



Douglas Cable Advisory Committee
Douglas Municipal Center
Agenda
Monday April 8, 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:** 3/11, 3/18/19
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

Town of Douglas

Schedule of Departmental Bills Payable

Vendor #	Vendor Name	Invoice #		Amount	Description	G/L Number
3793	American Alarm	875255		\$93.15	Keyless Entry 4/1-6/30/19	52400
8812	Al Galvin	3/17/19	10.85	\$11.60	Mileage BVT SC 3/7/19	57100
		Total:		\$104.75		

104. ad



Douglas Cable Advisory Committee
Douglas Municipal Center
Agenda
Monday April 8, 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:** 3/11, 3/18/19
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:**

Douglas Cable Advisory Committee

Douglas Municipal Center

Meeting Minutes

Monday, March 11, 2019

Fred Fontaine called the meeting to order at 7:06pm

Committee Attendance: Fred Fontaine, Tom Devlin, Chris Menn

Absent: 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:** Reports attached.
3. **Expenditures:** Vouchers: Tom signed 1/17/19, Fred signed 2/4/19, Fred signed 2/14/19
4. **Meeting Minutes:** Tom motioned to accept the meeting minutes of 1/14/19 as written, Chris 2nd, unanimous favor.
5. **Correspondence:** Charter lineup change 1/11/19, Charter price change 1/15/19, Charter broadcast fee surcharge 1/21/19, Charter ACH Franchise fees payment \$1,134.50 2/13/19, Tom mentioned that in 2019 there are 2,269 subscribers in Douglas. Charter Channel addition 2/14/19, Charter lineup change 2/28/19, Charter Form 500 outage report 2/28/19.
6. **FY20 Budget Draft Review:** Pat explained the initial draft. The committee asked Pat to double check the Part time wages category before approval. The committee asked Pat to ask for Matt's opinion on taping the Assessor's meeting. Pat mentioned he submitted the Resource Room PA System to the Capital Committee as its own project for \$17,000. Pat explained the timeline on the project.
7. **Coordinator Report:**
 - **Meetings Report January & February 2019**
 - Video playlists added to each committee page of the website.
 - Internet Archive migration - 2006-2008 are uploaded so far.
 - Equipment: Aja Ki Pro Kistor Modules 1TB backups \$495 each. Tom motioned to allocate the sum of \$2,600 for 3 Aja Kistor 1TB drives for the recording stations, Chris 2nd, unanimous favor.
8. **Other Business:**
9. **Next Meeting:** April 8, 2019
10. **Adjourn:** Tom motioned to adjourn at 7:37pm, Chris 2nd, unanimous favor.

Douglas Cable Advisory Committee

Douglas Municipal Center

Meeting Minutes

Monday, March 18, 2019

Fred Fontaine called the meeting to order at 7:03pm

Committee Attendance: Fred Fontaine, Tom Devlin, Chris Menn

Absent: Bob Werme

Staff: Pat Aldrich

1. **FY20 Budget:** Tom made a motion to accept the Douglas Cable TV FY20 Budget dated 3/18/19 as presented, Chris 2nd, unanimous favor.
2. **Other Business:** Pat discussed the need for a temporary PA system for the Resource Room while waiting for the project to be approved. *Tom motioned to approve up to \$750 for purchase of a self powered speaker, stand, and cable for this purpose, Chris 2nd, unanimous favor.* Pat noted that the Finance Committee would like the Cable budget presented for their meeting on April 2, 2019 at 7pm.
3. **Next Meeting:** April 8, 2019
4. **Adjourn:** *Tom motioned to adjourn at 7:07pm, Chris 2nd, unanimous favor.*



Douglas Cable Advisory Committee
Douglas Municipal Center
Agenda
Monday April 8, 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.**~~ ~~3/11, 3/18/19~~
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:**



Certified Mail/Return Receipt Requested

March 20, 2019

Mr. Matthew Wojcik
Town Administrator
Town of Douglas
29 Depot Street
Douglas, MA 01516

Dear Mr. Wojcik:

