

**Douglas Community Access
Television
Ascertainment Report
For Charter Cable License Renewal Process
of the
Town of Douglas, Massachusetts**

(September 14, 2022)

Introduction & Overview

This document contains the future requirements, funding and services prepared for Douglas Cable Access Television to the Town of Douglas, Massachusetts. It is intended as a basis for discussion with Charter Corporation concerning the renewal cable license to provide Public, Educational, and Government Television Access Services within the Town of Douglas, Massachusetts. The current 10 year contract runs through November 11, 2023. The Town of Douglas may add certain items and issues as circumstances dictate.

This Future Needs, Funding and Services Strategic/Business Plan is prepared in two basic sections. The first half of this document is specific to the history and goals of Douglas Cable Access and the Town of Douglas. The second half of this document contains a general description and assessment of future needs and other considerations.

Summary and Goals

The following is a summary of our goals for these negotiations:

All items are vital to the Town of Douglas, its residents and community in the future:

- Continued coverage and cablecasting of 100% Government Open Meetings.
- Increased need for coverage and cablecasting of Public Events.
- Upgrades to existing equipment, including our main recording rooms, field equipment, and town hall broadcasting systems.
- Increased funding for equipment needed for live and cablecasting of remote hybrid meetings.
- Funding for personnel to handle increased event coverage and programming in the future.
- Connect the Simon Fairfield Library and the Adult Social Center to the fiber-optic PEG Channel origination network for transmission of PEG Access Programming to the Cable System headend for distribution to Subscribers. (The Simon Fairfield Library is listed under the current Renewal License for such fiber-optic connection, however, to date, this connection has not been completed by the Licensee at the request of the Town.)
- A new focus on building the Educational Access coverage of school events and outreach with school staff to train on current and future video systems.
- Continued and greater support from Charter, in terms of funding for Douglas Cable Access.
- Serial Digital Interface (“SDI”) upgrade of the three (3) PEG Access Channels, if not already completed by Charter at the time of the Renewal License.
- High Definition PEG Access Channel – addition of no less than one (1) High Definition PEG Access Channel.
- Electronic Program Guide (“EPG”) for the PEG Access Channels:
 - Provides cable subscribers with program schedule information consistent with the other cable system channels.
 - Provides cable subscribers with the ability to DVR record PEG programs.

The Town of Douglas

Douglas is a Town in Worcester County in Southern Massachusetts, bordered by Oxford, Sutton, Uxbridge, and Webster. Douglas is 18 miles South of Worcester, 40 miles Southwest of Boston and 175 miles from New York City.

- Incorporated: 1746
- Total Area: 37.71
- Land Area: 36.37
- Population (2020): 8892

Douglas Cable Access

Douglas Local Charter TV

- Channel 191: Public Access + Community Bulletin Board
- Channel 192: Government Access + Community Bulletin Board
- Channel 194: **TigerTV** Educational Access (Run by DHS Staff)

It is important to the Town and cable subscribers that PEG Access Channels appear on the designated channel in order to avoid confusion by viewers and to continue strong PEG Access viewership.

Cable Mission Statement

To inform and educate the residents of Douglas by:

- The recording and broadcast of local government meetings
- Fostering the production of local events of special interest
- Develop and enforce cable licenses in the best interest of the community
- Make available video production technology and training to the public
- Provide cable broadcast access to every Douglas resident

Overview

Nature of Business: Community Media/Public Access TV.

Marketplace (Douglas MA):

- Residents: 100% Government Transparency, Cultural Awareness.
- Organizations: Local Media Exposure, Community Inclusion.
- Local Government: Video Archive of Meetings, access to equipment.

How do we meet the needs of our Marketplace: Revenue from the cable license is used to purchase video production and broadcast equipment to record local government meetings, as well as train residents to cover public events and promote a hyper-local cultural awareness.

Organizational Advantage: PEG Access is operated by and through the Town of Douglas and the Town Department tasked therewith (Cable Coordinator - Patrick Aldrich), with the oversight of the elected representatives who are accountable to the residents. The Town is 100% in control of Access operations as a result costs. As a result of the Town's operation of PEG Access operations, while employment and contractual positions and other Access operating costs are funded through the Charter cable license, certain fixed costs arising from operating in and from the Town Hall, including, but not limited to, the use thereof (without rent, to date) and utility costs (other than Internet and the keyless entry system) are supported by the Town and its taxpayers. This is an important consideration with respect to the matter of funding by and through a renewal cable license moving forward.

Management & Staff

Management:

Cable Coordinator (Full Time) (Current Job Title):

The Cable Access Coordinator oversees the day-to-day operations and upholds the policies set in place for the Douglas Cable Access program. The Coordinator supervises and schedules the recording staff, including such administration duties as approving timesheets, calculating payroll, and dealing with performance issues. The Coordinator also manages expense vouchers and maintains fiscal reconciliation for the department. This position is accountable to the Board of Selectmen. *See job description on the next page.*

Staff:

Cable Recording Assistants (Part Time) (Current Job Title):

Part time video recording assistants are what enable us to capture all of the various government meetings, as well as some public events that occur in town. Paid on a stipend per meeting, recording assistants are hired and trained for multiple (5) locations/models, including Zoom remote coverage. *See job description in (2) pages. Note- this is the 3 jobs referenced above.*

JOB TITLE: Cable Access Coordinator

Approved 1/21/2020

Full Time: 29 hours per week

The person holding this position will work under the direction of the Cable Advisory Committee.

Essential Duties and Responsibilities :

- Assist in fulfilling the mission and goals of the Douglas Cable Advisory Committee
- Supervise Cable Employees in accordance with the Town Personnel Policies including; training, approving timesheets, weekly scheduling of hours, and performance issues.
- Manage fiscal year budget overview, negotiate purchases, and to implement the budget as approved by Town Meeting.
- Responsible for approval of all bills, drafts, orders, and payroll.
- Administrator for all three PEG channels server video playback system.
- Tier 1 Customer Service with Public such as, program questions, training, copying programs.
- Create and teach video training classes for interested residents of Douglas.
- Assist in the design and construction of Cable Access Facilities.
- Keep and up-to-date inventory of all property of the Cable Access Facility.
- Recommend improvements in facilities and equipment quarterly and for budgetary reasons.
- Insure proper operation of all Cable Access Facility equipment.
- Maintain the broadcast message board.
- Scheduling programming for the Public and Government Television Channels.
- Post recorded meetings to the Town website using a streaming service.
- Maintain a digital archive of past meeting video files, online and in house.
- Assist users in the use of production equipment.
- Keep record of program schedule; equipment use, volunteer staff members, and other administrative duties as assigned.
- Produce video coverage of community events as assigned.
- Attend all meetings of the Cable Advisory Committee and act as recording secretary.
- Manage Douglas Cable social media accounts; Twitter, Facebook, and YouTube.
- Have posted hours or appointments available for meeting with the public.
- Other duties as assigned.

