



Douglas Cable Advisory Committee

Douglas Municipal Center

Agenda

Monday September 9, 2019

1. **Call to order:**
2. **Committee Vacancies:** *There are two (2) openings on the Committee, email cable@douglasma.org or call 508-476-4000 ext 222 if interested.*
3. **Committee Re-organization:**
4. **Signing Authority Vote:**
5. **MM:** 7/1/19
6. **Coordinator Report:**
 - a. *Expenditures:*
 - b. *Correspondence:*
 - c. *Meetings Report July/August 2019*
 - d. *Updates:*
7. **Equipment:** Resource Room PA System update.
8. **Other Business:** *Open session for topics not reasonably anticipated 48 hours in advance of meeting.*
9. **Next Meeting:** Monday October 7, 2019
10. **Adjourn:**



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August 23, 2019

Board of Selectmen
Town Clerk
Town Hall
29 Depot St.
Douglas, MA 01516

Dear Sirs and Madam,

This letter is to tender my resignation from the Douglas Cable Advisory Committee effective September 1, 2019. The reason for this is due to an impending move to Worcester.

I have enjoyed my time working on the committee and have seen a great improvement in the level of service that the committee has been able to provide to the town. The ability to provide recordings of the public meetings makes transparency in our government a reality and I am proud that we have been able to make this happen.

I will miss the town. Having retired last year, I have made great use of our local library which has been able to increase my world view over the past several months.

Please feel free to use me as a resource in the future.

May the future bring great things to the town.

Sincerely,

Thomas M. Devlin, Jr.
Vice Chair
Cable Advisory Committee

cc: Matt Wojcik
Christine Furno
Suzanne Kane

Two Openings on Cable Committee

email cable@douglasma.org

Or call 508-476-4000 ext 222

For more information



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Meeting Minutes

Monday, July 1, 2019

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

Committee Attendance: Fred Fontaine, Tom Devlin, Chris Menn

Excused Absence: Bob Werme

Staff: Pat Aldrich, Al Galvin

1. **Committee Vacancies:** There is one opening on the Committee, email cable@douglasma.org or call 508-476-4000 ext 222 if interested.
2. **FY20 Re-Organization:** Tom made a motion that Fred Fontaine be the Chair for FY20, Chris 2nd, unanimous favor. Fred made a motion that Tom Devlin be Co-Chair for FY20, Chris 2nd, unanimous favor. Some discussion over bolstering interest in Committee vacancies.
3. **Financials:** *Financials Report Attached.*
4. **Expenditures:** Vouchers: Fred signed 5/22/19, Tom signed 6/13, 6/20, 6/27, 7/1/19
5. **Meeting Minutes:** Tom motioned to accept the meeting minutes of 5/13/19 as written, Chris 2nd, unanimous favor.
6. **Correspondence:** Charter Channel Change 5/20, Selectmen Letters 6/4: Fred & Chris reappointed to DCAC. Charter Channel Change 6/7, Finance Report "Cable Budget FY20" submitted.
7. **Coordinator Report:**
 - **Meetings Report May & June 2019**
 - 5/16/19 Professional window washing of all windows in Municipal Center, Cable Office included, looks great.
 - 2006-2010 Fully uploaded to Internet Archive, link on website.
 - 5/26/19: Memorial Day recorded, being broadcast/YouTube
 - MacMini in cable office monitor had died, new one ordered and installed.
 - All vendors have returned quotes for Resource Room PA System, to be considered.
 - Reminder: Need a committee vote on signing authority for FY20. *Tom motioned to allow the Chair and Vice Chair to sign the vouchers and payroll in FY20, 2nd by Chris, unanimous favor.*
8. **Equipment:** Resource Room PA System Quote breakdown. Discussion about the project and vendor response. Discussion about the various details of each quote. Fred recommended the Pro Sound quote based on his experience with audio equipment. *Tom made a motion to accept the Pro Sound Audio services bid for the PA system in the Resource Room, Chris 2nd, unanimous favor.* Pat said he would pass on the recommendation to the Town Administrator to follow through with Town Procurement Protocol.
9. **Competition:** Fred said there was no response from alternative cable providers.
10. **Next Meeting:** Monday August 12, 2019 tentatively as Resource Room PA project unfolds, if no need to meet, will skip to September.
11. **Adjourn:** *Tom motioned to adjourn at 7:45pm, Chris 2nd, unanimous favor.*



