



Douglas Cable Advisory Committee

Douglas Municipal Center

Agenda

Monday January 27, 2020

1. **Call to order:**
2. **Meeting Minutes:** 9/9/19, 10/7/19
3. **Annual Town Report 2019:** *First Draft*
4. **Budget FY21:** *First Draft*
5. **Coordinator Report:**
  - a. **FY20 Expenditures:**
  - b. **Capital Project Update:** Resource Room PA System
6. **Other Business:** *Open session for topics not reasonably anticipated 48 hours in advance of meeting.*
7. **Next Meeting:**
8. **Adjourn:**

**Douglas Cable Advisory Committee**

**Douglas Municipal Center**

**Meeting Minutes**

**Monday, September 9, 2019**

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

**Committee Attendance:** Fred Fontaine, Bob Werme, Chris Menn

**Staff:** Pat Aldrich

1. **Committee Vacancies:** There are two openings on the Committee, email [cable@douglasma.org](mailto:cable@douglasma.org) or call 508-476-4000 ext 222 if interested. The committee is currently at the minimum required amount of members to legally hold meetings.
2. **FY20 Re-Organization:** Tom Devlin officially resigned as of August 22, 2019, is moving out of town. *Bob nominated Chris Menn as vice chair, Fred 2nd, unanimous favor. Bob made a motion to allow Chris Menn signing authority as vice chair, Fred 2nd, unanimous favor.*
3. **Meeting Minutes:** *Chris motioned to accept the meeting minutes of 7/1/19 as written, Fred 2nd, unanimous favor.*
4. **Coordinator Report:** *Documents attached*
  - Expenditures
  - Correspondence
  - **Meetings Report July & August 2019**
  - 2011 & 2012 archive videos have been uploaded to the Internet Archive. 2006-2012 is 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" was recorded, broadcast/YouTube
  - 7/24/19: Senior Center event "Butterflies" was 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 wrote up detailed minutes.
  - 8/19/19: Power outage at the Municipal Center left the rooms unable to record meetings. Cable staff was cancelled, signs were put up that Cable was not recording. Conservation Commission cancelled. BOH Had their meeting, but saw the sign and took good minutes.
5. **Other Business:** Fred mentioned that as the Cable Committee only has the bare minimum membership and has struggled to maintain members for the past couple of years. Some discussion was had about reorganizing to some degree to make it easier. Bob asked if the Town Administrator could run the program directly, or if there was a faster way to have things processed. Another suggestion was to become "Ad-Hoc" to meet for specific items only. Question was asked, has the Committee accomplished what it set out to do originally? Pat was asked to set up a meeting with the Town Administrator to discuss this issue.
6. **Equipment:** Pat explained the timeline on this project, and why there is a need for more funding. *Bob made a motion to request a funding approval of another \$5,000 for the Resource Room PA Project, Chris 2nd, unanimous favor.*
7. **Next Meeting:** Monday October 7, 2019
8. **Adjourn:** *Bob motioned to adjourn at 7:32pm, Chris 2nd, unanimous favor.*

**Douglas Cable Advisory Committee**

**Douglas Municipal Center**

**Meeting Minutes**

**Monday, October 7, 2019**

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

**Committee Attendance:** Fred Fontaine, Bob Werme, Chris Menn

**Staff:** Pat Aldrich

1. **Cable Committee Transition to Ad-Hoc:** Discussion about changing the meeting schedule from monthly to “quarterly” (January, April, July, October) or to meet otherwise at the behest of the Cable Chair. Cable Charge, as approved July 11, 2006, was looked at for any changes. Some changes recorded, new document to be provided to the Board of Selectmen for approval. Changes are based on outdated items that were once performed by the Committee, but have since been assigned to the Coordinator position. An updated Coordinator Job Description will also be submitted to the Board of Selectmen for consideration.
2. **Coordinator Report:**
  - *Expenditures: Report Attached*
  - *Correspondence: Attached*
  - *Meetings Report: Attached*
  - *Updates: Attached*
3. **Equipment:** Resource Room PA additional funding submitted for Fall Town Meeting.
4. **Other Business:** Fred mentioned that volunteers are always welcome in any capacity.
5. **Next Meeting:** November 4, 2019 to discuss any official changes made by the Board of Selectmen and to take any action thereto.
6. **Adjourn:** Bob motioned to adjourn at 7:40pm, Chris 2nd, unanimous favor



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The Douglas Cable Advisory Committee purchased a replacement iMac and MacBook Pro 15" to replace older models, which give our workflow a much needed update. A Mac-Mini was also purchased and installed in the Resource Room to allow a more inclusive use of the presentation system in that room. This can be utilized without Cable staff, and is available to anyone with presentation needs in that room.

