

DOUGLAS CABLE ADVISORY COMMITTEE



EDUCATING AND INFORMING THE TOWN OF DOUGLAS MA



Douglas Cable Advisory Committee
Douglas Municipal Center
Agenda
Monday January 14, 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:** 12/10/18
5. **Correspondence:**
6. **Annual Town Report for FY18:**
7. **Job Description Updates:**
8. **Coordinator Report:**
9. **Equipment:**
10. **Other Business:** *Open session for topics not reasonably anticipated 48 hours in advance of meeting.*
11. **Next Meeting:** *Monday, February 11, 2019*
12. **Adjourn:**

One Opening on Cable Committee

email cable@douglasma.org

Or call 508-476-4000 ext 222

For more information

**Official Cable Expenditure
Figures from Town Finance
Has not yet been reported as
of today.**

Cable Vouchers Signed

Town of Douglas
Schedule of Departmental Bills Payable

To the Acc^d Date: 12/20/2018
Departmeⁿ Cable 01695200

The follow: \$119.33 Dollars
have been as Cable Advisory Committee
and you are

Approved

W. Furtach 12/20/19



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Meeting Minutes

Monday, December 10, 2018

Tom Devlin called the meeting to order at 7:14pm

Committee Attendance: Tom Devlin, Chris Menn, Bob Werme

Absent: Fred Fontaine

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 - 11/20/18.
4. **Meeting Minutes:** Bob motioned to accept the meeting minutes of 11/19/18 as written, Chris 2nd, unanimous favor.
5. **Correspondence:** Pat summarized the Douglas Cable comments draft 1 for FCC filing docket 05-311, which affects Cable Access funding nationwide. Charter Channel Change 12/10/18. General ethics reminder about appropriate municipal staff gifts 12/10/18.
6. **Annual Town Report for FY18:** First draft submitted by Pat, Tom asked to delay this item until January, as he would like to try drafting something. Due end of January.
7. **Coordinator Report:**
 - **Meetings Report November 2018**
 - **11/27: Tightrope Updates:** Carousel Bulletin Board software update to v7.4.1, Cablecast Broadcast software updated to v6.5.0. Tom asked if we could place bulletin board on our new website. Pat outlined a possible solution, but discussed that it's not a "feature" of the current system.
 - "Classic Drive TV" was submitted by Fitchburg Cable, very high quality show about automobiles, currently playing on Public Channel 191.
 - Unused and old style cables and connectors were delivered to Al Denoncour at the High School to use with his video class.
 - Resource Room PA System: Town Administrator would like to see a price breakdown before asking for funding on the Town end. Pat has requested this info from the vendor ASAP.
 - Police & Fire utilized the Resource Room presentation system for a training.
8. **Other Business:** Job Description updates for 2019 will be discussed at the January meeting. Pat will send copies with his suggested edits.
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JAN - 7 2019

December 31, 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 by January 31, 2019, NBA League Pass will launch in HD.

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 ink that reads "Melinda Kinney".

Melinda Kinney
Senior Director, Government Affairs
Charter Communications



JAN - 7 2014

DATA RELEASE ACT

CC: Cable ✓

January 2, 2019

RE: Charter Communications – Upcoming Changes

Dear Municipal Official:

Charter Communications, locally known as Spectrum, has been in discussions with Tribune Broadcasting ("Tribune"), the owner of WGN America and multiple local broadcast ABC, CBS, FOX, CW and digital multi-cast stations across various markets, to renew our carriage agreement. At 5:00 P.M. ET on Wednesday, January 2, 2019, Spectrum's agreement to carry Tribune's channels expired. As a result the channels listed below and all associated Video On Demand content are no longer available to Spectrum customers.

WGN America

Tribune asked for a dramatic increase in fees (200%) which we believe is completely unjustified. We regret the impact of Tribune's decision, and we remain optimistic that this matter will be resolved quickly so our customers can again receive Tribune programming. For more information please visit www.tribunefairdeal.com.

