

## **Telecommunications Committee**

**September 19, 2011 7 pm**

Geoff Leighton opened the meeting at 7:00 pm.

**Members present: John Jenusaitis, Kris Koenig, Geoff Leighton and Milt Simon.**

The August meeting was cancelled.

**Acceptance of Minutes: July 18, 2011**

**K. Koenig moved to accept the minutes of July 18, 2011 as presented. Second M. Simon. 3-yes 0-no 1-abstain (J. Jenusaitis)**

G. Leighton presented a Job Description for the Committee to review.

1. Discussion of pay as follows:

- Part time at \$20.00 per hour with no benefits.
- Pay range based on experience \$12.00- \$18.00.
- Annual Stipend (could be paid monthly)

2. Number of hours:

- Not more than 10 meetings a month.
- Kind of meetings: Appeals Board, Selectmen (2), Planning Board, Telecommunications, Historic District Commission and other meeting s as needed.
- If Employee finds the position takes more than number of hours allotted needs to talk with Telecommunications.
- Oversee broadcast and record meeting. Includes setup.

3. Employment:

- Employee is hired and reports to Board of Selectmen.
- If Equipment problem reports to Telecommunications.
- One year or 6 months.

4. Experience:

- Access to computer and Internet. Home preferred.
- Trouble shooting systems.

5. Training:

- Costs
- Time needed to train.
- Training will be paid.
- Rick Simard from Freeport has offered to train the employee.

This position needs to be presented to Selectmen. If accepted money would be appropriated in the 2012 budget.

A revised Public Information Technician job description will be available at the October meeting.

A review of the Telecommunications budget with the Administrative Assistant needs to be done.

Newsletter mailing will stop when 75% of the residents have signed up for the E-newsletter.

The Secretary will find out the number of Subscribers to the e-newsletter and where the archives can be found.

**G. Leighton moves adjourn at 7:45 pm. Second by K. Koenig. 4-yes 0-no 0-abstain**

Telecommunications Committee  
September 19, 2011 7 pm  
Durham Town Office

Geoff Leighton opened the meeting at 7:00 pm.

Members present: John Jenusaitis, Kris Koenig, Geoff Leighton and Milt Simon.

The August meeting was cancelled.

Acceptance of Minutes: July 18, 2011

K. Koenig moved to accept the minutes of July 18, 2011 as presented. Second M. Simon. 3-yes 0-no 1-abstain (J. Jenusaitis)

G. Leighton presented a Job Description for the Committee to review.

1. Discussion of pay as follows:

- Part time at \$20.00 per hour with no benefits.
- Pay range based on experience \$12.00- \$18.00.
- Annual Stipend (could be paid monthly)

2. Number of hours:

- Not more than 10 meetings a month.
- Kind of meetings: Appeals Board, Selectmen (2), Planning Board, Telecommunications, Historic District Commission and other meeting s as needed.
- If Employee finds the position takes more than number of hours allotted needs to talk with Telecommunications.
- Oversee broadcast and record meeting. Includes setup.

3. Employment:

- Employee is hired and reports to Board of Selectmen.
- If Equipment problem reports to Telecommunications.
- One year or 6 months.

4. Experience:

- Access to computer and Internet. Home preferred.
- Trouble shooting systems.

5. Training:

- Costs
- Time needed to train.
- Training will be paid.
- Rick Simard from Freeport has offered to train the employee.

This position needs to be presented to Selectmen. If accepted money would be appropriated in the 2012 budget.

A revised Public Information Technician job description will be available at the October meeting.

A review of the Telecommunications budget with the Administrative Assistant needs to be done.

Newsletter mailing will stop when 75% of the residents have signed up for the E-newsletter.

The Secretary will find out the number of Subscribers to the e-newsletter and where the archives can be found.

G. Leighton moves adjourn at 7:45 pm. Second by K. Koenig. 4-yes 0-no 0-abstain