During the calendar year 2019, we recorded **208** government video files, which have been broadcast and are available online at our YouTube page for streaming. This brings our total archived meeting videos to **2,791**. Our site on YouTube garnered **9.3k** views.

The Public Channel 191 is showing various programs filmed at the Adult Social Center, entertainment from the Oktoberfest festival, various events held at the Douglas Orchard and Farm, and other cultural events as requested. Visit the Website to use our "Public Events Submission" form to have an event considered for broadcast.

More info on Douglas Cable Access can be found on the Town Website at <http://douglas-ma.gov/Cable>, or email us at [cable@douglasma.org](mailto:cable@douglasma.org). Feel free to give us a call at 508-476-4000 ext 222. We are always happy to answer your questions and concerns.

Respectfully Submitted,

Fred Fontaine, Chairman, Douglas Cable Committee

Christopher Menn, Vice Chairman, Douglas Cable Committee

Bob Werme, Cable Committee

Patrick Aldrich, Douglas Cable Coordinator



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**Douglas Cable TV FY21 Proposed Budget - Approved by DCAC \_\_\_/\_\_\_/\_\_\_**

GL	FY18 Actual	FY19 Actual	FY20 Budget	FY21 Budget
51110 F/T Wages	\$30,360.99	\$31,742.22	\$32,459.00	<b>\$33,433.00</b>
51200 P/T Wages	\$10,392.80	\$12,150.30	\$17,813.00	<b>\$18,347.00</b>
<b>Total Compensation</b>	<b>\$40,753.79</b>	<b>\$43,892.52</b>	<b>\$50,272.00</b>	<b>\$51,780.00</b>
51706 Retirement	\$0.00	\$0.00	\$3,499.00	<b>\$3,800.00</b>
51707 Emp FICA	\$608.39	\$597.19	\$810.00	<b>\$850.00</b>
52400 Repair/Maintenence	\$492.00	\$492.00	\$500.00	<b>\$515.00</b>
53012 Training/Conferences	\$255.00	\$0.00	\$350.00	<b>\$360.00</b>
53401 Postage	\$61.02	\$114.99	\$100.00	<b>\$100.00</b>
53800 Other Serv	\$2,984.75	\$2,046.38	\$2,200.00	<b>\$2,266.00</b>
54200 Office Supplies	\$570.47	\$673.18	\$650.00	<b>\$670.00</b>
55800 Other Supplies	\$570.46	\$1,496.12	\$600.00	<b>\$618.00</b>
57100 In-State Travel	\$99.65	\$161.13	\$250.00	<b>\$260.00</b>
57150 Training Travel	\$86.93	\$74.88	\$150.00	<b>\$155.00</b>
57300 Dues/Memberships	\$250.00	\$250.00	\$425.00	<b>\$435.00</b>
58700 Replacement Equipment	\$0.00	\$956.90	\$3,000.00	<b>\$3,000.00</b>
53008 Contractual Services	\$1,600.00	\$1,600.00	\$1,600.00	<b>\$1,600.00</b>
<b>Total Expenses</b>	<b>\$7,578.67</b>	<b>\$8,462.77</b>	<b>\$14,134.00</b>	<b>\$14,629.00</b>
58500 Additional Equipment	\$30,316.80	\$9,865.98	\$5,000.00	<b>\$5,000.00</b>
<b>Total Cable SAL + EXP + CAPITAL</b>	<b>\$78,649.26</b>	<b>\$62,221.27</b>	<b>\$69,406.00</b>	<b>\$71,409.00</b>
	Charter	Revenue	\$65,456.00	<b>\$67,420.00</b>



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## Expenditures Year To Date FY20

	Budget	Spent	Remaining
<b>Wages</b>	\$50,272	\$20,825	\$29,446
<b>Expenditures</b>	\$19,134	\$3,334	\$15,799
<b>Capital</b>	\$23,000	\$21,088	\$1,911



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7. Next Meeting: TBD April 2020
8. Adjourn: