



Douglas Cable Advisory Committee
Douglas Municipal Center
Agenda
Monday July 1, 2019

1. **Call to order:**
2. **FY20 Re-organization:**
3. **Committee Vacancies:** *There is one opening on the Committee, email cable@douglasma.org or call 508-476-4000 ext 222 if interested.*
4. **Expenditures:**
5. **MM:** 5/13/19
6. **Correspondence:**
7. **Coordinator Report:**
8. **Equipment:**
9. **Competition:** Update
10. **Other Business:** *Open session for topics not reasonably anticipated 48 hours in advance of meeting.*
11. **Next Meeting:**
12. **Adjourn:**

Cable Advisory Committee Re-Organization FY20



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One Opening on Cable Committee

email cable@douglasma.org

Or call 508-476-4000 ext 222

For more information



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Cable Expenditures Thru May 2019 (June not yet available)

	Month To Date	Year To Date	FY19 Budget	Remaining
Full Time Wages	\$2,434.84	\$28,462.52	\$31,758	\$3,295.48
Part Time Wages	\$1,080.00	\$10,950.30	\$16,274	\$5,323.70
FICA	\$50.98	\$548.84	\$786	\$237.16
Other Services	\$644.94	\$2,046.38	\$3,000	\$953.62
Total Expenses	\$695.92	\$17,385.98	\$38,208	\$20,822.02

FOR 2019 11

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
695 CABLE ADVISORY COMMITTEE							
<hr/>							
01695100 CABLE ADVISORY SALARIES							
01695100 51110 F/T WAGES	31,758	31,758	28,462.52	2,434.84	.00	3,295.48	89.6%
01695100 51200 P/T WAGES	16,274	16,274	10,950.30	1,080.00	.00	5,323.70	67.3%
TOTAL CABLE ADVISORY SALARIES	48,032	48,032	39,412.82	3,514.84	.00	8,619.18	82.1%
01695200 CABLE ADVISORY EXPENSE							
01695200 51706 COUNTY RETIREMENT	3,397	3,397	.00	.00	.00	3,397.00	.0%
01695200 51707 EMPLOYER'S FICA	786	786	548.84	50.98	.00	237.16	69.8%
01695200 52400 REPAIRS AND MAINTEN	1,000	1,000	492.00	.00	.00	508.00	49.2%
01695200 52700 RENTALS AND LEASES	0	0	114.99	.00	.00	-114.99	100.0%*
01695200 53008 CONTRACTUAL SERVICE	1,600	1,600	1,600.00	.00	.00	.00	100.0%*
01695200 53012 EMPLOYEE TRAIN SEM/	325	325	.00	.00	.00	325.00	.0%
01695200 53401 POSTAGE	100	100	.00	.00	.00	100.00	.0%
01695200 53800 OTHER SERVICES	3,000	3,000	2,046.38	644.94	.00	953.62	68.2%
01695200 54200 OFFICE SUPPLIES	700	700	232.74	.00	.00	467.26	33.2%
01695200 55800 OTHER SUPPLIES	500	500	1,427.12	.00	.00	-927.12	285.4%*
01695200 57100 IN-STATE TRAVEL	300	300	161.13	.00	.00	138.87	53.7%
01695200 57150 TRAINING AND EDUCAT	150	150	74.88	.00	.00	75.12	49.9%
01695200 57300 DUES AND MEMBERSHIP	350	350	250.00	.00	.00	100.00	71.4%
01695200 58500 ADDITIONAL EQUIPMEN	23,000	23,000	9,865.98	.00	.00	13,134.02	42.9%
01695200 58700 REPLACEMENT EQUIPME	3,000	3,000	571.92	.00	.00	2,428.08	19.1%
TOTAL CABLE ADVISORY EXPENSE	38,208	38,208	17,385.98	695.92	.00	20,822.02	45.5%
01695501 CABLE STUDIO EQUIPMENT							
01695501 58500 CABLE STUDIO EQUIP	0	50,000	.00	.00	.00	50,000.00	.0%
TOTAL CABLE STUDIO EQUIPMENT	0	50,000	.00	.00	.00	50,000.00	.0%
TOTAL CABLE ADVISORY COMMITTEE	86,240	136,240	56,798.80	4,210.76	.00	79,441.20	41.7%

