

Minutes of the Hudson Cable Utility Committee (“CUC”) Meeting Tuesday, May 19, 2009

1. CALL TO ORDER Chairman O’Keefe called the meeting to order at 7:00 pm.

2. ATTENDANCE: Present: Michael O’Keefe, Rupert Cote, Selectman Roger Coutu, Stewart Kroner and Harry Schibanoff. Robert Joseph was excused. Leo Bernard and Jim McIntosh the Senior Camera Operators (“SCO”) also attended.

3. PUBLIC INPUT: None

4. APPROVAL OF THE MINUTES:

The minutes of the last meeting of April 21, 2009 were reviewed by the CUC. There were no changes or corrections. Motion was made by Mr. Cote to accept the minutes and seconded by Mr. Knoner. The acceptance of the minutes was voted unanimously.

5. OLD BUSINESS:

A. Revised Policies and Procedures

The revised Policies and Procedures that were discussed and changed at the last meeting were distributed prior to the meeting for review by the CUC. Mr. Cote recommended that the words “and shared” be added to page 4 on Equipment usage to make the policy clearer. After a brief discussion, the committee concurred. It was then moved by Mr. Cote:

MOTION: That the CUC will present the revised Policy and Procedures Manual Version 5.0 to the Board of Selectmen (“BOS”) at their next meeting for adoption and approval.

The motion was seconded by Mr. Knoner and voted unanimously.

B. Update on the Plan and Progress of the Access Center

Mr. O’Keefe reported that the security system had been installed and will be activated soon.

Mr. McIntosh has completed the inventory of equipment and the final count was as expected. The report will be sent to the Town Administrator and the BOS.

The CUC has solicited three bids for the lighting, grid and curtains for the center. They have been received but not reviewed. It was suggested that we investigate the “green” program by PSNH for possible savings. Mr. Cote asked if these bids needed BOS approval and Mr. Coutu said it was not necessary since these items were in the budget. Mr. Kroner asked if installation was included in the bids. Mr. O’Keefe said that it would be included for the grid but not the other two items.

Mr. McIntosh said that a phone had been installed and he would distribute the number. It has many features that are+ offered by Comcast.

Discussion was held concerning an opening date and Mr. Coutu suggested that it be in early fall.

C. HCTV Camera Operator employee status

As a result of a request by two camera operators, the CUC received an opinion was from town counsel concerning the use of Independent Contractors. It stated in a letter that under the IRS definition of an independent contractor that the Camera Operators and the Senior Camera Operator did not qualify as Independent Contractors and will need to be town employees. The Facilitator is an independent contractor according to the opinion.

As employees they were be subject to town policies and procedures. It will be necessary to inform them of these changes and the new ways of completing time sheets and other items. Time cards will need to be administered in accordance with town procedures. A discussion ensued concerning the approval of time cards and was resolved by Mr. Coutu. Mr. Schibanoff asked if the other items in the attorney's letters for employees under the age of 18 are being done and Mr. O'Keefe said they were. Discussion was also held concerning the documentation of any disciplinary actions to assure that all employees are treated equally by the supervisors.

Mr. McIntosh will set up a meeting with the camera operators to review the new procedures.

6. NEW BUSINESS:

A. Televising CUC Meetings

Mr. O'Keefe asked the committee if we should begin showing our meetings on Channel 22. Mr. Schibanoff said that we probably should be televising. Mr. Coutu said it would set an example for other committees. It was decided to rehearse at our next meeting and begin broadcasting in July. A short discussion on attire was held and it was thought that the use of theme meetings might make viewing more interesting. It will be explored at a later meeting

B. Policy Development on HR issues on supervision

This discussion was held earlier in the meeting under HCTV Camera Operator employee status.

C. Plan for upcoming summer recreation classes

Mr. McIntosh has been in contact with the Recreation Department concerning these classes however, he has a conflict in July and may only be able to conduct the classes in August. He will continue to work with the Recreation Department to try to develop a program.

D. Plans for ads promoting programming on HCTV

Mr. Cote asked that we publicize the ability of all residents to create programming on the Bulletin Board. Other suggestions by the committee included distributing cards in Town Hall advising residents of the opportunity.

E. Placement of Camera on Silo

Mr. O'Keefe thought that the placement of a webcam on the silo at the Access Center would be an interesting thing to do. It could be shown live on either HCTV or on the Internet. The committee briefly discussed this item. It will wait for further information about its cost and other factors.

7. OTHER BUSINESS/ REMARKS:

There was no other business. Remarks were limited and very general in nature. Mr. Schibanoff said that he is now on the Benson's Committee and hopes that HCTV will work with that committee in the future. Mr. O'Keefe said that he would be producing programming of the Memorial Day Parade and Alvirne graduation.

8. ADJOURNMENT:

Mr. Cote moved to adjourn the meeting, seconded by Mr.Kroner. The meeting adjourned at 8:25 P.M..

Submitted by Harry A. Schibanoff, Clerk
May 21, 2009



TOWN OF HUDSON
CABLE UTILITY COMMITTEE



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PUBLIC NOTICE

CABLE UTILITY COMMITTEE

May 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. April 21, 2009 Cable Utility Committee Meeting Minutes
6. **Old Business**
 - A. Revised Policies and Procedure
 - B. Update on Plan and Progress of the Access Center
 - C. HCTV Camera Operator employee status
7. **New Business**
 - A. Televising CUC Meetings
 - B. Policy Development of HR issues on supervision
 - C. Plan for upcoming summer recreation classes
 - D. Plans for ads promoting programming on HCTV
 - E. Placement of a camera on the silo
8. **Other Business/Remarks by Committee Members**
9. **Adjournment**

Posted: May 18, 2009