



Douglas Cable Advisory Committee
Douglas Municipal Center
Agenda
Monday May 13, 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. **Coordinator Report:**
7. **Equipment:** Resource Room PA Project Approved 5/6/19, procurement schedule.
8. **Competition:**
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

Or call 508-476-4000 ext 222

For more information



Douglas Cable Advisory Committee

Douglas Municipal Center

Agenda

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4. MM:
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8. Competition:
9. Other Business: *Open session for topics not reasonably anticipated 48 hours in advance of meeting.*
10. Next Meeting:
11. Adjourn:

Cable Expenditures Thru March 2019

	Month To Date	Year To Date	FY19 Budget	Remaining
Full Time Wages	\$2,434.84	\$23,592.83	\$31,758	\$8,165.17
Part Time Wages	\$1,200	\$8,910.30	\$16,274	\$7363.70
FICA	\$50.10	\$417.65	\$786	\$368.35
Rentals	\$114.99	\$114.99	\$0	-\$114.99
In-State Travel	\$27.84	\$38.69	\$300	\$261.31
Total Expenses	\$192.93	\$14,321.77	\$38,208	\$23,886.23

FOR 2019 09

		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	23,592.83	2,434.84	.00	8,165.17	74.3%
01695100 51200 P/T WAGES		16,274	16,274	8,910.30	1,200.00	.00	7,363.70	54.8%
TOTAL CABLE ADVISORY SALARIES		48,032	48,032	32,503.13	3,634.84	.00	15,528.87	67.7%
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	417.65	50.10	.00	368.35	53.1%
01695200 52400 REPAIRS AND MAINTEN		1,000	1,000	398.85	.00	.00	601.15	39.9%
01695200 52700 RENTALS AND LEASES		0	0	114.99	114.99	.00	-114.99	100.0%*
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	.00	.00	1,598.56	46.7%
01695200 54200 OFFICE SUPPLIES		700	700	158.61	.00	.00	541.39	22.7%
01695200 55800 OTHER SUPPLIES		500	500	152.15	.00	.00	347.85	30.4%
01695200 57100 IN-STATE TRAVEL		300	300	38.69	27.84	.00	261.31	12.9%
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	14,321.77	192.93	.00	23,886.23	37.5%
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	46,824.90	3,827.77	.00	89,415.10	34.4%

04/08/2019 13:48 | Town of Douglas
9824jcah | FY19 MARCH EXPENDITURE REPORT

| P 128
| glytdbud

FOR 2019 09

	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	

Cable Expenditures Thru April 2019

	Month To Date	Year To Date	FY19 Budget	Remaining
Full Time Wages	\$2,434.85	\$26,027.68	\$31,758	\$5,730.32
Part Time Wages	\$960	\$9,870.30	\$16,274	\$6,403.70
FICA	\$80.21	\$497.86	\$786	\$288.14
Repairs & Maintenance	\$93.15	\$492	\$1,000	\$508
Office Supplies	\$74.13	\$232.74	\$700	\$467.26
Other Supplies	\$1,274.97	\$1,427.12	\$500	-\$927.12
In-State Travel	\$122.44	\$161.13	\$300	\$138.87
Additional Equipment	\$723.39	\$9,865.98	\$23,000	\$13,134.02
Total Expenses	\$2,368.29	\$16,690.06	\$38,208	\$21,517.94

FOR 2019 10

		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	26,027.68	2,434.85	.00	5,730.32	82.0%	
01695100 51200 P/T WAGES	16,274	16,274	9,870.30	960.00	.00	6,403.70	60.7%	
TOTAL CABLE ADVISORY SALARIES	48,032	48,032	35,897.98	3,394.85	.00	12,134.02	74.7%	
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	497.86	80.21	.00	288.14	63.3%	
01695200 52400 REPAIRS AND MAINTEN	1,000	1,000	492.00	93.15	.00	508.00	49.2%	
01695200 52700 RENTALS AND LEASES	0	0	114.99	.00	.00	-114.99	100.0%*	
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	.00	.00	1,598.56	46.7%	
01695200 54200 OFFICE SUPPLIES	700	700	232.74	74.13	.00	467.26	33.2%	
01695200 55800 OTHER SUPPLIES	500	500	1,427.12	1,274.97	.00	-927.12	285.4%*	
01695200 57100 IN-STATE TRAVEL	300	300	161.13	122.44	.00	138.87	53.7%	
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	9,865.98	723.39	.00	13,134.02	42.9%	
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	16,690.06	2,368.29	.00	21,517.94	43.7%	
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	52,588.04	5,763.14	.00	83,651.96	38.6%	

