

DOUGLAS CABLE ADVISORY COMMITTEE



EDUCATING AND INFORMING THE TOWN OF DOUGLAS MA



Douglas Cable Advisory Committee

Douglas Municipal Center

Agenda

Monday March 11, 2019

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. **FY20 Budget 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:** Monday, April 8, 2019
11. **Adjourn:**

One Opening on Cable Committee

email cable@douglasma.org

Or call 508-476-4000 ext 222

For more information

FOR 2019 06

		ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>								
695 CABLE ADVISORY COMMITTEE								
<hr/>								
01695100 CABLE ADVISORY SALARIES								
01695100 51110 F/T WAGES	31,758	31,758	15,070.86	2,434.85	.00	16,687.14	47.5%	
01695100 51200 P/T WAGES	16,274	16,274	5,310.30	742.30	.00	10,963.70	32.6%	
TOTAL CABLE ADVISORY SALARIES	48,032	48,032	20,381.16	3,177.15	.00	27,650.84	42.4%	
01695200 CABLE ADVISORY EXPENSE								
01695200 51706 COUNTY RETIREMENT	3,397	3,397	21.80	.00	.00	3,375.20	.6%	
01695200 51707 EMPLOYER'S FICA	786	786	294.56	46.06	.00	491.44	37.5%	
01695200 52400 REPAIRS AND MAINTEN	1,000	1,000	305.70	.00	.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	1,226.26	175.18	.00	1,773.74	40.9%	
01695200 54200 OFFICE SUPPLIES	700	700	132.43	.00	.00	567.57	18.9%	
01695200 55800 OTHER SUPPLIES	500	500	75.17	.00	.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	.00	.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	.00	.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	13,695.31	221.24	.00	24,512.69	35.8%	
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	34,076.47	3,398.39	.00	102,163.53	25.0%	

01/16/2019 12:31 | Town of Douglas
9824jcah | FY19 DECEMBER EXPENDITURE REPORT

| P 126
| glytdbud

FOR 2019 06

	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	.00	.00	-414,790.00*****%	
TOTAL EXPENSES	0	300	415,090.00	.00	.00	-414,790.00	

FOR 2019 07

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
695 CABLE ADVISORY COMMITTEE							
<hr/>							
01695100 CABLE ADVISORY SALARIES							
01695100 51110 F/T WAGES	31,758	31,758	18,723.13	3,652.27	.00	13,034.87	59.0%*
01695100 51200 P/T WAGES	16,274	16,274	6,450.30	1,140.00	.00	9,823.70	39.6%
TOTAL CABLE ADVISORY SALARIES	48,032	48,032	25,173.43	4,792.27	.00	22,858.57	52.4%
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	365.01	48.65	.00	420.99	46.4%
01695200 52400 REPAIRS AND MAINTEN	1,000	1,000	398.85	93.15	.00	601.15	39.9%
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	1,401.44	175.18	.00	1,598.56	46.7%
01695200 54200 OFFICE SUPPLIES	700	700	158.61	26.18	.00	541.39	22.7%
01695200 55800 OTHER SUPPLIES	500	500	113.15	37.98	.00	386.85	22.6%
01695200 57100 IN-STATE TRAVEL	300	300	.00	.00	.00	300.00	.0%
01695200 57150 TRAINING AND EDUCAT	150	150	74.88	.00	.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	.00	.00	13,857.41	39.8%
01695200 58700 REPLACEMENT EQUIPMEN	3,000	3,000	571.92	.00	.00	2,428.08	19.1%
TOTAL CABLE ADVISORY EXPENSE	38,208	38,208	14,076.45	381.14	.00	24,131.55	36.8%
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	39,249.88	5,173.41	.00	96,990.12	28.8%

02/06/2019 12:15 | Town of Douglas
9824jcah | FY19 JANUARY EXPENDITURE REPORT

| P 127
| glytdbud

FOR 2019 07

	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	.00	.00	-414,790.00*****%	
TOTAL EXPENSES	0	300	415,090.00	.00	.00	-414,790.00	

