

Douglas Cable Advisory Committee

Douglas Municipal Center

Agenda

Monday October 22, 2018

1. **Call to order:**
2. **Committee Vacancies:** *There is one opening on the Committee, email cable@douglasma.org or call 508-476-4000 ext 222 if interested.*
3. **Expenditures:**
4. **MM:** 9/24/18
5. **Correspondence:**
6. **Coordinator Report:**
7. **Equipment:** Resource Room PA System Discussion
8. **Other Business:** *Open session for topics not reasonably anticipated 48 hours in advance of meeting.*
9. **Next Meeting:**
10. **Adjourn:**

**EXPENDITURES  
THROUGH  
SEPTEMBER  
2018**

FOR 2019 03

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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695 CABLE ADVISORY COMMITTEE

01695100 CABLE ADVISORY SALARIES

01695100 51110 F/T WAGES	31,758	31,758	7,766.31	2,434.84	.00	23,991.69	24.5%
01695100 51200 P/T WAGES	16,274	16,274	2,569.50	1,084.90	.00	13,704.50	15.8%
TOTAL CABLE ADVISORY SALARIES	48,032	48,032	10,335.81	3,519.74	.00	37,696.19	21.5%

01695200 CABLE ADVISORY EXPENSE

01695200 51706 COUNTY RETIREMENT	3,397	3,397	24.28	24.28	.00	3,372.72	.7%
01695200 51707 EMPLOYER'S FICA	786	786	116.76	25.10	.00	669.24	14.9%
01695200 52400 REPAIRS AND MAINTEN	1,000	1,000	93.15	.00	.00	906.85	9.3%
01695200 53008 CONTRACTUAL SERVICE	1,600	1,600	.00	.00	.00	1,600.00	.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	712.39	186.85	.00	2,287.61	23.7%
01695200 54200 OFFICE SUPPLIES	700	700	132.43	132.43	.00	567.57	18.9%
01695200 55800 OTHER SUPPLIES	500	500	.00	.00	.00	500.00	.0%
01695200 57100 IN-STATE TRAVEL	300	300	.00	.00	.00	300.00	.0%
01695200 57150 TRAINING AND EDUCAT	150	150	.00	.00	.00	150.00	.0%
01695200 57300 DUES AND MEMBERSHIP	350	350	.00	.00	.00	350.00	.0%
01695200 58500 ADDITIONAL EQUIPMEN	23,000	23,000	.00	.00	.00	23,000.00	.0%
01695200 58700 REPLACEMENT EQUIPME	3,000	3,000	571.92	571.92	.00	2,428.08	19.1%
TOTAL CABLE ADVISORY EXPENSE	38,208	38,208	1,650.93	940.58	.00	36,557.07	4.3%

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	11,986.74	4,460.32	.00	124,253.26	8.8%

10/09/2018 11:04 | Town of Douglas  
9824jcah | FY19 SEPTEMBER EXPENDITURE REPORT

| P 121  
| glytdbud

FOR 2019 03

	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	300	366,740.00	.00	.00	-366,440.00*****%	
TOTAL EXPENSES	0	300	366,740.00	.00	.00	-366,440.00	

**Town of Douglas**  
**Schedule of Departmental Bills Payable**

To the Acc. Department **Cable 01695200**

Date: 9/26/2018

The follow: \$93.15 Dollars  
have been & Cable Advisory Committee  
and you are

**Approved**

W. F. D.

## Town of Douglas Schedule of Departmental Bills Payable

To the Acc<sup>d</sup> |  
Departme<sup>n</sup> | **Cable 01695200**

Date: 10/10/2018

The follow: \$2,843.00 Dollars  
have been ε Cable Advisory Committee  
and you are

Approved Mark W. Dechant

\_\_\_\_\_

**Town of Douglas**  
**Schedule of Departmental Bills Payable**

To the Acc  
Departmei Cable 01695200

Date: 10/16/2018

The follow. \$175.18 Dollars  
have been a Cable Advisory Committee  
and you are

**Approved**

WFC 10/12/05

# **Meeting**

# **Minutes**

**9/24/18**

**Douglas Cable Advisory Committee**

**Douglas Municipal Center**

**Meeting Minutes**

**Monday, September 24, 2018**

Fred Fontaine called the meeting to order at 7:05pm

**Attendance:**

**Committee:** Fred Fontaine, Tom Devlin, Chris Menn

**Unexcused 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. **Financials:** *Town Finance Director's report attached in "Meeting Packet".*
3. **Expenditures:** FY18 Financial Reconciliation Spreadsheet submitted. Vouchers signed by Fred Fontaine - 8/20/18
4. **Meeting Minutes:** Tom motioned to accept the meeting minutes of 8/13/18 as presented, Chris 2nd, unanimous favor.
5. **Correspondence:** 8/15/18 - Charter Channel Change, 8/31/18 - Charter New Lineup Change, 9/7/18 - Charter Annual Outage 500 Form, 9/13/18 - Charter Tier Change.
6. **Coordinator Report:**
  - **DHS Recording Rack:** Upgrades installed 8/3 using repurposed equipment from our rooms. Feedback has been positive using PTZ cameras has improved their production quality.
  - **Apple TV:** Has been installed in the Community Room as requested for use with the presentation screen. Signal pass-through the video recording equipment for video capture as well.
  - **Apple Airport Base:** Has been located in the ceiling of the Resource Room, unplugged. Was originally installed as a wi-fi extender, but was unplugged at some point. Was factory reset and repurposed for Community Room wi-fi extender to help the Apple TV signal.
  - **UPCOMING 10/3/18:** Annual Media Expo in Danvers, received a vendor code from Comrex for free admission (normally \$50).
  - **UPCOMING 10/6/18:** Oktoberfest Entertainment Recording, staff have been secured for all three stages.
7. **Equipment:** Tom motioned not to spend more than \$750.00 on a Mac Mini with mount for the Resource Room presentation screen to be utilized without Cable staff, Chris 2nd, unanimous favor. Tom motioned to approve \$4,000.00 to buy an iMac 5k as proposed, Chris 2nd, unanimous favor. Tom motioned to approve \$4,800.00 to buy a Mac Book Pro as proposed, Chris 2nd, unanimous favor.
8. **Other Business:** Discussion about the Resource Room audio PA in-room system. Tom asked for clarification on Cable's responsibility on this item, as past inertia has placed ownership of the speakers with Cable, he is not sure that is correct. Pat will seek

clarification from Town Admin. Tentatively, the PA system budget can not exceed \$13,000.00 which is the remaining equipment budget for FY19. More discussion to be had about setting guidelines for this project.