05/30/2019 15:53 | Town of Douglas
9824jcah | FY19 MAY EXPENDITURE REPORT

| P 131
| glytdbud

FOR 2019 11

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>								
695 CABLE ADVISORY COMMITTEE								
<hr/>								
28269510	CABLE RRA							
28269510	59601 TRANSFER TO GENERAL	0	0	86,240.00	.00	.00	-86,240.00	100.0%*
TOTAL CABLE RRA		0	0	86,240.00	.00	.00	-86,240.00	100.0%
TOTAL CABLE ADVISORY COMMITTEE		0	0	86,240.00	.00	.00	-86,240.00	100.0%
TOTAL TOWN RECEIPTS RESERVED FUND		0	300	415,090.00	.00	.00	-414,790.00*****%	
TOTAL EXPENSES		0	300	415,090.00	.00	.00	-414,790.00	

Cable Vouchers Signed

Town of Douglas
Schedule of Departmental Bills Payable

Redhass

To the Acc^d Department **Cable 01695200**

Date: 5/22/2019

The follow: \$644.94 Dollars
have been a Cable Advisory Committee
and you are

Approved

Cable Advisory Committee

Cable Vouchers Signed

Town of Douglas
Schedule of Departmental Bills Payable

To the Acc Date: 6/13/2019
Departme **Cable 01695200**

The follow: **Cable Advisory Committee** \$69.00 Dollars
have been a
and you are

Approved

Cable Vouchers Signed

Town of Douglas
Schedule of Departmental Bills Payable

To the Acc^d 1 1 1 1
Department Cable 01695200

Date: 6/20/2019

The follow: \$825.42 Dollars
have been a Cable Advisory Committee
and you are

Approved

Thomas M. Jentsch

Cable Vouchers Signed

Town of Douglas
Schedule of Departmental Bills Payable

To the Acc
Departmei Cable 01695200

Date: 6/27/2019 (FY20)

The following amounts have been assessed and you are liable to pay the same to the Cable Advisory Committee. The amount is \$97.81.

Approved

Shane M. Denbaff

Cable Vouchers Signed

Town of Douglas
Schedule of Departmental Bills Payable

To the Accounting Officer:

Department: **Cable**

Date: July 1, 2019

FY20

The following named invoices amounting in the aggregate to **\$1,251.00** Dollars
have been approved by the **Cable**
and you are hereby requested to place them on the warrant for payment.

Approved by:



Douglas Cable Advisory Committee

Douglas Municipal Center

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12. Adjourn:

