

Minutes of the Hudson Cable Utility Committee (“CUC”) Meeting Tuesday, April 15 2008

- 1. CALL TO ORDER** Chairman O’Keefe called the meeting to order at 7:02 pm.
- 2. ATTENDANCE:** Present: Michael O’Keefe, Rupert Cote, Brenda Levesque, Jeanne Johnson and Harry Schibanoff. Absent: Roger Coutu. Leo Bernard, Interim Cable Facilitator was also in attendance.
- 3. PUBLIC INPUT:** Mr. O’Keefe announced that Selectman Roger Coutu would be the new CUC representative from the Board of Selectmen and that Leo Bernard has resigned from the CUC and is now the Interim Cable Facilitator.
- 4. APPROVAL OF THE MINUTES:** There were two minor changes to the March 18, 2008 minutes as explained by Mr. Schibanoff. They were grammatical in nature. Motion was made by Mr. Cote to accept the minutes and seconded by Ms. Johnson. Its acceptance was voted unanimously.
- 5. OLD BUSINESS:**
 - A. ID Badges:** Mr. O’Keefe distributed the new ID badges for CUC members. He advised Mr. Cote and Ms. Johnson that if that desired to have an ID badge to please contact Ms. Lisa Nute.
 - B. Department access without special forms:** Mr. Cote inquired what the status was of our discussion on requiring Town departments to submit a blanket permission form for providing programming to HCTV. Mr. Schibanoff thought that we had decided to use a one-time permission form that would be outstanding until a department head changed. Mr. O’Keefe said he would discuss this procedure with the Town Administrator for permission to follow this procedure.
 - C. Production Studio Location:** The attempt to begin the search for a possible location was thwarted by the resignation of our previous Facilitator. Mr. O’Keefe said that he and Mr. Bernard may begin a search soon. A discussion was also held about the possibility of using various town buildings. This item will continue to be on future agendas.
- 6. NEW BUSINESS:**
 - A. Facilitator Position:** Mr. Bernard will be the Interim Cable Facilitator until June 30, 2008 or until a replacement is found. Mr. O’Keefe added that Mr. Bernard has been doing a fine job since he began on April 1, 2008. A discussion was held on various ways to advertise of find a new Facilitator and it was decided that an advertisement would be placed in the Hudson Litchfield News and possibly The Telegraph. One difficulty in finding a person for this job is the small number of hours that our allocated for the position. A discussion of the job description and the terms of agreement were also reviewed by the CUC.

- B. Recruitment of Camera Operators:** Mr. Cote asked if the CUC could be more proactive in finding camera operators from Alvirne. After a discussion of the anticipated needs for next year, it was decided that we should continue with the current method of recruitment to avoid overstaffing the camera team. Overstaffing could result in fewer hours for more operators, thus reducing their income, which make recruitment more difficult.
- C. Feed back to CUC of outside comments:** Mr. Cote inquired if we ever receive any feedback from the community. Mr. O’Keefe said that we generally receive positive comments and that the public is glad that we have expanded our programming. A suggestion was made that we may want to seek programming from other towns, a process known as “bicycling” programs so that several communities can use programs of general interest. A discussion was also held concerning the use of HCTV by other Town departments that may be able to communicate with the town through that medium.
- D. Committee Members:** Mr. Schibanoff inquired if we would be seeking to fill the current vacancies on the CUC. Mr. O’Keefe explained that we were at this level before the Board of Selectmen expanded the committee several years ago. We currently have three vacancies, but we can continue to operate at our current level. If someone requests to be on the CUC, will we forward his or her name to the Board of Selectmen.
- E. BOS Meeting Room Camera Replacements:** Mr. O’Keefe said that new monitors have been installed in both the Board of Selectmen Room and the Community Development Room. New electrical wiring will be necessary and is expected to be completed shortly. He also said that the cameras used in the Board of Selectmen Room have become obsolete over time and the quality of the usage is becoming below par. He suggested that we replace the four cameras in that room. He also suggested that we install high-resolution cameras to provide a longer time period of use until they become obsolete. A proposal from Access A/V was handed out and Mr. Cote moved that:

MOTION: Mr. O’Keefe is authorized to purchase four Panasonic WV-CS954 cameras at a price not to exceed \$6,400.00, which includes the cost of installation.

Mr. Schibanoff seconded and with no further discussion and it passed unanimously.

7. OTHER BUSINESS/ REMARKS:

- A. Other Business:** None

B. Remarks:

- a. Mr. Cote suggested we send Mr. McIntosh a letter of appreciation for his services to the CUC. Mr. O'Keefe said he would write a letter.
- b. Mr. O'Keefe said that the town is still studying the use of fiber optic cabling between town office and buildings that HCTV could also use.
- c. Mr. Bernard reported on his progress to date as the Interim Facilitator and also did a review of all inquiries received from the public to HCTV. He also said that the camera operators were appreciative of the \$1.00 raise recently approved by the Board of Selectmen and they thanked the CUC for its implementation.

8. ADJOURNMENT:

Mr. Cote moved to adjourn the meeting, seconded by Ms. Johnson. The meeting adjourned at 8:11 P.M.

Submitted by Harry A. Schibanoff, Clerk
April 17, 2008



TOWN OF HUDSON
CABLE UTILITY COMMITTEE

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PUBLIC NOTICE
CABLE UTILITY COMMITTEE

April 15, 2008 - 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. March 18, 2008 Cable Utility Committee Meeting Minutes
5. **Old Business**
 - A. ID Badges
 - B. Department access without special forms
 - C. Production Studio Location
7. **New Business**
 - A. Facilitator Position
 - B. Recruitment of Camera Operators
 - C. Feed back to CUC of outside comments
 - D. Committee members
 - E. BoS Meeting Room Camera Replacement
8. **Other Business/Remarks by Committee Members**
9. **Adjournment**

Posted: April 14, 2008