

DOUGLAS CABLE ADVISORY COMMITTEE



EDUCATING AND INFORMING THE TOWN OF DOUGLAS MA



Douglas Cable Advisory Committee
Douglas Municipal Center
Agenda
Monday November 19, 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:**
5. **Correspondence:**
6. **Coordinator Report:**
7. **Equipment:**
8. **Other Business:** *Open session for topics not reasonably anticipated 48 hours in advance of meeting.*
9. **Next Meeting:**
10. **Adjourn:**

One Opening on Cable Committee

email cable@douglasma.org

Or call 508-476-4000 ext 222

For more information

Cable Expenditures Thru October 2018

	Month To Date	Year To Date	FY19 Budget	Remaining	% Used
Full Time Wages	\$2,434.85	\$10,201.16	\$31,758	\$21,556.84	32.1%
Part Time Wages	\$1,199.10	\$3,768.60	\$16,274	\$12,505.40	23.2%
FICA	\$82.35	\$223.39	\$786	\$562.61	28.4%
Repairs & Maintenance	\$93.15	\$186.30	\$1,000	\$813.70	18.6%
Contractual Services	\$1,600.00	\$1,600.00	\$1,600	\$0.00	100%
Other Services	\$175.18	\$875.90	\$3,000	\$2,124.10	29.2%
Dues & Membership	\$250.00	\$250.00	\$350	\$100.00	71.4%
Additional Equipment	\$5,410.00	\$5,410.39	\$23,000	\$17,589.61	23.5%
Total Expenses	\$7,611.07	\$9,262.00	\$38,208	\$28,946	24.2%

Original Finance Dept. Report will be available with Meeting Minutes

FOR 2019 04

	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	10,201.16	2,434.85	.00	21,556.84	32.1%
01695100 51200 P/T WAGES	16,274	16,274	3,768.60	1,199.10	.00	12,505.40	23.2%
TOTAL CABLE ADVISORY SALARIES	48,032	48,032	13,969.76	3,633.95	.00	34,062.24	29.1%
01695200 CABLE ADVISORY EXPENSE							

01695200 51706 COUNTY RETIREMENT	3,397	3,397	.00	.00	.00	3,397.00	.0%
01695200 51707 EMPLOYER'S FICA	786	786	223.39	82.35	.00	562.61	28.4%
01695200 52400 REPAIRS AND MAINTEN	1,000	1,000	186.30	93.15	.00	813.70	18.6%
01695200 53008 CONTRACTUAL SERVICE	1,600	1,600	1,600.00	1,600.00	.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	875.90	175.18	.00	2,124.10	29.2%
01695200 54200 OFFICE SUPPLIES	700	700	132.43	.00	.00	567.57	18.9%
01695200 55800 OTHER SUPPLIES	500	500	11.67	.00	.00	488.33	2.3%
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	250.00	250.00	.00	100.00	71.4%*
01695200 58500 ADDITIONAL EQUIPMEN	23,000	23,000	5,410.39	5,410.39	.00	17,589.61	23.5%
01695200 58700 REPLACEMENT EQUIPME	3,000	3,000	571.92	.00	.00	2,428.08	19.1%
TOTAL CABLE ADVISORY EXPENSE	38,208	38,208	9,262.00	7,611.07	.00	28,946.00	24.2%
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%
TOTAL CABLE ADVISORY COMMITTEE	86,240	136,240	23,231.76	11,245.02	.00	113,008.24	17.1%

11/01/2018 09:48
9824jcah

|Town of Douglas
|FY19 OCTOBER EXPENDITURE REPORT

|P 122
|glytdbud

FOR 2019 04

	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

Department

Cable 01695200

Date: 10/30/2018

have been ε

and you are

\$3,629.00

Dollars

Cable Advisory Committee

Approved

Vendor #	Vendor Name	Invoice #	Amount	Description	G/L Number
2593	Apple	6764937400	\$3,629.00	iMac 27" Workstation	58500
		Total:	\$3,629.00		

Town of Douglas

Schedule of Departmental Bills Payable

Date: 11/6/2018

Cable 045-500

\$75.21

Cable Advisory Committee

Approved

James M. Dewey ✓

[illegible]