Douglas Cable Advisory Committee

Douglas Municipal Center

Meeting Minutes

Monday, May 13, 2019

Fred Fontaine called the meeting to order at 7:04pm

Committee Attendance: Fred Fontaine, Tom Devlin, Chris Menn, Bob Werme

Staff: Pat Aldrich, Sarah Guimond

1. **Committee Vacancies:** There is one opening on the Committee, email cable@douglasma.org or call 508-476-4000 ext 222 if interested.
2. **Financials:** *Financials Report Attached.*
3. **Expenditures:** Vouchers: Tom signed 4/17/19, Tom signed 4/24/19
4. **Meeting Minutes:** Tom motioned to accept the meeting minutes of 4/8/19 as written, Chris 2nd, unanimous favor. Tom motioned to approve the meeting minutes of 3/18/19 as presented, Chris 2nd, unanimous favor.
5. **Correspondence:** Memorial Day Parade agenda 4/28/19 - Pat will post the information on Cable social media. Charter Form 200 4/30/19. ATM 5/6/19 article 7 Cable PEG budget FY20. ATM 5/6/19 article 10 Capital FY20 Resource Room PA project \$18,000.
6. **Coordinator Report:**
 - **Meetings Report April 2019**
 - 4/25/19 Cherry Tree Dedication ceremony was recorded at the Municipal Center, is on YouTube and broadcasting on the Public Channel 191.
 - 4/30/19: Senior Center Program "Mushrooms!" with Douglas Orchard and Farm was recorded, on YouTube and broadcasting on the Public Channel 191.
 - 5/6/19: Annual Town Meeting was recorded, is on YouTube and being broadcast on the Govt Channel 192.
 - Upcoming: 5/26/19 Memorial Day Parade will be recorded.
7. **Equipment:** Resource Room PA Procurement schedule was outlined by Pat, according to the new Town Administrator. *Outline attached. Needs assessment attached.* Pat noted some vendors we can start requesting from, Town Administrator will provide some vendors off the Commbuys list. *Purchase description is attached.* Pat explained an issue with some noise disturbance in the Community Room audio. As it is coming up on replacement time, Pat sought a quote to replace the audio in that room. Some discussion about this item, more research needed.
8. **Competition:** Fred reached out to alternative Cable providers, no response yet. Tom and Chris discussed local restrictions on expanding broadband services as outlined in MA general law.
9. **Next Meeting:** Monday June 10, 2019
10. **Adjourn:** *Bob motioned to adjourn at 7:41pm, Chris 2nd, unanimous favor.*



Douglas Cable Advisory Committee

Douglas Municipal Center

Agenda

Monday July 1, 2019

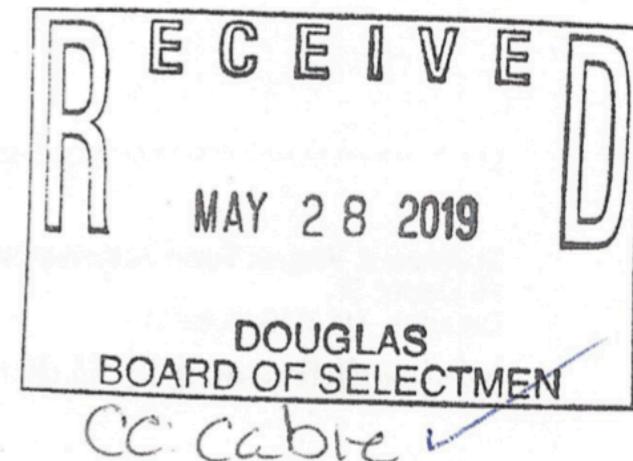
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John R. Maher
Director of Government Affairs

May 20, 2019

Re: Charter Communications – MA Upcoming Changes



Dear Municipal Official:

Charter Communications (“Charter”), locally known as Spectrum, is making its customers aware that on or around May 24, 2019, Olympusat will cease transmission of its Hillsong Channel located on Expanded Basic/Standard Tier SD & HD serving your community

To view a current Spectrum channel lineup visit www.spectrum.com/channels.

If you have any questions, I can be reached at 774-243-9735 or via email at John.Maher@charter.com.

Sincerely yours,

A handwritten signature in black ink that reads "John R. Maher".

John R. Maher
Director of Government Affairs



TOWN OF DOUGLAS

OFFICE OF THE SELECTMEN 29 Depot Street • Douglas, MA 01516

508-476-4000
Fax: 508-476-1070
TTY 508-476-1619

Kevin D. Morse – Chairman
David P. Cortese – Vice Chairman
Timothy P. Bonin
Harold R. Davis
Michael D. Hughes

Matthew J. Wojcik
Town Administrator

Suzanne L. Kane
Administrative Assistant

June 4, 2019

Mr. Wildred Fontaine
25 Charles St.
Douglas, MA 01516

Dear Mr. Fontaine;

On behalf of the Board of Selectmen, it is my pleasure to inform you that you have been re-appointed to the Cable Advisory Committee for a term ending June 30, 2022.

