

Minutes of the Hudson Cable Utility Committee (“CUC”) Meeting Tuesday, February 19, 2008

- 1. CALL TO ORDER** Chairman O’Keefe called the meeting to order at 7:03 pm.
- 2. ATTENDANCE:** Present: Michael O’Keefe, Leo Bernard, Rupert Cote, Brenda Levesque, Douglas Robinson and Harry Schibanoff. Excused: Jeanne Johnson. James McIntosh, Cable Facilitator was also in attendance.
- 3. PUBLIC INPUT:** Selectman Richard Maddox stated that he believed that the CUC should seek a temporary studio for the production of programs in the near future. This could act as test of the need for more permanent structure. Mr. O’Keefe said that the committee would discuss this at a future meeting.
- 4. APPROVAL OF THE MINUTES:** There were no changes or comments to the January 15, 2008 minutes. Motion was made by Mr. Bernard to accept the minutes and seconded by Mr. Cote. Its acceptance was voted unanimously.
- 5. OLD BUSINESS:**
 - A. Purchase of Equipment for Staging:** Mr. Bernard proposed that the CUC purchase two single-height portable stage units for use during HCTV productions. Our current platform is a heavy piece of plywood supported by either recycling bins and/or milk crates. Mr. Cote asks for clarification of its usage and Mr. Bernard explained how it used and that it could be used for other production functions by HCTV. After discussion of pricing Mr. Bernard made the following motion:

MOTION: That the CUC purchase two single –height portable stage and seated riser units at a cost not to exceed \$580.00 plus ground shipping.

Mr. Schibanoff seconded the motion and with no further discussion the motion passed unanimously.
- 6. NEW BUSINESS:**
 - A. Status of TV Outside of Town Clerk’s Office:** Mr. Robinson, as Selectmen representative, inquired of the status of the installation of the TV to be located outside of the Town Clerk’s office. Mr. O’Keefe said that the power has been provided for the unit and the cabling has been installed and that it should be operational within 30 days. This TV will provide information to residents that may be more comprehensive than that found on the broadcast channels.
 - B. Closed Caption TV on HCTV:** Mr. Robinson stated that a recent letter to the editor in The Telegraph asked why HCTV could not provide Closed Captioning

TV. Mr. O’Keefe handed out a cost sheet of various closed captioning programs. The cost at the low end was approximately \$6.00 a minute. These rates would make such an option cost prohibitive for HCTV to provide this service. He also stated that public access channels are not required to provide closed captioning and that to his knowledge none have done so.

- C. Microphones in Community Development Room (“CDR”):** Mr. Robinson explained that the town is attempting to limit the use of transcribed minutes for various town committees. However, the quality of sound in the CDR is not consistent and recordings may not be adequate for use as formal minutes. He questioned the need to upgrade the microphones in that room. Mr. McIntosh explained that it is primarily a human problem when speakers either turn off microphones or step away from microphones. Mr. O’Keefe suggested that we eliminate all microphones that can be turned off to avoid the problem of a dead microphone. Mr. McIntosh also stated that the quality of sound is usually better on the recorded DVDs than the broadcast program due to the adjustments that can be made while recording. The consensus of Mr. O’Keefe and Mr. McIntosh was that better instructions would need to be made by the various chairpersons to instruct all speakers on the proper use the microphones to assure a quality recordings of the meeting.
- D. TV Screen in Board of Selectmen (“BOS”) Room:** Mr. Robinson requested that the CUC investigate the use of a TV screen and other devices to show various documents that are being discussed during BOS meetings. He also requested that the Selectmen and committee members be able to see the broadcast in real time by installing TVs in the BOS room and CDR and to eliminate the current TV in the BOS room. Mr. O’Keefe said it would be a good idea however it should not necessarily be an expense of the CUC, but of the Town. Mr. McIntosh also explained that in the CDR when that projector is being used and shown on TV, the TV audience is not able to see items that are shown with a pointer or other device. He suggested that committee members be instructed to use the computer pointer instead of a manual pointer in discussing a document being shown on the screen. Mr. O’Keefe said he will investigate the possibility of providing the TV and laptop connection and discuss it at our next meeting.
- E. Establish Laptop Connection for Display in BOS Room similar to the CD Room:** Mr. O’Keefe said this item was covered in the previous discussion in Item D.
- F. Senior Center Control Room:** Mr. Bernard stated his opinion that if the seniors are to build a new center that we should investigate some method of establishing a control room in either new Senior Center or the Community Center. Mr. O’Keefe believed that this discussion was premature and would depend upon the outcome of the elections on March 11. It was deferred to a future meeting.