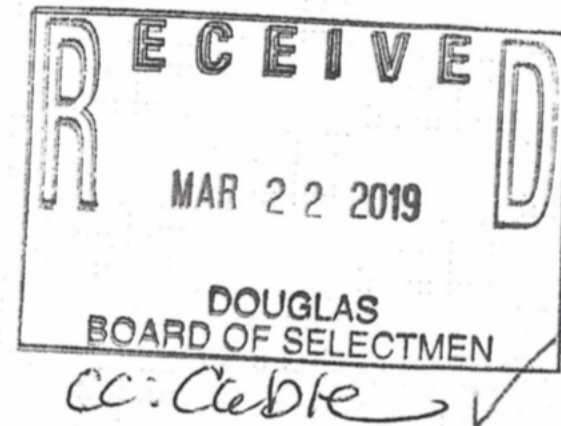
Enclosed is a check in the amount of \$65,456.09. This payment represents the annual PEG Access support payment, pursuant to the License Agreement between the town of Douglas and Charter Communications.

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



21311
12405 Powerscourt Dr
St. Louis, MO 63131
(314)965-0555

STUB 1 OF

CHECK DATE: 03/13/19

NO. 06889674

DATE	INVOICE NO.	DESCRIPTION	INVOICE AMOUNT	DEDUCTIONS	AMOUNT PAID
02/28/19	22819	ANNUAL FRANCHISE FEE	65,456.09		65,456.09

641149 TOWN OF DOUGLAS MA

WARNING: ORIGINAL DOCUMENT HAS VISIBLE FIBERS, INVISIBLE FLUORESCENT FIBERS & CHEMICAL REACTIVE PAPER.

Charter
COMMUNICATIONS
12405 Powerscourt Drive
St. Louis, MO 63131-3674
Charter Communications is an Equal Opportunity Employer/Contractor

80-1769/0615
US BANK
MEMPHIS, MO

NO. 06889674

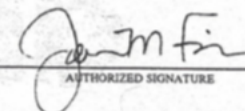
641149

DATE
03/13/19

AMOUNT
\$****65,456.09

PAY SIXTY FIVE THOUSAND FOUR HUNDRED FIFTY SIX AND 09/100*****

TO TOWN OF DOUGLAS MA
THE 29 DEWEY ST
ORDER DOUGLAS MA 01516
OF


AUTHORIZED SIGNATURE

THE FACE OF THIS CHECK HAS A VOID FEATURE PANTOGRAPH, A MICROTYPE BORDER AND A SECURITY BACKER.

⑈06889674⑈ ⑈081517693⑈3507002677⑈



CERTIFIED MAIL
Return Receipt Requested

March 26, 2019

Matthew Wojcik
Town of Douglas
29 Depot Street
Douglas, MA 01516

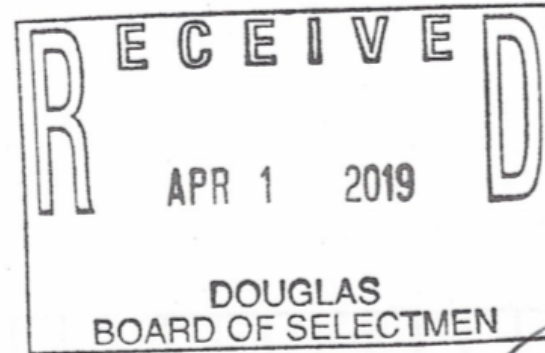
Dear Issuing Authority:

Attached you will find the Annual Form 500 (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 774-243-9735 or via email at John.Maher@charter.com.

Sincerely yours,

John R. Maher
Director of Government Affairs



John R. Maher
Director of Government Affairs

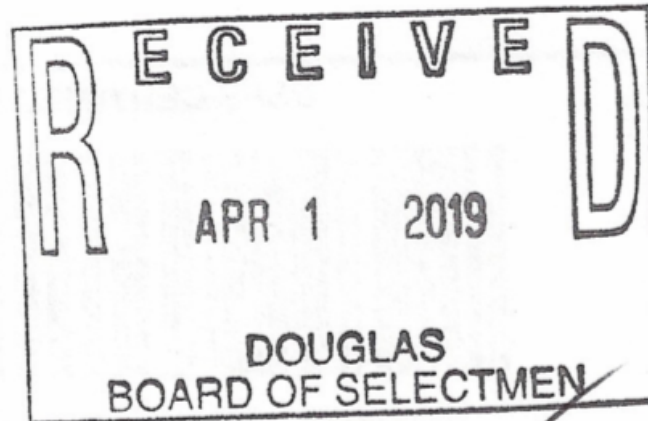
26-Mar-19



<1> Less than 1 Day <2> 1-3 Days <3> 4-7 Days <4> 8-14 Days <5> 15-30 Days

Subscribers - 2,330

[illegible]



John R. Maher
Director of Government Affairs

March 25, 2019

RE: Charter Communications – MA Programming Notification

Dear Municipal Official:

This letter will serve as notice that on or around April 26, 2019, Charter Communications ("Charter"), locally known as Spectrum, will add Newsy SD & HD, channels 141/752 to the Digital Tier 1 on the channel line-up serving your community.

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

If you have any questions, I can be reached at 774-243-9735 or via email at John.Maher@charter.com.

Sincerely yours,

A handwritten signature in cursive script that reads "John R. Maher".

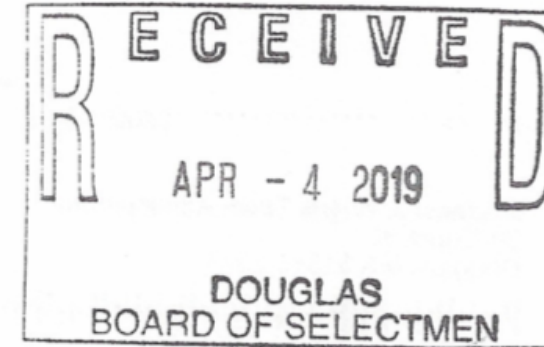
John R. Maher
Director of Government Affairs



John R. Maher
Director of Government Affairs

March 29, 2019

Re: Charter Communications – MA Upcoming Changes



CC: Cable ✓

Dear Municipal Official:

Charter Communications, locally known as Spectrum, is making its customers aware that effective on or around April 30, 2019, Charter Communications ("Charter"), locally known as Spectrum, will launch a video-on-demand fitness subscription channel, Gaiam TV Fit & Yoga, allowing customers to access premium yoga and fitness training directly on TV. With more than 100 programs available, Gaiam TV Fit & Yoga offers something for all fitness levels, interests and demographics. Program choices will include cardio, pilates, yoga, meditation, pre and postnatal exercise, sculpting and toning, walking, circuit training and dance, as well as programs tailored for certain health conditions including arthritis and stress-related illnesses.

Customers with Spectrum On Demand can subscribe to Gaiam TV Fit & Yoga for \$6.99 per month. Customers interested in subscribing to Gaiam TV Fit & Yoga should contact Spectrum.

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

If you have any questions, I can be reached at 774-243-9735 or via email at John.Maher@charter.com.

Sincerely yours,

A handwritten signature in dark ink that reads "John R. Maher".

John R. Maher
Director of Government Affairs



Douglas Cable Advisory Committee
Douglas Municipal Center
Agenda
Monday April 8, 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:**~~ *3/11, 3/18/19*
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:**