9. **Next Meeting:** Monday, October 15, 2018
1. **Adjourn:** *Tom motioned to adjourn at 7:44pm, Chris 2nd, unanimous favor.*

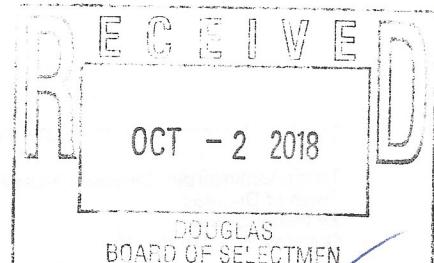
# Correspondence



October 1, 2018

Re: Charter Communications – Upcoming Changes

**Melinda S. Kinney**  
Sr. Director, Government Affairs  
Charter Government Affairs



Dear Municipal Official:

At Charter (locally known as Spectrum), we continue to enhance our services, offer more of the best entertainment choices and deliver the best value. We are committed to offering our customers with products and services we are sure they will enjoy. Containing costs and efficiently managing our operations are critical to providing customers with the best value possible. Like every business, Charter faces rising costs that require occasional price adjustments. As a result, customers will be notified of the following price adjustments through a bill message on or after October 1, 2018. Effective on or after November 1, 2018, pricing will be adjusted for residential video service:

- Broadcast TV Surcharge from \$8.85 to \$9.95
- Spectrum Receivers from \$6.99 to \$7.50
- Latino View from \$7.99 to \$8.99

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 this change, please feel free to contact me at 207-253-2217 or via email at [melinda.kinney@charter.com](mailto:melinda.kinney@charter.com).

Sincerely,

Melinda S. Kinney  
Senior Director, Government Affairs

October 15, 2018



Robert P. Miller  
Diane I. Miller  
8 Indian Hill Drive  
Sutton, MA. 01590

Town of Douglas  
Zoning Board  
29 Depot Street  
Douglas, MA. 01516

We are requesting a copy of the minutes taken at the October 10, 2018 Zoning Board meeting. We are also requesting a copy of the video taken that night. This is all public information and this request needs to be done in a timely period.

If you have any questions about this request please feel free to call us. 508 865-1392

Sincerely,



Robert and Diane Miller  
cc: Howard Potash

**Boards and Committees**  
**Fiscal Year 2019**

<b>Animal Control Officer</b>		<b>Appointed (1 yr)</b>
Banner, Sue	Assistant	
Sullivan, Kevin	Dog Officer	
<b>Animal Inspector</b>		<b>Appointed by State (1 yr)</b>
Guilbault, Maurice		2019
<b>Assessors, Board of</b>		<b>Elected (3 yrs)</b>
Blatchford, John Jr.	Chair	2021
Field, Carol		2020
Griffin, Arthur Jr.		2019
<b>Blackstone Valley Voc. School Dist. Com.</b>		<b>State Election (4 yrs)</b>
Lavin, John III		2018
<b>Bridge Viewer</b>		<b>Appointed by TA (1 yr)</b>
Furno, John	Highway Superintendent	2019
<b>Building &amp; Facility Construction Committee</b>		<b>Appointed (3 yrs)</b>
Brown, Linda	BOS Appt	2020
Fitzpatrick, Michael	Moderator's Appt	2021
Holland, Sean	Chair - BOS Appt	2021
Howe, Virginia	BOS Appt	2019
Mosczynski, Shirley	Vice Chair - School Appt	2019
Open	Moderator's Appt	2020
Open	Moderator's Appt	2019
Cundiff, William		
Wright, Mary	Recording Secretary	

**Boards and Committees**  
**Fiscal Year 2019**

<b>Building Department - Inspectors</b>		<b>Appointed by TA (1 yr)</b>
Hickey, Wayne	Electrical Alternate	2018
Josey, Robert	Plumbing/Gas Inspector	2018
Wallis, Richard	Electrical Inspector	2018
Wiersma, Larry	Alternate Plumbing/Gas Inspector	2018

<b>Cable Advisory Committee</b>		<b>Appointed (3 yrs)</b>
Devlin, Thomas Jr.	Vice Chair	2020
Fontiane, Wilfred	Chair	2019
Menn, Christopher		2019
Werme, Robert Jr.		2020
Open		2021

<b>Capital Improvement Committee</b>		<b>Appointed (Citizen - 3 yrs, Dpt. Rep - 1 yr)</b>
Auger, Brandon	Dept. Rep.	2019
Chesebrough, Ellie	Dept. Rep.	2019
Furno, Adam	Department Rep	2019
Furno, John	Vice Chair - Dept. Rep.	2019
Martinez, Cesario	At Large	2021
Mosczynski, Shirley	At Large	2019
Vinson, Kent	Chair - Dept. Rep.	2019
Open	At Large	2020
Open	At Large	2021
Wright, Mary	Recording Secretary	

<b>Cemetery Commission</b>		<b>Elected (3 yrs)</b>
Cooney, Shirley	Chair	2019
Heinz, Debra	Secretary/Treasurer	2020
Youngsma, Betsy		2021

