General Underwriting. Xen Vurgaropulos asked about a tier structure for the times shown and donation amount. Johnson replied so far this year a single tier, but down the line it could be expanded as we gain experience. Xen stated it would probably incentivize smaller companies to become involved. Johnson shares that he and his staff are already training for how to execute the Underwriting Policy. Segal asked about other towns' procedures. Johnson explained possible scenarios how to include underwriters in all of HCTV's media outlets.

7. New Business

a. HCTV Funding, 80/20 Split

Chairman O'Keefe explained for public interest how HCTV is funded via Comcast Franchise Fee and reviewed the background of the initial Warrant Article that proposed for a split of 80% for HCTV and 20% for the Town's General Fund.

O'Keefe stated that because of the decline in revenues and increase in operating costs that this split be revisited to adjust or eliminate it at this time. He turned the discussion over to Mike Johnson to explain the possibility of another Warrant Article [March, 2026] to recover a greater percentage if not the entirety of the Franchise Fee to the Community Media Department. Johnson brought to the attention of the Committee a prepared slide presentation with the following depicted information: *Available Balance* Not Finalized 138,356.49 (08/22/25) Next Payment for Q2 - November 2025; HCTV Revenue and Expenditures FY22-FY27 (Current); 2026 Warrant Article Returning 20% of Cable Franchise Fee Revenue into HCTV Revolving Fund.* Johnson explained projected steady decline in Franchise Fee revenue and anticipated higher expenses due to Union contracts, equipment, building maintenance and utilities will create a small deficit and the need to dip into the Revolving Fund. Johnson referred to other towns as being in similar situation due to the decline in Franchise Fees. He further stated that this is a short fix and that the Committee would have to look into long-term ways to sustain more viability for the Community Media Department. Vice Chair Kroner inquired if this was something that the Budget Committee should be aware of. Johnson responded that he was working with the Selectmen in the background on this to exhaust all revenue avenues and to be as transparent as possible with them and the community.

b. Community Media Department Budget FY2027

Chairman O'Keefe mentioned that Mike Johnson will be presenting the HCTV Budget to the Selectmen and the Budget Committee. Johnson stated his presentation will be for transparency purposes to raise awareness as to the need for the proposed warrant article.

c. Cable Utility Charter Draft

Chairman O'Keefe stated that the Town Administrator has requested that town committees come up with a Charter for group. Mike Johnson has already prepared a rough draft of a Charter for HCUAC which was previously forwarded to members to review. In response to Len Segal's suggestion, a correction is to be made to the Members area to list only the number of Voting Members and Non-voting Members and not to include specific names because they will change. Segal made a second suggestion which was accepted concerning Meeting Times to be changed from "four times a year" to "as needed". Segal further mentioned that he would like to see more meat in the Purpose to which Johnson replied that he wanted the Committee to assist in that area with specifics. At this point O'Keefe tabled the final draft and directed the Committee to spend some more time in reviewing the drafted Charter for their feedback at the next scheduled meeting. In the meantime Johnson will make the discussed corrections to the draft.

d. Director's Report

First Johnson reported that HCTV is fully staffed, full-time and part-time. This summer: Town Hall Advisory Committee Walkthroughs; HFD Fire Smoke and Fire Trainings; Rodgers Memorial Library info videos; Goodbye Chief Dionne; National Night Out, included HCTV green screen demo; Old Home Days, including HCTV Mobil Unit, Build Back The Trades Ceremony, K-9 Demo, etc.; Meet The New Athletic Director Justin Hufft; School Superintendent Moulis Monthly Updates; Pre-game intro video of AHS football players; AHS Football and Soccer Games; Alejandro Urrutia on Rotary Club; Pete Lanzillo interview with Kelly Ayotte, Children's' Miracle Program; Pete Lanzillo's Late Model Stock Car Races at Hudson Speedway.

Johnson shared *FY26 Goals*: continue community awareness; closely monitor revenue; launch Underwriting by December 2025; develop staff and volunteers; monitor existing meeting spaces; continue SAU collaboration; develop more human interest stories.

Johnson shared *September Upcoming Events*: HFD Memorial Service and 9/11 Observance; Alvirne Fall Sports Season-Soccer/Football; VFW Post 5791 Veterans' Picnic; Friends of Benson Park - Family Fun Day; HFD Open House; NH DOT Public Input Meeting [also: Hudson Food Pantry Open House].

8. Other Business/Remarks by Committee Members

Len Segal - mentioned to Mike Johnson that he inquire as to status of The Hills Library in order to safeguard HCTV equipment and setup prior to any closing of that building.

Diane Cannava - shared the development of a Hudson Service Network initiated by Gary Gasdia, Lions Club President, via multiple town-wide community organizations, agencies and clubs via email network to offer assistance in times of emergencies, fire, great need.

9. Adjournment

Motion to adjourn by Len Segal; seconded by Pete Lanzillo

Unanimous agreement to adjourn at 7:51 pm.

Submitted by: Diane Cannava, HCUAC Clerk