Douglas Cable Advisory Committee

Douglas Municipal Center

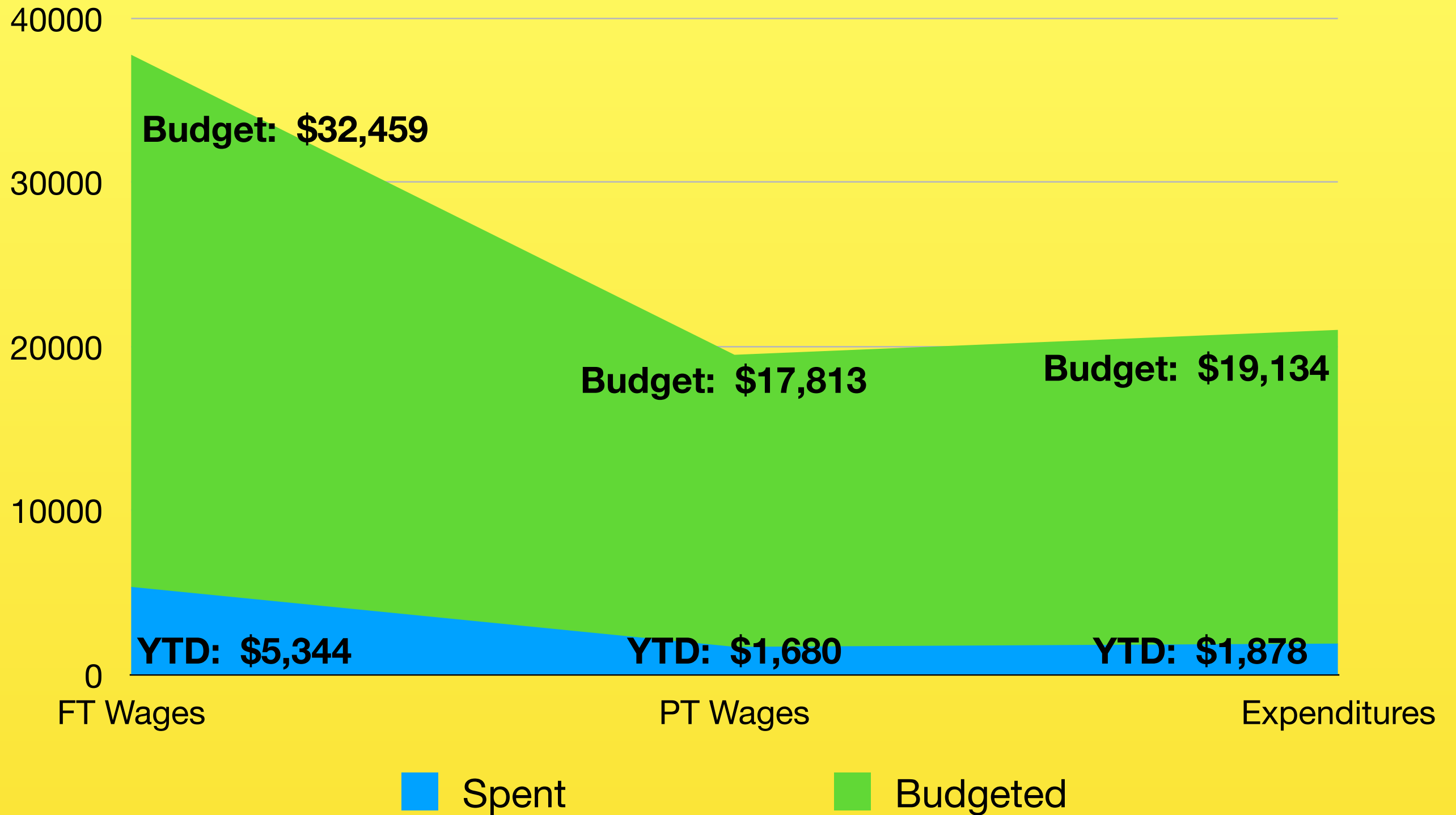
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Cable Expenditures FY20

As of September 1, 2019



FOR 2019 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED

695 CABLE ADVISORY COMMITTEE							

01695100 CABLE ADVISORY SALARIES							

01695100 51110 F/T WAGES	31,758	31,758	31,742.22	3,279.70	.00	15.78	100.0%
01695100 51200 P/T WAGES	16,274	16,274	12,150.30	1,200.00	.00	4,123.70	74.7%
TOTAL CABLE ADVISORY SALARIES	48,032	48,032	43,892.52	4,479.70	.00	4,139.48	91.4%
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	597.19	48.35	.00	188.81	76.0%
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	.00	.00	953.62	68.2%
01695200 54200 OFFICE SUPPLIES	700	700	673.18	440.44	.00	26.82	96.2%
01695200 55800 OTHER SUPPLIES	500	500	1,496.12	69.00	.00	-996.12	299.2%*
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	956.90	384.98	.00	2,043.10	31.9%
TOTAL CABLE ADVISORY EXPENSE	38,208	38,208	18,328.75	942.77	.00	19,879.25	48.0%
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	62,221.27	5,422.47	.00	74,018.73	45.7%

FOR 2019 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED

695 CABLE ADVISORY COMMITTEE							

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	750	415,090.00	.00	.00	-414,340.00*****%	
TOTAL EXPENSES	0	750	415,090.00	.00	.00	-414,340.00	

FOR 2020 01

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED

695 CABLE ADVISORY COMMITTEE							

01695100 CABLE ADVISORY SALARIES							

01695100 51110 F/T WAGES	32,459	32,459	2,856.90	2,856.90	.00	29,602.10	8.8%
01695100 51200 P/T WAGES	17,813	17,813	960.00	960.00	.00	16,853.00	5.4%
TOTAL CABLE ADVISORY SALARIES	50,272	50,272	3,816.90	3,816.90	.00	46,455.10	7.6%
01695200 CABLE ADVISORY EXPENSE							

01695200 51706 COUNTY RETIREMENT	3,499	3,499	1,251.00	1,251.00	.00	2,248.00	35.8%
01695200 51707 EMPLOYER'S FICA	810	810	49.30	49.30	.00	760.70	6.1%
01695200 52400 REPAIRS AND MAINTEN	500	500	97.81	97.81	.00	402.19	19.6%
01695200 53008 CONTRACTUAL SERVICE	1,600	1,600	.00	.00	.00	1,600.00	.0%
01695200 53012 EMPLOYEE TRAIN SEM/	350	350	.00	.00	.00	350.00	.0%
01695200 53401 POSTAGE	100	100	.00	.00	.00	100.00	.0%
01695200 53405 INTERNET SERVICES	2,200	2,200	214.98	214.98	.00	1,985.02	9.8%
01695200 54200 OFFICE SUPPLIES	650	650	.00	.00	.00	650.00	.0%
01695200 55800 OTHER SUPPLIES	600	600	.00	.00	.00	600.00	.0%
01695200 57100 IN-STATE TRAVEL	250	250	.00	.00	.00	250.00	.0%
01695200 57150 TRAINING AND EDUCAT	150	150	.00	.00	.00	150.00	.0%
01695200 57300 DUES AND MEMBERSHIP	425	425	.00	.00	.00	425.00	.0%
01695200 58500 ADDITIONAL EQUIPMEN	5,000	5,000	.00	.00	.00	5,000.00	.0%
01695200 58700 REPLACEMENT EQUIPME	3,000	3,000	.00	.00	.00	3,000.00	.0%
TOTAL CABLE ADVISORY EXPENSE	19,134	19,134	1,613.09	1,613.09	.00	17,520.91	8.4%
TOTAL CABLE ADVISORY COMMITTEE	69,406	69,406	5,429.99	5,429.99	.00	63,976.01	7.8%

