

**Minutes to the Hudson Cable Utility Committee Meeting
Tuesday, May 16, 2006**

1. CALL TO ORDER Chairman O'Keefe called the meeting to order at 7:10 pm.

2. ATTENDANCE Present: Leo Bernard, Steve Boucher, Rupert Cote, Kathleen MacLean, Michael O'Keefe, Harry Schibanoff, David Bouchard, Ahmed Elmahdy. Also in attendance the Cable Facilitator James McIntosh. Absent: none.

3. APPROVAL OF THE MINUTES The motion was made by Leo Bernard and seconded by Rupert Cote to accept the minutes of the April 18, 2006 meeting with one amendment. The motion received unanimous approval.

4. PUBLIC INPUT none

5. OLD BUSINESS **Report on Availability of Local Studio Rental Space** Item was tabled until the next meeting.

Approval of PowerPoint® Policy Standards Item was tabled until the next meeting.

Meeting Room Usage for HCTV Productions: Chairman O'Keefe distributed the Hudson Police Department's meeting room usage form to the committee. He suggested that the form be modified and used for the Selectman's meeting room. The recommendation was made that all eligible groups and members of the public pursuant to HCTV Policy and Procedures be allowed to use the Selectmen's Meeting Room for producing programs. The usage of HCTV cameras and equipment requires the presence of a certified HCTV operator. HCTV would supply a list of available certified operators to all producers seeking to use the facility. The committee agreed that it would be up to the people using the room to secure their own operator. Committee members also agreed that a fee for use of the room should not be required for two reasons: the programs are for public access, and no one else pays fees for producing programming. Discussions were then held as to the appropriate uses of the room for programs. The committee agreed that any request for use of the room would be accepted or rejected based on the appropriate use of the meeting room.

Motion: A motion to submit a modified version of the Hudson police department meeting room request form to the BOS for approval was made by Leo Bernard and seconded by Rupert Cote. The motion was approved unanimously. Chairman O'Keefe will present the recommendation to the BOS at their next meeting.

Proposal for Wiring the Community Development Room Chairman O'Keefe stated that the BOS would look to the committee for a recommendation on wiring the Community Development Meeting Room to record meetings. A discussion was held and the committee agreed that it was a good idea to wire the other meeting room, and the committee proposed three options:

- Create a separate production facility located in the smaller meeting room located off the Community Development meeting room, and have two control rooms.
- Move all equipment from the current control room over to the new location in the smaller meeting room and have one control room.
- Move all the equipment for both locations into the current control room. The committee agreed that this was not a valid recommendation.

The committee agreed that the primary goal should be to acquire the smaller meeting room as a control room. Mr. Bernard informed the committee that Trustees of the Trust Fund and members of the Checklist use the room for meetings. There are also some storage items in the room for Community Development and training. The committee felt that the meetings could be moved to other locations, and the storage items posed no problems for any equipment that might be installed. Plans were then discussed for financing the wiring, including budgeting the cost over two years. Unused funds from this year's budget could be encumbered for the project. The committee agreed to include financing ideas as part of their recommendation to the BOS. By using funds left from the current budget, work could conceivably start July 1.

Motion: Mr. Schibanoff made a motion and Mr. Bouchard seconded to allow the chairman to recommend wiring the Community Development Room and using the smaller conference room as a control room. All members voted in favor except Mr. Bernard who abstained.

Chairman O'Keefe mentioned to the committee that the BOS wanted suggestions for improving the production quality of the Selectman's Meeting Room. The committee agreed to direct Mr. McIntosh to work with the Town Administrator to make recommendations on changes in lighting and wall color to improve production quality.

6. NEW BUSINESS Renewal of Facilitator Contract After discussions by the committee, the motion was made by Leo Bernard and seconded by Rupert Cote to recommend the renewal of the Facilitator Contract to the BOS with an increase in the contract hourly rate from \$20.00 to \$22.00 after the completion of one full year of service. Mr. Boucher called for a roll call vote. All members of the CUC voted in favor of the motion except Mr. Boucher who voted no.

The motion was then made by Chairman O'Keefe and seconded by Leo Bernard for the committee to enter into non-public session pursuant to article 91-A:3II(d) at 9:15 pm. The motion received unanimous approval. A roll call vote to seal the minutes of the non-public session was approved unanimously with the exception of Mr. Elmahdy who was absent from the vote. The committee ended non-public session at 10:20 p.m.

7. REMARKS/OTHER BUSINESS Chairman O'Keefe requested authorization from the committee to purchase new camera systems with tripod and carrying case. Committee members agreed to allow the chairman to determine the make-up of the systems to be purchased. Mr. Bouchard suggested negotiating with a government sales representative for the lowest price possible.

Motion: A motion was made by Mr. Schibanoff and seconded by Mr. Bernard to authorize the chairman to purchase the camera systems not to exceed \$5,500.00. The motion was approved unanimously.

Mr. Bernard reported that he and Mr. McIntosh attended a marketing workshop for PEG Access. He also noted the compliments he received from the Animal Control Officer for the *Living with Coyotes* program on HCTV.

Mr. Cote suggested that the committee consider asking Mr. McIntosh to train the Recreation Department Director to film a proposed soccer game. He further suggested that other town organizations could receive production training at the Hudson Police Department meeting room.

8. ADJOURNMENT Motion: Mr. Bernard moved to adjourn and Ms. MacLean seconded. All voted in favor and the meeting ended at 10:40 p.m. The next meeting is scheduled for June 20, 2006 in the Selectman's Meeting Room.

Submitted by the Clerk, Denise Babcock
July 15, 2006

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