02/06/2019 11:57 | Town of Douglas
9824jlov | FY19 DEC 18 CASH RECEIPTS

| P 46
| glytdbud

FOR 2019 06

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
695 CABLE ADVISORY COMMITTEE						
28269510 CABLE RRA						
28269510 48400 MISCELLANEOUS REVEN	0	.00	-19,000.00	.00	19,000.00	100.0%
TOTAL CABLE RRA	0	.00	-19,000.00	.00	19,000.00	100.0%
TOTAL CABLE ADVISORY COMMITTEE	0	.00	-19,000.00	.00	19,000.00	100.0%
TOTAL TOWN RECEIPTS RESERVED F	0	.00	-227,610.80	-30,688.10	227,610.80	100.0%
TOTAL REVENUES	0	.00	-227,610.80	-30,688.10	227,610.80	

Cable Expenditures Thru February 2019

	Month To Date	Year To Date	FY19 Budget	Remaining
Full Time Wages	\$2,434.86	\$21,157.99	\$31,758	\$10,600.01
Part Time Wages	\$1,260.00	\$7,710.00	\$16,274	\$8,563.7
FICA	\$2.54	\$367.55	\$786	\$418.45
Repairs & Maintenance	\$0	\$398.85	\$1,000	\$601.15
Contractual Services	\$0	\$1,600.00	\$1,600	\$0.00
Other Services	\$0	\$1,401.44	\$3,000	\$1,598.56
Other Supplies	\$39.00	\$152.15	\$500	\$347.85
Ed & Training	\$0	\$74.88	\$150	\$75.12
Additional Equipment	\$0	\$9,142.59	\$23,000	\$13,857.41
In-State Travel	\$10.85	\$10.85	\$300	\$289.15
Total Expenses	\$52.39	\$14,128.84	\$38,208	\$24,079.16

Cable Vouchers Signed

Town of Douglas
Schedule of Departmental Bills Payable

To the Acc

Date: 1/17/2019

Department Cable 01695200

The follow:

\$37.98

Dollars

have been a

Cable Advisory Committee

and you are

Approved

Thomas W. Deuby

Cable Vouchers Signed

Town of Douglas
Schedule of Departmental Bills Payable

To the Acc^d **Cable 01695200**
Departmeⁿ

Date: 2/4/2019

The follow: **Cable Advisory Committee** \$39.00 Dollars
have been &
and you are

Approved

 2/11/19

Cable Vouchers Signed

Town of Douglas
Schedule of Departmental Bills Payable

To the Acc^d
Departmeⁿ **Cable 01695200**

Date: 2/14/2019

The follow: \$11.60 Dollars
have been a Cable Advisory Committee
and you are

Approved

W. F. Fathen 2/14/19 ✓

or the St.

PP 10.85



Douglas Cable Advisory Committee
Douglas Municipal Center
Agenda
Monday March 11, 2019

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. **FY20 Budget 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:** Monday, April 8, 2019
11. **Adjourn:**

Douglas Cable Advisory Committee

Douglas Municipal Center

Meeting Minutes

Monday, January 14, 2019

Fred Fontaine called the meeting to order at 7:08pm

Committee Attendance: Fred Fontaine, Tom Devlin, Chris Menn

Absent: 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:** December 2018 Finance Report was not ready.
3. **Expenditures:** Vouchers signed by Fred Fontaine - 12/20/18.
4. **Meeting Minutes:** Tom motioned to accept the meeting minutes of 12/10/18 as written, Chris 2nd, unanimous favor.
5. **Correspondence:** Charter channel change 12/31/18, Charter lineup change 1/2/19.
6. **Annual Town Report for FY18:** Tom explained the purpose of this report. Tom motioned to approve the 2nd draft 1/4/19 as presented, Chris 2nd, unanimous favor.
7. Job Description Updates FY19: Tom motioned to approve the Coordinator Job Description with small changes noted, Chris 2nd, unanimous favor. Tom motioned to approve the Recording Assistants Job Description with small changes noted, Chris 2nd, unanimous favor.
8. **Coordinator Report:**
 - **Meetings Report December 2018**
 - 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 maintain 2 different slideshows.
 - 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 at <https://archive.org/details/dcama>
9. **Other Business:** Tom and Fred will not be around for February meeting.
10. **Next Meeting:** March 11, 2019
11. **Adjourn:** Tom motioned to adjourn at 7:51pm, Chris 2nd, unanimous favor.



