



# TOWN OF HUDSON

## Cable Utility Committee



Michael O'Keefe, Chairman

Roger Coutu, Selectmen Liaison

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### Minutes of the Hudson Cable Utility Committee (“CUC”) Meeting Tuesday December 20, 2011

**1. CALL TO ORDER:** Chairman O'Keefe called the meeting to order at 7:02 pm.

**2. PLEDGE OF ALLEGIANCE:** Led by Steward Kroner

**3. ATTENDANCE:**

**Present:** Michael O'Keefe, Leo Bernard, Selectman Roger Coutu, Kristopher Georgeou, Stewart Kroner and Harry Schibanoff. Michael Blau, Rupert Cote and School Board Representative Lee Lavoie were excused. Jim McIntosh the Cable Facilitator (“CF”) also attended.

**4. PUBLIC INPUT:**

None.

**5. APPROVAL OF THE MINUTES:**

The minutes of the September 28, 2011 meeting were reviewed by the CUC. There were no changes or corrections. Motion was made by Mr. Coutu to accept the minutes and seconded by Mr. Kroner. The minutes were adopted unanimously.

**6. OLD BUSINESS:**

**A. Comcast Franchise Renewal Update**

Mr. O'Keefe reported that he has communicated with Comcast about the franchise renewal. There have been several minor issues but two items remain for the renewal. The first was a request by Comcast for documentation to support a fourth public access channel in Hudson. Mr. O'Keefe said that this information has been sent to Comcast.

The second issue was the franchise fee. After meeting with Board of Selectmen (“BOS”), it was decided to raise the fee to 4% rather than 5% as first proposed. The BOS requested that the five percent fee be reevaluated in five years and that this provision is made part of the franchise agreement.

Comcast has not communicated with the representatives of the BOS and CUC on these two matters. Once these issues are resolved, the BOS will act on the

contract and a public hearing will be held as required by statute. The process is expected to be completed by February or 2012.

**B. Fiscal Year 2013 Budget Update**

Mr. O’Keefe stated that the proposed budget was presented to the BOS and the Budget Committee. Both boards questioned Mr. O’Keefe on various aspects of the budget. The only change was the franchise which was reduced to 4% as discussed above. This will decrease the contribution to the capital reserve fund.

The total Town budget will now be presented at the Deliberative Session and then voted upon at Town Meeting.

**C. New Access Center Update**

Mr. O’Keefe said that a new Building Committee comprised of representatives of the CUC, the Seniors, BOS and the Assistant Town Administrator has been formed and has met several times to formalize a plan of action for the new building at Benson Park. The Building Committee has visited two nearby Senior Centers and is planning on visiting one or two Assess Centers.

The next step will be to develop an RFP which was authorized at Town Meeting at a cost not to exceed \$150,000. It is anticipated that the proposal may be voted upon in fiscal year 2014.

Mr. Coutu summarized the status of the building at Benson Park. He said that the BOS are actively pursuing approval from Department of Transportation and possibly an agreement can be reached whereas the Town can re-pay the Department by work in kind in lieu of cash. Mr. Coutu also asked Mr. O’Keefe for a comparison of the existing AC’s square footage compared to the proposed AC. He is concerned the new building may be too narrow for optimal use by HCTV. He also expressed concern over the size and necessity of a BOS meeting room in HCTV’s proposed space. A discussion about this concern ensued, but no decisions were reached.

**7. NEW BUSINESS:**

**A. Video Edit System Purchase Request**

The current editing equipment at the AC is obsolete and cannot be used with the new camera equipment. The existing equipment cannot be updated due to its age. Editing is currently being done outside the AC at individual homes.

Therefore, Mr. O’Keefe presented two proposals from The Apple Store. The Mac Pro Two Quad-Core Intel quote was for \$4,627.99. The second proposal from the Apple Store was for a more basic system known as the iMac (sic) 27-Inch, 3.1 GHz Quad-Core Intel Core i5 for \$1,899.00. Mr. O’Keefe thought that we could use the basic iMac because of its cost.

Mr. Coutu then made the following motion seconded by Mr. Kroner.

**MOTION:** That we approve the purchase of two editing systems as outlined in the memo dated December 18, 2011 from Mr. O’Keefe consisting of one Mac Pro Two Quad and the iMac (sic) 27 inch 3.1 GHz Quad system in the amount not to exceed \$6,600.00 plus shipping.

