

## **Minutes of the Hudson Cable Utility Committee Meeting Tuesday, April 17, 2007**

- 1. CALL TO ORDER** Chairman O’Keefe called the meeting to order at 7:02 pm.
- 2. ATTENDANCE:** Present: Michael O’Keefe, Leo Bernard (late arrival), Steve Boucher, Rupert Cote, Jeanne Johnson, Brenda Levesque and Harry Schibanoff. Excused: Douglas Robinson Absent: Ahmed Elmahdy. James McIntosh, Cable Facilitator was also in attendance.
- 3. PUBLIC INPUT:** None, but Mr. O’Keefe introduced the new school board representative Brenda Levesque to the Cable Utility Committee (“CUC”) and explained its background, purpose and functions.
- 4. APPROVAL OF THE MINUTES:** Mr. Cote stated that his name was incorrect in Section 6.B. Mr. Schibanoff will correct the error. There were no further comments about the Minutes. Motion was then made by Mr. Boucher to accept the March 20, 2007 as amended and seconded by Mr. Cote and voted unanimously.

### **5. OLD BUSINESS:**

**A. Marketing Promotion Letter:** Mr. O’Keefe distributed the marketing promotion letter that was written approximately a year ago. It was designed to be sent to various community groups in the town to inform, promote and make aware the use of HCTV. Ms. Levesque inquired about the use of HCTV programming and how it is used in the community. A brief discussion was held concerning the difference between public broadcasting and commercial broadcasting. Mr. Schibanoff suggested that the entire web address be included in the letter to direct people to the HCTV page, since it is difficult to find from the town home page. The use of the word low-cost was also discussed and the final determination of the discussion was to delete it from the letter. Finally, the types of organizations that could be reached was discussed and Mr. O’Keefe directed the Clerk to try to find the addresses. Mr. Cote inquired if students could be used by these groups to help them develop programs and Mr. Boucher suggested that we do more promotion of HCTV on the community bulletin board. There being no further comments Mr. Boucher moved:

**MOTION:** That the marketing promotion letter as amended be accepted and sent to non-profit groups. Mr. Cote seconded the motion. There was no further discussion and the motion passed unanimously.

### **6. NEW BUSINESS:**

- A. Tightrope Media System:** Mr. O’Keefe explained that this system was demonstrated to most of the CUC last month. He said that our existing system

was getting old and limited in what it can do. He said that he and Mr. McIntosh had looked at several other systems but found that the Tightrope system would be best suited for our needs. The system is used in Londonderry, Salem and Windham. The system has three components that were explained in detail in a separate handout. First is the Cable Automation System that would streamline the setting up and scheduling of programs, and can also be used to stream programming over the Internet for viewing by non-cable subscribers. The second component is the Carousel Digital Messaging System. It would increase the capacity of our community bulletin board to allow different messages on each channel and could be used for emergency broadcasting in addition to several other improvements in developing messages during programs. The third component is a Video Server that would record program material onto a hard disk drive that would eliminate the need for DVD, VHS and DV players. It would also store and create various types of accesses to programming and archiving of programs. Mr. O'Keefe distributed a spreadsheet analysis of the various costs of all these systems. It was estimated to cost \$30,059. We already have some of the components necessary and we could also save costs by installing the system ourselves. Mr. Boucher questioned the size of the storage of the system and suggested that we request several bids at various sizes. Mr. O'Keefe concurred. Mr. O'Keefe answered various question from the Group on what certain components did and why they were necessary. Due to the size of the expenditure, it will be necessary to obtain Selectman approval. It would also be desirable to purchase the system in this fiscal year since it was included in our budget. Mr. Boucher then moved:

**MOTION:** That Mr. O'Keefe is authorized to move forward with the process to purchase of the Tightrope Media System at a cost of approximately \$30,000.00 and to present our request to the Board of Selectman. Mr. Bernard seconded the motion and with no further discussion the motion passed unanimously.

- B. Other Items:** Mr. Cote suggested that we obtain some sort of identification as HCTV/CUC committee members. Mr. O'Keefe will inquire if the town can produce them. Mr. O'Keefe will also look into purchasing HCTV shirts or T-shirts to be used when the committee and its staff are filming programs. Mr. McIntosh suggested that we obtain press passes from the NHCCM that would give us credentials to attend public events and/or sporting events for broadcasting purposes. Mr. McIntosh will investigate how we could achieve this.

Mr. O'Keefe stated that the Clerk had updated the Policy Manual to include Comcast Corporation. The Policy manual was distributed to the committee members and after a brief discussion it was moved by Mr. Bernard:

**MOTION:** That we accept the amendments to the Policy Manual to be known as Revision 4 dated April 17, 2007. Mr. Cote seconded the motion and it passed unanimously.

Mr. O’Keefe passed out an information sheet concerning the purchase of new headsets. Our current headsets are failing and it was suggested that we replace them. He suggested that we purchase six headsets. A discussion followed on the pros and cons of the different headsets and it was then moved by Mr. Bernard:

**MOTION:** That Mr. O’Keefe is authorized to purchase six wireless Portacom headsets for one ear use and two headsets for both ear use at a price not to exceed \$4000. Mr. Schibanoff seconded the motion and it passed unanimously.

## **7. OTHER BUSINESS/ REMARKS:**

- a. Mr. Schibanoff questioned if we would be broadcasting the next Planning Board meeting at the Community Center. Mr. McIntosh said that were going to broadcast it.
- b. Mr. Cote inquired about what we do with equipment that is replaced. Mr. O’Keefe said that we store it for backup purposes.
- c. Mr. O’Keefe said that the Town has invited us to an Ice Cream Social on May 3<sup>rd</sup> and that each committee member can R.S.V.P. separately. He also said that the Character Generator has been ordered as well as an interface for the projector in the Community Room allowing for a direct feed to our broadcasts. He also said that he is investigating the purchase of a portable lighting kit and also wireless microphones for each control room.
- d. Mr. Bernard asked if a laptop commuter could be purchased so that we would not have to move the commuter in and out of the control room. Mr. O’Keefe said that we might not need the commuter in the future if we purchase the Tightrope System, so it may just be stored in the van. Mr. Bernard also reported that the lighting has been changed in the Community Room.
- e. Mr. Boucher asked about the supervision of camera operators and the ability of the two control rooms to communicate during broadcast. Mr. McIntosh said that he does supervise the camera operators and that there are no communication abilities at this time.

## **8. ADJOURNMENT:**

Mr. Bernard moved to adjourn the meeting, seconded by Mr. Cote. The meeting adjourned at 8:45 P.M.

Submitted by Harry A. Schibanoff, Clerk  
April 19, 2007



**TOWN OF HUDSON**  
**CABLE UTILITY COMMITTEE**



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**PUBLIC NOTICE**  
**CABLE UTILITY COMMITTEE**

April 17, 2007 - 7:00 p.m.  
Town Hall, 12 School Street, Hudson, NH 03051  
Selectmen's Meeting Room

**AGENDA**

1. **Call to Order**
2. **Attendance**
3. **Public Input**
4. **Approval of Minutes**
  - A. March 20, 2007 Cable Utility Committee Meeting Minutes
5. **Old Business**
  - A. Marketing Promotion Letter
6. **New Business**
  - A. Acquisition of *Tightrope Media Systems* digital automation and signage system
7. **Other Business/Remarks by Committee Members**
8. **Adjournment**

Posted: April 16, 2007