**Boards and Committees**  
**Fiscal Year 2019**

<b>Central MA Regional Planning Rep.</b>		<b>Appointed (1 yr)</b>
Bonin, Timothy	BOS Delegate	2019
Morse, Kevin	BOS Alternate	2019
Stevens, Les	Planning Board Rep.	2019
<b>Conservation Commission</b>		<b>Appointed (3 yrs)</b>
Dudley, Katiegrace		2021
Greco, Michael	Vice Chair	2021
Sharkey, Tracy	Chair	2020
Open		2020
Open		2019
Open		2019
Open		2019
Wright, Mary	Recording Secretary	
<b>Constables</b>		<b>Elected (3 yrs)</b>
Blain, Debra		2019
Field, Carol		2019
<b>Council On Aging</b>		<b>Appointed (1 yr)</b>
Allen, Martha		2019
Blake, Patrick	Chair	2019
Brule, Janet		2019
Furno, Christine	Vice Chair	2019
Haire, Rita		2019
Hoffer, Jennifer		2019
Ouillette, Janet		2019
Wall, Loretta		2019
Wall, Thomas		2019

**Boards and Committees**  
**Fiscal Year 2019**

<b>Cultural Council</b>		<b>Appointed (1 yr)</b>
Anderson, Katherine	(2021)	2020
Harvey, Daina	Chair (2022)	2019
MacNeil, Jennifer	(2021)	2021
Malley, Beverly	(2022)	2019
Morrow, Danielle	Treasurer (2022)	2019
Stinchfield, Mary	Secretary (2020)	2020
Taft, Yajaila	(2025)	2019

<b>Disability, National Organization on</b>		<b>Appointed by TA (1 yr)</b>
Lench, Larry	ADA Compliance Officer	2019

<b>Economic Development Commission</b>		<b>Appointed (3 yrs)</b>
Gogolinski, Carol	Secretary	2019
MacNeil, Luke		2021
Maltz, Brad	Chair	2021
Minarik, Robert		2020
Peterson, Paul Jr.	Vice Chair	2019

<b>Elderbus Board of Directors</b>		<b>Appointed (1 yr)</b>
Furno, Christine	Alternate	2019
Rousseau, Patrice	Representative	2019

<b>Emergency Management</b>		<b>Appointed by TA (3 yrs)</b>
Vinson, Kent	Director	2019

<b>Employees' Insurance Advisory Committee</b>		<b>Appointed (1 yr)</b>
Allard, John	Custodial Collective Bargaining Unit	2019
Costa, Emily	Teachers Union Rep	2019
DeLuca, Charlene	Cafeteria Collective Bargaining Unit	2019
Gaskell, Lynne	Retiree Rep	2019

**Boards and Committees**  
**Fiscal Year 2019**

<b>Employees' Insurance Advisory Committee - Cont.</b>		<b>Appointed (1 yr)</b>
MacKay, Beth	Non-Union Municipal Employees	2019
Vinson, Jack	Firefighters Collective Bargaining Unit	2019
Ruiz, Jake	FF Collective Bargaining - Alternate	2019
	Non-Union School Employees	2019

<b>Fence Viewer</b>	<b>Appointed by TA (3 yrs)</b>
Yacino, Michael	2021

<b>Finance Committee</b>		<b>Appointed by Moderator (3 yrs)</b>
D'Amico, Howard	Vice Chair	2020
Gogolinski, Carol		2019
Holmes, Pamela	Chair	2021
Hutnak, Michael		2021
Lahousse, Leigh		2020
Morin, Heather		2021
Mussulli, Lynne		2019
Vanden Berg, Dick		2021
Open		2019
Wright, Mary	Recording Secretary	

<b>Health, Board of</b>		<b>Appointed (3 yrs)</b>
Brazeau, Robert	Vice Chair	2021
Donatelli, Steven	Chair	2019
Howard, Cory	BOH Agent	2020
Skinner, Dick		2021
Open		2019

**Boards and Committees**  
**Fiscal Year 2019**

<b>Historical Commission</b>		<b>Appointed (3 yrs)</b>
Aldrich, Sean	Vice Chair	2020
Doyon-Lavallee, Rebecca		2020
Fontaine, Dawn	Secretary/Treasurer	2021
Kmetz, David	Chair	2019
Youngsma, Betsy		2019

<b>Housing Authority</b>		<b>Elected (5 yrs)</b>
Blatchford, Mark		2020
Open	State Appointment	2008

<b>Library Trustees</b>		<b>Elected (3 yrs)</b>
Anderson, Katherine		2021
Fontaine, Dawn		2019
Harvey, Daina		2019

<b>Library Trustees - Life Members</b>		<b>Appointed by Trustees</b>
Chesebrorough, Ellie	Secretary	
Holden, Betty		
Morrow, Danielle	Vice Chair	
Van Reed, Barbara		
Williams, Ramona	Treasurer	

<b>Measurer of Lumber</b>		<b>Appointed by TA (3 yrs)</b>
Plamondon, David		2019

<b>Moderator</b>		<b>Elected (3 yrs)</b>
Menard, Keith		2021

**Boards and Committees**  
**Fiscal Year 2019**

<b>Monuments &amp; Memorials Committee</b>		<b>Appointed (End of Term)</b>
Deluca, David	Vice Chair - VFW CDR	EOT
Morse, Kevin	Chair - Board of Selectmen	EOT
Tetreau, Ron	Veterans Services - Director	EOT
Wojcik, Matthew	Town Administrator	EOT
Open	Common Preservation Society	EOT
<b>Moses Wallis Devise</b>		<b>Elected (1 yr)</b>
Jussaume, Jerome		2019
<b>Octoberfest Committee</b>		<b>Appointed (3 yrs)</b>
Huff, Eric		2019
Menard, John		2020
Menard, Keith	Entertainment Producer	2019
St. Pierre, Mary	Secretary	2021
St. Pierre, Tony	Chair	2021
Witkus, Melissa		2020
<b>Open Space Committee</b>		<b>Appointed (3 yrs)</b>
Anderson, Katherine	Vice Chair	2019
Fontaine, Wilfred	Alternate	2021
Gerardi, Ellen		2019
Mosczynski, Lisa		2020
Perkins, Sue	Chair	2020
Open		2021
<b>Personnel Board</b>		<b>Appointed (3 yrs)</b>
Chesebrough, Ellie	Chair - FinCom Appointment	2011
McCallum, BettyAnn	Secretary - BOS Appointment	2021
Stevens, Kristen	Vice Chair - BOS Appointment	2019