Douglas Cable Advisory Committee

Douglas Municipal Center

Agenda

Monday March 11, 2019

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10. **Next Meeting:** Monday, April 8, 2019
11. **Adjourn:**



January 11, 2019

JAN 15 2019

014710-501-0000

CC: Cable

Dear Municipal Official:

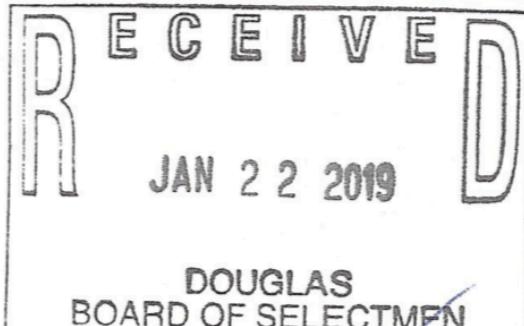
Charter Communications, locally known as Spectrum, is happy to report that we have reached an agreement with Tribune Broadcasting to provide WGN America and multiple local ABC, CBS, FOX and CW, and digital multicast channel affiliate stations to our customers. We are pleased to have reached a fair agreement and appreciate your support and patience.

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 reads "Melinda Kinney".

Melinda Kinney
Senior Director, Government Affairs
Charter Communications



January 15, 2019

Dear Municipal Official:

Charter Communications, locally known as Spectrum, is making its customers aware that effective on or after February 15, 2019, the following changes will occur on the channel lineup serving your community.

The **Spectrum TV Silver** package will no longer include Cinemax and its related channels. Cinemax and its related channels will be available for subscription as an a la carte service only. The monthly a la carte subscription rate will be reduced from \$15.00 to \$9.99.

The **Spectrum TV Gold** package will no longer include Cinemax, EPIX or their related channels. These services will be available for subscription as a la carte services only. The monthly a la carte subscription rates for Cinemax, EPIX, and their related channels will each be reduced from \$15.00 to the following rates: Cinemax - \$9.99, EPIX - \$5.99.

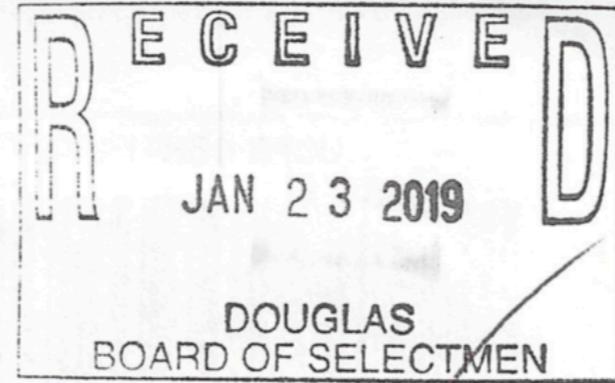
Pricing for monthly a la carte TMC subscription service will be reduced from \$15.00 to \$9.99.

If customers would like to subscribe to any of these a la carte services which are now available outside of a package, they can visit www.spectrum.com/getchannels. To view a current Spectrum channel lineup visit www.spectrum.com/channels. To view a current Spectrum rate card visit www.spectrum.com/ratecard. For questions call 1-855-70-Spectrum. Customers may downgrade or disconnect service without charge within 30 days of receipt of this notice.

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

Sincerely,

Melinda Kinney
Senior Director, Government Affairs
Charter Communications



Melinda Kinney
Senior Director
Charter Government Affairs

January 21, 2019

Re: Charter Communications – Upcoming Changes

Dear Franchise 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 that effective on or after February 21, 2019, pricing will be adjusted for the following residential video service:

- Broadcast TV Surcharge will change from \$9.95 to \$11.99

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.

Sincerely,

A handwritten signature in black ink that reads "Melinda Kinney".