FOR 2019 12

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL

695 CABLE ADVISORY COMMITTEE						

28269510 CABLE RRA						

28269510 48400 MISCELLANEOUS REVEN	0	.00	-84,456.09	.00	84,456.09	100.0%
28269510 49710 TRANSFER FR GENERAL	0	.00	-24,018.73	-24,018.73	24,018.73	100.0%
TOTAL CABLE RRA	0	.00	-108,474.82	-24,018.73	108,474.82	100.0%
TOTAL CABLE ADVISORY COMMITTEE	0	.00	-108,474.82	-24,018.73	108,474.82	100.0%
TOTAL TOWN RECEIPTS RESERVED F	0	.00	-496,437.36	-57,723.44	496,437.36	100.0%
TOTAL REVENUES	0	.00	-496,437.36	-57,723.44	496,437.36	

FOR 2020 02

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED

695 CABLE ADVISORY COMMITTEE							

01695100 CABLE ADVISORY SALARIES							

01695100 51110 F/T WAGES	32,459	32,459	5,334.66	2,477.76	.00	27,124.34	16.4%
01695100 51200 P/T WAGES	17,813	17,813	1,680.00	720.00	.00	16,133.00	9.4%
TOTAL CABLE ADVISORY SALARIES	50,272	50,272	7,014.66	3,197.76	.00	43,257.34	14.0%
01695200 CABLE ADVISORY EXPENSE							

01695200 51706 COUNTY RETIREMENT	3,499	3,499	1,251.00	.00	.00	2,248.00	35.8%
01695200 51707 EMPLOYER'S FICA	810	810	99.43	50.13	.00	710.57	12.3%
01695200 52400 REPAIRS AND MAINTEN	500	500	97.81	.00	.00	402.19	19.6%
01695200 53008 CONTRACTUAL SERVICE	1,600	1,600	.00	.00	.00	1,600.00	.0%
01695200 53012 EMPLOYEE TRAIN SEM/	350	350	.00	.00	.00	350.00	.0%
01695200 53401 POSTAGE	100	100	.00	.00	.00	100.00	.0%
01695200 53405 INTERNET SERVICES	2,200	2,200	429.96	214.98	.00	1,770.04	19.5%
01695200 54200 OFFICE SUPPLIES	650	650	.00	.00	.00	650.00	.0%
01695200 55800 OTHER SUPPLIES	600	600	.00	.00	.00	600.00	.0%
01695200 57100 IN-STATE TRAVEL	250	250	.00	.00	.00	250.00	.0%
01695200 57150 TRAINING AND EDUCAT	150	150	.00	.00	.00	150.00	.0%
01695200 57300 DUES AND MEMBERSHIP	425	425	.00	.00	.00	425.00	.0%
01695200 58500 ADDITIONAL EQUIPMEN	5,000	5,000	.00	.00	.00	5,000.00	.0%
01695200 58700 REPLACEMENT EQUIPME	3,000	3,000	.00	.00	.00	3,000.00	.0%
TOTAL CABLE ADVISORY EXPENSE	19,134	19,134	1,878.20	265.11	.00	17,255.80	9.8%
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	69,406	119,406	8,892.86	3,462.87	.00	110,513.14	7.4%

FOR 2020 02

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695 CABLE ADVISORY COMMITTEE							

28269510 CABLE RRA							

28269510 59601 TRANSFER TO GENERAL	0	0	86,406.00	.00	.00	-86,406.00	100.0%
TOTAL CABLE RRA	0	0	86,406.00	.00	.00	-86,406.00	100.0%
TOTAL CABLE ADVISORY COMMITTEE	0	0	86,406.00	.00	.00	-86,406.00	100.0%
TOTAL TOWN RECEIPTS RESERVED FUND	0	450	406,406.00	.00	.00	-405,956.00*****%	
TOTAL EXPENSES	0	450	406,406.00	.00	.00	-405,956.00	

Town of Douglas

Schedule of Departmental Bills Payable

To the Accounting Officer:

Department: INFO MGMT SYSTEMS

Date: AUGUST 1, 2019

FY20

The following named invoices amounting in the aggregate to

have been approved by the INFO MGMT SYSTEMS

\$1,514.94

Dollars

and you are hereby requested to place them on the warrant for payment.

Approved by:

Northrup
H. M. D. D.

Vendor #	Vendor Name	Invoice #	Amount	Description	G/L Number
292	CHARTER COMMUNICATIONS	0140698 AUG19 TWN	\$655.02	7/24/19-8/23/19	01155200-53405
292	CHARTER COMMUNICATIONS	0140698 AUG19 CAB	\$214.98	7/24/19-8/23/19	01695200-53405
292	CHARTER COMMUNICATIONS	0140722 AUG19 FIR	\$214.98	7/24/19-8/23/19	01155200-53405
292	CHARTER COMMUNICATIONS	0140748 AUG19 COA	\$214.98	7/24/19-8/23/19	01155200-53405
292	CHARTER COMMUNICATIONS	0199819 AUG19 HWY	\$214.98	7/16/19-8/15/19	01155200-53405
Total:			\$1,514.94		



