

**Minutes to the Hudson Cable Utility Committee Meeting
Tuesday, June 20, 2006**

- 1. CALL TO ORDER** Chairman O’Keefe called the meeting to order at 7:00 pm.
- 2. ATTENDANCE** Present: Leo Bernard, Rupert Cote, Kathleen MacLean, Michael O’Keefe, Harry Schibanoff, David Bouchard, Ahmed Elmahdy. Also in attendance the Cable Facilitator James McIntosh. Absent: Denise Babcock and Steve Boucher.
- 3. APPROVAL OF THE MINUTES** Minutes were not available for the last meeting.
- 4. PUBLIC INPUT:** none
- 5. OLD BUSINESS Local Studio Rental Space:** The results of David Bouchard’s investigation of available first floor space in Hudson for HCTV showed that it was difficult to find such space in Hudson at this time. He said that in general available space was limited in town, so no location could be found.

Power Point® Policy Standards: Harry Schibanoff distributed the revised Policy Standards for Power Point® Presentations using HCTV Equipment. Discussion was held concerning the 24-hour notice period and it was decided it was satisfactory. Mr. Rupert amended the fourth bullet to delete the word “but.” Mr. O’Keefe suggested that the policy be inserted into the Cable Utility Committee (“CUC”) Policies and Procedures Manual. Ms. MacLean believed the policy would need Board of Selectmen (“BOS”) approval. Mr. Schibanoff requested that perhaps the Policy it could on the BOS consent agenda.

Motion: Motion was made by Leo Bernard and seconded by Ms. MacLean to adopt the above stated Policy and to forward it to the Town Administrator and School Superintendent. The motion received unanimous approval.

Meeting Room Usage for HCTV Productions: Mr. O’Keefe gave a synopsis of his presentation to the BOS of a policy for use of the BOS room for HCTV productions. He was directed by the Selectmen to develop a more definitive policy that would include prohibited uses of the room. Discussion was held on various approaches to use in defining the prohibited uses of the room. It was decided that the following would be prohibited: nudity, food, animals, animal husbandry, sports activities and any illegal or prohibited uses of the building as stated in its use as a Town Hall. The BOS had requested that the town Seal and Flags be covered and/or removed when the room is used for private productions. The BOS also requested that an adult be in attendance if minors were present in the room. Selectman Massey suggested that programming done in the room be shown on Channel 20.

After general discussion it was decided to come up with a phrase that would state that activities in the room should be of a nature that is appropriate and consistent with the use of Town Hall and general office space. Mr. McIntosh will investigate the policies of

other towns in the area. Mr. O’Keefe will draft a policy for the next meeting of the CUC and then present it to the BOS after that meeting.

6. NEW BUSINESS Combined Library and Cable Access Center Mr. O’Keefe reported that he had been in contact with the Library Board of Trustees (“LBOT”) concerning their proposed facility in the northern part of town. A copy of the floor plan of the Londonderry Access Center building was distributed for review. It was decided that the CUC would not need the same amount of space as the Londonderry facility, but would be a separate wing of the proposed library. The LBOT has retained an architect who has reviewed the plans from Londonderry building and estimated that the cost would be at a rate of \$200 per square foot for a new access center. The cost to the CUC at this time would be approximately \$12,000 for an architect’s plan.

Mr. Bouchard expressed concerns about the separation of the library and cable access center. He questioned how operating costs of the building would be divided between the two entities and was concerned that the library may at some future point want to occupy the space. It was pointed out that the facility would have a separate entrance for the center and we would be independent from the library. Mr. McIntosh informed the CUC that space was also requested for our van to be parked at that location.

Motion: Dave Bouchard moved that the CUC move forward with the exploration of the options to have this joint effort with the library, but that no funds be expended at this time. Mr. Bernard seconded the Motion and the motion passed unanimously.

Bid recommendation for Community Development Room Mr. O’Keefe stated that the wiring and construction of video equipment in the Community Development room was advertised in The Telegraph and three bids were received. A discussion was held on the merits of each bid. Mr. Bouchard expressed concerns about the warranties and service agreements that were shown in one bid but not the other two. It was decided that the optimal bid at this time was from Great Northern Video. Mr. O’Keefe directed Mr. McIntosh to contact Great Northern to receive clarification on their response times to problems and other implied or granted warranties.

Motion: Mr. Bouchard moved to accept the bid of Great Northern Video for the amount of \$27,767.16 pending submission of a written service agreement and/or other warranties. Motion seconded by Leo Bernard. All members of the CUC voted in favor except Ms. MacLean who voted no.

Kids Summer “Video Camp”: Rupert Cole said that he had been in touch with the Recreation Department of the town to discuss the possibility of starting an educational program for 5th to 8th graders as video camera operators as part of Recreation’s Department summer program. Although it was too late to start such a program in this year, it may be something the CUC could support in the future. Mr. McIntosh suggested that that he and the CUC explore other types of programs to get the youth involved in video production in Hudson. Mr. Bouchard questioned if the school system could also be involved in a similar program. It was the consensus of the CUC that further discussion

should be pursued with the Recreation Department and that Mr. Cole would be our representative.

7. REMARKS/OTHER BUSINESS Selectman MacLean reported that Selectman Massey had attended a meeting on local governmental issues and he learned that it would be in the Town's best interest to have all Franchise Agreements within the town expire at the same time. This would assure a fair process for all parties involved. Also, that the Town should try to obtain from the cable access franchises an emergency audio system to broadcast emergencies within the Town.

Mr. Schibanoff commented on the recent articles in The Telegraph concerning the starting of access TV in Nashua. He also commented on the positive statements in recent additions of The Hudson Litchfield News concerning HCTV. An issue with picture quality on recent government broadcasts on Channel 22 was also discussed.

Mr. Bernard commented on the success of the taping of the Alvirne graduation on June 17th and reported that the School Board will be meeting on June 26th at 6:30 P.M.

Motion: Mr. Bernard moved that the July 18, 2006 meeting of the CUC be cancelled. There was no second and no vote was taken.

Mr. Bernard and Mr. McIntosh attended a recent meeting on access TV in Manchester and found it informative on issues of access TV in Concord.

Mr. O'Keefe reported no progress on the Verizon Contract and that no other towns have made any decisions related to Verizon Cable. He also stated the equipment purchases approved at the last CUC meeting have been approved and will be delivered soon.

Mr. Cole said he working on several productions with the Police Department on Internet concerns with minors.

8. ADJOURNMENT Motion: Mr. Bernard moved to adjourn and Ms. MacLean seconded. All voted in favor and the meeting ended at 9:02 P.M. The next meeting is scheduled for July 18, 2006 in the Community Development Room.

Submitted by the Clerk pro tem, Harry Schibanoff
June 23, 2006