Melinda Kinney
Senior Director, Government Affairs



MA0323
TOWN OF DOUGLAS
Executive Administrator
29 Depot Street
East Douglas, MA 01516

RE: Annual Franchise Fee Payment

Dear Sir or Madam:

This letter is a summary for the ACH payment of franchise fees covering the period from January 1, 2018 to December 31, 2018, for Charter Communications ("Charter"). This franchise fee computation has been prepared in accordance with the terms and conditions of our local cable television franchise agreement, or if Charter is operating under a state issued franchise in your community, in accordance with the requirements of the state franchising law. This payment specifically complies with all of Charter's contractual and/or statutory duties, and includes the required percentage, flat rate, or per sub payment, and includes all required categories or revenue.

This payment was calculated as follows:

Franchise Fee Base	2,269
Franchise Fee (as defined in Agreement):	\$0.50 per sub
Fee Adjustment (see detail)	<u>\$0.00</u>
Fee Due	<u><u>\$1,134.50</u></u>

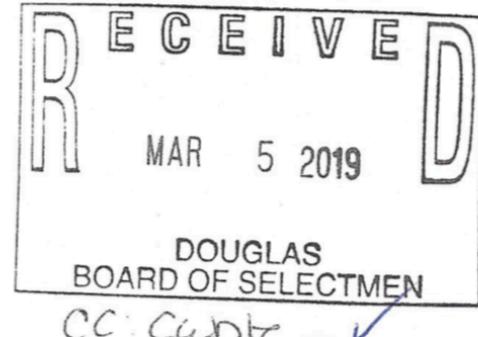
Please contact your Government Relations representative or send an email directly to CharterFranchiseNotices@chartercom.com for any address updates or corrections.

Charter Communications is proud to serve your community and our customers with cable television service.

Please feel free to contact our office Corp_mm_franchise_fees@chartercom.com if any additional information is required.

Sincerely,

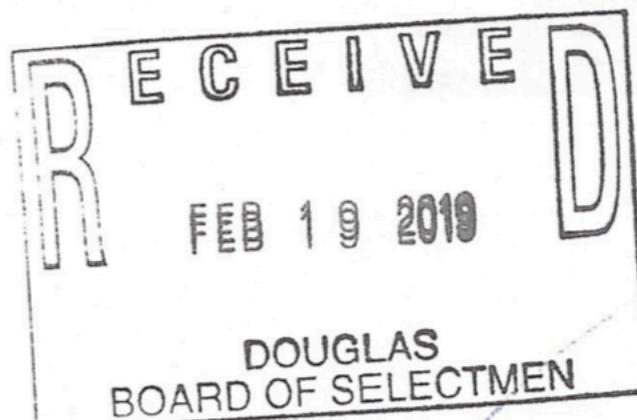
Steve Lottmann
Divisional Controller



February 13, 2019



February 14, 2019



RE: Charter Communications – Programming Notification

Dear Municipal Official:

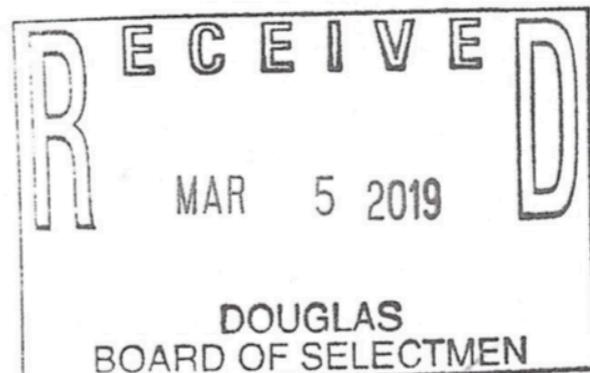
Charter Communications (“Charter”), locally known as Spectrum, is making its customers aware that effective on or after March 13, 2019, Fusion will be added to SPP Tier 1/Silver channels 219 in SD and 882 in HD.

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 blue ink that appears to read "Melinda Kinney".

Melinda Kinney
Senior Director, Government Affairs
Charter Communications



February 28, 2019

CC: Cable ✓

Re: Charter Communications – Upcoming Changes

Dear Municipal Official:

This letter will serve as notice that on or around March 29, 2019, Charter Communications (“Charter”), locally known as Spectrum, will launch Cine Sony and Pasiones on the Latino View in the channel lineup serving your community.

To view a current Spectrum channel lineup visit www.spectrum.com/channels.

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.