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Douglas Municipal Center

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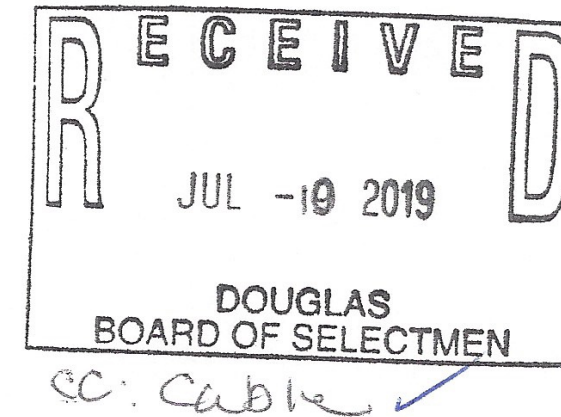
Charter: Channel Lineup Change



John R. Maher
Director of Government Affairs

July 3, 2019

Re: Charter Communications –Upcoming Changes



Dear Municipal Official:

Charter Communications ("Charter"), locally known as Spectrum, previously made its customers aware that on or around May 24, 2019, Olympusat ceased transmission of its Hillsong Channel located on Spectrum line up in your community. This letter will serve as notice that on or around July 12, 2019, Olympusat is replacing its Hillsong Channel with Upliftv channels 166 and 853. on Standard Tier/Expanded Basic in the channel lineup serving your community.

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

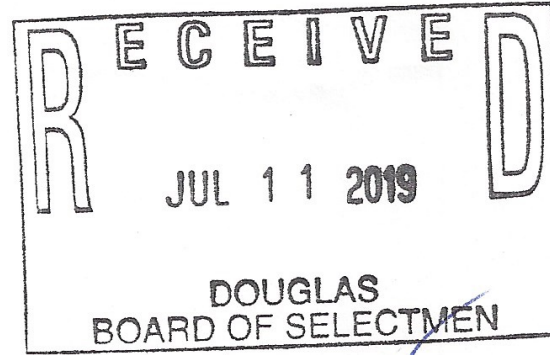
If you have any questions, I can be reached at 774-243-9735 or via email at John.Maher@charter.com.

Sincerely yours,

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

John R. Maher
Director of Government Affairs

Charter: Channel Lineup Change



John R. Maher
Director of Government Affairs

July 3, 2019

Re: Charter Communications –Upcoming Changes

Dear Municipal Official:

Charter Communications ("Charter"), locally known as Spectrum, was recently informed that on or around July 16, 2019, WUNI 2 - LATV on Spectrum Channel 189, located on the Basic Tier will be rebranded from WUNI 2 - LATV to WUNI 2 – Bounce TV on the channel lineup serving your community.

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

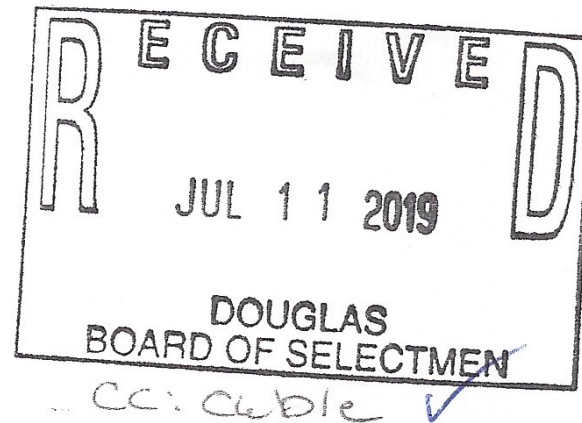
If you have any questions, I can be reached at 774-243-9735 or via email at John.Maher@charter.com.

Sincerely yours,

A handwritten signature in cursive script that reads "John R. Maher".

John R. Maher
Director of Government Affairs

Charter: Channel Lineup Rebrand



John R. Maher
Director of Government Affairs

July 5, 2019

Re: Charter Communications –Upcoming Changes

Dear Municipal Official:

Charter Communications ("Charter"), locally known as Spectrum, was recently informed that on or around July 20, 2019, Univision Deportes, located on the Basic Tier will be rebranded to TUDN on the channel lineup 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".

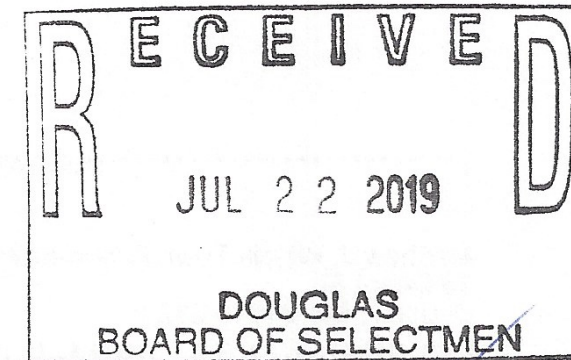
John R. Maher
Director of Government Affairs

Charter: Channel Rebrand



John R. Maher
Director of Government Affairs

July 19, 2019



cc: Cable ✓

Re: Charter Communications – MA Upcoming Changes

Dear Municipal Official:

Charter Communications ("Charter"), locally known as Spectrum, was recently informed that on or around August 21, 2019, EVINE channel located on Spectrum Basic/Starter TV will be rebranded to ShopHQ on the channel lineup 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 cursive script that reads "John R. Maher".

John R. Maher
Director of Government Affairs

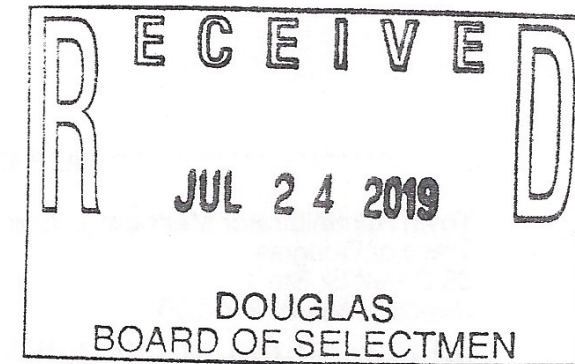
Charter: Channel Lineup Change



John R. Maher
Director of Government Affairs

July 19, 2019

Re: Charter Communications – MA Upcoming Changes L-CHTR



Dear Municipal Official:

Charter Communications ("Charter"), locally known as Spectrum, was recently informed of the following programming changes in the channel lineup serving your community:

On or around August 21, 2019, GEM HD will be added to Expanded Basic/Standard Tier.