**Boards and Committees**  
**Fiscal Year 2019**

<b>Personnel Board - Cont.</b>		<b>Appointed (3 yrs)</b>
Open	FinCom Appointment	2021
Open	Clerk's Appointment	2020
<b>Planning Board</b>		<b>Elected (5 yrs)</b>
Ballou, Ken		2019
Greco, Michael		2023
Marks, Ernest Jr.	Chair	2021
Sharkey, Tracy	Vice Chair	2020
Socrat, Aaron		2022
Stevens, Leslie		2022
Zwicker, Michael		2020
Open	Associate	2013
Open	Associate	2021
Wright, Mary	Recording Secretary	
<b>Recreation Commission</b>		<b>Elected (3 yrs)</b>
Bonin, Tim	Chair	2021
Furno, Hannah		2019
Furno, John		2020
Gosselin, Jennifer	Secretary	2019
Hogan, Ryan	Vice Chair	2020
<b>Registrars, Board of</b>		<b>Appointed (3 yrs)</b>
Bloniasz, Lee		2019
Cortese, Andrea		2019
Furno, Christine		2021
Sughrue, Kevin		2021

**Boards and Committees**  
**Fiscal Year 2019**

<b>School Committee</b>		<b>Elected (3 yrs)</b>
Argall, Brett	Chair	2020
Brown, Lisa	Until the Next Election	2019
Carneiro, Jillian	Vice Chair	2019
Grady, Kelli		2021
Moulder, Julie	Secretary	2021
Wright, Mary	Recording Secretary	

<b>Selectmen, Board of</b>		<b>Elected (3 yrs)</b>
Bonin, Timothy		2019
Cortese, David P.	Vice Chair	2021
Davis, Harold		2020
Hughes, Michael		2021
Morse, Kevin	Chair	2019
Wright, Mary	Recording Secretary	

<b>State Ethics Commission Municipal Liaison</b>		<b>End of Term</b>
Furno, Christine		EOT

<b>Strategic Budget Committee</b>		<b>Appointed (end of project)</b>
Argall, Brett	School Committee	EOP
Cortese, David	Vice Chair - Citizen at Large	EOP
Holmes, Pamela	FinCom Apt.	EOP
Hughes, Michael	BOS Apt.	EOP
Keegan, Cortney	School Building & Operations Manager - Ex-C	EOP
Lovett, Jeanne	Finance Director - Ex-Officio	EOP
Maines, Kevin	Interim School Superintendent - Ex-Officio	EOP
Satori, James	Citizen At Large	EOP
Wojcik, Matthew	Town Administrator - Ex-Officio	EOP
Wright, Mary	Recording Secretary	EOP

**Boards and Committees**  
**Fiscal Year 2019**

<b>Town Counsel</b>			<b>Appointed (1 yr)</b>
Bowen, Rich	Municipal Law		2019
Maser, Brian	Labor Law		2019
Talarman, Jay	Land Law		2019
<b>Tree / Moth Superintendent</b>			<b>Appointed by TA (3 yrs)</b>
Furno, John			2019
<b>Veterans Agent</b>			<b>Appointed by TA (1 yr)</b>
Bradshaw, Carl	Director		2019
Cleary, Annmarie			
<b>Water / Sewer Commission</b>			<b>Elected (3 yrs)</b>
Bloniasz, Keith	Secretary		2021
Haire, Colin	Vice Chair		2020
Josey, Robert	Chair		2019
<b>Weigher, Measurer &amp; Surveyor of Commodities</b>			<b>Appointed by TA (1 yr)</b>
Pyne, James			2019
Reneau, Heather			2019
Talvy, Tammie			2019
<b>Worcester Regional Transit Authority Advisory Brd.</b>			<b>Appointed (1 yr)</b>
Furno, Christine	Town Representative		2019
Rousseau, Patrice	Alternate		2019
<b>Zoning Board of Appeals</b>			<b>Appointed (3 yrs)</b>
Bombara, John			2019
Fitzpatrick, Michael			2020
Heney, Daniel	Chair		2020
Holland, Jennifer	Alternate		2019

**Boards and Committees  
Fiscal Year 2019**

<b>Zoning Board of Appeals - Cont.</b>		<b>Appointed (3 yrs)</b>
Holland, Sean		2019
Holmes, Pamela	Vice Chair	2021
Tusino, Louis	Alternate	2021
Wright, Mary	Recording Secretary	

