



Douglas Cable Advisory Committee

Douglas Municipal Center

Agenda

Monday October 7, 2019

1. **Call to order:**
2. **Cable Committee transition to Ad-Hoc:**
3. **MM: Next Meeting**
4. **Coordinator Report:**
 - a. *Expenditures:*
 - b. *Correspondence:*
 - c. *Meetings Report*
 - d. *Updates:*
5. **Equipment:**
6. **Other Business:** *Open session for topics not reasonably anticipated 48 hours in advance of meeting.*
7. **Next Meeting:**
8. **Adjourn:**

Cable Committee Charge (Current)

The Douglas Cable Advisory Committee shall consist of at most seven members, each serving three year terms on a rotating basis. The Douglas Board of Selectmen shall have sole appointing and oversight authority of the Douglas Cable Advisory Committee.

The Douglas Cable Advisory Committee is charged with the following:

- To negotiate the Town's license(s) with any Cable or similar telecommunication providers, providing however that the Board of Selectmen shall be the official Issuing Authority for all such licenses.
- To monitor compliance with all such licenses, providing however that any vote of noncompliance or termination be subject to ratification by the Douglas Board of Selectmen.
- ▶ • To manage the town's "PEG" channels, with the exception of the Education channel, which is to be operated by the School Department in cooperation with the Cable Advisory Committee.
- ▶ • To manage any studio and office space made available by Town Meeting, the Board of Selectmen and/or the Executive Administrator.
- To receive and account for all funds as per all contracts, state and/or federal laws, and Town Bylaws.
- To create and enforce policies and procedures in accordance with its operations, with all policies and procedures subject to public review for a period of no less than twenty-one days from first Committee discussion to Committee vote. Included shall be a well-defined procedure for grievances.
- Policies and procedures of an emergency nature may be adopted by a two-thirds majority vote. All emergency policies and procedures must be reported with explanation to the Board of Selectmen within seven days, and will expire unless ratified within sixty days.
- ▶ • To budget for and expend funds for staffing, equipment, supplies, and other needs related to its operations.
- ▶ • To establish job descriptions for and retain the services of regular employees, both subject to ratification by the Board of Selectmen.
- ▶ • To provide stipends to certain volunteers by vote and/or policy, upon approval of these policies by the Board of Selectmen.
- ▶ • To periodically report to the Board of Selectmen on issues of a significant nature and/or make recommendations related to its operations.
- ▶ • To record and broadcast all regular meetings of the Board of Selectmen and any other Board or Committee meetings or special events as assigned by Town Meeting, the Board of Selectmen, and/or the Executive Administrator, subject to the availability of staffing and resources.
- ▶ • To aid all Town Boards and Committees in the recording and broadcasting of meetings and events upon request, subject to the availability of staffing and resources.
- ▶ • To offer training and assistance to Town residents and employees in the use of its equipment in accordance to related policies and subject to the availability of staffing and resources.
- ▶ • Staffing and resources shall be allocated equitably and without discrimination.
- ▶ • To broadcast provided programming in accordance to related policies.
- ▶ • To inform the public of its available services and facilities and to encourage their use.

Approved by the Douglas Board of Selectmen on July 11, 2006.



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Expenditures Year To Date FY20

	Budget	Spent	Remaining
Wages	\$50,272	\$10,452	\$39,819
Expenditures	\$19,134	\$2,139	\$16,994

FOR 2020 03

	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	7,812.42	2,477.76	.00	24,646.58	24.1%
01695100 51200 P/T WAGES	17,813	17,813	2,640.00	960.00	.00	15,173.00	14.8%
TOTAL CABLE ADVISORY SALARIES	50,272	50,272	10,452.42	3,437.76	.00	39,819.58	20.8%
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	145.80	46.37	.00	664.20	18.0%
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	644.94	214.98	.00	1,555.06	29.3%*
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	2,139.55	261.35	.00	16,994.45	11.2%
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%
01695502 MUN CTR SOUND SYS UPGRADE							
01695502 58700 MUN CTR RESOURCE RM	0	18,000	.00	.00	.00	18,000.00	.0%

Town of Douglas
Schedule of Departmental Bills Payable

To the Acc
 Departme

Cable 01695200

Date: 9/25/2019

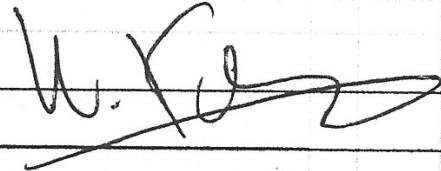
The follow
 have been
 and you are

\$97.82

Dollars

Cable Advisory Committee

Approved

 9/26/19

Vendor #	Vendor Name	Invoice #	Amount	Description	G/L Number
3793	American Alarm	37936	\$97.82	Keyless Entry 10/1-12/31/19	52400
			97.81		
		Total:	\$97.82		

97.81



Douglas Cable Advisory Committee

Douglas Municipal Center

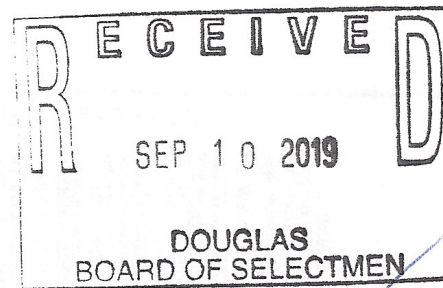
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September 6, 2019



John R. Maher
Director of Government Affairs

Re: Charter Communications- upcoming changes

Dear Municipal Official:

At Charter, locally known as Spectrum, we continue to enhance our services in order to offer more entertainment and communication choices, and to deliver the best value to our customers. We are committed to offering our customers with products and services we are sure they will enjoy.