Meetings Covered March 2019

Recording	Day	Time	Room	Staff	Confir	Status	Wage	Up		
Recreation_2019_03_04	MON	6:30 PM	RES	Sarah Guimond	✓	Paid/Cancelled	\$60.00		MON	7
ConCom_2019_03_04	MON	7:00 PM	COM	Angie Coe	✓	Cancelled	\$0.00		TUE	15
COA_2019_03_05	TUE	9:00 AM	SR	Sarah Guimond	✓	Cancelled	\$0.00		WED	3
BOS_2019_03_05	TUE	7:00 PM	RES	Sarah Guimond	✓	Recorded	\$60.00	✓	THU	1
BVTSC_2019_03_07	THU	6:00 PM	MISC	Al Galvin	✓	Recorded	\$60.00	✓	FRI	1
Capital_2019_03_11	MON	10:00 AM	COM	Sarah Guimond	✓	Recorded	\$60.00	✓	SAT	0
Cable_2019_03_11	MON	7:00 PM	RES	Al Galvin	✓	Recorded	\$60.00	✓	SUN	0
FinCom_2019_03_12	TUE	7:00 PM	RES	Kay Bowen	✓	Recorded	\$60.00	✓		
PB_2019_03_12	TUE	7:00 PM	COM	Sarah Guimond	✓	Recorded	\$60.00	✓	COM	11
ZBA_2019_03_13	WED	7:00 PM	COM	Tess Werme	✓	Recorded	\$60.00	✓	RES	7
Cable_2019_03_18	MON	7:00 PM	KIT	Pat Aldrich	✓	Recorded	\$0.00	✓	MISC	9
ConCom_2019_03_18	MON	7:00 PM	COM	Angie Coe	✓	Recorded	\$60.00	✓		
OpenSpace_2019_03_18	MON	7:00 PM	RES	Sarah Guimond	✓	Recorded	\$60.00	✓	8am-Noon	6
COA_2019_03_19	TUE	9:00 AM	SR	Sarah Guimond	✓	Recorded	\$60.00	✓	1pm-6pm	3
Capital_2019_03_19	TUE	10:00 AM	COM	Pat Aldrich	✓	Recorded	\$0.00	✓	7:00 PM	16
BOS_2019_03_19	TUE	7:00 PM	RES	Kay Bowen	✓	Recorded	\$60.00	✓		
FinCom_2019_03_19	TUE	7:00 PM	COM	Tess Werme	✓	Recorded	\$60.00	✓	Recorded	21
Building_2019_03_20	WED	7:00 PM	COM	Tess Werme	✓	Cancelled	\$0.00		Cancelled	4
Capital_2019_03_22	FRI	9:00 AM	COM	Sarah Guimond	✓	Recorded	\$60.00	✓	Cancelled/Paid	2
BOH_2019_03_26	TUE	6:30 PM	BOH	Sarah Guimond	✓	Recorded	\$60.00	✓	LNC	0
FinCom_2019_03_26	TUE	7:00 PM	SEL	Pat Aldrich	✓	Recorded	\$0.00	✓		
Library_2019_03_26	TUE	7:00 PM	KIT	Tess Werme	✓	Recorded	\$60.00	✓	Total Wages	\$1,200.00
Octoberfest_2019_03_26	TUE	7:00 PM	MISC	None	✓	Cancelled	\$0.00			
PB_2019_03_26	TUE	7:00 PM	COM	Angie Coe	✓	Recorded	\$60.00	✓		
Sewer_2019_03_26	TUE	7:00 PM	SEW	Al Galvin	✓	Recorded	\$60.00	✓		
BOS_2019_03_26	TUE	7:00 PM	RES	Kay Bowen	✓	Recorded	\$60.00	✓		
Capital_2019_03_27	WED	10:00 AM	COM	Sarah Guimond	✓	Paid/Cancelled	\$60.00			

Coordinator Report April 11, 2019

- 3/14/19 Recorded Senior Center “St. Patrick’s Day” lunch celebration - “Boxty!” Irish folk music live performance, uploaded to YouTube and being broadcast.
- 3/21/19: Ordered a Yamaha 12” Powered Loudspeaker for the back of the Resource meeting room as a temporary PA until our project is approved. With speaker stand and RCA - 1/4” cable total: \$723.39
- 3/21/19: Ordered Aja Ki Pro Kistor Modules, have been received, installed except DHS unit.
- 3/22/19: At the Town Engineer’s request, partnering with the Minutes Taker for various meetings, we have developed a system to add time code links to YouTube meetings. Example: <https://youtu.be/mfFjvOtnDVY>
- Assessor’s Meeting Recordings: Following up on this, spoke to Matt Wojcik and he said to discuss directly with the Assessor’s office, and that anything of theirs that is public session should indeed be recorded. Spoke to the Assessor’s office and left it in their hands to notify Cable when they have an agenda that is NOT executive session that is to be recorded.
- Missed Water/Sewer recording 4/2/19 they had submitted a revised agenda that started their meeting at 6pm, while it was not communicated to the Clerk, so the posting still said 7pm. Our person showed up and they were finished meeting.
- 4/2/19 Presented Cable FY20 budget to Finance Committee, asked if it would be possible to actively pursue another Cable franchise.



Douglas Cable Advisory Committee
Douglas Municipal Center
Agenda
Monday April 8, 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:**~~ *3/11, 3/18/19*
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: Monday May 13, 2019**
10. **Adjourn:**