On or around August 21, 2019, Charter Communications ("Charter"), locally known as Spectrum, will launch FETV (Family Entertainment Television) on Expanded Basic.

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

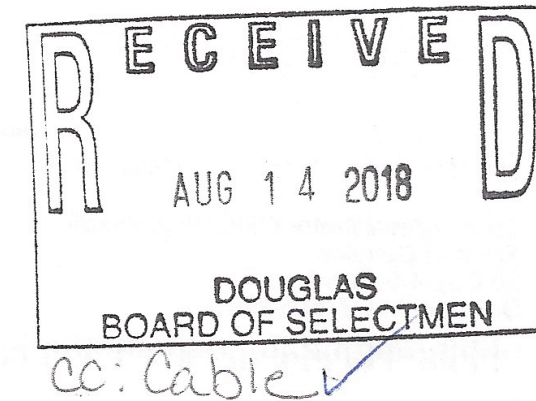
Charter: Fees reduction on unreturned equipment



John R. Maher
Director of Government Affairs

August 10, 2019

Re: Charter Communications- upcoming changes



Dear Municipal Official:

At Charter, locally known as Spectrum, we continue to enhance our services, offer more entertainment choices and deliver the best value to our customers. Like every business, periodically Charter reviews its pricing and makes occasional price adjustments. As a result, customers will be notified of the following price adjustments through bill messaging. Effective on or after September 10, 2019, pricing will be adjusted for **unreturned equipment** as follows:

Rate Card Description	Current Rate	New Rate	Notes
Spectrum Receiver	\$123	\$103	A \$20 reduction in rate.
CableCARD™	\$22	\$20	A \$2 reduction in rate.

We remain committed to providing an excellent experience for our customers, in your community and in each of the communities we serve. If you have any questions about these rate adjustments, I can be reached at 774-243-9735 or via email at John.Maher@charter.com.

Sincerely yours,

A handwritten signature in cursive script that reads "John R. Maher".

John R. Maher
Director of Government Affairs

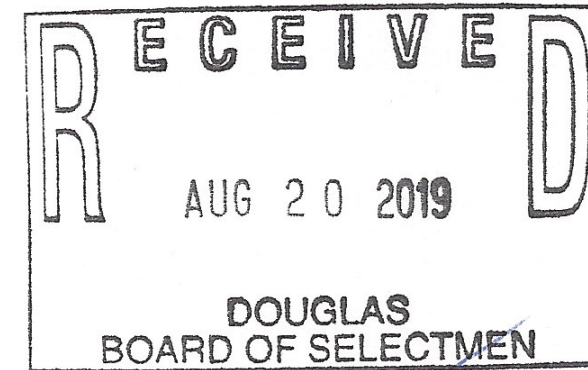
Charter: Channel Lineup Change



John R. Maher
Director of Government Affairs

August 16, 2019

Re: Charter Communications- upcoming changes



Dear Municipal Official:

Charter, locally known as Spectrum, is notifying you that effective on or around July 19, 2019, you received launch information for NBA League Pass addition to Spectrum Pay-Per-View HD in the channel lineups serving your community.

NBA League Pass will not be launched in your area on or around August 16, 2019, but at a later date to be determined. Once we have a launch date, we will notify you with the updated information.

To view a current channel lineup visit www.spectrum.com/channels. If you have any questions about this matter, please feel free reached at 774-243-9735 or via email at John.Maher@charter.com.

Sincerely yours,

A handwritten signature in cursive script that reads "John R. Maher".

John R. Maher
Director of Government Affairs

- cable ✓

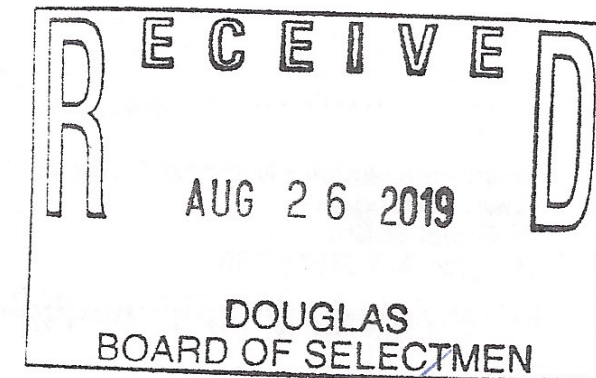
Charter: Channel Lineup Change



John R. Maher
Director of Government Affairs

August 19, 2019

Re: Charter Communications- upcoming changes



Dear Municipal Official:

Charter Communications ("Charter"), locally known as Spectrum, was recently informed that on or around August 8, WBTS LD (NBC) located on Basic/Starter tier changed its call sign from WBTS to WYCN LD (NBC) on the channel lineup serving your community.

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

If you have any questions about this matter, please feel free reached at 774-243-9735 or via email at John.Maher@charter.com.

Sincerely yours,

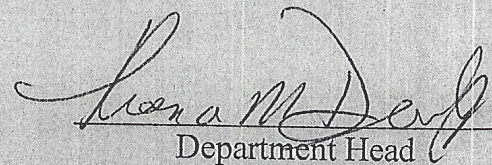
A handwritten signature in cursive script that reads "John R. Maher".