Programming fees charged by TV networks we carry are the greatest single factor in higher cable prices, and continue to rise. Despite our best efforts to control these costs, this has resulted in a change in the rates we charge our customers.

Effective on or after September 6, 2019, customers are being noticed via bill message of the following monthly pricing changes, which will take effect on or after October 6, 2019. Customer promotional rates will not change until the end of the promotion period.

Services/Products/Equipment	Pricing Adjustment
Broadcast TV Surcharge	Will increase by \$1.51. This reflects the costs incurred from local Broadcast TV Stations.
Spectrum Receiver	Will increase by \$0.49 per receiver.
Digital Adapter	Will increase by \$2.00 per adapter.
Spectrum TV Select	Will increase by \$7.50.
Spectrum TV Silver	Will increase by \$7.50.
Spectrum TV Gold	Will increase by \$7.50

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,

John R. Maher
Director of Government Affairs
301 Barber Avenue
Worcester, MA 01606

T (774) 243-9735

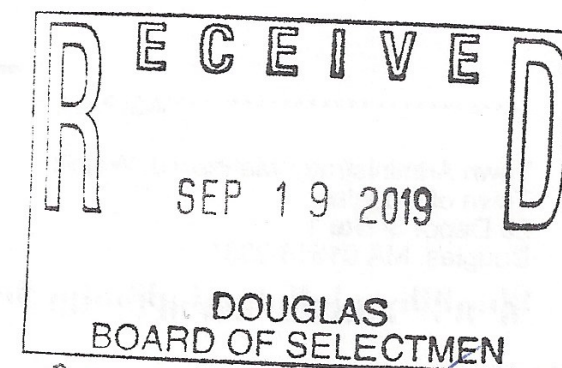
John.Maher@charter.com



John R. Maher
Director of Government Affairs

September 13, 2019

Re: Charter Communications— Upcoming Changes



Dear Municipal Official:

Charter Communications ("Charter"), locally known as Spectrum, is making its customers aware that on or around October 15, 2019, Fox College Sports will cease transmission on the SPP Tier 2 and or Sports Pass in the channel lineup serving your community.

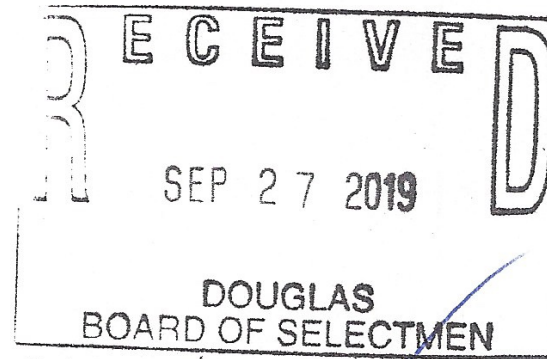
To view a current Spectrum channel lineup visit www.spectrum.com/channels.

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 black ink that reads "John R. Maher".

John R. Maher
Director of Government Affairs



John R. Maher
Director of Government Affairs

September 19, 2019

Re: Charter Communications— Upcoming Changes

Dear Municipal Official:

Charter Communications ("Charter"), locally known as Spectrum, is making its customers aware that on or around October 19, 2019, ESPN Classic, located on SPP Tier 2 and Sports Pass, will no longer be available on the channel lineup serving your community.

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 black ink that reads "John R. Maher".

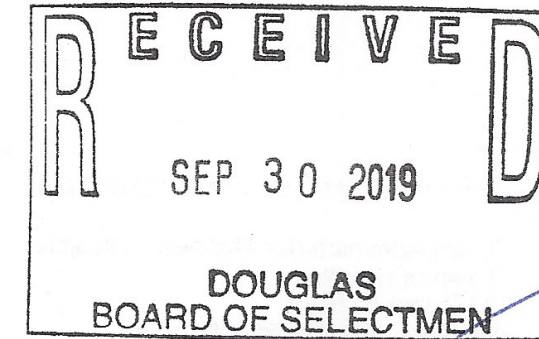
John R. Maher
Director of Government Affairs



John R. Maher
Director of Government Affairs

September 30, 2019

Re: Charter Communications— Upcoming Changes



Dear Municipal Official:

Charter Communications ("Charter"), locally known as Spectrum, is making its customers aware that on or around October 31, 2019, Disney Family Movies On Demand will cease transmission on Spectrum channel 267 in 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 black ink that reads "John R. Maher".

John R. Maher
Director of Government Affairs



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September Meetings Report FY20

[illegible]



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Coordinator Updates October 7, 2019

- **9/14/19:** Douglas Orchard & Farm Event Recorded, broadcast, YouTube.
- **9/28/19:** Public Event submitted, Luke MacNeil's art show at FireFlies recorded, broadcast, YouTube.
 - Triple the normal views for this video!
- **10/01/19:** Media Resource Expo attended.
- **10/3/19:** Senior Center Event "Smile Day" recorded
- **10/5/19:** Octoberfest Recorded
- A resident has been in contact about starting a show, mostly on their own, but need help with editing. Very interesting. Will work with them to bring it along.



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