Qualifications/Experience

- Minimum of three years video production experience preferred.
- Degree in Communications preferred.
- Ability to run classroom program.
- Ability to facilitate the production of local programming.
- Moderate to strenuous physical effort generally required; able to lift 50 pounds.
- Ability to sit, see/view computer screens, work with a mouse & keyboard for long periods of time.
- Ability to use and to troubleshoot AV equipment.
- Perform non-linear video editing (iMovie and/or Final Cut).
- Ability to use Google Docs and Keynote .
- Ability to edit web pages a plus.

This full-time job will include evening and weekend hours as needed.

JOB TITLE: Cable Recording Assistant
Approved: January 14, 2019

Part Time: Varying hours, maximum 19 hours per week

To make high quality recordings of local government meetings and public events as assigned for broadcast on Douglas Cable Access television channels and online streaming.

Essential Duties and Responsibilities:

- The Cable Recording Assistant will learn the proper operation of the audio/visual recording equipment used to record and/or broadcast government meetings or other events as assigned
- Provide a minimum of one week's advance notice of availability for the following week for scheduling purposes
- For each meeting, it will be the responsibility of the person assigned to:
 - Arrive 30 Minutes prior to the start of the event
 - Set up the necessary equipment
 - Record and/or broadcast one or more meetings within a single shift
 - Begin the preparation of the recording for live broadcast
 - Operate within the "Participation in Meetings" guidelines as outlined by the Cable Advisory Committee
 - Break down the recording set up
 - Put all equipment into its proper storage space
- It is the responsibility of the Cable Recording Assistant to care for the equipment used and to report any issues with the equipment or the recording immediately to the Cable Access Coordinator or Cable Committee Chair
- Submit timesheet to Coordinator in a timely manner
- Other duties as assigned

Qualifications/Experience:

- High School education preferred.
- Experience using consumer video equipment required
- Moderate to strenuous physical effort occasionally required; able to lift 50 pounds
- Ability to sit for long periods of time.
- Ability to see/view computer and video production screens for long periods of time.
- Ability to use and troubleshoot AV equipment
- Ability to work independently

This part-time position will include many evening hours, and may include weekday and/or weekend hours.

Douglas Government Access Channel 192 Overview

Services:

- 100% Capture of Open Meetings for Government Transparency.
- 24/7 Replay of Local Meetings on Cable TV Channel 192.
- Streaming of Meeting Videos on YouTube playlists.
- Online and In-Office Digital Archive of Town Government
- DVD Archive
- (3) Part Time Jobs Created (Recording Assistants)

Govt Meeting Videos to Date: 3,216. We record over 200 meetings annually.

Year	Govt. Programs
2006	35
2007	110
2008	180
2009	202
2010	241
2011	236
2012	235
2013	214
2014	232
2015	249
2016	221
2017	218
2018	204
2019	208
2020	209
2021	216
Totals	3,216

Branding Highlights: *100% Open Meeting Coverage for Government Transparency*

Meeting Recording Locations

Meetings are held and recorded at the following locations.

Municipal Center

- **Community Room** (Small Room) *Most used room (pre-2020)*
 - Aja Ki Pro Rack Digital Tapeless Video Recorder
 - 2 PTZ Cameras
 - 4 Ceiling Microphones
 - NEED – Dedicated Zoom/Remote Meeting Laptop
- **Resource Room** (Big Room) *Most used room (post-2020)*
 - Aja Ki Pro Rack Digital Tapeless Video Recorder
 - 3 PTZ Cameras
 - Ceiling Microphones
 - Table Microphones
 - PA System
 - Presentation Screen integrated with remote meeting software
 - Dedicated Zoom/Remote Meeting Laptop

- Board of Health Office (*Camera Kit*)
- Selectmen's Office (*Camera Kit*)
- Kitchen (*Camera Kit*)

Douglas High School:

- Room 208 (*School Committee/Mobile Rack Unit*)
- Room C102 (*Town Meeting/Camera Kit*)
- Room C103 (*Town Meeting/Camera Kit*)
- Auditorium (*Town Meeting/Camera Kit*)
 - **Need Multi-Cam Production*

- FUTURE POSSIBLE COVERAGE
 - Graduation (*Multi-Cam*)

Remote Locations

- Water/Sewer Plant - 26 Davis St. (*Camera Kit*)
- Senior Center – Main St. (*Camera Kit*)
- Library – Main St. (*Camera Kit*)

Travel Kit Cameras: 6 total currently owned. Approximately \$3,000 per kit

10 Year Operating & Capital Needs Assessment

Operating: \$119,520 + 3% annual increase

Capital: \$238,800 - Schedule:

Equipment/Capital Needs:

Years	Item	Cost Per	Units	Times Needed	Thru License
3	Camera Kits	\$ 1,600.00	6	3	\$28,800
5	Drobo 15TB RAID Storage	\$ 3,000.00	1	2	\$6,000
5	Presentation Laptop	\$ 2,000.00	1	2	\$4,000
5	iMac 27" workstation	\$ 4,000.00	2	2	\$16,000
5	MacBook Pro 15"	\$ 7,000.00	1	2	\$14,000
10	<u>Community Room Rack</u>				
	Audio	\$ 10,000.00	1	1	\$10,000
	Video	\$ 20,000.00	1	1	\$20,000
	Presentation/Remote Hybrid	\$ 10,000.00	1	1	\$10,000
10	<u>Resource Room Rack</u>				
	Video	\$ 40,000.00	1	1	\$40,000
	Audio	\$ 20,000.00	1	1	\$20,000
	Presentation/Remote Hybrid	\$ 20,000.00	1	1	\$20,000
10	Broadcast Playback Server	\$ 50,000.00	1	1	\$50,000
					\$238,800
	Total 10 Year Capital				

Douglas Public Access TV Channel 191 Overview

Services:

- Hyper-local cultural awareness
- Capture of public events
- Video classes offered to residents
- Production assistance offered to residents
- Informational programs for organizations
- 24/7 public airplay on channel 191
- YouTube channel for online access
- Creative media outlet for residents
- Testing ground for video equipment and ideas

Types of Productions:

Public Event Coverage: *Event is submitted to Coordinator for taping, video capture by recording assistant, post-production by Coordinator.*

- Octoberfest Entertainment
- Memorial Day Parade & Ceremonies
- Open Mic Night
- Summer Concert Series

Station Produced Content: *Idea is submitted to the Coordinator by dept or individual, video capture by recording assistant, post-production by Coordinator.*

- Community Profile
- Dept. Awareness Videos (Fire, Senior Center, etc)
- Facility walk-through videos (for needs assessments, etc)

Resident Producer Content: *Coordinator works with a resident producer to create a program, usually after the resident successfully completes the video class.*

***COVID Note:** During 2020, the Public Channel was used to broadcast “exercise at home” programming for the elderly, in lieu of the Adult Social Center being closed to the public.

Branding Highlights: *Non-Commercial Community Media for Hyper-local Cultural Awareness.*

CURRENT RECORDING/CABLECASTING LOCATIONS

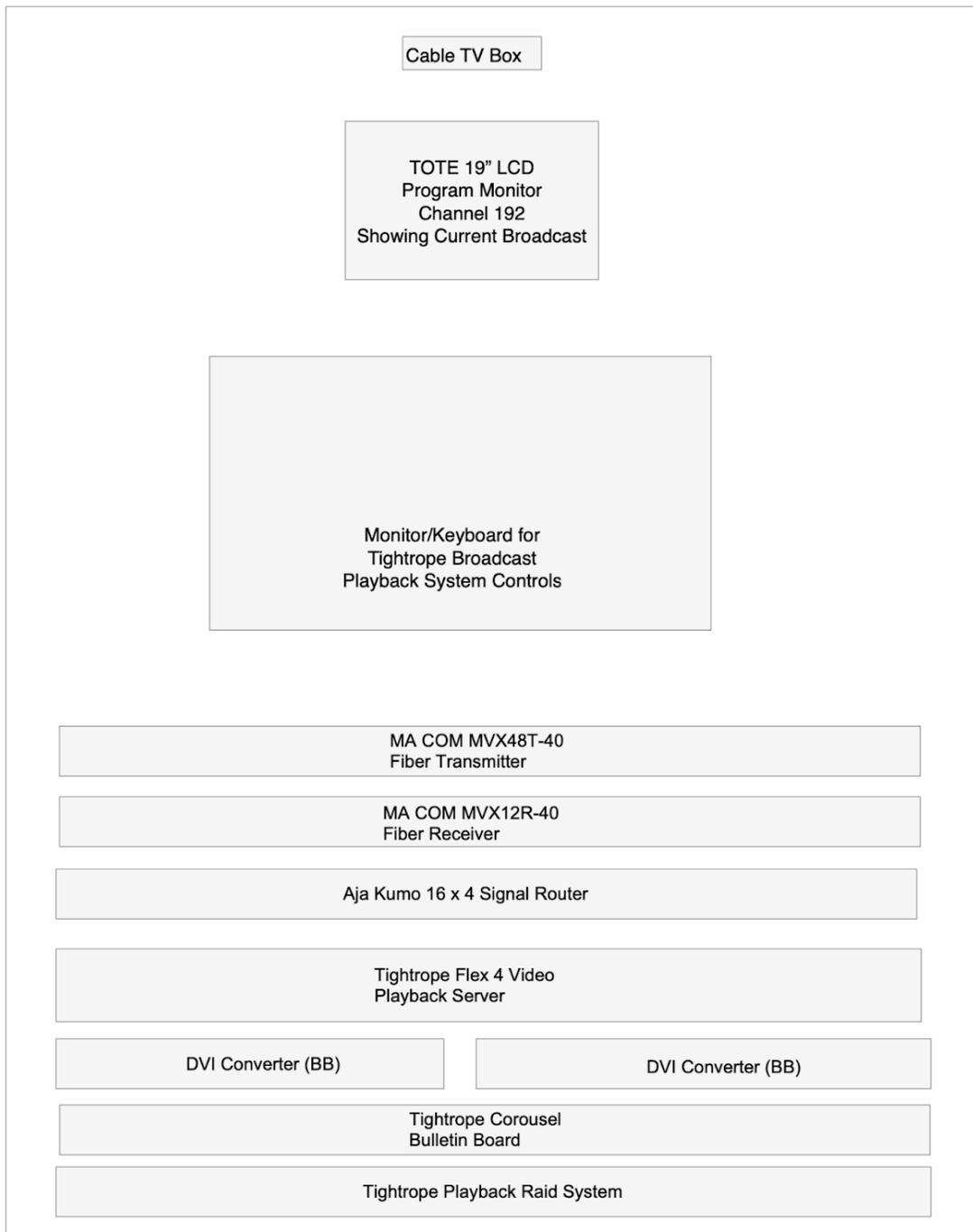
Resource Room Rack

Network Switch	Apple Airport	Wireless Mic Rec
Apple TV, Various Amps & Adapters		
DataVideo SE-1200MU HD 6 Channel Video Switcher		
Kramer VP-734 Presentation Switcher		
ToteVision HD Multi-View 23" Monitor		
Aja Ki Pro Rack Digital Video Recorder		
Shure SCM268 Microphone Mixer (PA)		
Shure SCM810 Microphone Mixer (Table)		
dbx 131 Graphic Equalizer (PA)		
DataVideo RMC-260 Control Unit for SE-1200MU		
JVC RM-LP100 PTZ Camera Controller		
Trendnet POE Switch & Drobo 5N NAS Storage		
Yamaha Amp P2500S (PA)		