The Board of Selectmen and I sincerely appreciate your continued interest in serving the Town and wish to offer you our congratulations.

Please contact the Office of the Town Clerk within 30 days in order to be sworn in to the continued duties of your office.

Sincerely;

Suzanne Kane
Administrative Assistant

Cc: Town Clerk

Cable Advisory Committee ✓



TOWN OF DOUGLAS

Kevin D. Morse – Chairman
David P. Cortese – Vice Chairman
Timothy P. Bonin
Harold R. Davis
Michael D. Hughes

OFFICE OF THE SELECTMEN 29 Depot Street • Douglas, MA 01516

508-476-4000
Fax: 508-476-1070
TTY 508-476-1619

Matthew J. Wojcik
Town Administrator

Suzanne L. Kane
Administrative Assistant

June 4, 2019

Mr. Christopher Menn
39 Gilboa St.
P.O. Box 26
Douglas, MA 01516

Dear Mr. Menn;

On behalf of the Board of Selectmen, it is my pleasure to inform you that you have been re-appointed to the Cable Advisory Committee for a term ending June 30, 2022.

The Board of Selectmen and I sincerely appreciate your continued interest in serving the Town and wish to offer you our congratulations.

Please contact the Office of the Town Clerk within 30 days in order to be sworn in to the continued duties of your office.

Sincerely;

Suzanne Kane
Administrative Assistant

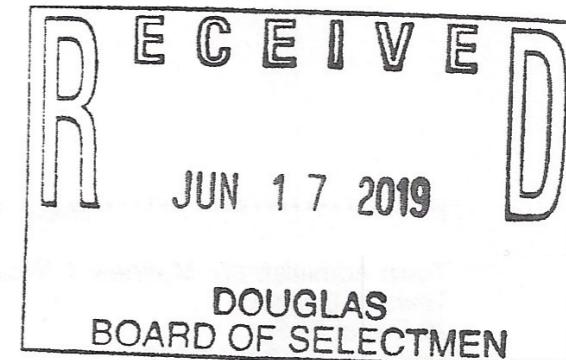
Cc: Town Clerk
Cable Advisory Committee



John R. Maher
Director of Government Affairs

June 7, 2019

Re: Charter Communications – MA Upcoming Changes



cc: Cable

Dear Municipal Official:

Charter, locally known as Spectrum, is notifying you that on or around July 9, 2019, Charter will launch video-on-demand fitness subscription channel, Gaiam TV Fit & Yoga, allowing customers to access premium yoga and fitness training directly on TV. With more than 100 programs available, Gaiam TV Fit & Yoga offers something for all fitness levels, interests and demographics. Program choices will include cardio, pilates, yoga, meditation, pre and postnatal exercise, sculpting and toning, walking, circuit training and dance, as well as programs tailored for certain health conditions including arthritis and stress-related illnesses.

Customers with Spectrum On Demand can subscribe to Gaiam TV Fit & Yoga for \$6.99 per month. Customers interested in subscribing to Gaiam TV Fit & Yoga should contact Spectrum.

To view a current Spectrum channel lineup visit www.spectrum.com/channels.

If you have any questions, I can be reached at 774-243-9735 or via email at John.Maher@charter.com.

Sincerely yours,

A handwritten signature in black ink that reads "John R. Maher".