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3. **Expenditures:**
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5. **Correspondence:**
6. **Coordinator Report:**
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9. **Next Meeting:**
10. **Adjourn:**

Douglas Cable Advisory Committee

Douglas Municipal Center

Meeting Minutes

Monday, October 22, 2018

Fred Fontaine called the meeting to order at 7:35pm

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".* Pat was asked to pair down the information into a more readable fashion for the next meeting.
3. **Expenditures:** FY18 Financial Reconciliation Spreadsheet submitted. Vouchers signed by Fred Fontaine - 9/26/18, 10/16/18. Vouchers signed by Tom Devlin - 10/10/18
4. **Meeting Minutes:** Tom motioned to accept the meeting minutes of 9/24/18 as written, Chris 2nd, unanimous favor.
5. **Correspondence:** 10/2/18 - Charter Bill Adjustments, 10/15/18 - Meeting DVD Request fulfilled, FY19 "Boards and Committees" listing by Suzanne Kane.
6. **Coordinator Report:**
 - **Meetings Report September 2018**
 - **Equipment: 10/6/18:** Oktoberfest Recordings were successful, high quality videos are already being uploaded, faster editing times using new external drive techniques. Some discussion on ideas for enhancing the resulting programs.
 - **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. *Pat discussed offering the older iMac to Mr. Denoncour for this class purpose, if he's interested in teaching cross-platform.*
 - **Upcoming:** Special Town Meeting November 13, 2018 7pm @ High School Auditorium
7. **Equipment:**
 - **iMac 27"** approved 9/24/18, ordered 9/25/18, shipped 10/19/18.
 - **Mac Mini** approved 9/24/18, ordered 9/25/18, delivered 10/5/18, currently discussing install location with Building Dept and Town Administrator.
 - **Mac Book Pro 15"** approved 9/24/18, ordered 9/25/18, delivered 10/19/18, setup and ready for use.
 - **Resource Room PA discussion:** Fred gave a brief history of the project and the scope of the project. Fred proposed a 50/50 split with the Town for the project, as half of the equipment is for the infrastructure of the room, not just cable purposes. Pat will set up a meeting with the Town Administrator and Fred to discuss project parameters to consider quotes.
8. **Other Business:** Fred mentioned that when we set meeting dates, we will stick to them, unless it is cancelled or changed.
9. **Next Meeting:** Monday, November 19, 2018
1. **Adjourn:** *Chris motioned to adjourn at 8:10pm, Tom 2nd, unanimous favor.*

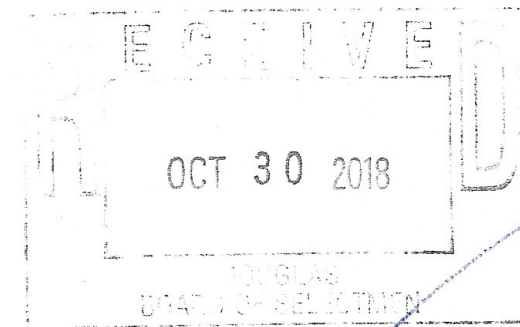


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October 25, 2018



Cc: Cable

RE: Charter Communications – Upcoming Changes

Dear Municipal Official:

Charter Communications ("Charter"), locally known as Spectrum, is making its customers aware that **effective on or after November 22, 1018**, Viacom is discontinuing its Nick 2 service. Charter carries Nick 2 on SPP Tier 1 channel 108.

If you have any questions, I can be reached at 207-253-2217 or via email at melinda.kinney@charter.com.

Sincerely,

A handwritten signature in cursive script that reads "Melinda Kinney".