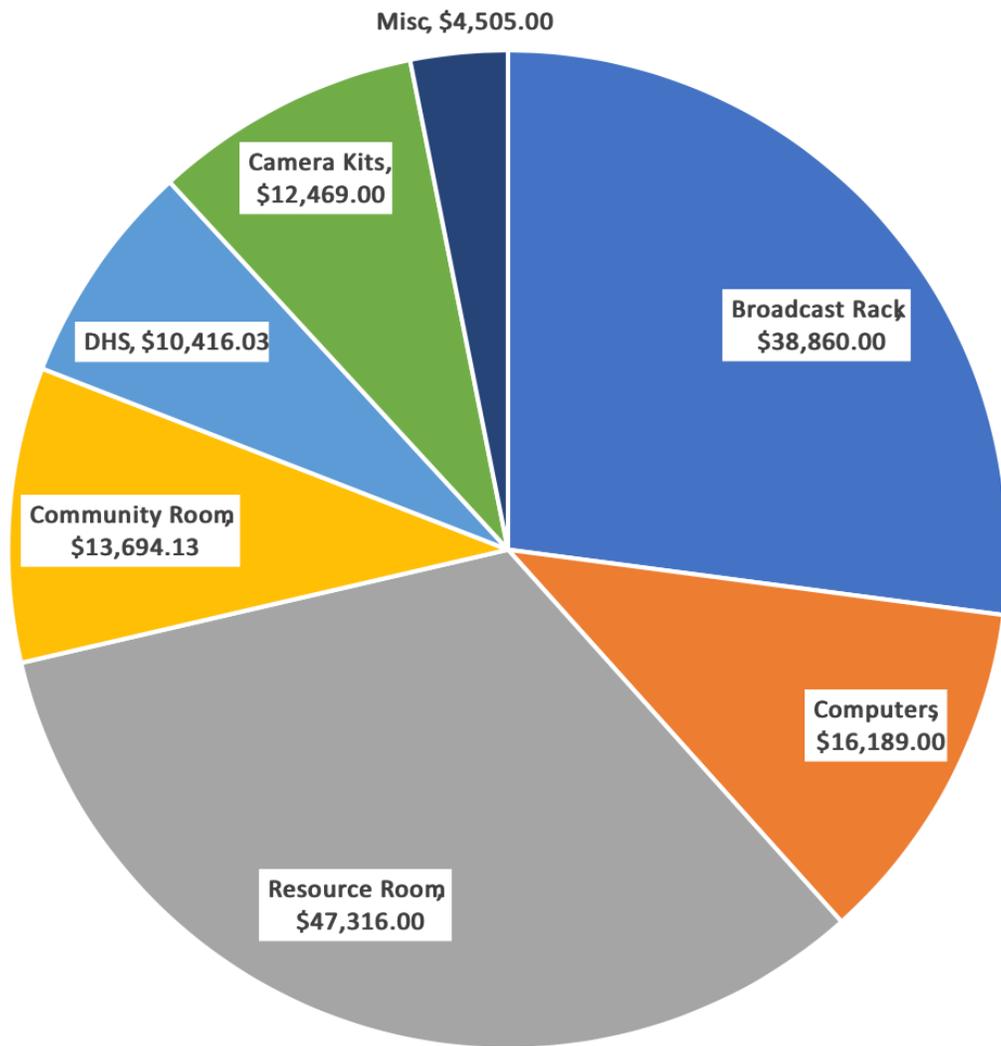
Community Room Rack

ToteVision HD Multi-View 23" Monitor	
JVC RM-LP100 PTZ Camera Controller	
Aja Ki Pro Rack Digital Video Recorder	
DataVideo SE-1200MU HD 6 Channel Video Switcher	
Apple TV	
DataVideo RMC-260 Control Unit for SE-1200MU	
Trendnet POE Switch	Shure SCM410 Microphone Mixer
Pull Out Drawer for Headphones & Remotes	

Broadcast Server Rack



Cable Inventory 2023



Potential Expansion

Public & Educational

In order to meet future cable-related needs and interest as they develop, and subject to Board of Selectmen oversight, additional staff and hours would be required to accommodate the workload of recording, editing, and broadcasting more programs. Resident interest in learning video skills will require more training and time dedicated to outreach.

With an expanded workload, there would also need to be staff trained as “backup” to the Coordinator position as additional obligations arise with that expansion and possibly an additional part time staff member to serve as the Public Program Coordinator. Additionally, and/or alternatively, the hours of the Cable Coordinator position could also be increased.

The Educational program had previously been operated by High School staff and students. Last year there was a change in school staffing and the schools are not fully operating the Educational Channel. As a temporary measure, Douglas Cable Access through the Cable Coordinator has been operating the program scheduling for the broadcast channel on their behalf. School staff maintains recording coverage of School Committee meetings and forwards the meeting video file to the Coordinator for processing and cablecasting. Going forward, regardless of the active participation and involvement of School staff and students, it is t Douglas Cable Access will clearly play an increased and important role with respect to Educational Access, and as such, Douglas Cable Access offers the below referenced proposal:

Proposal:

Officially merge the Educational channel duties into the Cable Coordinator position and re-name this position “PEG Access Executive Director”. Correspondingly address increased staffing, hours, and/or compensation for Douglas Community Access.

Public Change of Direction:

Originally, the long-term plan for Douglas Community Access was to build a Public Access studio in order to serve the video production needs of the Town.

A year after the last license was signed, our plan to move into the 2nd floor of the Municipal Center was halted by a lack of proper fire suppression equipment required for new construction under the building and fire codes. While in a waiting pattern to see how this played out, other location options were considered, but none seemed to fit properly.

Changes to the Douglas Cable Advisory Committee resulted in a focus on other other parts of PEG Access operations, and thereafter the many challenges arising from Covid 19 focused the attention of the Committee, the Coordinator and the Town on more immediate challenges and opportunities. Responding to this, Douglas Cable Access switched our focus to providing mobile production camera kits and staff to cover local events as needed. Instead of looking at an expensive buildout for a production studio, we went with a more conservative concept of having camera kits at the ready to go out into the community and record what was happening on location instead of bringing it into a production space. Seeing the success of this program, we became confident that this is how best to serve the community's needs. The cost of camera kits and small LED light panels is far more affordable and easier to maintain than a fully equipped production studio with additional staff, etc. As an affordable option, there may still be room for a smaller studio space that could be utilized for more "in-studio" productions without all the bells and whistles, using the mobile equipment in a more standard setting to achieve similar results.

Pat Aldrich – Cable Coordinator

Douglas Cable Access

MEMO: How has COVID changed our operations?

During the first year of the COVID epidemic, Douglas Cable Access was run largely through remote operation, through the innovation and work of the Department. Meetings were either fully remote using the Zoom and Avaya meeting software, or they were a hybrid of remote and in-person attendees using our MacBook Pro which was integrated into our existing presentation screen system – which is a large screen TV - as well as our audio/video recording equipment.

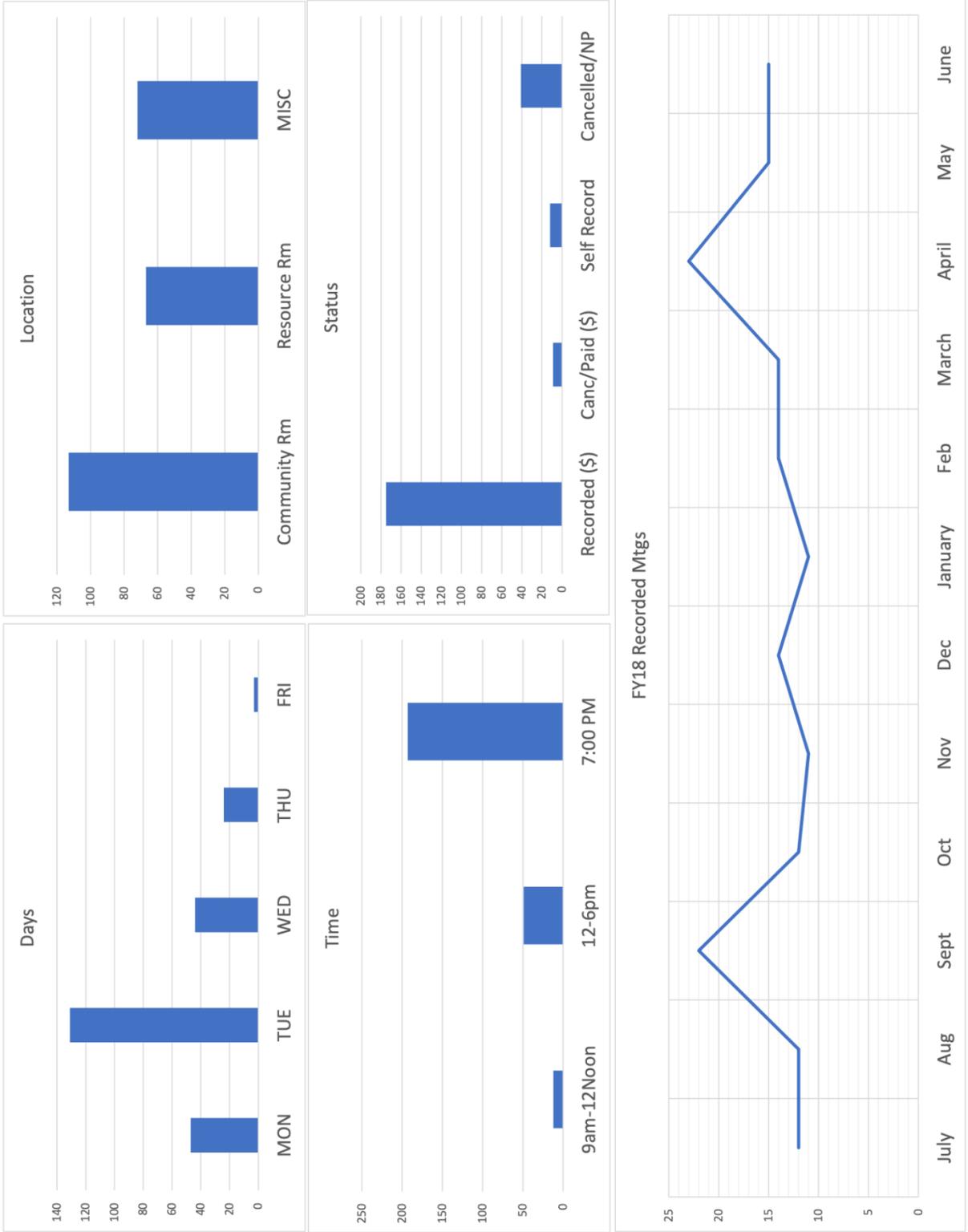
The MacBook Pro laptop was placed in the meeting room and Zoom or Avaya (remote meeting software) was accessed through that computer. That computer was connected via HDMI to the presentation system, which allowed us to place the Zoom meeting screen onto a large screen TV in the room that folks could see and hear, as well as provide an audio/video feed into our cable recording system. Using an Aja Ki Pro Rack digital recorder, I could then access the recording controls to start and stop the meeting using their browser-based control panel via screen share to the iMac in the Cable office. Along with an Aja Helo - which was connected to an HDMI output from the Aja Ki Pro - I was then able to monitor the video source and in turn send the signal to YouTube for live streaming.