Sincerely,

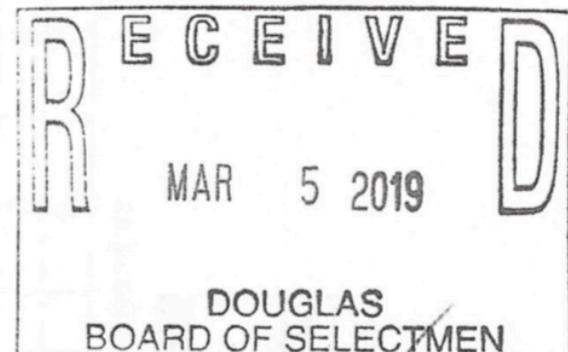
A handwritten signature in black ink that reads "Melinda Kinney".

Melinda Kinney
Senior Director, Government Affairs
Charter Communications



CERTIFIED MAIL
Return Receipt Requested

February 28, 2019



Matthew Wojcik
Town Administrator
29 Depot Street
Douglas, MA 01516

Dear Issuing Authority:

Attached you will find the Annual Form 500 (complaint/Outage Report) for 2018 as filed by Charter Communications with the Massachusetts Department of Telecommunications and Cable. The number of subscribers in your town or city appears at the top of Service Interruption Chart.

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 appears to read "Melinda Kinney".

Melinda Kinney
Senior Director, Government Affairs
Charter Communications



Douglas Cable Advisory Committee

Douglas Municipal Center

Agenda

Monday March 11, 2019

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. FY20 Budget 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: Monday, April 8, 2019
11. Adjourn:

Douglas Cable TV FY20 Budget Analysis Draft 1

		FY18 Proposed	FY18 Actual	Remaining	FY19 Proposed	FY19 Actual	Remaning	FY20 Proposed
GL								
51110	F/T Wages	\$30,496.00	\$30,360.99	\$135.01	\$31,758.00	\$19,940.55	\$11,817.45	\$32,459.00
51200	P/T Wages	\$12,235.00	\$10,392.80	\$1,842.20	\$16,274.00	\$7,170.30	\$9,103.70	\$17,813.00
Total Compensation		\$42,731.00	\$40,753.79	\$1,977.21	\$48,032.00	\$27,110.85	\$20,921.15	\$50,272.00
51706	Retirement	\$3,090.00	\$0.00	\$3,090.00	\$3,397.00	\$0.00	\$3,397.00	\$3,499.00
51707	Emp FICA	\$775.00	\$608.39	\$166.61	\$786.00	\$365.01	\$420.99	\$810.00
52400	Repair/Maintenence	\$1,494.00	\$492.00	\$1,002.00	\$1,000.00	\$398.85	\$601.15	\$500.00
53012	Training/Conferences	\$318.00	\$255.00	\$63.00	\$325.00	\$0.00	\$325.00	\$350.00
53401	Postage	\$106.00	\$61.02	\$44.98	\$100.00	\$0.00	\$100.00	\$100.00
53800	Other Serv	\$3,995.00	\$2,984.75	\$1,010.25	\$3,000.00	\$1,401.44	\$1,598.56	\$2,200.00
54200	Office Supplies	\$1,061.00	\$570.47	\$490.53	\$700.00	\$158.61	\$541.39	\$650.00
55800	Other Supplies	\$795.00	\$570.46	\$224.54	\$500.00	\$152.15	\$347.85	\$600.00
57100	In-State Travel	\$365.00	\$99.65	\$265.35	\$300.00	\$10.85	\$289.15	\$250.00
57150	Training Travel	\$148.00	\$86.93	\$61.07	\$150.00	\$74.88	\$75.12	\$150.00
57300	Dues/Memberships	\$662.00	\$250.00	\$412.00	\$350.00	\$250.00	\$100.00	\$425.00
58700	Replacement Equipment	\$0.00	\$0.00	\$0.00	\$3,000.00	\$571.92	\$2,428.08	\$3,000.00
53008	Contractual Services	\$0.00	\$1,600.00	-\$1,600.00	\$1,600.00	\$1,600.00	\$0.00	\$1,600.00
Total Expenses		\$12,809.00	\$7,578.67	\$5,230.33	\$15,208.00	\$4,983.71	\$10,224.29	\$14,134.00
58500	Additional Equipment	\$31,604.00	\$30,316.80	\$1,287.20	\$23,000.00	\$9,142.59	\$13,857.41	\$5,000.00
Total Cable SAL + EXP + CAPITAL		\$87,144.00	\$78,649.26	\$8,494.74	\$86,240.00	\$41,237.15	\$45,002.85	\$69,406.00
Charter	Revenue	\$61,698.60			\$63,549.60			\$65,456.08
	<i>Legal Fund</i>	\$6,158.60		<i>Legal Fund</i>	\$309.60		<i>Legal Fund 2023</i>	\$1,050.08

