

Minutes of the Hudson Cable Utility Committee (“CUC”) Meeting Tuesday, March 17, 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, Robert Joseph, Stewart Kroner and Harry Schibanoff. Excused: Selectman Roger Coutu. Leo Bernard the Senior Camera Operator (“SCO”) attended. Jake Nazarian the Cable Facilitator (“CF”) did not attend the meeting.

Mr. O’Keefe said that he and the other CUC members had received an email from Brenda Levesque announcing her resignation from the CUC due to her resignation from the School Board.

3. PUBLIC INPUT: Selectman Richard Maddox questioned the committee as to why its meetings were not televised. He thought that the CUC should set an example for other town committees by televising its meetings. Mr. O’Keefe said we would discuss this issue at a future meeting.

Mr. Bernard said that when he was the Facilitator he had been asked by the BOS to poll all the town committees and find those they wanted to be television. Only a few committees declined the offer to be televised. Mr. Cote said that the Recreation Department had been ready to go and directed Mr. Bernard to contact the Chairman. so they could begin being on Channel 22 Mr. Bernard said he will follow up with the appropriate person at the Recreation Department to coordinate it.

4. APPROVAL OF THE MINUTES:

The minutes of the last meeting of February 18, 2008 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. Knoner. The acceptance of the minutes was voted unanimously.

5. OLD BUSINESS:

A. Update on Plan and Progress of the Access Center and FY10 Budget

Mr. O’Keefe had emailed a draft copy of the plan that he and Mr. Coutu had developed to date. He said that the proposed plan now faces difficulties due to the fact that the town meeting voters failed to accept the FY10 Operating Budget. This means that the default budget would be used in its place. This may require that the budget for the CUC include the same contribution to its Capital Fund that it had in FY09 and that in turn depletes the funds available to furnish the Access Center. Instead of the approximate \$120,000 that was anticipated to be used for the Access Center, the default budget may cause this budget item to be approximately \$60,000. This may mean that we will not be able to construct the facility as previously anticipated due to a lack of available budget funds.

Mr. Maddox suggested that we contact Comcast to see if the CUC could purchase used equipment from them. Mr. O’Keefe said he would investigate the situation. However, until there is clarification on the availability of funds for the Access Center,

it makes the development of a plan more difficult. More information may be obtained from either the Town Administrator and/or the Board of Selectmen (“BOS”) in the near future.

However, the committee did review the draft of the current plan. Suggestions for change included the following:

- The order of the plan presentation be changed to include the most important task first. Mr. O’Keefe said he was following the requirements of the facilitator contract but agreed to change the order.
- Mr. Cote questioned if equipment breakage was a program since it was mentioned in the plan. Mr. O’Keefe said it was not a problem but should be anticipated.
- It was suggested that point 5 be clarified to point out that it is only referring to the Public Access channel (20) and that the SCO and Mr. O’Keefe develop the Bulletin Boards for the other two channels.
- It was emphasized that the role of the CF has changed from the previous role played by the CF. That old role is essentially being done by the SCO which frees up the CF for more creative activities to promote Access TV.
- Mr. Schibanoff thought that more attention should be given to the role of volunteers in HCTV. This would include the time spent by the Chairman, the SCO and several CUC committee members. He thought it was important that the BOS be aware that not all participants in Access TV are paid employees.
- Mr. Cote questioned the role of the School system in HCTV and said that the plan should try to encourage more participation and involvement by the school systems.

Mr. O’Keefe then made reference to another planning document that had been sent by email to the CUC from the CF. It had several interesting ideas and outlined the objectives and goals of HCTV which Mr. Schibanoff thought could be incorporated into the final plan.

Mr. O’Keefe addressed the issue of the budget within the plan. He said he was unable to complete a budget at this time due to a lack of information about the default situation.