The Town's business could not pause for COVID, and so the cable department became the life blood of the Town's business. Through our use of networked equipment we were able to maintain the same level of service that existed pre-pandemic and allow the various town departments to operate through the mandates of their oversight committees and boards. The skills of our staff and the equipment of the cable access program became the heartbeat of the Town Hall through the emergency. Had the Town not developed a thriving cable access program, there may have been a long and costly pause to the day-to-day business.

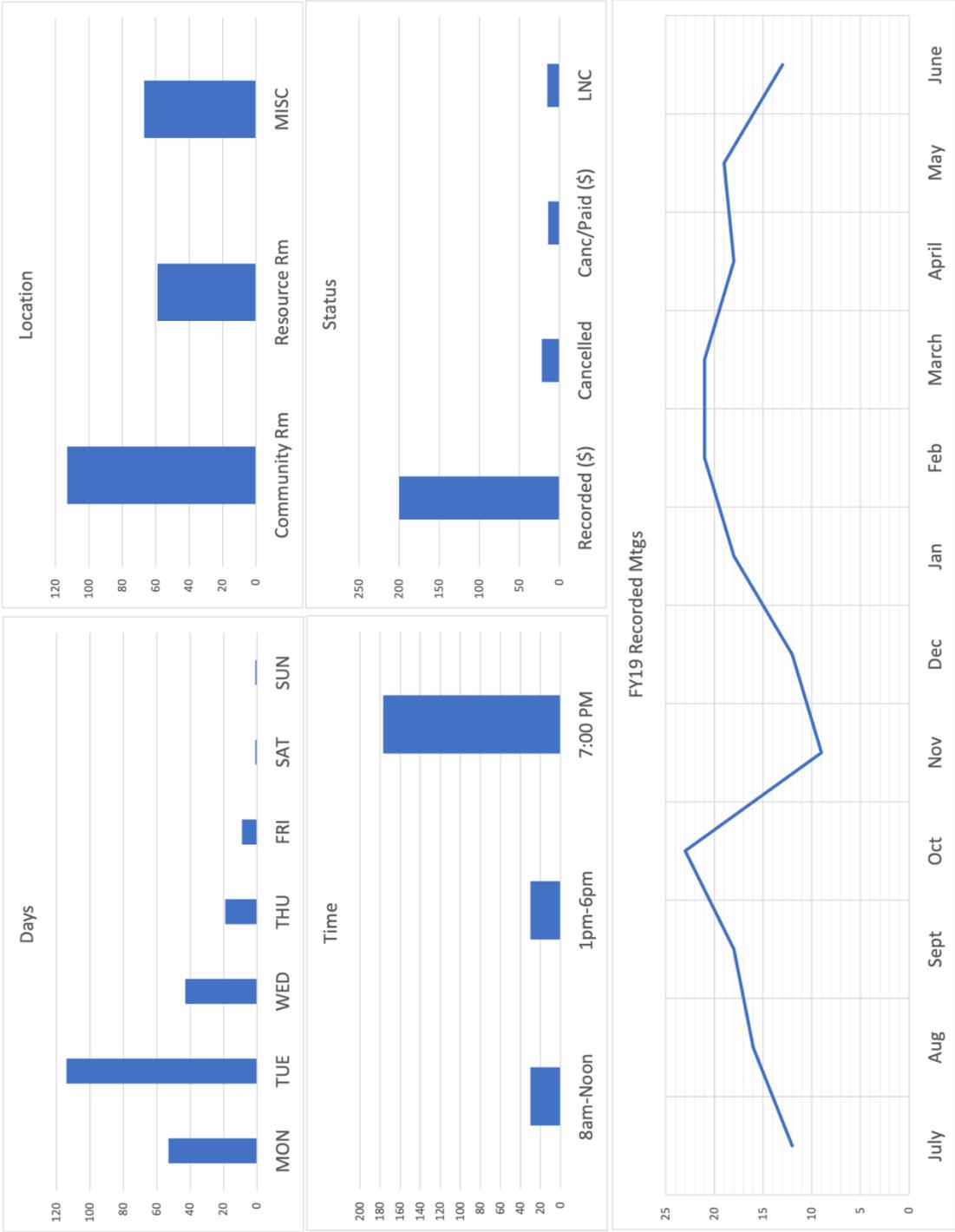
Being that the COVID situation has not exactly been "solved" as of now, and more significantly because the new way of doing things and related innovations that arose during this period have become rooted in expectations and have become the new "norm," we are looking to build more intuitive systems into our current setup to try to streamline our remote meeting capability going forward. Our current system worked in the emergency, but was not designed for the new remote and hybrid operations, and was not an ideal setup, as this placed many devices into the chain – any of which could have individual quirks or errors that would need to be addressed by someone on site. As companies have met the demand by developing new devices, Douglas Cable Access needs to update workflow to remain current.