John R. Maher
Director of Government Affairs

06/25/2019 21:44 | Town of Douglas
9824jlov | FY20 EXPENSE BUDGET TO CK DOES NOT

| P 81
| glytdbud

INCLUDE CAPITAL

FOR 2020 01

	ORIGINAL	REVISED		AVAILABLE	PCT		
	APPROP	BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	BUDGET	USED
695 CABLE ADVISORY COMMITTEE							
01695100 CABLE ADVISORY SALARIES							
01695100 51110 F/T WAGES	32,459	32,459.00	.00	.00	.00	32,459.00	.0%
01695100 51200 P/T WAGES	17,813	17,813.00	.00	.00	.00	17,813.00	.0%
TOTAL CABLE ADVISORY SALARIES	50,272	50,272.00	.00	.00	.00	50,272.00	.0%
01695200 CABLE ADVISORY EXPENSE							
01695200 51706 COUNTY RETIREMENT	3,499	3,499.00	.00	.00	.00	3,499.00	.0%
01695200 51707 EMPLOYER'S FICA	810	810.00	.00	.00	.00	810.00	.0%
01695200 52400 REPAIRS AND MAINTEN	500	500.00	.00	.00	.00	500.00	.0%
01695200 53008 CONTRACTUAL SERVICE	1,600	1,600.00	.00	.00	.00	1,600.00	.0%
01695200 53012 EMPLOYEE TRAIN SEM/	350	350.00	.00	.00	.00	350.00	.0%
01695200 53401 POSTAGE	100	100.00	.00	.00	.00	100.00	.0%
01695200 53405 INTERNET SERVICES	2,200	2,200.00	.00	.00	.00	2,200.00	.0%
01695200 54200 OFFICE SUPPLIES	650	650.00	.00	.00	.00	650.00	.0%
01695200 55800 OTHER SUPPLIES	600	600.00	.00	.00	.00	600.00	.0%
01695200 57100 IN-STATE TRAVEL	250	250.00	.00	.00	.00	250.00	.0%
01695200 57150 TRAINING AND EDUCAT	150	150.00	.00	.00	.00	150.00	.0%
01695200 57300 DUES AND MEMBERSHIP	425	425.00	.00	.00	.00	425.00	.0%
01695200 58500 ADDITIONAL EQUIPMEN	5,000	5,000.00	.00	.00	.00	5,000.00	.0%
01695200 58700 REPLACEMENT EQUIPME	3,000	3,000.00	.00	.00	.00	3,000.00	.0%
TOTAL CABLE ADVISORY EXPENSE	19,134	19,134.00	.00	.00	.00	19,134.00	.0%
TOTAL CABLE ADVISORY COMMITTEE	69,406	69,406.00	.00	.00	.00	69,406.00	.0%



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12. Adjourn:

Meetings Covered May 2019

Recording	Day	Time	Room	Staff	Confir	Status	Wage	Up			
EDC_2019_05_01	WED	7:00 PM	RES	Tess Werme	<input checked="" type="checkbox"/>	Paid/Cancelled	\$60.00		MON	6	No Show
ATM_2019_05_06	MON	6:00 PM	DHS	Sarah Guimond	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>	TUE	9	
STM_2019_05_06	MON	6:00 PM	DHS	Tess Werme	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>	WED	4	
Sewer_2019_05_07	TUE	7:00 PM	SEW	Kay Bowen	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>	THU	1	
ZBA_2019_05_08	WED	7:00 PM	COM	Al Galvin	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>	FRI	1	
Building_2019_05_09	THU	7:00 PM	COM	Angie Coe	<input checked="" type="checkbox"/>	Paid/Cancelled	\$60.00		SAT	0	Late Notice
ConCom_2019_05_13	MON	7:00 PM	COM	Tess Werme	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>	SUN	1	
Cable_2019_05_13	MON	7:00 PM	RES	Sarah Guimond	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>			
COA_2019_05_14	TUE	9:00 AM	SR	Sarah Guimond	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>	COM	9	
BOS_2019_05_14	TUE	7:00 PM	RES	Kay Bowen	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>	RES	5	
Octoberfest_2019_05_14	TUE	7:00 PM	COM	Tess Werme	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>	MISC	8	
PB_2019_05_15	WED	7:00 PM	COM	Al Galvin	<input checked="" type="checkbox"/>	Cancelled	\$0.00				
BOH_2019_05_20	MON	6:00 PM	BOH	Al Galvin	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>	8am-Noon	2	
OpenSpace_2019_05_20	MON	7:00 PM	COM	Tess Werme	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>	1pm-6pm	4	
BOS_2019_05_21	TUE	7:00 PM	RES	Sarah Guimond	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>	7:00 PM	16	
SrCenter_2019_05_21	TUE	10:30 AM	SR	Sarah Guimond	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>			
Memorial_2019_05_26	SUN	1:30 PM	MISC	Sarah Guimond	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>	Recorded	19	
Memorial_2019_05_26	SUN	1:30 PM	MISC	Al Galvin	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>	Cancelled	2	
Library_2019_05_28	TUE	7:00 PM	KIT	Kay Bowen	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>	Cancelled/Paid	2	
PB_2019_05_28	TUE	7:00 PM	COM	Tess Werme	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>	LNC	0	
Cemetery_2019_05_28	TUE	7:00 PM	RES	Sarah Guimond	<input checked="" type="checkbox"/>	Cancelled	\$0.00				
Building_2019_05_29	WED	7:00 PM	COM	Angie Coe	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>	Total Wages	\$1,260.	
Cemetery_2019_05_31	FRI	7:00 PM	COM	Sarah Guimond	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>			
					<input type="checkbox"/>			<input type="checkbox"/>			
					<input type="checkbox"/>			<input type="checkbox"/>			
					<input type="checkbox"/>			<input type="checkbox"/>			
					<input type="checkbox"/>			<input type="checkbox"/>			