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 black ink that appears to read "Melinda Kinney".

Melinda Kinney
Senior Director, Government Affairs
Charter Communications



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Douglas Cable Advisory Committee went into FY18 with a commitment to continued recording and broadcast of all Town committee meetings and to improving the quality of programming offered. High-Definition (HD) remote controlled robotic cameras and other updated video components were installed in the two fixed meeting recording locations at the Municipal Center. This has allowed the Resource and Community Rooms to be brought into an HD workflow, which is the industry standard. Although broadcasts on the Charter channel continue to be in Standard Definition (SD), this upgrade was necessitated by the inability to purchase SD equipment as the market for this type of equipment dwindles making harder to maintain this level of operation. The cameras have greatly improved the video quality of the productions and we are in a good position for that time when HD broadcasts are possible. These meetings are all broadcast on Cable Channel 192.

Following this project, we worked with the School Department by assisting in the renovation of the Douglas High School video rack, using equipment from our previous setup allowing them a boost in production quality as well. Utilizing our newly decommissioned SD remote controlled robotic cameras, they were able to have a higher functionality for the School Committee meeting videos while keeping the upgrade costs to a minimum through recycled components and in-house installation work. This removed some 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 204 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 2,583. Our site on YouTube garnered 9,200 views.

The Public Channel 191 is still showing various programs filmed at the Senior Center and entertainment from the Oktoberfest festival, as well as many other cultural events as requested. Visit the new Website to submit events using our new “Public Events Submission” form to have an event considered for recorded and 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. 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
Tom Devlin, Vice Chairman, Douglas Cable Committee
Bob Werme, Cable Committee
Christopher Menn, Cable Committee
Patrick Aldrich, Douglas Cable Coordinator



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JOB TITLE: Cable Access Coordinator

FullPart Time: ~~29~~~~15~~10 hours per week

The person holding this position will work under the direction of the Cable Advisory Committee.

Essential Duties and Responsibilities ~~The Cable Access Coordinator will:~~

- Assist in fulfilling the mission and goals of the Douglas Cable Advisory Committee
- Supervise ~~Cable Employees~~~~Recording Assistants~~ in accordance with the Town Personnel Policies including; hiring, training, ~~which includes~~ approving timesheets, weekly ~~scheduling~~~~schedules of man-~~ hours, and performance issues.
- ~~Coordinate the scheduling of and assist Cable Recording Assistants in their duties of recording government meetings.~~
- Manage fiscal year budget overview, negotiate purchases, and provide expense vouchers to and seek Cable Committee approval.
- ~~Administrator for all three PEG channels server video playback system.~~
- Tier 1 Customer Service with Public such as, program questions, training, copying programs.
- Create and teach video training classes for interested residents of Douglas.
- Assist in the design and construction of Cable Access Facilities.
- Keep and up-to-date inventory of all property of the Cable ~~Access Facility~~~~Advisory Committee~~.
- Recommend improvements in facilities and equipment quarterly and for budgetary reasons.
- Insure proper operation of all Cable ~~Access Facility~~~~Advisory Committee~~ equipment.
- Maintain the ~~broadcast~~ message board.
- Scheduling programming for the Public and Government Television Channels. ~~Channel 11 and 12.~~
- Post recorded meetings to ~~the Town~~ website using a streaming service.
- ~~Maintain a digital archive of past meeting video files, online and in house.~~
- Assist users in the use of production equipment.
- Keep record of program schedule; equipment use, volunteer staff members, and other administrative duties as assigned.
- Produce ~~video~~ ~~video taped/live television~~ coverage of community events as assigned.
- Attend all meetings of the Cable Advisory Committee and act as recording secretary.
- ~~Manage Douglas Cable social media accounts; Twitter, Facebook, and YouTube.~~
- Have posted hours ~~or appointments available~~ for meeting with the public.
- Other duties as assigned.

Qualifications/Experience

- Minimum of three years video production experience preferred.
- Degree in Communications preferred.
- Ability to run classroom program.
- Ability to facilitate the production of local programming.
- Moderate to strenuous physical effort generally required; able to lift 50 pounds.
- ~~Ability to sit, see/view computer screens, work with a mouse & keyboard for long periods of time.~~
- Ability to use and to troubleshoot AV equipment.
- Perform ~~non-linear off-line~~ video editing (iMovie and/or Final Cut).
- Ability to use ~~Google Docs and Keynote~~ ~~Word, Excel, and Powerpoint~~.
- Ability to edit web pages a plus.

This ~~full~~~~part~~ time job will include ~~many~~ evening and weekend hours as needed.

JOB TITLE: Cable Recording Assistant

Approved: February 7, 2011

Part Time: Varying hours, maximum 19 hours per week

To make high quality recordings of local government meetings and public events as assigned for broadcast on Douglas Cable Access television channels and online streaming. ~~cable channel 12 and other meetings or events as assigned.~~

Essential Duties and Responsibilities:

- The Cable Recording Assistant will learn the proper operation of the audio/visual recording equipment used to record and/or broadcast government meetings or other events as assigned.
- Provide a minimum of one week's advance notice of availability for the following week for scheduling purposes
- For each meeting, it will be the responsibility of the person assigned to:
 - Arrive 30 Minutes prior to the start of the event
 - Set up the ~~neccesary~~ equipment
 - Record and/or broadcast one or more meetings ~~within a single shift~~
 - Begin the preparation of the recording for broadcast
 - Operate within the "Participation in Meetings" guidelines as outlined by the Cable Advisory Committee
 - Break down the recording set up
 - Put all equipment into its proper storage space
- It is the responsibility of the Cable Recording Assistant to care for the equipment used and to report any issues with the equipment or the recording immediately to the Cable Access Coordinator or Cable Committee Chair.
- Other duties as assigned.

Qualifications/Experience:

- High School education preferred.
- Experience using consumer video equipment required
- Moderate to strenuous physical effort occasionally required; able to lift 50 pounds
- Ability to sit for long periods of time.
- Ability to see/view computer and video production screens for long periods of time.
- Ability to use and troubleshoot AV equipment
- Ability to work independently

This part-time position will include many evening hours, and may include weekday and/or weekend hours.



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Meetings Covered December 2018