G. Portable Microphone Purchase: Mr. O’Keefe suggested that the CUC purchase three wireless microphones that can be used for various HCTV productions. Wireless microphones would have a better sound quality and be easier to use for all parties involved. After a brief discussion, Mr. Cote proposed the following motion:

MOTION: That Mr. O’Keefe is authorized to purchase three Shure U2/SM86 wireless microphones at a cost not to exceed \$1,557.00.

The motion was seconded by Mr. Schibanoff and passed by a five to one vote. Mr. Bernard voted against the motion.

H. HCTV Production Truck Equipment Upgrade: Mr. O’Keefe said that we have generally upgraded a major part of our inventory each year and that this year we should consider either upgrading or improving the HCTV Production Truck to facilitate its use as a mobile unit. No action was suggested at this time and that this item would continue to be discussed in the future.

7. OTHER BUSINESS/ REMARKS:

A. Other Business

- a. Mr. Cote questioned how we could increase the number of programs particularly through the use of informative and/or instructive videos by various town departments such as the Police, Fire and Recreation Department. A discussion ensued concerning the necessary documentation to be filed with the CUC by town department to authorize the CUC to broadcast the programming. After discussion it was decided that each department should complete one production request form and that it could be used for all future programming by that department until there was a personnel change of the authorizing person.
- b. Mr. McIntosh inquired about the status of the air conditioning in the new control room. Mr. O’Keefe said that the installation was almost complete.

B. Remarks:

- a. Mr. Schibanoff asked Mr. O’Keefe when the two recent Deliberative sessions would be televised. He said they would be starting next week.
- b. Mr. O’Keefe said that two town departments can now directly change the Bulletin Board and that he hopes to train others in the near future. He also has contacted all the schools to encourage their use do the Bulletin Boards but has received limited interest. He will soon contact the Fire and Police Department and is optimistic that they will take advantage of this opportunity to communicate various messages on HCTV.
- c. Mr. O’Keefe also said that he has secured several domain names so that when we been our down streaming of the various town meetings so that access will be easier for Internet users. The domain names are HudsonHCTV.com , HudsonHCTV.org and HudsonHCTV.tv. He also is

intending to obtain Verizon Fios service for this website because of its higher speeds and capabilities than the current Comcast cable service.

8. ADJOURNMENT:

Mr. Cote moved to adjourn the meeting, seconded by Ms. Robinson. The meeting adjourned at 8:26 P.M.

Submitted by Harry A. Schibanoff, Clerk
February 22, 2008



TOWN OF HUDSON
CABLE UTILITY COMMITTEE



12 SCHOOL STREET HUDSON, NEW HAMPSHIRE 03051 603/886-6024 FAX 603/598-6481

PUBLIC NOTICE

**CABLE UTILITY COMMITTEE
PUBLIC NOTICE**

CABLE UTILITY COMMITTEE

February 19, 2008 - 7:00 p.m.
Town Hall, 12 School Street, Hudson, NH 03051
Board of Selectmen Room

AGENDA

- 1. Call to Order**
- 2. Attendance**
- 3. Public Input**
- 4. Approval of Minutes**
 - A. January 15, 2008 Cable Utility Committee Meeting Minutes
- 5. Old Business**
 - A. Purchase of Equipment for Staging
- 6. New Business**
 - A. Status of TV outside of Town Clerk's Office
 - B. Discussion of Closed Caption TV on HCTV
 - C. Microphones in Community Development Room ("CD")
 - D. TV and Screen in Board of Selectmen ("BOS") Room
 - E. Establish Laptop Connection for Display in BOS Room similar to CD Room
 - F. Senior Center Control Room
 - G. Portable Microphone Purchase
 - H. HCTV Production Truck Equipment Upgrade
- 6. Other Business/Remarks by Committee Members**

7. Adjournment

Posted: February 18, 2008