Overall, we would like to expand on our ability to provide quality remote and hybrid meeting capability to cable subscriber and public needs both during unique events, as well as in the normal course of events to meet both subscriber and public needs, interests and demands, as well as upcoming legal requirements being developed by the Commonwealth.

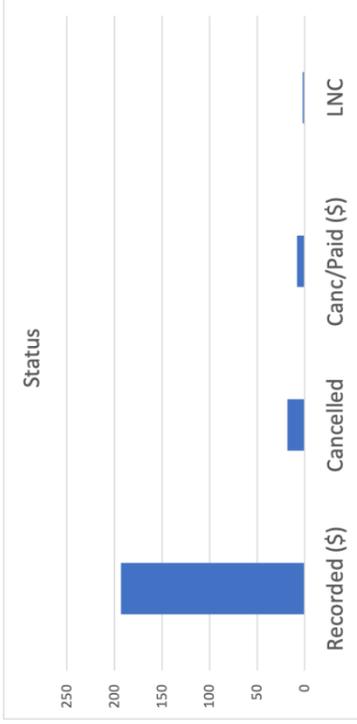
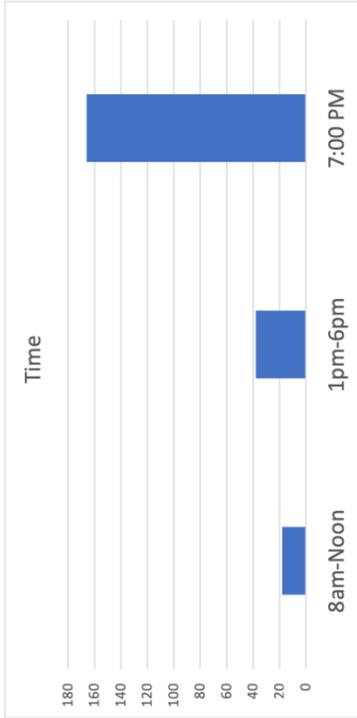
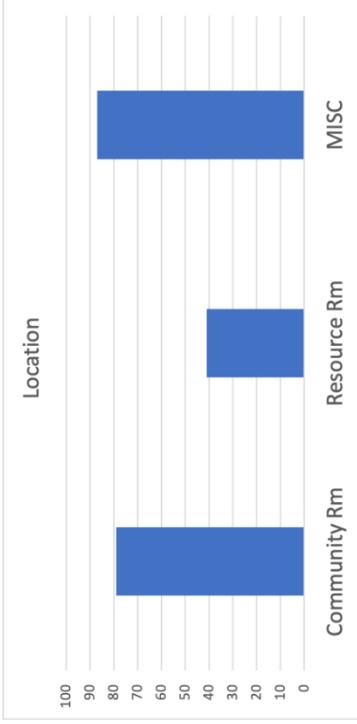
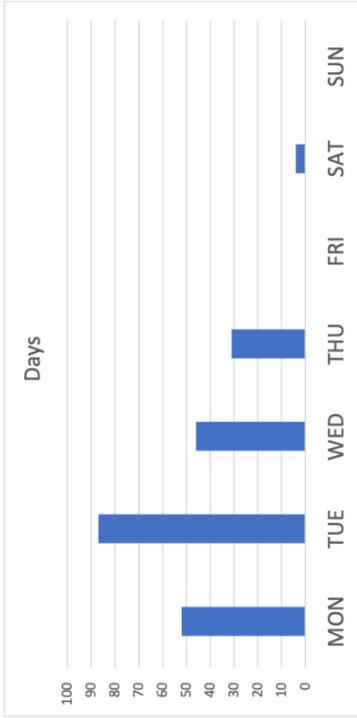
Douglas Cable Access FY18 Meetings Tracking



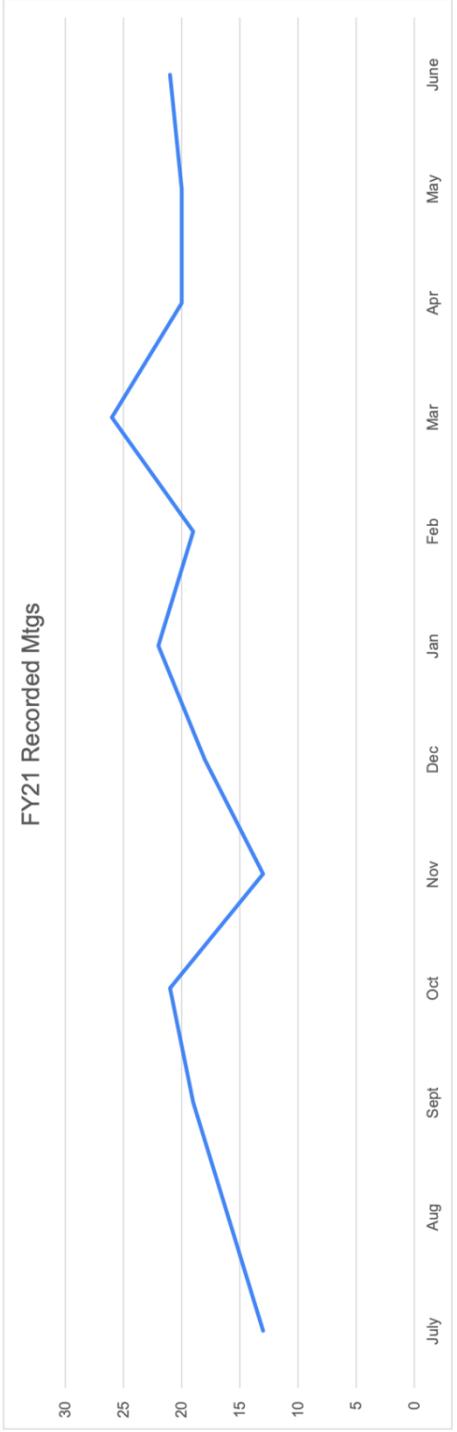
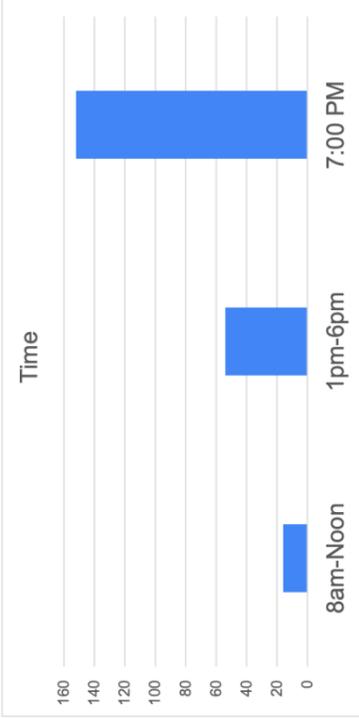
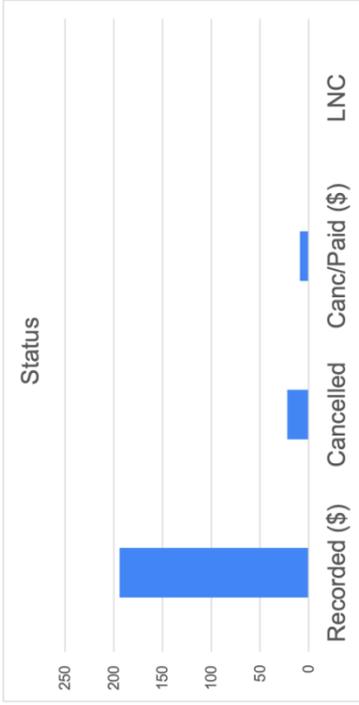
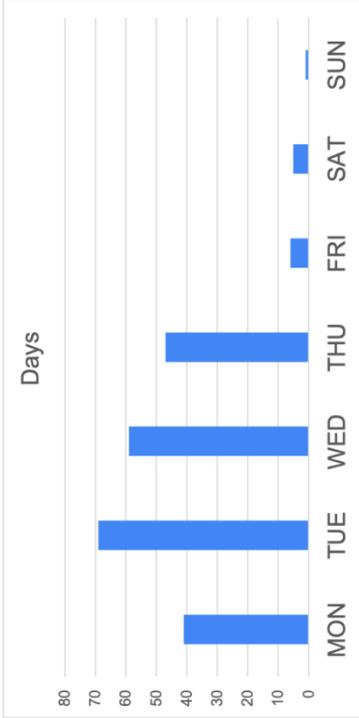
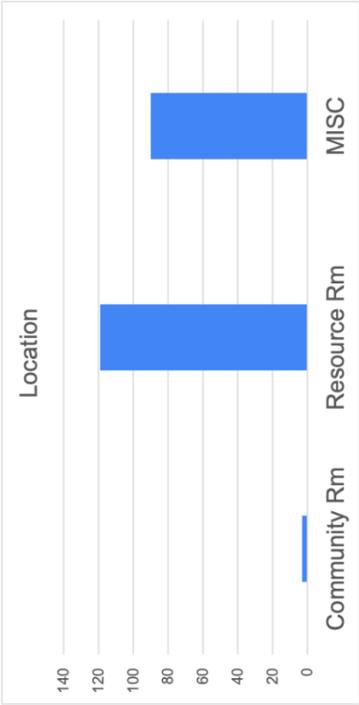
Douglas Cable Access FY19 Meetings Tracking