Coordinator	
Hours Per Week	29
Wage	\$21.36
Weeks	52.4
Budget	\$32,458.66

Recording Assistants	
Meetings	285
Hours Per	5
Rate	\$12.50
Budget	\$17,812.50

Special Article FY20	
Resource Room	Audio Upgrade
Total Project	\$18,000.00
Town Fund (ADA)	\$1,000.00
Cable	\$17,000.00

Capital Improvement Committee –Project Request Form

Department	Project Title	Year	Project Cost	Dept. Priority
Cable	Resource Room Audio upgrades and related costs.	FY20	\$18,000	1
Requestor	Pat Aldrich, Cable Coordinator	Submittal or Revision Date	3/11/19	
Project Manager	Pat Aldrich, Cable Coordinator	Town Meeting Funds	1,000	
Description	Upgrades to the Resource Room audio recording equipment, microphones, mixers, and speakers for the live audience including multi-mix functionality to allow for clean recorded sound as well as a solid mix for in-room playback. \$1,000 of this will be funded through the Tech budget to cover ADA Compliant equipment in the room.	Debt Exclusion Funds	0	
		Grant Funds		
		Other Funds	17,000	
		Useful Life	10 years	
State/Federal Deadlines/Requirements				
Related documents	ProSound Audio Quote			
Funding impact	Self-Funded through Cable RRA			
Public Safety Impact	None			
Original Request Year	2019			
Comments				
Capital Improvement Committee				
Ranking				
Comments				
Current status				



Douglas Cable Advisory Committee

Douglas Municipal Center

Agenda

Monday March 11, 2019

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. FY20 Budget 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: Monday, April 8, 2019
11. Adjourn:

Meetings Covered January 2019

Recording	Day	Time	Room	Staff	Confir	Status	Wage	Up		
FinCom_2019_01_02	WED	7:00 PM	RES	Sarah Guimond	<input checked="" type="checkbox"/>	Cancelled	\$0.00	<input type="checkbox"/>	MON	4
Cemetery_2019_01_02	WED	7:00 PM	COM	Al Galvin	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>	TUE	7
EDC_2019_01_03	THU	7:00 PM	COM	Tess Werme	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>	WED	4
ConCom_2019_01_07	MON	7:00 PM	COM	Sarah Guimond	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>	THU	4
FinCom_2019_01_08	TUE	7:00 PM	RES	Al Galvin	<input checked="" type="checkbox"/>	Paid/Cancelled	\$60.00	<input type="checkbox"/>	FRI	1
PB_2019_01_08	TUE	7:00 PM	COM	Tess Werme	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>	SAT	0
Sewer_2019_01_08	TUE	7:00 PM	SEW	Sarah Guimond	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>	SUN	0
ZBA_2019_01_09	WED	7:00 PM	COM	Al Galvin	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>		
Capital_2019_01_11	FRI	11:00 AM	COM	Sarah Guimond	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>	COM	11
Cable_2019_01_14	MON	7:00 PM	RES	Sarah Guimond	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>	RES	5
OpenSpace_2019_01_14	MON	7:00 PM	COM	Tess Werme	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>	MISC	4
BOS_2019_01_15	TUE	7:00 PM	RES	Kay Bowen	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>		
Building_2019_01_16	WED	7:00 PM	COM	Angie Coe	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>	8am-Noon	1
BVTSC_2019_01_17	THU	6:00 PM	MISC	Al Galvin	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>	1pm-6pm	4
Capital_2019_01_17	THU	1:00 PM	COM	Sarah Guimond	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>	7:00 PM	15
FinCom_2019_01_22	TUE	7:00 PM	RES	Kay Bowen	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>		
Library_2019_01_22	TUE	7:00 PM	KIT	Sarah Guimond	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>	Recorded	18
PB_2019_01_22	TUE	7:00 PM	COM	Al Galvin	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>	Cancelled	1
Capital_2019_01_24	THU	1:00 PM	COM	Sarah Guimond	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>	Cancelled/Paid	1
BOH_2019_01_28	MON	6:00 PM	BOH	Sarah Guimond	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>	LNC	0
									Total Wages	\$1,140.00

