

**Minutes to the Hudson Cable Utility Committee Meeting
Tuesday, April 18, 2006**

1. CALL TO ORDER Chairman O'Keefe called the meeting to order at 7:05 pm.

2. ATTENDANCE Present: Denise Babcock, Leo Bernard, Steve Boucher, Rupert Cote, Kathleen MacLean, Michael O'Keefe, Harry Schibanoff, David Bouchard Absent: Ahmed Elmahdy. Also in attendance were the HCTV Facilitator, James McIntosh, and the Chairman of the Board of Selectman Richard Maddox

3. APPROVAL OF THE MINUTES

Several corrections were made to the minutes of March 21, 2006. Leo Bernard moved to accept the amended minutes, and they were approved unanimously.

4. PUBLIC INPUT: none

5. OLD BUSINESS

HCTV Studio Space Rental

David Bouchard will present a report to the committee at their next meeting on rental rates and availability. The Clerk was asked to draft an authorization letter for David Bouchard, giving him permission to research rental information on behalf of the committee, and forward the draft to the Chairman. Steve Boucher noted that rental space must be ADA compliant. Selectman MacLean wondered if the committee would be interested in the two library buildings for studio space. Rupert Cote also suggested that land and buildings the town owns now might be suitable for studio space.

Policy Standards for Power Point® Presentations Using HCTV Equipment

Amendments to the policy were not ready and the document will be held for the next meeting.

Policies for Using the Selectman's Meeting Room

A discussion was held about using the meeting room as a studio, or as just a meeting room facility. The consensus was that if the room is used as a studio, it needed a qualified operator in attendance, and fees could be required.

Selectmen Maddox was then recognized, and stated that the committee needed to present too the BOS a fee schedule for use of the Selectman's Meeting Room. He also informed the committee that the mobile van can return to the Melendy Road garage, and requested that keys be left for the Highway Department personnel.

Committee members agreed that the town must have a policy for use of the meeting room. They also agreed that whoever signs up to use the room should receive a list of qualified personnel available to assist them. The possibility of adding drapes was also mentioned, so that the space wouldn't look like an "official" meeting room. The committee agreed to wait until next month to discuss a policy for using the meeting room.

Selectman MacLean offered to research forms that might be used to reserve other town meeting rooms, such as the Ann Seabury Room. Steve Boucher made a motion to table the discussion to the next meeting.

6. NEW BUSINESS

Proposed Verizon Cable TV Franchise Agreement

Committee members noted that Verizon was already running fiber optics cable around town and agreed that the town would benefit by having two cable providers.

The question was raised whether or not the committee should be in non-public session for contract discussions. Chairman O'Keefe stated he would confirm procedures and report to the committee by the next meeting. Committee members already had picked up copies of the Agreement for their review.

7. OTHER BUSINESS AND REMARKS

Chairman O'Keefe had the following additional business items for the committee to consider:

He presented the committee with three different bid scenarios for wiring the Community Development Room in order to tape additional government meetings.

- Equipment for the small conference room
- Install a new equipment rack in the current equipment room
- Move the existing control room to the other side of the building, which has 4 times the existing space

The bids ranged from \$20,096.16 to 22,794.16. Committee members suggested putting the expense in the '07 budget, and encumber funds from what might be left in the '06 budget. The committee also requested one or two more bids to present to the BOS.

Steve Boucher noted that decks were missing from the Northern Video quote. David Bouchard suggested that Chairman O'Keefe also check with sales representatives for government sales.

The Chairman noted that operators began archiving to DVD on January 1, 2006. The committee decided that operators should not be allowed to simulcast a program for any individuals or news organizations. A motion was made and approved not to provide simultaneous recordings of meetings for outside use. The policy for distribution of copies needs to be fair and impartial for all. An archive tape of programs and government meetings will be available on a first come/first serve basis.

Rupert Cote asked about the status of the wiring for the monitor upstairs. Leo Bernard responded that town maintenance is still working on the required cable feeds.

Steve Boucher remarked to the committee that we should be aware of what we plan to spend before the end of the '06 budget in order to encumber funds for future projects.

Kathleen MacLean notified the committee she will be away the 3rd week of the month in May and July.

8. ADJOURNMENT The meeting adjourned at 10:00 PM. The next meeting is scheduled for May 16, 2006 in the Selectmen's Meeting Room.

Submitted by Denise Babcock, Clerk
May 16, 2006