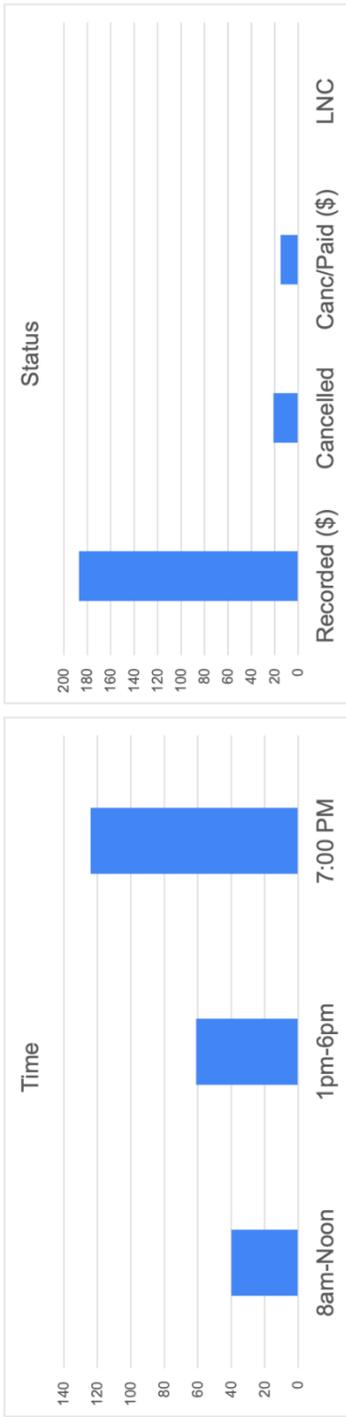
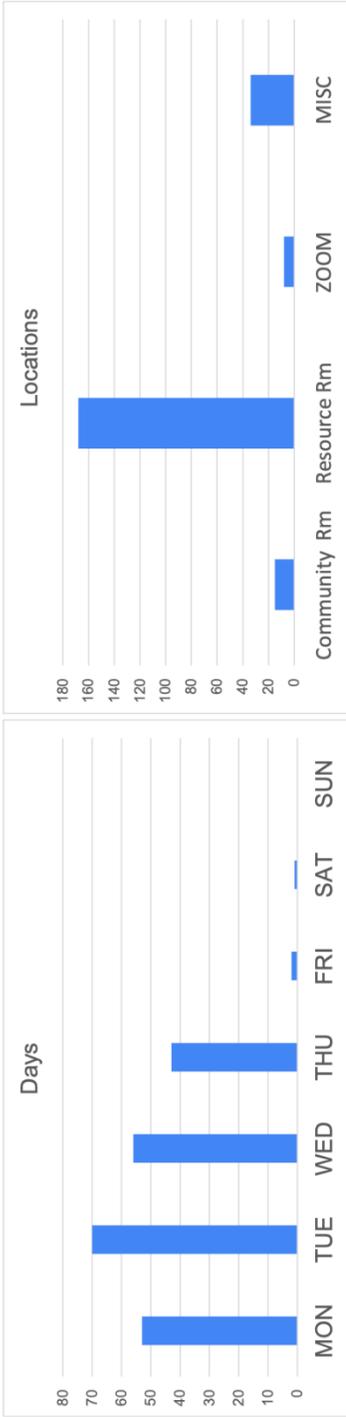
Douglas Cable Access FY20 Meetings Tracking



Douglas Cable Access FY21 Meetings Tracking



Douglas Cable Access FY22 Meetings Tracking



**Community Television/PEG Access
Never Has Community Television Been More Important
Nor Its Contributions More Widely Recognized And Appreciated**

As Stated By An Elected Municipal Official In The Commonwealth
*In our town, democracy would have died for almost a year
during Covid-19 if it were not for the actions and assistance of Community Television*

But Never Have The Financial Risk To Community Television Been Greater

**Prepared for the
Town of Douglas Cable License Sub-Committee
by
Attorney William H. Solomon
(September 28, 2022)**

- Never has Community Television/PEG Access been more important, nor its contributions more widely recognized and appreciated, but never has the financial risk to Community Television been greater.
- As stated by an elected municipal official in the Boston metropolitan area, in our town, democracy would have died for almost a year during Covid-19 if it were not for the actions and assistance of Community Television.
- The financial challenge to Community Television arises from the competitive Internet-based video landscape. A process that has been greatly speed up as a result of the Covid-19 Pandemic and the move to steaming video services, which do not provide financial support for PEG Access.
- An example of the many consequences that flow both directly and indirectly from the changing competitive landscape with its increased video competition, but not, increased Internet Services competition, is that cable operators have changed their approach/formula for determining how much of bundled services revenue (i.e. Internet, telephone and cable) are attributed to cable services, by decreasing the proportion of the bundled services attributed to cable. This has been a primary reason for the decrease in cable “franchise fees”/“PEG Access Support” over the last 4 years, on par with or even greater than the decrease attributable to cable subscribers “cutting the [cable] cord” or “shaving the [cable] cord”.
- Creating a further potential financial challenge for PEG Access going forward is the Federal Communications Commission’s (FCC’s) 2019 “In-Kind Consideration Order which, although modified in an important way by the 6th Circuit Appeals Court panel that otherwise upheld the FCC’s Order, will likely have some financial impact moving forward.