The final comments concerned the conclusion section of the Plan. Mr. O’Keefe said that he was trying to convey the fact that the measurement of success for access TV is difficult to assess. Currently there is a lack of operating experience with access TV in an access center. In addition, the best measures of success may not be a quantitative device but a qualitative one. Better programming would be more desirable than having numerous sub-par productions to meet a quantitative goal. He also stated that he hopes the BOS will understand that the duties and expectations of the CF and the SCO are now different and can result in an expanded format for Access TV in Hudson if successful.

Mr. O’Keefe also suggested that perhaps an organizational chart should be included in the plan and Mr. Schibanoff volunteered to draft one. It was decided that the plan

should be presented if possible in the first BOS meeting in April. Mr. O'Keefe that the CUC meet again on April 1, 2009 to finalize the plan and present it to the BOS on April 14, 2009

B. Accountability of Operation, written report

Mr. Cote suggested the CUC develop a set of guidelines for the Camera Operators ("CO") that would explain the expectation of the CUC and HCTV in their performance. It would include information on the proper conduct of a CO, their responsibilities and the responsibilities and the role of the SCO. The entire committee thought this was a good idea and Mr. O'Keefe will work on it and consult with Mr. Coutu about the project.

C. Operator Pool

Mr. O'Keefe said that the recent practice of HCTV was to limit its CO pool to two members. However, this has not worked out as expected so the number may be increased to a pool of four members. New members would be recruited from the high school. This change in procedure will be implemented immediately.

6. NEW BUSINESS:

A. Security of the New Center

Questions have been raised by the BOS as to the security of the new Access Center. After some initial misunderstanding, Mr. O'Keefe said that he had contacted a company called Peimac that could install a system for approximately \$3,788.00. This amount may be less depending upon the access controls that are used. A discussion of the pros and cons of access was held by the CUC. Selectman Nadeau suggested that a Hudson company be contacted since they currently supply the security for the Hill house. Mr. O'Keefe said he would contact them and get a second bid. Mr. O'Keefe will also check with the landlord concerning the current fire safely devices in the building along with any other security devices in place.

B. Authorization of access to the new center

This topic will be address when the security device quotes are obtained as discussed above.

7. OTHER BUSINESS/ REMARKS:

Mr. Kroner inquired about the Access Center having Internet Access. Mr. O'Keefe said that the CF recently had Comcast Internet access installed. Mr. Schibanoff questioned if fiber optic service was considered and Mr. O'Keefe said it was not available in that part of town.

Mr. Bernard suggested that we have business cards made to promote the Internet access of HCTV. This would be done to increase awareness of the website and to inform non-cable users that they may now see HCTV programming on the Internet. Mr. Bernard also said that he has resolved the music issue with Comcast who stated that we should limit the number of splits in the cable access within Town Hall to maintain the quality of sound for HCTV. Finally, the SCO reported difficulties with channel 21 due to its modulator. Mr. O'Keefe said that will most likely need to be replaced.

Mr. Joseph asked if we had any access to information about viewer activity to Channels 20, 21 and 22. Mr. O'Keefe said he was not aware of any and doubted if Comcast would either have such records or provide them to us since it is not in our Franchise Agreement.

Mr. Schibanoff referred to recent comments in the Hudson Litchfield News concerning the Access Center and franchise fee. He asked if a non-public session would be held this evening since it was on the agenda. Mr. O'Keefe and the rest of the committee agreed to address any issue of this nature at the next meeting.

8. ADJOURNMENT:

Mr. Cote moved to adjourn the meeting, seconded by Mr. Kroner. The meeting adjourned at 8:59 P.M.

Submitted by Harry A. Schibanoff, Clerk
March 20, 2009

PUBLIC NOTICE

CABLE UTILITY COMMITTEE

March 17, 2008 - 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. February 18, 2009 Cable Utility Committee Meeting Minutes
- 6. Old Business**
 - A. Update on Plan and Progress of the Access Center and FY10 Budget
 - B. Accountability of Operators, written report
 - C. Operator Pool
- 7. New Business**
 - A. Security of the new center
 - B. Authorization of access to the new center
- 8. Other Business/Remarks by Committee Members**
- 9. Non-Public Session**

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
- 10. Adjournment**

Posted: March 16, 2009