John R. Maher
Director of Government Affairs

Town of Douglas
Fiscal Year 2019
Carry-forward Accounts

Department: Cable

<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>
01695501 58500	Studio Build Out	\$ 50,000


Department Head

Due Date:

Please return this form to the Finance Director by July 15, 2019. You may contact me if you have any questions or concerns at 508-476-4000 x 210.

Thank you,
Jeanne

Douglas Cable Expenditures FY19																	
Date	Vendor	Repairs 52400	Rentals 52700	Training 53012	Postage 53401	Services 53800	Supplies 54200	Other Supp. 55800	Travel 57100	Eq Travel 57150	Dues 57300	Contractual 53008	Replacement 58700	Equipment 58500	Retirement 51706	Medicare 51707	
7/1/2018	Charter Spectrum					\$175.18										\$21.81	
7/12/2018	American Alarm	\$93.15														\$22.54	
	Charter Spectrum					\$175.18										\$24.69	
8/13/2018	Charter Spectrum					\$175.18										\$22.62	
8/20/2018	Amazon						\$132.43						\$571.92			\$25.10	
9/24/2018	Amazon							\$11.67								\$24.28	
	Charter Spectrum					\$175.18										\$26.77	
9/26/2018	American Alarm	\$93.15														\$30.48	
10/10/2018	Apple													\$993.00		\$25.10	
	ACM										\$250.00					\$21.80	
	Integrated Solutions											\$1,600.00				\$25.11	
10/16/2018	Charter Spectrum					\$175.18										\$21.77	
10/22/2018	Amazon													\$108.39		\$24.29	
	Apple													\$4,309.00		\$21.42	
10/30/2018	Apple													\$3,629.00		\$27.23	
11/06/18	Pat Aldrich									74.88						\$1.27	
11/19/2018	DreamHost	\$119.40														\$1.27	
	Charter Spectrum					\$175.18										\$25.48	
	Amazon													\$103.20		\$24.62	
11/20/2018	Amazon							\$63.50								\$28.09	
12/10/2018	Charter Spectrum					\$175.18										\$29.25	
12/20/2018	American Alarm	\$93.15														\$22.87	
	Amazon						\$26.18									\$24.62	
1/14/2019	Charter Spectrum					\$175.18										\$26.36	
1/17/2019	Amazon							\$37.98								\$26.35	
2/4/2019	Apple							\$39.00								\$22.00	
2/14/2019	Al Galvin								\$10.85								
3/18/2019	Pat Aldrich		\$114.99						\$27.84								
3/27/2019	American Alarm	\$93.15															
	Al Galvin								\$10.85								
4/17/2019	Amazon						\$74.13	\$1,274.97						\$723.39			
4/24/2019	Pat Aldrich								\$111.59								
5/22/2019	Charter Spectrum					\$644.94											
6/13/19	Apple							\$69.00									
6/20/2019	Amazon						\$300.31						\$196.00				
							\$5.14						\$139.00				
							\$134.99						\$49.98				
Budgeted		\$1,000.00	\$0.00	\$325.00	\$100.00	\$3,000.00	\$700.00	\$500.00	\$300.00	\$150.00	\$350.00	\$1,600.00	\$3,000.00	\$23,000.00	\$3,397.00	\$786.00	
Spent		\$492.00	\$114.99	\$0.00	\$0.00	\$2,046.38	\$673.18	\$									

PASH 7/29/19
 - Hon M. Dwyer 8/1/19

TOWN OF DOUGLAS
COMBINING BALANCE SHEET-SPECIAL REVENUE FUNDS
June 30, 2019

SPCL REV Fund 0282	
Cable	
Assets	
Cash and investments	275,418.34
Accounts receivable	0.00
Due from Commonwealth	0.00
Due from Federal Government	0.00
Due from other funds	0.00
Loans Authorized	0.00
	<u>275,418.34</u>

Liabilities & Fund Bal.	
Warrants/Accounts payable	0.00
Due to Other Funds	0.00
Deferred revenue	0.00
Notes payable	0.00
Loans Authorized/Unissued	0.00
Fund balance - designated	0.00
Fund balance - reserved	0.00
Unreserved fund balance	275,418.34
	<u>275,418.34</u>
	0.00

TOWN OF DOUGLAS
COMBINING STATEMENT OF REVENUES, EXPENDITURES AND
CHANGES IN FUND BALANCES-SPECIAL REVENUE FUND
Year ended June 30, 2019

SPCL REV Fund 0282	
Cable	
Revenues	
Intergovernmental	
Charges for Services	
Other	84,456.09
	<u>84,456.09</u>

Expenditures	
Personal Services	0.00
Purchase of Services	0.00
Supplies	0.00
Other Charges & Expenditures	0.00
Capital Outlay	0.00
Debt Service	0.00
	<u>0.00</u>

Excess Revenues over/
(under) Expenditures 84,456.09

Bond Proceeds	0.00
Transfers in	24,018.73
Transfers (out)	-86,240.00
	<u>-62,221.27</u>