- Now more than ever, it is in the interest of towns to continue to support strong Public, Educational and Government Access operations, training and programming. Programming which helps support and grow the local economy and businesses, a wide range of town-based institutions and groups, and the arts, culture, entertainment, sports and spiritual life of the community.
- Public, Educational and Government operations and programming which helps connect the residents of Douglas to its government and connect the Town with its residents and businesses, and which connects the public and community groups and organizations.
- This at a time when long standing news and media sources, ranging from local newspapers to local television news coverage are disappearing or significantly reduced.
- Towns play an important role in furthering the financial stability of PEG Access, thereby allowing for investment-based planning and decision making. Allow PEG Access to best prepare for the changing video and competitive environment and at push-off the time when the Town will either need to look for financial support from the taxpayers or accept significant reductions in PEG Access coverage and programming.
- Now is the time to work together to not only preserve what the Town of Douglas has built, but to continue to move ahead in a world and environment where video and telecommunications are increasingly integral and instrumental in all areas of work and life. That work includes, but is not limited to, continuing to put together and build the foundation and tools for both hybrid and remote participation meetings and events, together with the in-person experiences that reflect the best of the Town of Douglas those who live and/or work in the Town.

Postscript Note – No city or town in the Commonwealth cablecasts a great percentage of its municipal meetings than the Town of Douglas which cablecasts all town government meetings in the Town. No other city or town comes close to that.

Postscript Note – Based on the combination of the Cable Act (federal law) and Massachusetts Cable Law, cable funds (other than the fifty cent per subscriber “license fee” paid annually in May by the cable company) may be used only for PEG Access/cable-related purposes.

Town of Douglas
Cable License Sub-Committee
Outline for Meeting
(September 28, 2022)
(Prepared by Atty Wm Solomon)

Year	Charter
2021	1,969
2020	2,128
2019	2,178
2018	2,269
2017	2,384
2016	2,377
2015	2,372
2014	2,335
2013	2,341
2012	2,360
2011	2,356
2010	2,345

* All as of December 31st of the year.

Current License – November 18, 2013.

Assume 2,341 subscribers.

Current subscribers – 1,969 (maybe less)

Difference – 372 subscribers.

15.8 % reduction.

PEG Operating Support (beginning in Year 2 – “or such lower dollar amount that the Issuing Authority shall notify the Licensee of in writing no later than 120 days prior to the annual anniversary date of this Renewal License.

Year One - \$47,037

Year Two - \$100,630

Year Three - \$115,039

Year Four (onward) – increase 3% each year (i.e. Year 4 - \$119,520), subject to the above referenced right of the Issuing Authority to provide 120 days notice of a lower dollar amount of PEG Access support as the Issuing Authority may determine.

Annual payments beginning in Year 5 would have been as follows (rounded):

Year Five - \$123,106

Year Six - \$126,799

Year Seven - \$130,603

Year Eight - \$134,521

Year Nine - \$138,557

Year Ten - \$142,714

Payments made no later than March 31st following the Anniversary date of the Renewal License.

Gross Revenue Reports – Section 8.4(b) – If requested in writing by the Issuing Authority, any such payment [PEG Access Support payments to the Town] shall be accompanied by a general statement of the total amount of Gross Revenue which shall also provide in reasonable detail the general categories comprising Gross Revenue as defined in Section 1.1(11) above and the revenue attributable thereto.

PEG Capital (Access Equipment/Facilities Funding)

\$169,000 payable as:

100,000 within 30 days

\$50,000 on or before the 1st anniversary of the Effective Date

\$19,000 on or before the 5th Anniversary of the Effective Date

Per Subscriber PEG Capital over 10 year period of time - \$169,000 divided by 1,969 subscribers = \$85.83 per subscriber.

PEG Access Channels – 3 plus a minimum of 1 HD PEG Access Channel

PEG Access Cablecasting – (i) Town Hall (Municipal Center), and (ii) Douglas High School (initially) then fiber-optic required from: (i) Douglas Municipal Center (1st floor and cable facility on 2nd floor); (ii) Simon Fairfield Library (290 Main Street); and (iii) Douglas High School (33 Davis Street). Licensee to provide 3 transmitters and receivers.

Note – Town decided not to go ahead with the Library.

Other Major PEG Access issues:

- (i) Upgrade of Standard Definition PEG Access Channels to Serial Digital Interface (“SDI”)
- (ii) High Definition PEG Access Channel(s)
- (iii) Electronic Program Guide
- (iv) Video-on-Demand (Access to Comcast VOD) (Least important, optional)

Major non-PEG Access issues

Cable Service to Public Buildings.

Public Way issues/cable license language.

Legal provisions.

From: Matthew Wojcik mwojcik@douglas-ma.gov 
Subject: Fw: [EXTERNAL]Internet/Cable Contract Renewals
Date: August 3, 2022 at 2:29 PM
To: Douglas Cable cable@douglas-ma.gov

See below please

From: Fredericks, William (SEN) <William.Fredericks@masenate.gov>
Sent: Wednesday, August 3, 2022 11:08 AM
To: Fredericks, William (SEN) <William.Fredericks@masenate.gov>
Subject: [EXTERNAL]Internet/Cable Contract Renewals

Good morning all,

We have received messages from several select board members and/or Town Managers/Administrators in our district, stating that the town is facing challenges while renegotiating their contract with Spectrum. Senator Fattman asked me to check in with all of our municipalities to ask several questions regarding this renewal process so that we can have a conversation with the internet and cable provider.

If you would kindly review the questions below, and send me an email response with your answers, it would be most helpful in our discussions with Spectrum:

- 1.) Is Spectrum the main provider for your municipality? If not, who is? (Then skip to **Question 5**)
- 2.) Is your Spectrum contract up for renewal this year?
- 3.) If so, are you finding it difficult to negotiate agreeable terms?
- 4.) If you answered "Yes" to Question 3, please provide a brief summary of the issue.
- 5.) If Spectrum is **NOT** your cable and internet provider, is your contract up for renewal?
- 6.) If you answered "Yes" to Question 5, are you finding it difficult to negotiate terms?
- 7.) If you answered "Yes" to Question 6, please provide a brief summary of the issue.

We look forward to hearing from you.

Sincerely,

Bill Fredericks | Communications Director
Office of Senator Ryan C. Fattman | Assistant Minority Leader