Meetings Covered February 2019

Recording	Day	Time	Room	Staff	Confir	Status	Wage	Up		
Historical_2019_02_01	FRI	9:00 AM	COM	Sarah Guimond	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>	MON	4
ConCom_2019_02_04	MON	7:00 PM	COM	Al Galvin	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>	TUE	12
COA_2019_02_05	TUE	9:00 AM	SR	Sarah Guimond	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>	WED	5
Recreation_2019_02_05	TUE	6:30 PM	SEL	Tess Werme	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>	THU	2
Sewer_2019_02_05	TUE	7:00 PM	SEW	Al Galvin	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>	FRI	2
BOS_2019_02_05	TUE	7:00 PM	RES	Kay Bowen	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>	SAT	0
EDC_2019_02_06	WED	7:00 PM	COM	Tess Werme	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>	SUN	0
Octoberfest_2019_02_07	THU	7:00 PM	MISC	Sarah Guimond	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>		
Capital_2019_02_07	THU	1:00 PM	COM	Sarah Guimond	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>	COM	13
OpenSpace_2019_02_11	MON	7:00 PM	COM	Sarah Guimond	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>	RES	4
FinCom_2019_02_12	TUE	7:00 PM	RES	Al Galvin	<input checked="" type="checkbox"/>	Cancelled	\$0.00		MISC	8
PB_2019_02_12	TUE	7:00 PM	COM	Kay Bowen	<input checked="" type="checkbox"/>	Cancelled	\$0.00			
ZBA_2019_02_13	WED	7:00 PM	COM	Tess Werme	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>	8am-Noon	5
BOH_2019_02_13	WED	7:00 PM	BOH	Sarah Guimond	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>	1pm-6pm	4
Capital_2019_02_15	FRI	9:00 AM	COM	Sarah Guimond	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>	7:00 PM	16
Capital_2019_02_19	TUE	9:00 AM	COM	Sarah Guimond	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>		
BOS_2019_02_19	TUE	7:00 PM	RES	Kay Bowen	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>	Recorded	21
Building_2019_02_20	WED	7:00 PM	COM	Al Galvin	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>	Cancelled	3
Capital_2019_02_25	MON	2:00 PM	COM	Sarah Guimond	<input checked="" type="checkbox"/>	LNC	\$0.00		Cancelled/Paid	0
BOH_2019_02_25	MON	6:00 PM	BOH	Al Galvin	<input checked="" type="checkbox"/>	Cancelled	\$0.00		LNC	1
Sr Center V-Day Party	TUE	11:00 AM	SR	Sarah Guimond	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>		
Library_2019_02_26	TUE	7:00 PM	KIT	Tess Werme	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>	Total Wages	\$1,260
FinCom_2019_02_26	TUE	7:00 PM	RES	Kay Bowen	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>		
PB_2019_02_26	TUE	7:00 PM	COM	Sarah Guimond	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>		
EDC_2019_02_27	WED	7:00 PM	COM	Angie Coe	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>		

Coordinator Report & Equipment Update 3/11/19

- January & February 2019 Meetings Reports
- Added Video Playlists to all Committee pages on new Website
- Internet Archive migration 2006 (35 vids), 2007 (111), 2008 (181) complete.
- Equipment: Aja Kistor 1TB Drives for all recording stations. Orig Purchase 2017
 - Resource Room, Community Room, DHS Rack
 - \$495 each x 3 stations = \$1,485
 - “Replacement Equipment” \$2,428 - \$1,485 = \$943



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