05/01/2019 14:57 | Town of Douglas
9824jcah | FY19 APRIL EXPENDITURE REPORT

| P 128
| glytdbud

FOR 2019 10

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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	

Cable Vouchers Signed

Town of Douglas

Schedule of Departmental Bills Payable

To the Accountant
Department **Cable 01695200**

Date: 4/17/2019

The following amount is due and owing to the City of Montgomery in the sum of **\$2,072.49** Dollars.

Cable Advisory Committee

and you are

Approved

Thomas M. Dewitt

Cable Vouchers Signed

Town of Douglas
Schedule of Departmental Bills Payable

To the Accountant
Department **Cable 01695200**

Date: 4/24/2019

The follow: **\$118.32** Dollars
have been a **Cable Advisory Committee**
and you are

Approved

€
Thomas M. DeSalvo ✓

7/11/59

Please
CX
unless



Douglas Cable Advisory Committee

Douglas Municipal Center

Agenda

Monday May 13, 2019

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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: Resource Room PA Project Approved 5/6/19, procurement schedule.
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10. Next Meeting:
11. Adjourn:

Douglas Cable Advisory Committee

Douglas Municipal Center

Meeting Minutes

Monday, April 8, 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, 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:** *March report was not ready.*
3. **Expenditures:** Vouchers: Fred signed 3/27/19
4. **Meeting Minutes:** Tom motioned to accept the meeting minutes of 3/11/19 as presented, Chris 2nd, unanimous favor. Tom motioned to approve the meeting minutes of 3/18/19 as presented, Chris 2nd, unanimous favor.
5. **Correspondence:** Charter annual PEG support payment: \$65,456.09 (FY20 budget). Tom gave an explanation of this check. Charter Form 500 Service Interruption report. Tom noted that the subscriber rate is 2,330 total. Charter 3/25/19 lineup changes. Charter 3/29/19 VOD yoga fitness channel available by subscription. Tom noted there is another change in Govt. Coordinator at Charter.
6. **Coordinator Report:**
 - **Meetings Report March 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. Pat will arrange install.
 - 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>
 - Still ironing out the details, will be done on the Minute's Taker's schedule.

- 4/2/19 Presented Cable FY20 budget to the Finance Committee, asked if it would be possible to actively pursue another Cable franchise. Some discussion about this item. Fred said he would reach out to find some contacts at other franchises.

Other Business: Tom mentioned that he met with the Selectmen about the Capital Project (Resource Room PA) which they approved. They asked about "mute" switches on the microphones, some discussion about this item. Tom asked how quickly we could have the project begin after the funding is approved at the annual town meeting of 5/6/19. Pat said that we would have to reach out after the budget is approved and begin the procurement schedule as soon as possible. Fred mentioned the ability to stream live online, will look into possible devices. Some discussion about which meetings would be live streaming.

Next Meeting: May 13, 2019

Adjourn: Tom motioned to adjourn at 7:38pm, Chris 2nd, unanimous favor.



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To: Douglas Clergy
Douglas Selectman
Douglas Police Chief
Douglas Fire Chief
Douglas HS & Junior Band Leaders
Woman's Relief Corps
Douglas Boy & Club Scouts
Douglas Girl Scouts & Brownies

VETERANS OF FOREIGN WARS OF THE U.S.
JOSEPH J. MICHNA POST NO.7554
n Douglas, Massachusetts 01516

April 28, 2019



cc: Cabby
Police fire

Subject: Douglas Memorial Day Parade Invitation

It is that time of the year again where we in the VFW are making plans to pay tribute to the brave men and women who have made the ultimate sacrifice and to all veterans. Veterans have given so much so that we can live in a free society with so many freedoms and rights that most people in the world just can't understand or comprehend.