# **Coordinator's Report**

Recording	Day	Time	Room	Staff	Confir	Status	Wage	Up		
BOS_2018_09_04	TUE	7:00 PM	RES	Sarah Guimond	✓	Recorded	\$57.10	✓	MON	3
Oktoberfest_2018_09_04	TUE	7:00 PM	COM	Al Galvin	✓	Recorded	\$57.10	✓	TUE	13
Sewer_2018_09_04	TUE	7:00 PM	SEW	Kay Bowen	✓	Recorded	\$57.10	✓	WED	4
Cultural_2018_09_05	WED	6:00 PM	COM	Sarah Guimond	✓	Recorded	\$57.10	✓	THU	1
EDC_2018_09_06	THU	7:00 PM	COM	Tess Werme	✓	Paid/Cancelled	\$57.10		FRI	0
COA_2018_09_11	TUE	9:00 AM	SR	Sarah Guimond	✓	Paid/Cancelled	\$57.10		SAT	0
Oktoberfest_2018_09_11	TUE	7:00 PM	RES	Al Galvin	✓	Recorded	\$57.10	✓	SUN	0
PB_2018_09_11	TUE	7:00 PM	COM	Kay Bowen	✓	Recorded	\$57.10	✓		
ZBA_2018_09_12	WED	7:00 PM	COM	Al Galvin	✓	Recorded	\$57.10	✓	COM	11
ConCom_2018_09_17	MON	7:00 PM	COM	Angie Coe	✓	Recorded	\$57.10	✓	RES	4
COA_2018_09_18	TUE	9:00 AM	SR	Sarah Guimond	✓	Recorded	\$57.10	✓	MISC	6
BOS_2018_09_18	TUE	7:00 PM	RES	Kay Bowen	✓	Recorded	\$57.10	✓		
Oktoberfest_2018_09_18	TUE	7:00 PM	COM	Tess Werme	✓	Recorded	\$57.10	✓	8am-Noon	2
Library_2018_09_18	TUE	7:15 PM	KIT	Sarah Guimond	✓	Recorded	\$57.10	✓	1pm-6pm	2
Building_2018_09_19	WED	7:00 PM	COM	Al Galvin	✓	Cancelled	\$0.00		7:00 PM	16
BOH_2018_09_24	MON	6:00 PM	BOH	Sarah Guimond	✓	Recorded	\$57.10	✓		
Cable_2018_09_24	MON	7:00 PM	COM	Al Galvin	✓	Recorded	\$57.10	✓	Recorded	18
FinCom_2018_09_25	TUE	7:00 PM	RES	Kay Bowen	✓	Recorded	\$57.10	✓	Cancelled	1
Oktoberfest_2018_09_25	TUE	7:00 PM	KIT	Sarah Guimond	✓	Recorded	\$57.10	✓	Cancelled/Paid	2
PB_2018_09_25	TUE	7:00 PM	COM	Al Galvin	✓	Recorded	\$57.10	✓	LNC	0
Cemetery_2018_09_26	WED	7:00 PM	COM	Al Galvin	✓	Recorded	\$57.10	✓	Total Wages	\$1,142

## **Coordinator Report 10/22/18**

**Equipment:** iMac 27" approved 9/24/18, ordered 9/25/18, shipped 10/19/18.

**Equipment:** Mac Mini approved 9/24/18, ordered 9/25/18, delivered 10/5/18, currently discussing install location with Building Dept and Town Administrator.

**Equipment:** Mac Book Pro 15" approved 9/24/18, ordered 9/25/18, delivered 10/19/18, setup and ready for use.

**10/6/18:** Oktoberfest Recordings were successful, high quality videos are already being uploaded, faster editing times using new external drive techniques.

**10/12/18:** Assisting Mr. Denoncour at the High School set up for a TV production class using older equipment to teach the basics of multi-cam production.

- Can we donate the older iMac to the HS to help educate the kids cross-platform?  
They are currently running on older PC's with older software, could introduce them to Final Cut Pro X on a high end Mac.

**Upcoming:** Special Town Meeting November 12, 2018 7pm @ High School Auditorium

# **Equipment:**

# **Resource Room**

# **PA System**



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Pro Sound Service, Inc.  
20 Brookside Road • Braintree, MA 02184

Phone (781) 849-1285 • Fax (781) 843-6584

Sept 11, 2018

Douglas Municipal Center  
29 Depot St  
Douglas, Ma 01516  
Attn Mr. Pat Aldrich  
Mr. Fred Fontaine

RE: Meeting Room Sound System updates. Rev 1.0

Gentlemen

Thank you for your interest in Pro Sound Service and the professional grade audio and video products that we specify, sell, install and repair. It was a pleasure meeting with you to discuss your needs for your Town hall meeting room

Pro Sound Service is a full-service design and installation company with a proven track record of audio/video installations in the New England area for over 25 years. We encourage you to check our past work and references, you will find a long list of satisfied customers. Pro Sound Service is the New England regional warranty center for many of the manufacturer's products that we sell, this enables us to provide unequaled service should your product need to be repaired. Pro Sound stocks over one million dollars in finished goods and repair parts, this extensive inventory allows us to perform repairs and keep your system up and running quicker than any other company in the area.

The following quotation represents our best design based upon your stated desires and your unique requirements. Not all companies are created equal and you are relying on the technical ability and reliability of the company designing and installing your new system. When evaluating proposals, be sure to check the vendor's references and certifications, job quality, service and customer satisfaction as well as their certificates of liability and workers comp insurance. At Pro Sound Service we strive to give you the best products and the best value.

### **Current Conditions**

The meeting room is a space 40 ft wide x 37 ft deep with a 9 ft high 2x4 acoustic tile ceiling. The Select persons meet at a series of tables forming a square with an open center which is located at one corner of the room. There are currently 6 older wired omnidirectional microphones that are place upon desk stands on the perimeter of the table top. There is a ceiling



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speaker directly above the select persons table which prevents the system from obtaining sufficient gain before feedback.

In the audience area which is situated in an arc behind the Select persons table, are a series of ceiling speakers that are not dispersed to line up with the seating plan. A pair of PZM style microphones are located above the audience with their output being fed to the overhead speakers which again caused insufficient gain before feedback.

All microphones are fed to the CATV feed as well. All audio from the microphones to the loudspeakers and the CATV feed are mixed with the same audio mix.

There is an older wireless mic system that is used for audience participation.

There is a 75" flat panel video monitor with no audio connection to the sound system or to the CATV feed.

## Our Recommendations

### Mixers and control

We propose to provide and install new sound system gear that will provide 3 separate microphone "mixes" for the facility. Two mixes will be provided for the actual room in what is referred to as a "mix minus" configuration. This will operate as follows.