Recording	Day	Time	Room	Staff	Confir	Status	Wage	Up		
BOH_2018_12_03	MON	6:00 PM	BOH	Sarah Guimond	<input checked="" type="checkbox"/>	Recorded	\$57.10	<input checked="" type="checkbox"/>	MON	4
ConCom_2018_12_03	MON	7:00 PM	COM	Angie Coe	<input checked="" type="checkbox"/>	Recorded	\$57.10	<input checked="" type="checkbox"/>	TUE	8
BOS_2018_12_04	TUE	7:00 PM	RES	Kay Bowen	<input checked="" type="checkbox"/>	Recorded	\$57.10	<input checked="" type="checkbox"/>	WED	3
Sewer_2018_12_04	TUE	7:00 PM	SEW	Al Galvin	<input checked="" type="checkbox"/>	Recorded	\$57.10	<input checked="" type="checkbox"/>	THU	2
SrCenter_2018_12_04	TUE	11:00 AM	SR	Sarah Guimond	<input checked="" type="checkbox"/>	Recorded	\$57.10	<input checked="" type="checkbox"/>	FRI	0
EDC_2018_12_06	THU	7:00 PM	COM	Al Galvin	<input checked="" type="checkbox"/>	Cancelled	\$0.00	<input type="checkbox"/>	SAT	0
SrCenter_2018_12_06	THU	12:00 PM	SR	Sarah Guimond	<input checked="" type="checkbox"/>	Recorded	\$57.10	<input checked="" type="checkbox"/>	SUN	0
Cable_2018_12_10	MON	7:00 PM	RES	Sarah Guimond	<input checked="" type="checkbox"/>	Recorded	\$57.10	<input checked="" type="checkbox"/>		
EDC_2018_12_10	MON	7:00 PM	COM	Al Galvin	<input checked="" type="checkbox"/>	Paid/Cancelled	\$57.10	<input type="checkbox"/>	COM	7
COA_2018_12_11	TUE	7:00 PM	SR	Sarah Guimond	<input checked="" type="checkbox"/>	Recorded	\$57.10	<input checked="" type="checkbox"/>	RES	4
FinCom_2018_12_11	TUE	7:00 PM	RES	CANCELLED	<input checked="" type="checkbox"/>	Cancelled	\$0.00	<input type="checkbox"/>	MISC	6
PB_2018_12_11	TUE	7:00 PM	COM	Kay Bowen	<input checked="" type="checkbox"/>	Recorded	\$57.10	<input checked="" type="checkbox"/>		
Cemetery_2018_12_12	WED	7:00 PM	KIT	Al Galvin	<input checked="" type="checkbox"/>	Cancelled	\$0.00	<input type="checkbox"/>	8am-Noon	2
ZBA_2018_12_12	WED	7:00 PM	COM	Angie Coe	<input checked="" type="checkbox"/>	Cancelled	\$0.00	<input type="checkbox"/>	1pm-6pm	2
Cultural_2018_12_18	TUE	6:30 PM	COM	Tess Werme	<input checked="" type="checkbox"/>	Recorded	\$57.10	<input checked="" type="checkbox"/>	7:00 PM	13
BOS_2018_12_18	TUE	7:00 PM	RES	Sarah Guimond	<input checked="" type="checkbox"/>	Recorded	\$57.10	<input checked="" type="checkbox"/>		
Building_2018_12_19	WED	7:00 PM	COM	Al Galvin	<input checked="" type="checkbox"/>	Recorded	\$57.10	<input checked="" type="checkbox"/>	Recorded	12
					<input type="checkbox"/>			<input type="checkbox"/>	Cancelled	3
					<input type="checkbox"/>			<input type="checkbox"/>	Cancelled/Paid	1
					<input type="checkbox"/>			<input type="checkbox"/>	LNC	0
					<input type="checkbox"/>			<input type="checkbox"/>	Total Wages	\$742.30

Coordinator Report & Equipment Update 1/14/19

- Cable portion of the new Town Website has been updated, new looks.
 - <http://douglas-ma.gov/cable>
 - “Meeting Request Form” added to the “online video” page for quick request of a meeting copy, details listed.
 - Cable “Bulletin Board” page has been created for the Town Website as requested by residents. Without a “push” from Tightrope, I just maintain 2 different slideshows but both have ability to set times, so it’s just uploading.
- Oktoberfest 2018 videos have all been uploaded, 13 total entertainment videos.
- Archive Project: 2006-2017 meeting videos are being uploaded to the Internet Archive to eventually replace our Dreamhost archive. Will save us \$119 annually and our Archive consolidated. 2006 and most of 2007 have been uploaded. Goal: Full Upload by August 2019
 - <https://archive.org/details/dcama>



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Pro Sound Resource Room Audio Price Breakdown 12/21/18

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 ¹	\$ 16,889.00
--------------------------------	--------------

Materials and labor breakdown

Microphones including 6 desktop, 2 ceiling and 1 handheld wireless microphone system	\$3531.00
Digital signal processing system including DSP, remote controls, and IT Switch infrastructure	\$4159.00
Misc materials including wire, cable, plates, snakes interfaces etc	\$1950.00
ADA hearing assistance system with receivers necessary to comply to the ADA spec for a 100 seat capacity space	\$ 999.00
Sales labor, Design engineering, CAD drawings, DSP programming, Tech service time to install system, tune and train customer	\$6250.00

Next Meeting Agenda Suggested Items:

- Budget FY20 First Draft
- FY20 Plan & Capital Requests
- Job Reviews Based on new Job Descriptions
- Equipment Discard List Phase One Discussion
 - Unusable Working Equipment Plan
 - Broken Equipment Plan



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