Meetings Covered June 2019

Coordinator Report July 1, 2019

- 5/16: Cable Office windows were cleaned as part of Municipal Center, makes office look nice.
- 2009 & 2010 archive videos have been uploaded to Internet Archive.
 - 2006-2010 now available for viewing/download.
- 5/26/19: Memorial Day Parade was recorded and is being broadcast, YouTube.
- Mac mini in cable office recording station monitor had died, new one ordered & installed.
- All Vendors have returned quotes for Resource Room Audio, to be considered after this report concludes.
- Reminder: Need to have a committee vote on “signing authority” for FY20



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Douglas Cable Capital Project: Resource Room PA System Quote Breakdown 7/1/19				
	HB Communications	Ockers	Pro-Sound Services	Access AV
Table Mics	Shure MX418 D/C 18" Gooseneck 8 x \$281 each	Shure MX418 D/C 12" Gooseneck Desk 8 x \$255 each	Shure MX400 D 12" Gooseneck Desk 6 x	Shure MX418 D/C 12" Gooseneck Desk 8 x \$278 each
Audience Mics	Shure CVO Low Profile Hanging 4 x \$84 each	Sennhieser MEB104w Boundy Celing Mic 4 x \$177 each	Audix M1255 Hanging Condenser 2 x	Shure CVO Low Profile Hanging 4 x \$88 each
Speakers	6" Sonance PS-063RT 6 x \$342 each Sonance PS-S63TW 2 x \$418	Kramer Galil-4C	Existing Speakers Reconfiguration	8" AAV 24215 8 x \$49 each
Amp	Tesira 1200.1 1200 Watt \$2,250	JBL 2 x 80w \$415	Existing Amp Reconfigured	Crown CDI-1000 \$799
Mixer	Tesira Forte DSP \$2,249 SCM-810 \$1,182	Symentrix Solus 12x8 DSP \$1,860	Soundweb London BLU-100	SCM-810 SCM-410 \$2,070
ADA Compliance	Listen Tech LS-54-072 \$1,656.00	Listen Tech LS-41-072 \$890.00	Transmitter & Receivers PPA VP 37 \$999.00	Nady ALD-800-BB \$287.00
Warranty	6 months	Not Specified	1 year on new equip defects	Not Specified
Labor	\$12,585.00	\$2,475.00	\$6,250.00	\$5,080.00
Total Project Price	\$32,376.00	\$9,773.25	\$17,355.00	\$12,499.00



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