

Minutes of the Hudson Cable Utility Committee ("CUC") Meeting Tuesday, April 21, 2009

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

2. ATTENDANCE: Present: Michael O'Keefe, Rupert Cote, Selectman Roger Coutu, Robert Joseph, Stewart Kroner and Harry Schibanoff. Also in attendance were Jim McIntosh, the Cable Facilitator ("CF") and Leo Bernard the Senior Camera Operator ("SCO").

3. PUBLIC INPUT: Two camera operators said that they had encountered tax problems because of the town's compensation to them as independent contractors. Mr. Coutu asked several questions of the two and thought there may have been some confusion on the part of the preparer. He said he would address the problem to the Town Administrator who may seek the opinion of counsel. Other members of the CUC volunteered to be of assistance to them if necessary. Mr. Bernard also spoke on the same topic concerning his compensation.

4. APPROVAL OF THE MINUTES:

The minutes of the last meeting of April 2, 2009 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. Cote. The acceptance of the minutes was voted unanimously.

5. OLD BUSINESS: None.

6. NEW BUSINESS:

A. Review of Policies and Procedures

Mr. O'Keefe thought that this meeting should address various issues that dealt with the CUC's policies and procedures. Prior to the meeting, he had sent the committee nine areas for discussion. The nine issues were each discussed by the committee in detail and several revisions will be made to the Policy and Procedures Manual.

The nine areas and their discussions are as follows:

1. Equipment sign out/in form that includes language about producing programming for HCTV. If not on this form then have a secondary form that all producers sign with this commitment. It would apply to checking out equipment as well as using the studio and editors. If we use a secondary form, can it be a "blanket" agreement that would cover any future use of HCTV resources by that individual instead of requiring a form for every program they produce?
Discussion: If you are using HCTV equipment, you should be obligated to produce programming for HCTV. The policy will be revised to include this requirement. Questions were raised on the record keeping of equipment loaned out and Mr. Joseph suggested that a monitoring program be started. Mr. McIntosh will look into it. The use of blanket agreements will be issued on a case by case basis primarily for regularly submitted programming or "series."
2. Duration of announcements that we run on the bulletin board. I received a request from a group to run an announcement through October. I think we need to limit the runs.

- Discussion: It was decided that a month limitation would be reasonable. Mr. Schibanoff said that it was already in the policy. Mr. O’Keefe said he would use his discretion in the publication of announcements and the duration of the announcement. Mr. Coutu asked that the 30 day policy only be used on the public access channel, but with discretion.
3. Revise Producer Liability agreement to include more contact information.
Discussion: The agreement will be amended by the Clerk to include additional information such as address, phone, business access number and verification of identity and eligibility. It was also decided not to change the policy with respect to out of town programming sent to HCTV. Mr. O’Keefe said the required disclaimer contained in the form is generally not done. It was decided that HCTV would do the disclaimer on **regularly submitted programs** rather than require the producer (s) to do so.
 4. Duration that equipment can be loaned out.
Discussion: The current policy is two weeks. Mr. O’Keefe thought this was too long and suggested 3 or 4 days. The final consensus was for 4 days. Mr. Coutu also wanted the policy to state if equipment is borrowed and no programming is done, the borrower be prohibited from future lending of equipment. Mr. O’Keefe said that there may be reasons why productions are not completed and that he and/or the CF will use their discretion in making that decision.
 5. Does HCTV provide tape, batteries, and DVD's free of charge to access users?
Discussion: This policy will continue. It will also be monitored to see if any abuse is detected. The issue will be re-visited at a later date. The CF will also have discretion in deciding if any person is abusing the process and may stop providing the abuser with the items.
 6. Code of conduct for users of the access center. Might include types of activates that are or are not permitted.
Discussion: Rules need to be developed but probably at a later date. There will be a need for signage of certain rules. This will be done as the access center develops.
 7. What requirements do we have to air "bicycled" programming from other access centers and organizations? Who signs as producer? Do we require signed forms for material produced by the town or school departments (e.g. PSA produced by the fire prevention personnel, Alvirne’s Studio 19)?
Discussion: Discussion centered on the issue of signing as the producer. Mr. O’Keefe listed three alternatives: No signature, an out of town signature or require that a Hudson resident and/or business sign for each program. The last is done by some towns in the area. After a lengthy discussion it was decided not to change the policy at this time.
 8. Modify "Cablecast Request" form to include option for making program available online.
Discussion: The form will be changed to ask if a producer would allow the use of their production to be posted on the Internet.
 9. What criteria do we have for access producers? Must they be residents of Hudson, town government and school personnel? Previous producer were not always Hudson residents, however, they were producing programming for our channel. How do we handle requests from Hudson businesses?
Discussion: The policy will not be changed.

Mr. Bernard pointed out that the request for programming form needs to be updated which will be done.

7. OTHER BUSINESS/ REMARKS:

Mr. Cote asked for an update on the access center. Mr. O'Keefe said that he and Mr. McIntosh have talked with two companies about lighting. The procedure to be followed will be discussed with the Town Administrator.

Mr. Schibanoff reminded the committee that we needed to remember to recognize the donation that was made for the access center.

Mr. Coutu inquired the status of selling disks of the Alvirne graduation to students. Mr. Bernard said the request forms had been given to Alvirne. Mr. Coutu said we should make it part of the graduation package in the future.

Mr. Bernard also reported the Recreation Department will start to be televised next month. He inquired about the televising of the CUC meetings. Mr. O'Keefe said it would be on the next agenda.

8. Nonpublic Sessions under 91-A:3/11

Mr. Cote made the following motion:

MOTION: Consideration to enter Nonpublic Session under RSA 91-A:3 II (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant

Mr. Schibanoff seconded the motion. A roll call vote was 6 in favor 0 opposed and 0 abstained.

The purpose of the session was to discuss an incident concerning a supervision matter. It was decided that the person (s) involved would be advised of the inappropriate behavior and receive a warning. It was also decided that some sort of training in managerial skills might be helpful.

There being no other matter it was moved by Mr. Cote

MOTION: To end the nonpublic session.

It was seconded by Mr. Schibanoff. The vote was unanimous.

9. Adjournment:

Mr. Coutu moved to adjourn the meeting, seconded by Mr. Cote. The vote to adjourn was unanimous. The meeting adjourned at 8:44 P.M.

Submitted by Harry A. Schibanoff, Clerk
April 23, 2009

PUBLIC NOTICE
CABLE UTILITY COMMITTEE
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CABLE UTILITY COMMITTEE

April 21, 2009 - 7:00 p.m.
Town Hall, 12 School Street, Hudson, NH 03051
Board of Selectmen Meeting Room

AGENDA

- 1. Call to Order**
- 2. Attendance**
- 3. Public Input**
- 4. Approval of Minutes**
 - A. April 2, 2009 Cable Utility Committee Meeting Minutes
- 5. Old Business**
 - A.
- 6. New Business**
 - A. Review of Policies and Procedures
- 7. Other Business/Remarks by Committee Members**
- 8. Nonpublic Session under 91-A: 3.11**

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- 9. Adjournment**

Posted: April 20, 2009