

**DOUGLAS CABLE ADVISORY COMMITTEE**



**EDUCATING AND INFORMING THE TOWN OF DOUGLAS MA**



Douglas Cable Advisory Committee

Douglas Municipal Center

Agenda

Monday December 10, 2018

1. **Call to order:**
2. **Committee Vacancies:** *There is one opening on the Committee, email [cable@douglasma.org](mailto:cable@douglasma.org) or call 508-476-4000 ext 222 if interested.*
3. **Expenditures:**
4. **MM:** *11/19/18*
5. **Correspondence:**
6. **Annual Town Report for FY18:** *First Draft*
7. **Coordinator Report:**
8. **Equipment:**
9. **Other Business:** *Open session for topics not reasonably anticipated 48 hours in advance of meeting.*
10. **Next Meeting:**
11. **Adjourn:**

# **One Opening on Cable Committee**

email [cable@douglasma.org](mailto: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
Full Time Wages	\$2,434.85	<b>\$12,636.01</b>	\$31,758	<b>\$19,121.99</b>
Part Time Wages	\$799.40	<b>\$4,568.00</b>	\$16,274	<b>\$11,706.00</b>
FICA	\$46.91	<b>\$270.30</b>	\$786	<b>\$515.70</b>
Repairs & Maintenance	\$119.40	<b>\$305.70</b>	\$1,000	<b>\$694.30</b>
Contractual Services	\$0	<b>\$1,600.00</b>	\$1,600	<b>\$0.00</b>
Other Services	\$175.18	<b>\$1,051.08</b>	\$3,000	<b>\$1,948.92</b>
Other Supplies	\$63.5	<b>\$75.17</b>	\$500	<b>\$424.83</b>
Ed & Training	\$74.88	<b>\$74.88</b>	\$150	<b>\$75.12</b>
Additional Equipment	\$3,732.20	<b>\$9,142.59</b>	\$23,000	<b>\$13,857.41</b>
Total Expenses	\$4,212.07	<b>\$13,474.07</b>	\$38,208	<b>\$24,733.93</b>

12/03/2018 13:51   Town of Douglas		P 97					
9824jcah   FY19 NOVEMBER EXPENDITURE REPORT		glytdbud					
FOR 2019 05							
	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	12,636.01	2,434.85	.00	19,121.99	39.8%
01695100 51200 P/T WAGES	16,274	16,274	4,568.00	799.40	.00	11,706.00	28.1%
TOTAL CABLE ADVISORY SALARIES	48,032	48,032	17,204.01	3,234.25	.00	30,827.99	35.8%
01695200 CABLE ADVISORY EXPENSE							
-----							
01695200 51706 COUNTY RETIREMENT	3,397	3,397	46.91	46.91	.00	3,350.09	1.4%
01695200 51707 EMPLOYER'S FICA	786	786	223.39	.00	.00	562.61	28.4%
01695200 52400 REPAIRS AND MAINTEN	1,000	1,000	305.70	119.40	.00	694.30	30.6%
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	1,051.08	175.18	.00	1,948.92	35.0%
01695200 54200 OFFICE SUPPLIES	700	700	132.43	.00	.00	567.57	18.9%
01695200 55800 OTHER SUPPLIES	500	500	75.17	63.50	.00	424.83	15.0%
01695200 57100 IN-STATE TRAVEL	300	300	.00	.00	.00	300.00	.0%
01695200 57150 TRAINING AND EDUCAT	150	150	74.88	74.88	.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	9,142.59	3,732.20	.00	13,857.41	39.8%
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	13,474.07	4,212.07	.00	24,733.93	35.3%
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	30,678.08	7,446.32	.00	105,561.92	22.5%

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|P      124
|glytdbud
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	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	415,090.00	48,350.00	.00	-414,790.00*****§	
TOTAL EXPENSES	0	300	415,090.00	48,350.00	.00	-414,790.00	

# Cable Vouchers Signed

## Town of Douglas Schedule of Departmental Bills Payable

To the Account  
Department

Cable 01695200

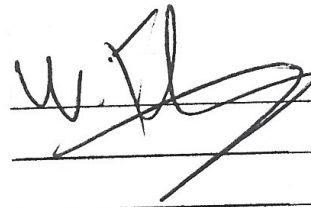
Date: 11/20/2018

\$63.50 Dollars

The following  
have been  
and you are

Cable Advisory Committee

Approved

 11/20/18

Vendor #	Vendor Name	Invoice #	Amount	Description	G/L Number
33	Amazon	435398488644	\$46.51	Mac Mini RR Mount	58500 55800
33	Amazon	876689599855	\$16.99	HDMI Splitter	58500 55800
Total:			\$63.50		



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## **Douglas Cable Advisory Committee**

### **Douglas Municipal Center**

### **Meeting Minutes**

**Monday, November 19, 2018**

Fred Fontaine called the meeting to order at 7:10pm

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

**Staff:** Pat Aldrich, Sarah Guimond

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".* Tom read from Pat's condensed version, available as part of the meeting minutes packet online.
3. **Expenditures:** Vouchers signed by Fred Fontaine - 10/30/18. Tom Devlin mentioned that the new Town Website is online at Douglas-MA.gov. Pat mentioned the old website has been reinstated until confusion/errors can be worked out.
4. **Meeting Minutes:** Tom motioned to accept the meeting minutes of 10/22/18 as written, Chris 2nd, unanimous favor.
5. **Correspondence:** 10/25/18 - Charter Tier change, 11/14/18 - Charter final payment of \$19,000 for Capital fund as license outlines was received.
6. **Coordinator Report:**
  - **Meetings Report October 2018**
  - **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
  - **11/13/18:** 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.
7. **Equipment:** **iMac 27"** has been received, setup, and is current main workstation.  
**10/30/18:** Fred & Pat met with Matt Wojcik About PA system. Town will cover 50% of the project, Cable will cover 50%. Tom motioned to approve \$8,000 for the Cable portion of the Sound System in the Resource Room at Town Hall, Bob 2nd, unanimous favor. Pat will seek further information on the ADA Compliance portion of the project. Mac Mini was installed 11/5/18, ready for use, can be operated without Cable Staff, directions posted beneath screen. Wireless keyboard and mouse are ready to use. Guest profile created with a posted password.
8. **Other Business:** Some discussion was had about the current internet service at the Municipal Center as it affects Cable operations. The new 5-year Municipal contract should help increase download/upload speeds.
9. **Next Meeting:** Monday, December 10, 2018
10. **Adjourn:** *Tom motioned to adjourn at 7:30pm, Chris 2nd, unanimous favor.*





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Proposed comment for FCC Express Filing (Deadline December 14, 2018)

<https://www.fcc.gov/ecfs/filings/express>

12/10/18

Proceedings: MB Docket No 05-311

Name of Filer: Douglas Cable Access

Email: [cable@douglasma.org](mailto:cable@douglasma.org)

Address: 29 Depot Street, Douglas, MA 01516

Comments:

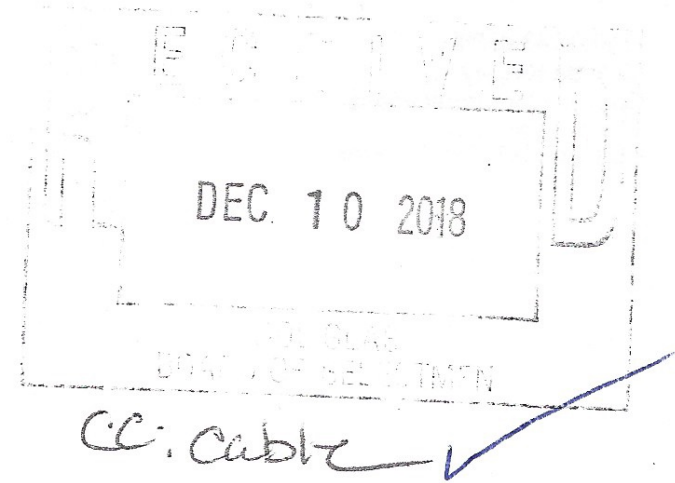
In the Matter of Implementation of Section 621(a)(1) of the Cable Communications Policy Act of 1984 as Amended by the Cable Television Consumer Protection and Competition Act of 1992:

We are writing in support of the Comments of the Cable Act Preservation Alliance (“CAPA”) in the Second Further Notice of Proposed Rulemaking. We oppose the tentative conclusions the FCC reaches in the proceeding because of their impacts on our community.

