



**TOWN OF HUDSON**  
**CABLE UTILITY COMMITTEE**



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

**PUBLIC NOTICE**

**CABLE UTILITY COMMITTEE**

**March 13, 2017**

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

**MINUTES**

1. **Call to Order By:** Michael O'Keefe at 7:07 PM
  
3. **Attendance**
  - **Present**
    - Michael O'Keefe {Chairman}
    - Stu Kroner {Vice Chairman}
    - Diane Cannava {Clerk}
    - Bryan Donovan {Member}
    - Pete Lanzillo {Member}
    - Jim McIntoch {HCTV Facilitator}
    - Roger Coutu {BOS Representative}
  - **Excused**
    - Leo Bernard {Member}
    - Mike Johnson {HCTV Assistant Facilitator}
  - **Absent**
    - Ben Nadeau {Resigned School Board Representative}
  
4. **Public Input - none**
  
5. **Approval of Minutes**
  - Motion made by Stu Kroner and seconded by Bryan Donovan:**
  - Motion to approve Minutes for January 9, 2017 as written.**
  - Motion passed: 5-0-1**
  - (Abstention by Roger Coutu, not in attendance at meeting)**

## **6. Old Business**

### **a. Cable Bulletin Board Equipment**

Mike O'Keefe reported that the needed bulletin board system discussed at our last meeting has been purchased; improved transmission will be evident within the next few weeks, as updated software will be installed; staff will train those interested to create their own bulletin board messages.

## **7. New Business**

### **a. Pay Rate for Janitorial Services**

Jim McIntoch presented a request to review the present pay rate for the janitorial position that takes care of HCTV Access Center. He listed all of the duties and hours involved on a weekly basis. Further, Jim gave a comparison of other workloads and pay rates for similar Town janitorial positions. The Committee entered into open discussion which resulted in no monetary change at this time.

### **b. Expanding HCTV Assistant Position to Full-Time**

Jim McIntoch shared with the Committee the present expanding role and responsibilities of the current HCTV Assistant Facilitator. He highlighted the increasing skill level and experience necessary due to the daily taping of in-house shows, weekly editing sessions, initial and updated training of camera operators. Jim also described the improvement of show quality due to the underlying technical expertise utilized by the current assistant facilitator. The Committee entered into a Q&A session, finalized by member comments.

**Motion made by Bryan Donovan and seconded by Pete Lanzillo:**

**Motion to present a request to the Board of Selectmen for their approval to increase the position of HCTV Assistant Facilitator from a part-time to a full-time position.**

**Motion passed: 4-0-2**

**(Abstentions: Roger Coutu/Board of Selectmen voting member;**

**Diane Cannava/requests cost for increased hourly rate and added benefit package)**

### **c. Facilitator's Report**

Jim reported the increase in new shows: Rudy from PMA; Dr. Kevin's "Dragons and Unicorns"; Angie's "Awakening Moments"; Pete's Corner -Fishing Show; Quinn and Mike's Game Corner; Local Kids- Patrick's Game Show; "Best Buds"-music/DJ's.

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

N/A

## **9. Adjournment**

**Motion to adjourn by Pete Lanzillo; seconded by Stu Kroner.**

**All in agreement to adjourn at 8:04 PM.**

**Meeting Minutes submitted by: Diane Cannava**

