

Draft minutes
Unapproved
Minutes of the Hudson Cable Utility Committee (“CUC”) Meeting
Monday January 24, 2011

1. CALL TO ORDER Chairman O’Keefe called the meeting to order at 7:00 pm.

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

3. PUBLIC INPUT:
None.

4. APPROVAL OF THE MINUTES:

The minutes of the November 16, 2010 meeting were reviewed by the CUC. There were no changes or corrections. Motion was made by Mr. Cote to accept the minutes and seconded by Mr. Bernard. The minutes were accepted unanimously.

5. OLD BUSINESS:

A. Senior Center/HCTV Access Center Building Update

Mr. O’Keefe reported that the proposed Warrant Article for the Senior Center/HCTV Access Center Building (“the Building”) was changed. Due to the anticipated cost and the complexities of the building’s construction, the Board of Selectmen (“BOS”) decided that a formal design plan and site work would only be proposed in the 2012 Warrant. This Warrant will propose that the funds for this work will be provided in equal amounts of \$50,000 from the Senior’s organization, the CUC and the Town surplus account. This distribution of funds would therefore have no impact on the Town’s tax rate and would not have a financial impact on the current taxpayers. The CUC funds would be taken from the Capital Reserve Account of the CUC.

The discussion of this plan focused on two areas. The first concerned the current AC and the timing of its lease, the moving of its equipment and the cost of the restoration of the leased area to its original configuration. The second area of discussion was the timing. Since this Warrant article would only permit design and site work, another future Warrant Article would be necessary for the construction of the building. This would not be on the Town ballot until March of 2013 at the earliest and the construction, if passed, would then be part of the 2014 budget.

B. Community Survey for Franchise Renewal

Mr. O’Keefe said that he was unable to complete the survey at this time. He hopes to distribute it to the committee in the next few weeks. He also stated that Comcast has not contacted him concerning the renewal of the Franchise. At the next meeting, the CUC will have a non-public session to discuss the issues of the new contract. He also said the NHCCM is trying to develop a data base of the various cable contracts in NH, but he did not know the status of that project.

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6. NEW BUSINESS:

A. HCTV Technical Issues

HCTV recently has had some periods of going off the air. The cause of the problem is unknown at this time, but Mr. O’Keefe said he and the CF are working on it. If the problem is with the Tigtrope System, we may have to incur the cost of a service call since we do not have a service contract. The possibility of a service contract was discussed. Its cost could be quite high since it is based on the number of units used. HCTV has several boxes for various functions. No decision was made at this time. The possibility of some alarm system was also discussed but more information would be needed on this before it is done.

B. Community Development Meeting Room Renovations

The Community Development Meeting Room (“CDR”) has been renovated with new rugs, desks and wiring. A discussion was held concerning the permanent installation of microphones in the room. Currently the room is using a lavalier microphone which has caused problems in the past and is generally disliked by the users. New microphones would need to be purchased if the lavalier microphones are to be replaced. After discussion of the length of the microphones, Mr. Cote made the following motion. The motion was seconded by Mr. Bernard:

MOTION: That the Chairman be authorized to purchase 13 microphones of an 18 inch length to be used in the CDR for an amount not to exceed \$4,000.

The motion passed unanimously.

Mr. O’Keefe mentioned that it would take a minimum of two weeks to order the equipment. He also said that track lighting might be added to the room.

C. Hills Memorial Library Fiber Link

The old library is being used by the School Board and the Library Trustees for their regular monthly meetings. The SAU Building is now connected to the Hills Library with a fiber link. Since the SAU Building is linked with Town Hall, with new equipment, adjustments and changes, it could be possible to broadcast live from the library.

The committee discussed the merits of such a process. Mr. Coutu stated that the BOS was not in favor of the use of the library as a meeting room and they have removed any funding for its use from the Town budget. Since additional equipment would need to be purchased, it was suggested that the CUC not expend its funds. If the School Board wishes to pay for the equipment, the Chairman of the CUC will advise the BOS of the request and seek their guidance on the role of the CUC in this matter.

D. Election of Officers for 2011

Mr. O’Keefe asked for nomination for the position of Chairman. He stated that he would be willing to step down if someone else wanted the position.

Mr. Cote nominated Michael O’Keefe for the position of Chairman.

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Mr. Coutu moved that the nominations be closed and the committee goes into voting mode.

Mr. O'Keefe was elected Chairman unanimously.

Mr. O'Keefe asked for nomination for the position of Vice Chairman.

Mr. Bernard nominated Stewart Kroner for the position of Vice Chairman.

Mr. Coutu moved that the nominations be closed and the committee goes into voting mode.

Mr. Kroner was elected Vice Chairman unanimously

Mr. O'Keefe asked for nomination for the position of Recorder (previously known as the Clerk).

Mr. Cote nominated Harry Schibanoff for the position of Recorder/Clerk

Mr. Coutu moved that the nominations be closed and the committee goes into voting mode.

Mr. Schibanoff was elected Recorder/Clerk unanimously

7. OTHER BUSINESS/ REMARKS:

A. Other Business: None

B. Remarks

Mr. Coutu suggested that Mr. O'Keefe prepare a quarterly report to the BOS on the progress of HCTV programming in Hudson. Mr. O'Keefe said he and the CF would do so and present the report at a workshop meeting of the BOS.

Mr. Georgeou said the HCTV web site would not operate on his Macintosh computer. He also asked about showing programming on Itunes. A recent article in the local newspaper said other towns in the area were pursuing this method of broadcasting. He also questioned why HCTV did not get more coverage in the local newspapers. Mr. Coutu said that Hudson has more coverage in the Lowell newspapers than it does in the Nashua newspapers. Mr. Georgeou asked about a Facebook page for HCTV. Mr. Kroner said that one already existed. He will allow Mr. Georgeou to be an administrator on that account and he will work with Mr. Georgeou on enhancing the Facebook page.

Mr. Bernard commented that HCTV does not always show the physical voting of the various committees when broadcasting.

Mr. Schibanoff inquired about the dates of the two Deliberative Sessions. He also asked about the enforcement of the submission time for PowerPoint ® presentations to be used during the meetings. It was decided that the Moderator would decide the cut off time for submissions. Finally, he asked for some clarification of the Xfinity product advertised by Comcast. The CUC enlighten him about it.

Mr. O'Keefe said that the CF was working with Alvirne's Studio 19 and that they have been using the AC on a weekly basis for programming.

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8. 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
January 26, 2011

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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

January 24, 2011 - 7:00 p.m.
HCTV Access Center
98 Old Derry Rd., Unit B3
Hudson, NH 03051

AGENDA

1. **Call to Order**
2. **Attendance**
3. **Public Input**
4. **Approval of Minutes**
 - A. November 16, 2010 Cable Utility Committee Meeting Minutes
5. **Old Business**
 - A. Senior Center/HCTV Access Center Building Update
 - B. Community Survey for Franchise Renewal
7. **New Business**
 - C. HCTV Technical Issues
 - D. Community Development Meeting Room Renovations
 - E. Hills Memorial Library Fiber Link
 - F. Election of Officers for 2011
8. **Other Business/Remarks by Committee Members**
9. **Adjournment**