Douglas Cable Access brings value to our community through 100% government meeting coverage in accordance with the Massachusetts Open Meeting Law, our partnership with the High School in maintaining our Educational channel, and a growing Public channel that focuses on the cultural aspects of this community with a spotlight on hyper-local activity.

This local presence encourages viewers in Douglas, MA - Worcester County to watch cable television as was intended by the 1984 Cable Act – by enhancing local voices, serving local viewers and strengthening our local democracy. By defining “in-kind” support in an overly broad fashion, the rulemaking will shift the fair balance between local and state authorities and cable operators and will force communities to choose between franchise fees and PEG channels which was never the intent of the Act.

By allowing cable operators to reduce franchise fee support for local communities if they opt for local channels, the FNPRM diminishes the ability of PEG channels to serve communities such as ours. We ask that it not be adopted.



December 4, 2018

**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 January 4, 2019**, Star India located on Spectrum Channel(s) 295 and 895, will cease providing programming to Spectrum. Star India is carried as a subscription service for customers.

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

Sincerely,

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

Melinda Kinney  
Senior Director, Government Affairs  
Charter Communications





Christine Furno &lt;cfurno@douglasma.org&gt;

## Ethics Commission reminds public employees about restrictions on gifts

1 message

Giannotti, David (ETH) <david.giannotti@state.ma.us>  
To: cfurno@douglasma.org

Mon, Dec 10, 2018 at 9:40 A

### FOR IMMEDIATE RELEASE

December 10, 2018

Contact: Gerry Tuoti, Public Information Officer

617-371-9533

## Ethics Commission reminds public employees about restrictions on gifts

*Some gifts are prohibited under the conflict of interest law*

With the winter holiday season upon us, the State Ethics Commission reminds state, county, and municipal employees that certain gifts may be prohibited by law. In general, public employees may not accept gifts worth \$50 or more that are given because of their public position or because of an official act. There are some exceptions.

The conflict of interest law generally prohibits anyone from giving a public employee a gift worth \$50 or more that is given because of the public employee's position or in connection with an official act. Public employees are likewise prohibited from soliciting or accepting such gifts. Even if a gift is worth less than \$50, a public employee would be required to file a disclosure if accepting the gift would create the reasonable impression that he or she would unduly show favor to the giver. Ethics Commission Advisory 04-02: Gifts and Gratuities provides a full overview of how the conflict of interest law relates to gifts.

Most gifts to public employees from family and established friends are not prohibited because they are personal and not linked to any official act or public position. Additionally, public employees may accept unsolicited gifts such as fruit baskets, flowers, or other perishable items if they are accepted on behalf of an office or agency and shared with coworkers or the public. Gifts of alcohol, however, are generally prohibited because they are not perishable and cannot be shared with the public. A full description of exemptions to the gift restrictions is included in 930 CMR 5.08: Conflict of Interest Law Regulations and Exemptions relating to Gifts and Gratuities.

Class gifts to public school teachers are allowed within certain limits. The parents and students of a class may act together to give a gift worth up to \$150 to a teacher, provided that the gift is identified as being from the class, and that the names of givers and amounts given are not identified to the teacher. A teacher may not

10/2018

Douglasma.org Mail - Ethics Commission reminds public employees about restrictions on gifts

accept any other gift from someone who has contributed to a class gift. Therefore, if an individual gift is given, the teacher must confirm that the giver did not contribute to the class gift. Individual gifts from families that did not contribute to a class gift are allowed if they are worth less than \$50. Baked goods, homemade crafts, and other gifts of minimal value are not prohibited. The Commission's Public School Teacher FAQs on the Conflict of Interest Law contains detailed information about restrictions on teacher gifts.

Restrictions on gifts and gratuities also apply to holiday parties. If a vendor or other private organization offers a public employee a complimentary invitation to a party or event, the public employee is generally prohibited from accepting the invitation if the per-person cost of the event is \$50 or more. There is an exemption that allows public employees to accept such invitations if they file a disclosure with a written determination that their attendance serves a legitimate public purpose. Appointed employees must receive that determination from their appointing authority. Regulation 930 CMR 5.08(3)(b) describes the exemption and disclosure requirement in detail.