### Select persons table mics and overhead loudspeaker.

6 new cardioid type desktop mic systems with low profile goosenecks and push to mute switches will be provided to replace the old omni mics. These will provide directional mic pickup which will be fed only to the loudspeakers over the audience area and to the CATV feed. **Their signal will not be fed to the loudspeaker over the select persons table** as the close proximity of the people at this table minimizes the need for reinforcement of a voice that is 6ft or less away. These microphones will be processed and mixed thru an "auto mixer" which will be described below. This configuration will provide a large increase in useable system gain before feedback. The "mix" for the loudspeaker over the select persons table will be totally independent of any other mix.

### Audience Mics and loudspeakers.

We will reconfigure the existing ceiling loudspeakers so that they are on a separate speaker circuit and they are properly placed to cover the seating layout configuration. 2 new highly



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directional/ low profile ceiling mount microphones will be aimed at the audience area with the “null” area of least pick-up being behind them where the select persons table is. The audience microphones output will be fed only to the select person overhead loudspeaker and the CATV feed.

The audience loudspeakers will receive all audio content with the exception of the Audience ceiling microphones directly overhead. The “mix” for the loudspeakers over the audience will be totally independent of any other mix.

### **CATV Feed**

The audio needs of a CATV feed are far different from those of a live, in room sound system. The audience in the Select persons room have the benefit of hearing the live voices directly while the remote CATV audience has no such benefit. The CATV feed will be a totally separate “mix” which will allow the engineer to properly balance the volume of all microphones and sound sources in the system. Because this is a separate mix the adjustment of that CATV mix has no effect on overall system gain before feedback.

### **DSP Auto mixer and Mix Minus**

We will install a Digital Signal Processor (DSP) auto mixer system. The DSP allows us to create in software, virtually any signal processing scenario we require for a particular application. In this scenario we will provide 3 separate “auto mix” scenarios with “mix minus” functionality. Those operate as follows.

#### **Auto Mixer**

An auto mixer is a device with many mic or signal inputs which are all mixed together. The auto mixer allows for every input to be muted until the mixer input receives a recognized and valid “Voice Band” signal. Upon receiving this signal, the input channel (mic) is instantly turned on to allow the signal to proceed thru the system. The advantage of an auto mixer is that all unused mics are automatically turned off until needed, this reduces ambient noise pick up from open mics thru the sound system and also greatly enhances gain before feedback. It automatically operates as if you had an engineer manually turning mics up and down as needed. The auto mixer operates so quickly that it is generally considered inaudible to the listener.

#### **Mic Minus**

The premise of “Mix Minus” is that each zone, be it a loudspeaker zone or CATV feed receives the full microphone or input mix **Minus** those inputs that could cause noise or feedback in the system.



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In the case of the Select persons table, overhead loudspeakers will receive signal from all inputs (Auto Mixed) with the exceptions of those from the mics directly below the speaker, the 6 tabletop mics.

The Audience overhead loudspeakers will receive signal from all inputs with the exception of those ceiling mics aimed at the audience area.

The CATV audience will receive signal from all inputs but once again auto mixed to eliminate noise and background “din” from mics without a valid voice band signal recognized.

Here is a matrix of each output or loudspeaker zone and the inputs that will be sent to those zones.

#### Microphone to loudspeaker matrix

Listening area	Table Microphones	Audience ceiling Mics	Wireless Hand-Held mic	Audio from Video	Aux input
Over Select persons table	NO	YES	YES	YES	YES
Over Audience Area	YES	NO	YES	YES	YES
CATV Feed	YES	YES	YES	YES	YES

#### DSP Control

The DSP mixer is “self-running” once it is properly setup and calibrated. Each output zone will have its own **Custom Programmed** wall mount control panel as shown below. The LCD windows on your control panels will depict your actual input sources, what is shown is simply for illustration purposes only.





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In the scenario for your facility, the control will allow you to manually raise or reduce the volume of the up to 12 inputs available for each zone , once the optimum level is found it's unlikely that you will need to change it, you will however have the ability to easily adjust it to obtain that optimum level.

The controllers will also allow us to provide a "system reset" button which will bring all input levels back to a nominal preset level, this can be used in the event that someone has unintentionally mis adjusted many or all of the mic volumes and you wish to quickly revert to the pre-established norms.

The controller for the CATV feed will have an additional preset which will mute/ unmute all input sources other than a music input so that no audio from the Select persons chambers will be broadcast thru the CATV system by mistake, this feature will be convenient to use just prior to and at the end of any televised meeting as well as during any executive session times.

**No external computer or interface will be required to perform level changes or system preset / reset.**

The system as proposed will include 3 wall mount controllers as shown above, 1 each for the Select persons area, the Audience area, and the CATV feed. The 3 controllers may be all located in the AV control room or the 2 controllers for the Audience and Select persons areas may be wall mounted in the main hall.

### **Microphones and other inputs**

The following is a list of the new microphones and other inputs that we will be providing and installing as part of this proposal.

6 x new Shure tabletop small format gooseneck microphones with programmable onboard switch programmed as momentary push to mute

2 x new Audix high gain hanging microphones for over audience area

1 x new Shure Hand Held wireless mic system for audience or select persons use

1 x Analog Audio feed from the flat panel TV on the wall into the sound system.

1 x Auxiliary input at the select persons table for any music player

1 x Auxiliary line level input for connection of an outboard mic mixer to the existing sound system.



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A new 8 channel 25 ft mic snake will be provided to bring the wired mic / music/ aux line level inputs from the center of the Select persons table to a new wall input plate located behind the Town of Douglas arched stand in the corner.

**ADA hearing assistance.**

The Federal Americans with disabilities act mandates that public spaces with audio amplification must make accommodations for those with a hearing impairment. I've provided a separate document with sufficient quoted equipment to satisfy this mandate for a space with up to 100-person capacity. We generally break this ADA hearing assistance system out into a separate proposal as funds for ADA mandated gear are often times available from alternate sources.

