

Minutes of the Hudson Cable Utility Committee (“CUC”) Meeting Tuesday, March 18, 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, Jeanne Johnson and Harry Schibanoff. Excused: Brenda Levesque. James McIntosh, Cable Facilitator was also in attendance.
- 3. PUBLIC INPUT:** Police Chief Gendron asked to speak to the CUC about a recent announcement on the HCTV Bulletin Board. The announcement concerned job openings with the Nashua Police Department. In response to the Nashua advertisement in Hudson, Chief Gendron asked the Cable Committee in Nashua if he could do the same on Nashua public access TV. The Nashua Committee denied his request. Mr. O’Keefe explained that he had questioned this announcement but determined that since a Hudson resident submitted it, the criteria was met of the current CUC Policy Manual for program submissions. He also consulted with a Selectmen who did not object. A discussion ensued with several members of the CUC and Chief Gendron about the possibility of changing our policy because of a potential conflict of interest with the town of Hudson. Chief Gendron asked if the CUC could establish some sort of review process if requests are made that could conflict with the operation of town government. Several committee members suggest the following addendum be added to the CUC Policy Manual after approval by the Board of Selectmen. Mr. Cote then made the following motion:

MOTION: If a request is received for a program or similar announcement to HCTV that may contain a potential conflict of interest for the town of Hudson, such programming will be reviewed by the appropriate town official to verify that no conflict of interest exists before the item is aired.

Mr. Bernard seconded the motion and it passed unanimously.

- 4. APPROVAL OF THE MINUTES:** There was one change in the February 19, 2008 minutes correcting a CUC member’s name. . Motion was made by Mr. Bernard to accept the minutes and seconded by Ms. Johnson. Its acceptance was voted unanimously.

5. OLD BUSINESS:

- A. TV Outside of Town Clerk’s Office:** Mr. O’Keefe stated that the TV still needed an additional cable before it will operate. The cable should be installed within the next week.
- B. Video Monitor Purchase for Meeting Rooms:** Mr. O’Keefe handed out an price sheet from Wal-Mart that contained pricing for four 26 inch LCD TVs with two being placed in each public meeting room in Town Hall. After a brief discussion, Mr. Cote made the following Motion:

MOTION: That Mr. O’Keefe is authorized to purchase 4 Vizio 26” LCD TV and four Wall Mounts for a price not to exceed \$2,300.00

Mr. Schibanoff seconded the motion and four members voted in favor and Mr. Bernard abstained.

- C. Production Studio Location:** Pursued to remarks made by Selectmen Maddox at the last meeting, Mr. O'Keefe asked Mr. McIntosh if would be available to start looking for potential locations. Mr. O'Keefe expressed concern about the start up costs of using a rental location due to the changes that would need to be made. There was a brief discussion of possible locations and it was decided to continue with this item in future meetings.

6. NEW BUSINESS:

- A. Fiber Optic Installation at Town/School Facilities:** Mr. O'Keefe stated that the Town's IT Director is trying to coordinate the fiber optic cabling of all town buildings and schools. This project would improve communications and reduce the cost of leasing lines. Mr. O'Keefe said that the CUC would also have an interest in providing a video feed to these buildings. He said that the CUC would have to contribute to the cost of this installation, but that the cost to the CUC was expected to be reasonable. He will continue to update the committee on this project.
- B. Other Item:** Mr. O'Keefe stated that the CUC needed to upgrade its current router to accommodate more outputs. We currently have sixteen in-feeds with only four outputs. He suggested we purchase a 16 X 16 Switcher to upgrade our system to allow for sixteen outputs. After a brief discussion it was moved by Mr. Bernard:

MOTION: Mr. O'Keefe is authorized to purchase a Knox RS-11 16 X16 Swithcher-Compst/unbal Str/Reg router from B&H of New York for a price not to exceed \$2,149.00.

Mr.Schibanoff seconded the motion and it passed unanimously.

7. OTHER BUSINESS/ REMARKS:

- A. Other Business:** None

B. Remarks:

- a. Mr. Schibanoff researched his files and presented the CUC with copies of all its Minutes from November 2004 through December 2006 for archival purposes.
- b. Mr. Bernard stated that the HCTV Truck needs to be inspected and that is should be completed next week. He then suggested that the hourly rate paid by the CUC to it production staff be increased from \$10.00 to \$12.00 per hour to be in line with other hourly rates now posted for temporary town position. He then made a motion to:

MOTION: That the CUC increase the hourly rate of the HCTV camera operators from \$10.00 per hour to \$12.00 per hour.

Mr. Schibanoff seconded the motion for purposes of discussion. Mr. O'Keefe questioned if the skill level of the camera operators was equal to the level of the open posted positions. Mr. Schibanoff thought the rate of increase might be too high. Mr. McIntosh suggested a sliding scale of \$10.00 being increase after three months of service. Mr. O'Keefe thought that the bookkeeping for such a process would be difficult and pointed out that they are hired as Independent Contractors. Mr. Cote then offered the following Amendment to the Motion:

AMENDMENT TO THE MOTION: That the amount of the previous motion on the table be changed from \$12.00 to \$11.00.

Ms. Johnson seconded the motion and with no further discussion the CUC voted to amend the original Motion from \$12.00 to \$11.00. The amendment carried by a vote of four to one vote with Mr. Bernard opposed.

Mr. O'Keefe then asked for a vote on the Amended Motion

MOTION: That the CUC increase the hourly rate of the HCTV camera operators from \$10.00 per hour to \$11.00 per hour.

The motion was seconded by Mr. Cote and pass unanimously.

Mr. Bernard also reminded the CUC that we would need to review the Facilitators contract in the near future.

- c. Mr. Cote asked that we place on our next agenda the recruitment of additional camera operators.
- d. Mr. McIntosh announced that he would be resigning from his position of Cable Facilitator at the end of the month due to new employment commitments. He no longer has the time to work with the CUC and thanked the committee for their work and understanding. Mr. O'Keefe stated that he should send a letter of resignation to the Board of Selectmen.

8. ADJOURNMENT:

Mr. Bernard moved to adjourn the meeting, seconded by Mr. Cote. The meeting adjourned at 8:24 P.M.

Submitted by Harry A. Schibanoff, Clerk
March 20, 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

March 18, 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**
 - A. Police Chief Gendron
- 4. Approval of Minutes**
 - A. February 19, 2008 Cable Utility Committee Meeting Minutes
- 5. Old Business**
 - i. TV Outside of Town Clerk's Office
 - ii. Video Monitor Purchase for Meeting Rooms
 - iii. Production Studio Location
- 6. New Business**
 - A. Fiber Optic Installation at Town/School Facilities
- 7. Other Business/Remarks by Committee Members**
- 8. Adjournment**

Posted: March 17, 2008