Many of forget in our daily lives that “Freedom isn’t Free”

That being said, we would like to confirm your participation, as in the past, in the Town of Douglas Memorial Day Parade scheduled for Sunday, May 26, 2019.

I have included the following Parade/Program detail:

1. Pre-Parade Cemetery Program and route
2. Memorial Day Parade marching order.
3. Memorial Day Parade program and route.

Please show your support for these brave veterans and join us in the Parade. The parade will end at the Douglas Senior Center (Post Office) and refreshments will be served there after the parade, so please plan accordingly. Please call me with any questions or changes in your participations at 508-278-9568.

Looking forward to seeing you there.

Best regards,

Colonel Dennis J Zifcak, US Army (Retired)
Quartermaster VFW Post 7554

Douglas Memorial Day parade
Pre-parade cemetery program and route

10:00 A.M. Douglas Center
VFW Color Guard & Firing Squad forms up at the Douglas Center Civil War Monument and marches into Douglas Center Cemetery

1. Invocation by Clergy
2. Salute the dead – Douglass Firing Squad
3. Taps – Douglas H.S. Band
4. Return to Civil War Monument
5. Invocation by Clergy
6. Salute the dead – VFW Firing Squad
7. Taps – Douglas H.S. Band
8. Raising of the Colors/National Anthem Douglas H.S. Band

10:25 A.M. Evergreen Cemetery
VFW Color Guard & Firing Squad form up at cemetery entrance and march into cemetery

1. Invocation by Clergy
2. Salute the dead – Firing Squad
3. Taps – Douglas H.S. Band
4. March out of Cemetery

10:45 A.M. St. Denis Cemetery
VFW Color Guard & Firing Squad form up at top level of cemetery

1. Invocation by Clergy
2. Salute the dead – VFW Firing Squad
3. Taps – Douglas H.S. Band
4. Raising of the Colors/National Anthem – Douglas H.S. Band

11:00 A.M. Pine Grove Cemetery
VFW Color Guard & Firing Squad form up in cemetery

1. Invocation by Clergy
2. Salute the dead – VFW Firing Squad
3. Taps – Douglas H.S. Band

Douglas Memorial Day Parade
Order of organizations marching

1. VFW Commander
2. VFW Color Guard
3. Douglas Veterans
4. Douglas Selectman and Clergy
5. Douglas High School Band
6. Douglas Junior Band
7. Combined Women's Patriotic Organizations
8. Douglas Boy Scouts with Colors
9. Douglas Girl Scouts with Colors
10. Douglas Cub Scouts with Colors
11. Douglas Brownies with Colors
12. Douglas 4H Club
13. Douglas junior Baseball Teams
14. Douglas Fire Dept

Douglas Memorial Day Parade
Program & Route

1:30 P.M. **Joseph J. Michna Square**
Parade units are formed up for ceremonies

1:35 P.M. 1. Invocation by Clergy
2. Band Selection – Douglas High School Band
3. Salute the dead – VFW Firing Squad
4. Rendition of Taps – Douglas High School Band
5. Raising of the Colors/National Anthem – Douglas High School Band
6. Parade starts East on Rt.16 (N.E. main St.)

2:15 P.M. **Michael Carter Square**
1. Invocation by Clergy
2. Salute the dead – VFW Firing Squad
3. Rendition of Taps – Douglas High School Band
4. Raising of the Colors/National Anthem – Douglas High School Band
5. Parade heads East on Gilboa St., then makes a right turn on North St.
6. Parade proceeds up North St. stopping at Civil War Monument

2:45 P.M. **Civil War Monument**
1. Invocation by Clergy
2. Program directed by Women's Relief Corps
3. Salute the dead – VFW Firing squad
4. Raising of Colors/National Anthem – Douglas High School Band
5. Parade then proceeds up N.E. