

Minutes of the Hudson Cable Utility Committee (“CUC”) Meeting Wednesday January 21, 2009

- 1. CALL TO ORDER** Chairman O’Keefe called the meeting to order at 7:04 pm.
- 2. ATTENDANCE:** Present: Michael O’Keefe, Rupert Cote, Selectman Roger Coutu, Robert Joseph, Stewart Kroner and Harry Schibanoff. Absent: Brenda Levesque. Jake Nazarian, the Cable Facilitator and Leo Bernard of the Senior Camera Operator attended.
- 3. PUBLIC INPUT:** There was no public input, but Mr. O’Keefe did introduce the newly appointed committee member, Robert Joseph and welcomed him to the CUC. Mr. O’Keefe briefly explained the duties of the committee and had all those in attendance introduce themselves to Mr. Joseph. Mr. Schibanoff confirmed that all newly appointed members had been sworn in at the Town Clerk’s Office.
- 4. APPROVAL OF THE MINUTES:**
The minutes of the last meeting were not available. Mr. O’Keefe said he would be writing the minutes soon and they would be available at the next meeting.
- 5. OLD BUSINESS:** None
- 6. NEW BUSINESS:**

A. Access Center Update and Next Steps, Open House Plans

The lease of the access center located on Old Derry Road has been signed and the HCTV began occupancy on January 1, 2009. Some equipment has been moved to the location, but additional improvements still need to be made such as the necessary lighting and curtains. Mr. Nazarian has been conducting his training classes in the building since January 1st. Mr. O’Keefe asked Mr. Nazarian about his efforts to find vendors to provide the lighting equipment and curtains. Mr. Nazarian reported that he was working on this project. Mr. Cote asked about security at the location in light of its location and the fact that we have begun to store equipment at the center. Mr. Nazarian will consult with the landlord and investigate the necessary security equipment and the procedures and/or approvals needed from the landlord.

Mr. O’Keefe suggested that the CUC hold an open house when the studio is nearly complete. Mr. Schibanoff suggested that an open house serve as an educational genre to make the community aware of what an access center will do and what can be done by the citizens at the location. It was anticipated that the open house might be in April. A general discussion of various activities and productions could be done during the open house ensued.

Mr. Coutu reminded Mr. Nazarian and Mr. O’Keefe that if we make any changes to the structure such as an installation of lights, curtains and painting that we should receive written permission from the landlord to protect HCTV in the future.

B. Recommendation for Increased Facilitator Contract Hours

Mr. O’Keefe said that the proposal for the Access Center to the Board of Selectmen (“BOS”) contained a provision to increase the monthly hours of the Facilitator from 45 to 65. However, it is unclear whether the BOS has agreed to this change. Mr. Coutu was unable to present this request at the December BOS meeting due to a lack of necessary documentation to present this proposal to the BOS. Mr. Nazarian handed out a copy of his contract with written explanations stating his reasons why he thinks his contract should be increased to 80 hours a month. He argued that additional time was necessary to continue and expand his training programs, the need to spend time in editing productions, installing new programming, a need for better definition of the BOS expectations, the increased work to establish the Access Center and improvement of the performance of the camera operators.

Mr. Cote inquired about the use of the Tightrope System and asked why it has not been used to save time in programming. Mr. Nazarian said he has not had the time to develop the Tightrope System to its potential. Mr. Cote asked if there was a higher level of participation from the school system that it would allow Mr. Nazarian more time to do things other than training. Mr. Nazarian said that the schools have not done any training this year. He also added that he thought that additional sports broadcasting in Hudson is needed and it would have an interested audience, but he does not have the camera operators trained to do these types of productions. Mr. Cote pointed out that sports programming is being done in Nashua at a higher level than Hudson and the productions are being used for training purposes. Mr. Nazarian thought that the use of sponsors would help develop such a program, but Mr. O’Keefe said the issue of sponsorship would be deferred to a later meeting.

Mr. Schibanoff asked about the amount of time used in editing. Mr. Nazarian said that he is doing most of the editing and hopes to have others trained in this area in the future to reduce his time performing this function.

Mr. Joseph stated that the training that the HCTV is doing could be used for non-HCTV purposes and questioned if we are just educating people rather than developing programming for HCTV. He suggested that we charge a fee for training, but the committee disagreed with this concept since access television is supposed to be free. Mr. O’Keefe suggested that we amend our policy to require a certain amount of programming from those that we train and/or lend equipment, to avoid this situation.

Mr. Coutu questioned Mr. Nazarian about his training programs and the number of students that are currently enrolled. He questioned the end benefit to the town in providing this training. Mr. Coutu thought that training should be directed to a specific project and/or purpose so we can define the outcomes of the training programs. He questioned if training by Mr. Nazarian was the highest and best use of his time. Mr. Nazarian stated that he thought it was too soon to evaluate the effectiveness of the training programs. Mr. Coutu questioned several current programs done by the trainees, Mr. Nazarian explained the purpose of such programs, and that they will expand in the future. Mr. Coutu also thought that we needed to be

more proactive in working with the school system and their involvement in HCTV. The schools should do more training and the CUC needs to discuss this with the Superintendent. He also thought we should be reaching out to the Chamber of Commerce to also expand programming. Mr. Joseph concurred and thought that specific plan should be developed with the school department.