Mr. Coutu spoke to his motion stating that there was a need for these systems and that he fully supports the motion so that we can continue to improve the production on HCTV. The purchase would be within the CUC’s budget and he thought the prices were reasonable.

Mr. O’Keefe explained that the iMac (sic) system was self contained unit. He also thought that current license for Final Cut 5 was not transferable. Mr. O’Keefe suggested that we retain the current system in case someone wishes to use a tape based system.

After further discussion, the Motion passed unanimously.

#### **B. HCTV Access Center Lighting Upgrades**

The existing lighting at the AC was originally scaled back due to budgetary restraints. The system is adequate but not optimal for filming programs at the AC. Mr. O’Keefe explained that the purchase of these improvements would enhance the quality of the productions and result in clearer and better programs.

Mr. Coutu had several questions concerning the justification for the purchase. He thought the current system was adequate. He had concerns about the cost of installation and other issues. Mr. MacIntosh and Mr. O’Keefe explained in detail how the system would improve the quality of programming by explaining the current weakness of the existing lighting. The wiring for the lighting has already been done. Mr. Coutu was assured that the new lighting could be transferred to the possible new AC.

Mr. O’Keefe stated the quote from APS Lighting –Sound –A/V contained two items that he did not believe were necessary at this time, primarily because of their costs. The 6 OPTI RGB,BLK 24 LEDs and the 6 OPTI RGB 450 Kit were removed from the quote, resulting in a cost of \$4,991.41.

There was further discussion about the new lighting and its impact on the AC. Mr. MacIntosh said that our current productions are not esthetically pleasing and the productions would be vastly improved with the new lighting.

After discussions that explained the necessity for the new lighting, Mr. Coutu made the following motion:

**MOTION:** That we approve the purchase of the lighting system as outlined in the bid specifications by APS Lighting-Sound AV of Merrimack, NH in an amount not to exceed \$5,000.00.

The Motion was seconded by Mr. Kroner.

After further discussion on clarifications of minor issues, the Motion passed unanimously.

## **8. OTHER BUSINESS/ REMARKS BY COMMITTEE MEMBERS:**

### **A. Other Business:**

Mr. O'Keefe spoke about the complications of Mr. McIntosh purchasing small items for the AC that cost less than \$500.00. He said the paperwork was onerous and he and Mr. MacIntosh had met with the Finance Director and Accounts Payable person to develop a better system for reimbursement.

Mr. O'Keefe thought that the CUC in the past had approved that the CF could purchase items up to \$500.00 without the approval of the Chairman or the CUC. The Finance Director asked that the CUC authorize the CF to make purchases up to \$500 to avoid searching the Minutes to see if it had been done in the past. Mr. O'Keefe will still see the purchases after the fact, so there will still be a level of control and checks and balances. It will streamline the process.

Mr. Coutu questioned the checks and balances system and the limitations on purchases. He initially did not feel it was adequate system. Mr. Schibanoff concurred with his opinion based on another committee of which he is a member. Mr. Coutu also thought that all purchases should be made in Hudson, if possible.

Mr. O'Keefe explained the current process that uses purchase orders. It required him to approve the expenditures and then send it to the Town Administrator. The new system would eliminate the prior approval of the Chairman.

A Motion was made by Mr. O'Keefe and seconded by Mr. Kroner:

**MOTION:** That the CF be authorized to make purchase for up to \$500 without prior approval of the Chairman of the CUC.

The Motion passed unanimously.

### **B. Remarks**

Mr. Bernard congratulated Mr. Cote and Mr. O'Keefe on their appointment of a new term on the CUC.

Mr. Georgeou stated he had attended a program in Derry that televised children meeting Santa Claus. He questioned if we could do something similar at HCTV.

Mr. MacIntosh expressed concern about the new building committee for the Senior Center. He thought that we should be aware of what is transpiring and protect the interests of HCTV. He believes the new AC will be great facility. Mr. Coutu thanked each member of the CUC for their service and dedication to the Hudson community. He expressed his opinion that Hudson should have a full time facilitator for HCTV.

Mr. Schibanoff announced that this would be his final meeting of the CUC after 17 years of committee membership. He expressed his interest in continuing as a volunteer during Deliberative Sessions. .

**9. ADJOURNMENT:**

Mr. Bernard moved to adjourn the meeting, seconded by Mr. Kroner. The meeting adjourned at 8:20 P.M.

Submitted by Harry A. Schibanoff, Recorder/Clerk  
December 23, 2011