Excess Revenues over/
(under) Exp/Transfers 22,234.82

Fund Balance, 6/30/18 253,183.52
P/Y adjustment

Fund Balance, 6/30/19 275,418.34

Ralph 7/29/19 Hon M Duly 8/11/19

FOR 2019 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0100 GENERAL FUND							
695 CABLE ADVISORY COMMITTEE							
01695100 CABLE ADVISORY SALARIES							
01695100 51110 F/T WAGES	31,758	31,758.00	31,742.22	3,279.70	.00	15.78	100.0%
01695100 51200 P/T WAGES	16,274	16,274.00	12,150.30	1,200.00	.00	4,123.70	74.7%
TOTAL CABLE ADVISORY SALARIES	48,032	48,032.00	43,892.52	4,479.70	.00	4,139.48	91.4%
01695200 CABLE ADVISORY EXPENSE							
01695200 51706 COUNTY RETIREMENT	3,397	3,397.00	.00	.00	.00	3,397.00	.0%
01695200 51707 EMPLOYER'S FICA	786	786.00	597.19	48.35	.00	188.81	76.0%
01695200 52400 REPAIRS AND MAINTEN	1,000	1,000.00	492.00	.00	.00	508.00	49.2%
01695200 52700 RENTALS AND LEASES	0	.00	114.99	.00	.00	-114.99	100.0%*
01695200 53008 CONTRACTUAL SERVICE	1,600	1,600.00	1,600.00	.00	.00	.00	100.0%
01695200 53012 EMPLOYEE TRAIN SEM/	325	325.00	.00	.00	.00	325.00	.0%
01695200 53401 POSTAGE	100	100.00	.00	.00	.00	100.00	.0%
01695200 53800 OTHER SERVICES	3,000	3,000.00	2,046.38	.00	.00	953.62	68.2%
01695200 54200 OFFICE SUPPLIES	700	700.00	673.18	440.44	.00	26.82	96.2%
01695200 55800 OTHER SUPPLIES	500	500.00	1,496.12	69.00	.00	-996.12	299.2%*
01695200 57100 IN-STATE TRAVEL	300	300.00	161.13	.00	.00	138.87	53.7%
01695200 57150 TRAINING AND EDUCAT	150	150.00	74.88	.00	.00	75.12	49.9%
01695200 57300 DUES AND MEMBERSHIP	350	350.00	250.00	.00	.00	100.00	71.4%
01695200 58500 ADDITIONAL EQUIPMEN	23,000	23,000.00	9,865.98	.00	.00	13,134.02	42.9%
01695200 58700 REPLACEMENT EQUIPME	3,000	3,000.00	956.90	384.98	.00	2,043.10	31.9%
TOTAL CABLE ADVISORY EXPENSE	38,208	38,208.00	18,328.75	942.77	.00	19,879.25	48.0%
01695501 CABLE STUDIO EQUIPMENT							
01695501 58500 CABLE STUDIO EQUIP	0	50,000.00	.00	.00	.00	50,000.00	.0%
TOTAL CABLE STUDIO EQUIPMENT	0	50,000.00	.00	.00	.00	50,000.00	.0%
TOTAL CABLE ADVISORY COMMITTEE	86,240	136,240.00	62,221.27	5,422.47	.00	74,018.73	45.7%

4,139.48 +
19,879.25 +
24,018.73 *

FOR 2019 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL GENERAL FUND	86,240	136,240.00	62,221.27	5,422.47	.00	74,018.73	45.7%
TOTAL EXPENSES	86,240	136,240.00	62,221.27	5,422.47	.00	74,018.73	
GRAND TOTAL	86,240	136,240.00	62,221.27	5,422.47	.00	74,018.73	45.7%

** END OF REPORT - Generated by Jeanne Lovett **

Rath 7/29/19

Thomas W. Deibel 8/1/19



Douglas Cable Advisory Committee

Douglas Municipal Center

Agenda

Monday September 9, 2019

1. ~~**Call to order:**~~
2. ~~**Committee Vacancies:**~~ *There are two (2) openings on the Committee, email cable@douglasma.org or call 508-476-4000 ext 222 if interested.*
3. ~~**Committee Re-organization:**~~
4. ~~**Signing Authority Vote:**~~
5. ~~**MM:**~~ 7/1/19
6. **Coordinator Report:**
 - a. ~~Expenditures:~~
 - b. ~~Correspondence:~~
 - c. *Meetings Report July/August 2019*
 - d. *Updates:*
7. **Equipment:** Resource Room PA System update.
8. **Other Business:** *Open session for topics not reasonably anticipated 48 hours in advance of meeting.*
9. **Next Meeting:** Monday October 7, 2019
10. **Adjourn:**

Meetings Covered July 2019

Recording	Day	Time	Room	Staff	Confir	Status	Wage	Up		
BOH_2019_07_01	MON	6:00 PM	BOH	Sarah Guimond	✓	Recorded	\$60.00	✓	MON	6
Cable_2019_07_01	MON	7:00 PM	RES	Al Galvin	✓	Recorded	\$60.00	✓	TUE	5
Cemetery_2019_07_01	MON	7:00 PM	COM	Kay Bowen	✓	Recorded	\$60.00	✓	WED	5
ZBA_2019_07_03	WED	7:00 PM	COM	Tess Werme	✓	Recorded	\$60.00	✓	THU	1
BOS_2019_07_09	TUE	6:30 PM	RES	Sarah Guimond	✓	Cancelled	\$0.00		FRI	0
PB_2019_07_09	TUE	7:00 PM	COM	Angie Coe	✓	Recorded	\$60.00	✓	SAT	0
EDC_2019_07_10	WED	7:00 PM	RES	Pat Aldrich	✓	Recorded	\$0.00	✓	SUN	0
ZBA_2019_07_10	WED	7:00 PM	COM	Al Galvin	✓	Recorded	\$60.00	✓		
Octoberfest_2019_07_11	THU	7:00 PM	COM	Tess Werme	✓	Recorded	\$60.00	✓	COM	9
ConCom_2019_07_15	MON	7:00 PM	COM	Kay Bowen	✓	Recorded	\$60.00	✓	RES	4
BOS_2019_07_16	TUE	7:00 PM	RES	Sarah Guimond	✓	Recorded	\$60.00	✓	MISC	5
Building_2019_07_17	WED	7:00 PM	COM	Al Galvin	✓	Paid/Cancelled	\$60.00		Cmte Cancelled Late	
Public Event 7/20	SAT	1:00 PM	MISC	Sarah Guimond	✓	Recorded	\$60.00	✓	8am-Noon	2
OpenSpace_2019_07_22	MON	7:00 PM	COM	Angie Coe	✓	Recorded	\$60.00	✓	1pm-6pm	4
Library_2019_07_23	TUE	7:00 PM	COM	Tess Werme	✓	Recorded	\$60.00	✓	7:00 PM	12
SrCenter_2019_07_22	TUE	11:00 AM	SR	Sarah Guimond	✓	Recorded	\$60.00	✓		
SrCenter_2019_07_23	WED	11:00 AM	MISC	Sarah Guimond	✓	Recorded	\$60.00	✓	Recorded	16
BOH_2019_07_29	MON	6:00 PM	BOH	Al Galvin	✓	Recorded	\$60.00	✓	Cancelled	1
					☐			☐	Cancelled/Paid	1
					☐			☐	LNC	0
					☐			☐		
					☐			☐	Total Wages	\$960.00
					☐			☐		