Mr. Coutu suggested that we learn more about training and access center operations by talking with the Londonderry access center personnel. He suggested their director attend our next CUC meeting. He also said that the BOS would like to have a workshop session with the CUC to discuss its progress and for us to defend the need to increase the Facilitator's hours. Mr. Coutu also said he would ask the BOS specifically what they were looking for in developing a plan to expand the Facilitator's hours. It is possible that the workshop with the BOS could be in February but that has not been determined.

C. Chain of Command for the Facilitator

Mr. O'Keefe pointed out that the Facilitator currently reports to the Town Administrator and not the CUC. This change in the reporting procedure began with the current Facilitator. In the past, the Facilitator reported to the Chairman of the CUC who approved his hours and sent the request for payment to the Town Administrator. Mr. Schibanoff pointed out that we have placed the Facilitator in between two departments and it is resulting in a lot of confusion. Mr. Cote questioned why the change was made in the first place and said that we should return to the old system. Mr. Coutu suggested that we make this recommendation in the plan to expand the Facilitator's hours to the BOS. Mr. Cote made the following motion seconded by Mr. Knoner:

MOTION: That the CUC direct Mr. Coutu, as the BOS representation, to ask that the procedure previously used where the Facilitator report directly to the Chairman of the CUC, be reinstated effective immediately.

There was no further discussion and the motion passed unanimously.

D. Hudson Memorial School Video Club Request for Support

Mr. Cote said that a new video club is forming in the middle school and they have inquired if the CUC could support them in learning how to create productions. Mr. O'Keefe asked what they were specifically looking to receive from us and Mr. Cote was not sure. It was suggested that the person in charge of this program come before the CUC and present a proposal to us. Mr. Coutu stated that we must be careful in supporting school programs since our funds are the responsibility of the town and subject to the BOS oversight and approval.

E. HCTV Resources Available to Candidates for the March Elections

Mr. Cote asked if we could encourage candidates involved in the upcoming Town and School Elections to use HCTV as a medium of communication to the community.

Mr. Nazarian questioned the CUC's ability to provide political programming. Mr. Schibanoff read the current policy to the CUC which points out that we do not have to provide equal time but we do need to provide equal opportunity to all candidates. Mr. Nazarian suggested developing a program explaining this distinction to the public to avoid confusion. Mr. Coutu strongly concurred.

F. Election of Officers

Before the election began, Mr. O'Keefe told the CUC that the Clerk had suggested some sort of backup for his position for when he is absent from meetings. It was decided that this would be done informally and Mr. Coutu said he would volunteer.

The election then took place. Mr. Cote nominated Mr. O'Keefe as the Chairman of the CUC in 2009. Motion was made by Mr. Coutu and seconded by Mr. Cote:

MOTION: Nominations for Chairman be closed.

It passed unanimously.

Mr. Schibanoff nominated Mr. Cote as the Vice Chairman of the CUC in 2009. Motion was made by Mr. Coutu and seconded by Mr. Kroner:

MOTION: Nominations for Vice Chairman be closed.

It passed unanimously.

Mr. Kroner nominated Mr. Schibanoff as the Clerk of the CUC in 2009. Motion was made by Mr. Coutu and seconded by Mr. Cote:

MOTION: Nominations for Clerk be closed.

It passed unanimously.

The slate of candidates was then placed before the CUC and it moved by Mr. Coutu and seconded by Mr. Kroner that:

MOTION: That one vote is cast in favor of the above listed slate of candidates.

The motion passed unanimously and the officers were elected.

7. OTHER BUSINESS/ REMARKS:

Mr. Nazarian asked that an additional microphone and light be purchased for use by the camera operators. He did not have the documentation for the purchase and the request was deferred to the next meeting.

Mr. Schibanoff stated that he thought the online streaming of broadcasted meetings was excellent and a great service to the community. He also inquired about the role of HCTV in the upcoming Deliberative Sessions and Mr. O'Keefe asked for any volunteers. Finally, Mr. Schibanoff thanked Mr. Coutu for his support and recommendations at the recent appointment of several CUC members by the BOS.

Mr. Bernard asked about the use of staging at the Deliberative Sessions and Mr. O'Keefe said he was dealing with it.

Mr. Cote congratulated Mr. O'Keefe for his service as Chairman of the CUC and he thanked the whole committee for their commitment.

Mr. O'Keefe talked about details concerning the Deliberative session Mr. Nazarian inquired if persons trained in camera use other than operators could volunteer their time for the meetings. Mr. O'Keefe said they could.

8. ADJOURNMENT:

Mr. Cote moved to adjourn the meeting, seconded by Mr. Kroner. The meeting adjourned at 9:46 P.M.

Submitted by Harry A. Schibanoff, Clerk
January 23, 2008

PUBLIC NOTICE
CABLE UTILITY COMMITTEE

January 21, 2009 - 7:00 p.m.
Town Hall, 12 School Street, Hudson, NH 03051
Community Development Meeting Room

AGENDA

- 1. Call to Order**
- 2. Attendance**
- 3. Public Input**
- 4. Approval of Minutes**
 - a) None**
- 5. Old Business**
- 6. New Business**
 - a) Access Center update and next steps, open house plans**
 - b) Recommendation for increased facilitator contract hours**
 - c) Chain of command for Facilitator**
 - d) Hudson Memorial School Video Club request for support**
 - e) HCTV resources available to candidates for March elections**
 - f) Election of officers**
- 7. Other Business/Remarks by Committee Members**
- 8. Adjournment**

Posted: January 20, 2009