

Minutes of the Hudson Cable Utility Committee (“CUC”) Meeting Thursday, April 2, 2009

1. CALL TO ORDER Chairman O’Keefe called the meeting to order at 6:40 pm.

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

3. PUBLIC INPUT: None

4. APPROVAL OF THE MINUTES:

Mr. Schibanoff distributed a copy of a revision to the March 17th draft minutes. Mr. Cote had requested changes under Public Input. The changes were found to be satisfactory and there were no further modifications or corrections. Motion was made by Mr. Cote to accept the minutes and seconded by Mr. Coutu. The acceptance of the minutes was voted unanimously.

5. OLD BUSINESS:

A. Update on Plan and Progress of the Access Center and FY10 Budget

The main purpose of this meeting was to review, revised and adopt a plan for the Board of Selectmen (“BOS”). The purpose of the plan was to expand the number of hours for the Cable Facilitator (“CF”). This change is necessary because of the increased CF’s time that the access center will take to become functional and then the additional time necessary to operate the center by the CF.

Mr. O’Keefe asked if any member had a comment or change in the draft plan that had been distributed prior to the meeting. Mr. Schibanoff made several recommendations for changes for clarification and explanation of the plan. Mr. Coutu also made several suggestions for clarification and corrections to certain sections of the plan. A discussion was led by Mr. Joseph who questions the use of cameras by citizens and the control of the programming that they can do. Mr. Coutu said that public access TV was not designed to operate in that manner but it would be a good idea to consider a policy change that would require users of HCTV equipment to develop programs for HCTV only. Mr. O’Keefe asked that we discuss this issue further at a future meeting.

Other changes and/or revisions to the plan included:

- Revisions to make the job description of the Cable Facilitator (“CF”) more managerial than operational. Operations will be the primary function of the SRO. Mr. Coutu added that the purpose of this document was to distinguish between the CF and the SCO and that we need to point out that the roles of each are different.
- A discussion of the planned organizational chart to be included in the plan. Mr. Coutu said that the CF should report to both the Town Administrator and the Chairman of the CUC to avoid some of the confusion recently experienced by the previous CF.

- Mr. Coutu requested that additional town committees be added to the plan since they will now be televised.
- Mr. O’Keefe said he revised the Volunteer and Goals sections. The goals will be quantified to set specific benchmarks.
- Mr. Schibanoff suggested that a survey be done after one year to measure the level of satisfaction by the community in HCTV productions.
- Mr. O’Keefe asked if number of 72 hours for the CF was appropriate. Many members expressed their opinions about this number and ideas ranged from 65 to 72 hours. It was decided that for this plan the number of hours would be 65.
- It was also decided to change the hourly rate for the CF to \$25 per hour instead of \$27.
- Mr. McIntosh suggested that we reconsider the title of Facilitator because it may not be appropriate for this new role. What we are really looking for is a Producer/Director in his opinion.
- Mr. Coutu suggested that several members of the CUC play a part in the presentation to the BOS.

After many discussions on a variety of topics that tangentially related to the CUC and this plan, it was moved by Mr. Cote:

MOTION: The Chair of the CUC will present the revised plan assisted by the SCO and other CUC members to the BOS at their April 14th meeting as discussed and modified at this meeting

The motion was seconded by Mr. Knoner and adopted by a 5 to 1 vote.

B. Security of the new Access Center

Mr. O’Keefe said that he decided to contract with the Pelmar Company for the security devices at the access center. The proposal was approved by the Town Administrator and should be installed in four to six weeks. Security will allow us to control access in and out of the facility.

C. Operator Pool

Mr. O’Keefe said that the BOS had approved the list of names submitted to them for camera operators.

6. NEW BUSINESS: None

7. OTHER BUSINESS/ REMARKS:

There was no other business. Remarks were limited and very general in nature.

8. ADJOURNMENT:

Mr. Cote moved to adjourn the meeting, seconded by Mr.Coutu. The meeting adjourned at 7:59 P.M.

Submitted by Harry A. Schibanoff, Clerk
April 7, 2009



TOWN OF HUDSON
CABLE UTILITY COMMITTEE



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PUBLIC NOTICE
CABLE UTILITY COMMITTEE

April 2, 2008 – 6:30 p.m.
Town Hall, 12 School Street, Hudson, NH 03051
Community Development Meeting Room

AGENDA

1. **Call to Order**
2. **Attendance**
3. **Public Input**
4. **Approval of Minutes**
 - A. March 17, 2009 Cable Utility Committee Meeting Minutes
6. **Old Business**
 - A. Update on Plan and Progress of the Access Center and FY10 Budget
 - B. Security of new Access Center
 - C. Operator Pool
7. **New Business**
8. **Other Business/Remarks by Committee Members**
9. **Adjournment**

Posted: April 1, 2009