**The investment cost noted below specifically does not include the cost of the ADA mandated hearing assistance system.**

The ADA hearing assistance system would derive its "mix" from the CATV mix as this is a perfect match for the needs of ADA

The investment required to install this Complete mix minus system is as follows:

Design engineering and documentation, Materials, Installation and training labor,

System Base Price <sup>1</sup>	\$ 15,655.20
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Please note all labor prices are based upon our standard commercial labor rate, if this project is subject to the Mass. Prevailing wage law it is the customers responsibility to inform Pro Sound Service of that requirement and to provide the current Prevailing wage rate sheets specific to this project, we will then update our quotation to reflect the job specific Prevailing wage rate.

Please remember this design and prices are based upon your desires and requirements as relayed to Pro Sound Service. If the investment required to install this system as designed is beyond your budget, please let us know as we can value engineer the system to find a compromise between your technical needs and your financial needs. Please remember that a decision based solely on price may not be your best VALUE!

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<sup>1</sup> Total Investment price does not include the cost of obtaining a low voltage electrical permit and to be present for any electrical, fire alarm, building inspections. These costs will be billed separately and will be due and payable with final balance.



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Please feel free to contact me at 781-849-1285 with any questions I am here to help and it we are always happy to answer all questions.

Upon acceptance of this proposal we will send a complete contract with our Warranty statement and legal terms and conditions

I look forward to working with you further on this project.

Best Regards,

Charles Tappa  
President  
Pro Sound Service Inc.

The information contained within this proposal is to be considered propriety work product/intellectual property and is not to be divulged to anyone other than the intended recipients. This proposal is not to be used as the basis of a competitive bid spec without prior payment to PSS Inc. for design services. Thank you for understanding that significant effort and resources were used in the compilation of this design and proposal.

Customer training to be provided on the final installation day, if extra trips to the job site are required for customer training additional labor fees may apply

The system as designed will take approx. 2-3 continuous and un-interrupted days to install, test, tune and provide operational instructions. For safety reasons and because we will be working overhead from ladders. We will need exclusive access to the space during all installation times. If we are prevented from working in the space due to the presence of others in the space extra charges for labor and return trips may apply. This policy is for the safety of all including Town residents and personnel as well as our installers.

On the following pages please find our complete warranty statement as well as our proposal and job contract terms. We are a long established, reputable, family owned company. We bring the fine print and necessary legal terms of our contracts out into the open as shown below. We expect you will find our terms reasonable and non-biased. Please feel free to ask for clarification



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of anything you don't understand either in our system proposal or our contract. We want you, our valued customer to be totally comfortable in all your dealings with Pro Sound Service Inc.

#### **Warranty Statement/ Terms and Conditions**

1. If this quotation does not include Massachusetts sales tax, please provide a copy of your two-current mass tax exempt certificates, forms ST-2 and ST-5 or Reseller certificates ST-4 and ST-1. You may fax certificates to us at 781-843-6584.
2. Customer agrees to provide full, continuous, uninterrupted, exclusive access to installation site at agreed upon installation date(s) and time(s). Any delays or extra trips to site due to the lack of access or site not prepared properly by customer for our installation will be billed as an extra cost. Installation price quote is based upon installation being performed during normal business hours (M-F, 8am-5pm) installation times outside of these hours will be charged at a higher rate.
3. Customer will provide at their own expense ac electrical outlets in the proper quantity and location for equipment powering.
4. System design may include the use of some customer owned existing used gear. In the event this gear proves unusable, there will be additional costs involved to provide functional repairs or replacement gear.
5. This quotation does not include the cost of any local permits that may be required. If such permits are required, they will be billed as separate items. Also, any additional parking fees accrued will be added on to final balance at cost.
6. This quote does not include labor charges for Pro Sound Service to be included in inspections including fire alarm, electrical and building inspections. If Pro Sound Service is required to be present for any inspections, testing, it will be billed as additional labor charges. Tests done outside of normal business hours (M-F 8am-5pm) will be billed at an overtime rate.
7. The cost of tie in to a local fire alarm for emergency system shut down and onsite test if required by local authorities is not included in this proposal, those costs will be added on a time and materials basis as required
8. This quotation is the result of a careful system design prepared by Pro Sound Service Inc. and contains proprietary design information which remains the property of Pro Sound Service and is not to be revealed to other parties or to be used as a spec for competing bids without the expressed written permission of Pro Sound Service Inc. In the event the customer should choose to use this quote as a bid spec, the customer shall promptly remit an amount equal to 25% of the total value of this quotation as payment for design and engineering fees.
9. This price quote is good for 30 days.
10. We also agree to allow Pro Sound Service to use photos or system information for promotional purposes.
11. Payment: Any payment not made when due shall be subject to interest charges of eighteen percent (18%) per annum on any and all outstanding balances owed. Any interest charge shall in no event be higher than the maximum interest rate allowed by law. If Pro Sound is required to engage the services of a collection agency or an attorney, the Customer agrees to reimburse Pro Sound for any reasonable costs, fees and



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expenses (to include but not be limited to reasonable attorney fees and court costs) incurred by Pro Sound as a result of Customer's breach of this agreement.