Public employees are generally not prohibited from giving gifts of substantial value to other public employees in recognition of holidays. However, the conflict of interest law places tighter restrictions on gifts from public employees to their supervisors and superiors. Gifts to supervisors and superiors that are not prohibited include gifts worth no more than \$10, food shared in the office, personal hospitality, and gifts given in connection to personal hospitality. Regulation 930 CMR 5.08(8) addresses gifts among public employees.

Although public employees are generally prohibited from accepting gifts or gratuities of substantial value given because of their position, there is an exemption that allows them to accept discounts and waived membership fees in certain circumstances. If a discount is offered to all public employees, for example, it can be accepted. Likewise, if a membership fee for a professional organization is waived or discounted for all similar public employees of a particular profession, then the membership fee waiver may be accepted. Public employee discounts are addressed in Regulation 930 CMR 5.08(7).

The law also generally prohibits gifts of any value from lobbyists to certain public employees. Under the state financial disclosure law, elected state and county officials, as well as appointed state and county employees in major policymaking positions, may not solicit or accept gifts of any kind from lobbyists. Likewise, lobbyists are barred from offering or giving such gifts. Additionally, lobbyists are prohibited from giving gifts to the immediate family members of such state and county officials and employees. There are limited exemptions allowing gifts from lobbyists given solely because of family or established personal friendship contained in Regulation 930 CMR 5.09.

The Commission encourages public employees to contact its Legal Division at 617-371-9500 for free advice if they have any questions regarding how the conflict of interest law may apply to themselves.

###



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Douglas Cable started off FY18 by installing High-Definition (HD) remote controlled robotic cameras and related updated video components in the two fixed meeting recording locations at the Municipal Center. This brings the Resource and Community Rooms both into an HD workflow, which is the current industry standard. Although we still broadcast in Standard Definition (SD) until we are cleared for HD channel bandwidth, the ability to purchase and install SD equipment is rapidly disappearing on today's market, becoming harder to manage such an operation.

The Douglas High School video rack was also renovated using equipment from our previous setup to give them a boost in production quality as well. Utilizing our newly decommissioned SD remote controlled robotic cameras, we were able to allow them a higher functionality for the School Committee meeting videos while keeping the costs to a minimum through recycled components and in-house installation work. This removed some previous equipment that had been in place since the inception of their program, and upgraded many of their older components with new and improved versions, including monitors and a new video switcher with upgraded input options.

During the calendar year 2018, we recorded #### video files, which have been broadcast and are available online at our YouTube page for streaming. This brings our total archived videos to ####.

More info on Douglas Cable Access can be found on the Town Website at [DouglasMA.org/Cable](http://DouglasMA.org/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.

Respectfully Submitted,

Fred Fontaine, Chairman, Douglas Cable Committee  
Tom Devlin, Vice Chairman, Douglas Cable Committee  
Bob Werme, Cable Committee  
Christopher Menn, Cable Committee  
Patrick Aldrich, Douglas Cable Coordinator



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## Meetings Covered November 2018

[illegible]

## **Coordinator Report & Equipment Update 12/10/18**

- 11/27: Carousel Bulletin Board Software Updated to v.7.4.1 as part of our TRMS assurance package.
- 11/27: Cablecast Broadcast Software Updated to v.6.5.0 Build 342 as part of our TRMS assurance package.
- “Classic Drive TV” was submitted by Fitchburg Cable Access for broadcast. Very high quality show about a variety of Car related interests. Is currently being broadcast on Douglas Public Access Channel 191 - if anyone has feedback, they plan to shoot more episodes and I told them we would consider long term broadcast.
- Various excess cables, connectors, and wires have been brought to Al Denoncour for possible use in his video class setup. He will be going through them at his discretion and taking what he needs. We can take back what he doesn't need and store them.
- Spoke to Town Administrator about Resource Room PA system project: Would like to see a line-by-line breakdown of the project before considering funding source. I have emailed to Pro-Sound, Charles Tappa responded that he will get us that breakdown ASAP.



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10. **Next Meeting:** **Monday January 14, 2019**
11. **Adjourn:**