Meetings Covered August 2019

Recording	Day	Time	Room	Staff	Confir	Status	Wage	Up			
ConCom_2019_08_05	MON	7:00 PM	COM	Kay Bowen	✓	Recorded	\$60.00	✓	MON	5	
Cemetery_2019_08_05	MON	7:00 PM	RES	Sarah Guimond	✓	Recorded	\$60.00	✓	TUE	4	
PB_2019_08_07	WED	9:00 AM	MISC	Sarah Guimond	✓	Cancelled	\$0.00		WED	4	Cmte declined
EDC_2019_08_07	WED	7:00 PM	COM	Al Galvin	✓	Recorded	\$60.00	✓	THU	1	
Octoberfest_2019_08_08	THU	7:00 PM	COM	Tess Werme	✓	Recorded	\$60.00	✓	FRI	0	
PB_2019_08_13	TUE	7:00 PM	COM	Sarah Guimond	✓	Recorded	\$60.00	✓	SAT	0	
ZBA_2019_08_14	WED	7:00 PM	COM	Kay Bowen	✓	Recorded	\$60.00	✓	SUN	0	
BOH_2019_08_19	MON	6:00 PM	BOH	Kay Bowen	✓	Paid/Cancelled	\$60.00				Power Outage
ConCom_2019_08_19	MON	7:00 PM	COM	Tess Werme	✓	Cancelled	\$0.00		COM	10	Power Outage
BOS_2019_08_20	TUE	7:00 PM	RES	Sarah Guimond	✓	Recorded	\$60.00	✓	RES	2	
Sewer_2019_08_20	TUE	7:00 PM	COM	Al Galvin	✓	Recorded	\$60.00	✓	MISC	2	
BFCC_2019_08_21	WED	7:00 PM	COM	Angie Coe	✓	Recorded	\$60.00	✓			
ConCom_2019_08_26	MON	7:00 PM	COM	Sarah Guimond	✓	Recorded	\$60.00	✓	8am-Noon	1	
Library_2019_08_27	TUE	7:00 PM	COM	Tess Werme	✓	Recorded	\$60.00	✓	1pm-6pm	1	
					☐			☐	7:00 PM	12	
					☐			☐			
					☐			☐	Recorded	11	
					☐			☐	Cancelled	2	
					☐			☐	Cancelled/Paid	1	
					☐			☐	LNC	0	
					☐			☐			
					☐			☐	Total Wages	\$720.00	
					☐			☐			
					☐			☐			



Douglas Cable Advisory Committee

Douglas Municipal Center

Agenda

Monday September 9, 2019

1. ~~**Call to order:**~~
2. ~~**Committee Vacancies:** *There are two (2) openings on the Committee, email cable@douglasma.org or call 508-476-4000 ext 222 if interested.*~~
3. ~~**Committee Re-organization:**~~
4. ~~**Signing Authority Vote:**~~
5. ~~**MM:** 7/1/19~~
6. **Coordinator Report:**
 - ~~a. *Expenditures:*~~
 - ~~b. *Correspondence:*~~
 - ~~c. *Meetings Report July/August 2019*~~
 - d. *Updates:*
7. **Equipment:** Resource Room PA System update.
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10. **Adjourn:**

Coordinator Updates September 9, 2019

- 2011 & 2012 archive videos have been uploaded to Internet Archive.
 - *2006-2012 now available for viewing/download.*
- **7/20/19:** Douglas Orchard & Farm Event Recorded, broadcast, YouTube.
- **7/17/19:** Our PA backup was used at the Senior Center for an event
- **7/23/19:** Senior Center Event “Tornadoes” recorded, broadcast, YouTube
- **7/24/19:** Senior Center Event “Butterflies” recorded, broadcast, YouTube
- **7/29/19:** Board of Health meeting was half recorded, camera SD card was full from recent public events. BOH Employee was told immediately and they made sure to write up the minutes.
- **8/19/19:** Power outage at the Municipal Center left the rooms unable to record meetings. Staff was cancelled, signs were put up that Cable was not recording. Conservation Commission cancelled, Board of Health had meeting, but saw our sign and took good minutes again.



Douglas Cable Advisory Committee

Douglas Municipal Center

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Resource Room PA system

Annual Town Meeting 5/6/19 Article 10: \$18,000 approved
(including \$1,000 from Town)

Chosen quote 5/24: Pro Sound Audio \$17,355
After Prevailing Wage Requirement, quote 8/26: \$21,088

Difference: \$21,088 - \$18,000 = \$3,088

Actions:

Option A: Request a 2nd round of quotes from vendors with more detailed language to see if they come nearer to the right equipment/pricing.

Option B: Request funding approval of approx \$5,000 more at the upcoming Fall
Town Meeting 11/18/19

Warrant Articles due: 9/27/19



Douglas Cable Advisory Committee

Douglas Municipal Center

Agenda

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Douglas Cable Advisory Committee

Douglas Municipal Center

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Douglas Cable Advisory Committee

Douglas Municipal Center

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