



TOWN OF HUDSON  
CABLE UTILITY COMMITTEE



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PUBLIC NOTICE  
CABLE UTILITY COMMITTEE

**December 11, 2023**

HCTV Access Center  
Benson Park  
19 Kimball Hill Road  
Hudson, NH 03051

**APPROVED July 8, 2024**  
**MINUTES**

1. **Call to Order By:** Chairman Michael O'Keefe at 7:00PM
  
3. **Attendance**
  - **Present**
    - Michael O'Keefe {Chairman}
    - Stu Kroner {Vice Chairman}
    - Diane Cannava {Clerk}
    - Len Segal {Member}
    - Pete Lanzillo {Member}
    - Ethan Beals {School Board Representative}
    - Jim McIntosh {Director of Community Media}
  - **Absent**
    - Florence Nicholas - resigned
  - **Excused**
    - Bob Guessferd {Selectmen Representative}
  
4. **Public Input** - no public input
  
5. **Approval of Minutes**
  - a. **June 12, 2023 Minutes**
    - MOTION: to approve Minutes for June 12, 2023 as written.**
    - Motion made by Len Segal and seconded by Stu Kroner.**
    - Motion passed: 5-0-1.**
    - (Abstention by Ethan Beals, not in attendance at meeting.)**

## 6. Old Business

### a. HCTV Policies and Procedures Final Review

Chairman Mike O'Keefe inquired as to all HCUC members' suggestions received and addressed by Jim McIntoch. Mike and Jim with Committee members discussed and confirmed that it appears that the updated version is completed with all corrections, additions and format changes and that they have been included into the revised *Policies and Procedures Manual* and the updated document is ready for Board of Selectmen approval. In response to Len Segal's inquiry, Jim stated this is a live document and future changes can be made as deemed necessary. Chairman O'Keefe stated that upon approval by Committee this document will be presented to the Board of Selectmen by Jim McIntoch for its approval.

**MOTION: for the Committee to approve the changes to the HCTV *Policies and Procedure Manual* through all the edits made as of this meeting. Motion made by Len Segal and seconded by Stu Kroner. Motion passed 6-0.**

## 7. New Business

### a. HCTV Equipment purchases and replacements

Jim McIntoch shared that one of HCTV's best camera, a Canon XF 405, was broken and a Canon XA65 was purchased which was less expense than a replacement. Jim also mentioned a past purchased of a JVC Sport camera that allows for logos and scoreboard graphics that has been used for Facebook feeds streamed over internet or cell phone. This sport camera is out for repair of a damaged USB antenna port. Comcast has installed a new modulator which is in progress to be activated by them by end of year which will allow for a High Definition channel.

### b. HCTV Staffing Updates

Jim McIntoch reported that the Revenue Fund is slowly going down due to more people streaming which doesn't contribute to Access Television. So HCTV has decided to incorporate the Videographer Position into the HCTV Assistant Position. Therefore next year HCTV will go with a Director, a Senior Producer, Junior Production Coordinator, Part Time Assistant and a Full Time Assistant to take care of all HCTV needs. Jim stated that this will eliminate the four-hour minimum and pay raises with temporary staff... all to up quality and trim budget at the same time. Two videographers resigned with two still in place, one in college and the other in high school.

### c. Political Broadcasts

Jim McIntoch has created a *Guidelines For Political Broadcasts* document included in the *Policies and Procedures Manual* for use by any candidate running for office in Hudson. These Guidelines to be initiated for the next scheduled election. Jim welcomed any Committee suggestions for the currently available informational packet that HCTV supplies to candidates prior to their broadcasts. Ethan Beals suggested that HCTV share said HCTV political guidelines document with the Town Clerk to distribute to candidates when they request their candidacy declaration application. Pete Lanzillo asked about any effect Guidelines will have on "interview shows". Jim responded no effect; proceed as usual.

#### **d. Director's Report**

Jim McIntoch shared that Mike Pillon is the new HCTV Assistant who replaced former Assistant who went to MerrimackCTV. Mike comes with a vast amount of experience and already is involved in additional meetings and face-to-face field assignment broadcasts. HCTV has completed the annual Holiday Greetings video, Hudson Memorial School Festival of Wreaths Stroll, Theater Play, PMA Christmas Show, HMS and AHS Combined Instrumental and Jazz Concert, Hills Garrison Chorus, Wreaths Across America Laying. Next are the Town and School Deliberative Sessions. Need to visit the AHS Stadiums to inspect microphone locations and video plugs for any damage and repairs.... Lastly, the high school graduation ceremonies.

#### **8. Other Business/Remarks by Committee Members**

Diane Cannava - mention of the ACMNE (Alliance of Community Media of Northeast) Award for Second Place in the category of Historical Documentaries to HCTV and the video producers, Mike Johnson, Jacquie LeMay, Dave Morin, for their entry titled *The 1974 Alvirne Fire*; further HCUC recognition to AHS Principal Steve Beals for his cooperation and to a host of others not mentioned for their local historical audio, video and graphic contributions for making this documentary possible

#### **9. Adjournment**

**MOTION: to adjourn by Len Segal and seconded by Stu Kroner.  
Unanimous agreement to adjourn at 7:34 PM.**

Meeting Minutes submitted by: Diane Cannava, HCUC Clerk