13. Default: If the Customer does not pay any amount when it is due or comply with all terms and provisions of this agreement, the Customer will be in default and will have breached this agreement. If the Customer defaults, Pro Sound, at Pro Sound's option, may:
  - a. demand that the Customer pay the remaining balance due under the agreement;
  - b. sell any equipment or any part thereof which was sold to Customer or installed at Customer's premises;
  - c. Exercise any collection remedies available to Pro Sound pursuant to any applicable law.
14. Title: Title does not pass to the Customer until the services, product and equipment including any subsequent additions or change orders are paid for in full. The Customer acknowledges that Pro Sound retains the right to repossess any equipment not paid for in the time required in this agreement without notice or recourse from the Customer.
15. Warranty: The installation workmanship and NEW materials and components are subject to the following limited warranty: Pro Sound warrants that for a period of one (1) year from the date of installation, the installation and new materials will be free from material defects. **PRO SOUND DISCLAIMS ALL OTHER REPRESENTATIONS AND WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, IN FACT OR IN LAW, INCLUDING, WITHOUT LIMITATION, THE IMPLIED WARRANTY OF MERCHANTABILITY AND THE IMPLIED WARRANTY OF FITNESS FOR A PARTICULAR PURPOSE.**
16. Every claim under this limited warranty shall be deemed waived unless in writing and received by Pro Sound within ten (10) days of completion of installation if visibly damaged or defective, and, otherwise, within thirty (30) days after the defect to which each claim relates is discovered, or should have been discovered, but in no event longer than one (1) year after the system installation.
17. The limited warranty shall not extend to or include or be applicable to:
  - a. defects from work completed by the Customer or any other third party;
  - b. failure of Customer or anyone other than Pro Sound to comply with warranty requirements of the manufacturer and/or care instructions of the manufacturer;
  - c. failure of Customer to give notice as required hereunder to Pro Sound of any defects;
  - d. changes, alterations or additions made by the Customer or anyone on Customer's behalf, and changes in the area in which any item is installed;
  - e. dampness or condensation due to failure of the Customer to maintain adequate ventilation and/or climate control;
  - f. loss or damage which the Customer has not taken timely action to minimize;
  - g. any defect in, caused by, or resulting from materials or work supplied by anyone other than Pro Sound;
  - h. normal wear and tear or normal deterioration;
  - i. loss or damage caused by or resulting from accidents, fire, smoke, water escape, falling objects, natural disaster or the like;
  - j. insect damage;
  - k. bodily injury or damage to personal property; and
  - l. Any used components installed in the system.
18. Customer's exclusive remedy and the limit of Pro Sound's liability for breach of the limited warranty set forth herein, or any breach of an expressed warranty, whether based on negligence, breach of warranty, strict



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liability, or any other theory at law or in equity, or any other cause of action which Customer may have against Pro Sound, shall be, at Pro Sound's sole option to:

- a. repair or replace any item with a like quantity of non-defective product or material;
- b. To refund the Customer's money.

19. After Pro Sound has provided the above remedy, a full release of all legal obligations with respect to the defect must be signed and delivered to Pro Sound by Customer. The Customer must provide Pro Sound with reasonable workday access to the Customer's property in order to perform the warranty service required under the limited warranty. Failure to provide Pro Sound with such access may release Pro Sound of its obligations under the limited warranty. This limited warranty is only extended to the Customer and not to any successors in title.

20. Liability: Pro Sound Service Inc will provide a Certificate of Liability Insurance and Workers Comp Insurance Certificate upon request.

21. Entire Agreement: This agreement sets forth the entire agreement between the parties; any and all prior agreements warranties or representations made by either party are superseded by this agreement. All changes in this agreement shall only be made by a separate document and executed in writing. Customer acknowledges no agent, servant, salesperson of Pro Sound, or any third party or independent contractor has any authority to waive, alter, or enlarge this agreement, or to make any new, substituted or different contracts, agreements, representations or warranties.

22. Notice: Any notice required hereunder shall be sent by recognized express delivery/courier providing receipted delivery to the customer's address provided. If to Pro Sound:

Pro Sound Service Co., Inc.  
20 Brookside Road  
Braintree, MA 02184

**NOTE: THIS AGREEMENT IS EFFECTIVE ONLY UPON SIGNING BY BOTH PARTIES.**

**CUSTOMER:**

NAME OF

CORP/ENTITY/LLC/D/B/A etc.:

ADDRESS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

QUOTE ACCEPTED BY/AUTHORIZED SIGNATURE: \_\_\_\_\_



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PRINT NAME/TITLE OF AUTHORIZED: \_\_\_\_\_

DATE: \_\_\_\_\_

**PRO SOUND SERVICE CO., INC.:**

ACCEPTED BY/AUTHORIZED SIGNATURE \_\_\_\_\_

PRINT NAME/TITLE OF AUTHORIZED: \_\_\_\_\_

DATE: \_\_\_\_\_



Date: 9.21.2018  
Quote: GP2725  
Valid For: 30 Days  
Terms: N30  
Prepared By: Gary Pink, Account Executive

**Prepared For:**

Pat Aldrich  
Douglas Cable  
Douglas, MA

Qty	Model	Description	Price	Ext
4	MEB 114 B	Sennheiser Tabletop Boundry Mic	\$ 225.00	\$ 900.00
4	MEB 104 W	Sennheiser Ceiling Boundy Mic	\$ 177.00	\$ 708.00
1	Jupiter 8	Symentrix Audio DSP and automixer	\$ 1,625.00	\$ 1,625.00
1	FBX2410-U	Sabine Dual Channel Feedback Exterminator	\$ 597.00	\$ 597.00
				\$ -
4	Galil 4-C	Kramer 4-Inch, 2-Way Closed-Back Ceiling Speakers	\$ 168.50	\$ 674.00
4	SKIC-4	Suspended Ceiling Kit for speaker	\$ 40.00	\$ 160.00
2	PA-50HZ	Kramer 50W amp into 70V	\$ 310.00	\$ 620.00
				\$ -
				\$ -
				\$ -
1	Installation	Install new microphones into ceiling and on tables. Run audio lines. Program DSP and Feedback control.	\$ 1,200.00	\$ 1,200.00
		Tie in existing SCM810. Customer Training		\$ -
				\$ -
1	CCP	Cables Connector Parts	\$ 125.00	\$ 125.00
1	Shipping	Shipping and Handling/Incoming Freight	\$ 190.00	\$ 190.00
				\$ -
				\$ -
				\$ -
				\$ -
		<b>Package Total</b>		<b>\$ 6,799.00</b>

**Other Business**  
**Next Meeting**  
**Adjourn**