Melinda Kinney
Senior Director, Government Affairs
Charter Communications



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Meetings Covered October 2018

Recording	Day	Time	Room	Staff	Confir	Status	Wage	Up		
Cultural_2018_10_01	MON	6:00 PM	RES	Sarah Guimond	✓	Recorded	\$57.10	✓	MON	6
ConCom_2018_10_01	MON	7:00 PM	COM	Angie Coe	✓	Recorded	\$57.10	✓	TUE	13
Oktoberfest_2018_10_02	TUE	7:00 PM	COM	Al Galvin	✓	Recorded	\$57.10	✓	WED	3
Sewer_2018_10_02	TUE	7:00 PM	SEW	None	✓	Cancelled	\$0.00	☐	THU	1
BOS_2018_10_02	TUE	7:00 PM	RES	Sarah Guimond	✓	Recorded	\$57.10	✓	FRI	0
SrCenter_2018_10_03	WED	11:00 AM	SR	Sarah Guimond	✓	Paid/Cancelled	\$57.10	☐	SAT	1
EDC_2018_10_04	THU	7:00 PM	COM	Sarah Guimond	✓	Recorded	\$57.10	✓	SUN	0
Oktoberfest Entertainment	SAT	9:00 AM	MISC	Al Galvin	✓	Recorded	\$57.10	✓		
Oktoberfest Entertainment	SAT	9:00 AM	MISC	Sarah Guimond	✓	Recorded	\$57.10	✓	COM	10
Oktoberfest Entertainment	SAT	9:00 AM	MISC	Pat Aldrich	✓	Recorded	\$0.00	☐	RES	7
COA_2018_10_09	TUE	9:00 AM	SR	Sarah Guimond	✓	Recorded	\$57.10	✓	MISC	7
FinCom_2018_10_09	TUE	7:00 PM	RES	Kay Bowen	✓	Recorded	\$57.10	✓		
PB_2018_10_09	TUE	7:00 PM	COM	Al Galvin	✓	Recorded	\$57.10	✓	8am-Noon	4
ZBA_2018_10_10	WED	7:00 PM	COM	Sarah Guimond	✓	Recorded	\$57.10	✓	1pm-6pm	2
ConCom_2018_10_15	MON	7:00 PM	COM	Sarah Guimond	✓	Recorded	\$57.10	✓	7:00 PM	18
OpenSpace_2018_10_15	MON	7:00 PM	RES	Al Galvin	✓	Recorded	\$57.10	✓		
BOS_2018_10_16	TUE	7:00 PM	RES	Kay Bowen	✓	Recorded	\$57.10	✓	Recorded	23
Cable_2018_10_22	MON	7:00 PM	RES	Sarah Guimond	✓	Recorded	\$57.10	✓	Cancelled	2
Historical_2018_10_23	TUE	9:00 AM	COM	Sarah Guimond	✓	Recorded	\$57.10	✓	Cancelled/Paid	1
BOS_2018_10_23	TUE	7:00 PM	SEL	Sarah Guimond	✓	Recorded	\$57.10	✓	LNC	0
FinCom_2018_10_23	TUE	7:00 PM	RES	Kay Bowen	✓	Recorded	\$57.10	✓		
Library_2018_10_23	TUE	7:00 PM	KIT	None	✓	Cancelled	\$0.00	☐	Total Wages	\$1,313.30
PB_2018_10_23	TUE	7:00 PM	COM	Al Galvin	✓	Recorded	\$57.10	✓		
Cemetery_2018_10_24	WED	7:00 PM	COM	Al Galvin	✓	Recorded	\$57.10	✓		
BOH_2018_10_29	MON	6:00 PM	BOH	Sarah Guimond	✓	Recorded	\$57.10	✓		
Library_2018_10_30	TUE	7:00 PM	COM	Tess Werme	✓	Recorded	\$57.10	✓		

Coordinator Report & Equipment Update 11/19/18

- Equipment: iMac 27" received 10/22/18, setup, current workstation.
- 10/22/18: Sr. Center "Game Show" recorded, Was edited and uploaded to YouTube, but blocked due to copyright content. Can share via Google Drive
- 10/30/18: Fred & Pat met with Matt Wojcik About PA system. Went back out to Pro Audio for some detailing on the quote per our conversation.
- Equipment: Mac Mini approved 9/24/18, ordered 9/25/18, delivered 10/5/18, Installed 11/5/18, ready for use, can be operated without Cable Staff, directions beneath screen. Wireless keyboard and mouse are ready to use. Guest profile created.
- 11/13 STM recorded, edited, broadcasting and YouTube.
- Mr. Denoncour respectfully declined the use of the older iMac for video class, as he is at full capacity teaching the current platform. This iMac has been installed on the cable office network to utilize the additional core for Compressor, which has increased performance of transcoding video files for broadcast and web.



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