

## **Minutes of the Hudson Cable Utility Committee (“CUC”) Meeting Tuesday, September 15, 2009**

**1. CALL TO ORDER** Chairman O’Keefe called the meeting to order at 7:01 pm.

**2. ATTENDANCE:** Present: Michael O’Keefe, Rupert Cote, Selectman Roger Coutu, Lee Levoie and Harry Schibanoff. Stewart Kroner and Robert Joseph were excused. Leo Bernard the Senior Camera Operator (“SCO”) also attended.

**3. PUBLIC INPUT:** None

**4. APPROVAL OF THE MINUTES:**

The minutes of the last meeting of August 18, 2009 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. Coutu. The acceptance of the minutes was unanimous.

**5. OLD BUSINESS:**

**A. Access Center Update**

Mr. O’Keefe reported that there will be a demonstration of a new control room system at the Access Center (“AC”) on Thursday at 11:00. One other control system has been evaluated and a proposal may be presented to the CUC at its next meeting. The AC is now open and available to anyone who wishes to use the existing equipment. Mr. Cote inquired if the electrical work has been completed and Mr. O’Keefe said it was done. Mr. Coutu asked about the green wall and Mr. O’Keefe said it would be done in the future with either draping or painting.

**B. Update on cards**

Mr. Cote suggested that we have a business card that can be distributed to interested persons so that may have a contact person at HCTV. After a discussion of what information should be on the card, Mr. Coutu suggested that the town be contacted and to work with the town staff on the printing of the cards.

**6. NEW BUSINESS:**

**A. HCTV Van Replacement**

Mr. O’Keefe handed out a fact sheet listing the issues with the current van and the advantages of purchasing a retired ambulance from the Hudson Fire Department (“HFD”). The issues with the current van include:

- No air conditioning
- Electrical faults that cause vehicle to die or drain battery
- Suspension problems
- Leaking fluids
- Size limitation
- Limited access to interior cab from outside

The advantages of a new van from the HPD include:

- Known working condition
- Air conditioning system just replaced
- Track record of all maintenance and repairs
- Larger interior space for production equipment
- Numerous access areas from outside vehicle
- Reasonable price (potential trade in credit for current HCTV van)

A discussion on these points was held. Mr. O’Keefe said that the van might have to be purchased from the current buyer of the old HFD ambulance to be in accordance with town procedures. He will investigate that possibility. Mr. Coutu said that we might want to consider putting the old van out of bid through the Board of Selectmen (“BOS”). Mr. Lavoie asked about its use for live shows at remote locations and Mr. O’Keefe said it would primary be used as a production studio and for the transport of equipment. Mr. Cote suggested that we table this proposal until our next meeting when more members of the committee may be present.

**B. Discussion of training when cameras are lent to the public**

The item was tabled until the next meeting when the Cable Facilitator (“CF”) can attend and give an update on his progress in this area.

**C. An Outreach Program to the Residents for Productions**

Mr. Cote suggested that now that we have the AC we should again try to be more proactive in our outreach to the community to advise them of the possibilities of using HCTV. Mr. Cote said he would be contacting several groups in the near future to try to generate interest. Mr. O’Keefe suggested that an article in the Hudson Litchfield News may be helpful and that he will work on one. He also will work on developing a letter for various groups to develop more interest in HCTV. Mr. Cote also said he has had discussions with the audio/video department at the high school and said that due to the lack of their equipment the use of HCTV equipment could possibly enhance the school’s involvement in HCTV. Mr. Coutu asked Mr. Lavoie to work with the school board to try to coordinate broadcasting activities in all the schools. Mr. Lavoie said he would follow up on that suggestion.

**D. Discussion of Visiting the Access Center by the Schools**

Mr. Cote said that we should try to make the AC accessible to the students of all schools. Mr. Schibanoff reminded the CUC that one of the reasons for the chosen location of the AC was to be close to the high school. Mr. Lavoie suggested that we hold an open house just for school personnel including staff, PTO, Booster Clubs and SAU staff. This would help to acquaint them with the new center and may encourage new ideas for its use with the schools. Mr. Lavoie said he would follow up on this idea.

**E. Employee Status and Management Training**

Mr. Cote asked that since the Senior Camera Operator (“SRO”) and the camera operators are now Town employees what training opportunities are available to them to improve their managerial techniques and performance. Mr. Coutu said that various options are available and that he would investigate the options.

**7. OTHER BUSINESS/ REMARKS:**

**A. Other Business:**

Mr. Keefe said that our budget for 2011 will be due to the Town on October 9, 2009. He asked that the CUC meet prior to that date and suggested either October 4<sup>th</sup> or October 6<sup>th</sup>. He said the BOS has requested a level funding budget but we may continue to measure our budget based on the anticipated franchise fees. He will draft a budget for this special meeting.

**B. Remarks**

Mr. Schibanoff inquired about the level of advertising on a program on Channel 20. Mr. O’Keefe said that the CF would investigate it.

Mr. Coutu suggested that the schools be more involved with the CUC and suggested that we may want to consider a student on the CUC. He also thought that better identification was necessary for the CUC and suggested that the badges that we have be updated. He also thought that access to the AC should be available to all members of the CUC and make said that would be possible. Mr. Schibanoff asked that access to the AC it be on a voluntary basis for CUC members.

Mr. Lavoie said that the high school is being encouraged to use video to a greater extent and that he thought a student on the CUC would be a good idea.

Mr. O’Keefe said that he is working with the schools on the new kindergarten classes and hopes to have a video available soon to inform the town residents about the new program. He also mentioned that the Franchise Agreement will need to be renewed with Comcast by August , 2011 and that we need to start planning for that process which would include doing a community assessment and also finding legal counsel. He will work with other cable committees in the state and explore various legal options to use. He also said that the number of active camera operators is now at three and that we need to recruit more to reach an available pool of at least six.

**8. ADJOURNMENT:**

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

Submitted by Harry A. Schibanoff, Clerk  
September 17, 2009

**PUBLIC NOTICE**

**CABLE UTILITY COMMITTEE**

September 15, 2009 - 7:00 p.m.  
Town Hall, 12 School Street, Hudson, NH 03051  
Board of Selectmen Room

**AGENDA**

- 1. Call to Order**
- 2. Attendance**
- 3. Public Input**
- 4. Approval of Minutes**
  - A. August 18, 2009 Cable Utility Committee Meeting Minutes
- 5. Old Business**
  - A. Update on Access Center
  - B. Update on cards
- 7. New Business**
  - a. HCTV van replacement
  - b. Discussion of training when cameras are lent to the public
  - c. An outreach program to the residents for productions
  - d. Discussion of visiting the Access Center by the schools
  - e. Employee Status and management training
- 8. Other Business/Remarks by Committee Members**
- 9. Adjournment**

Posted: September 14, 2009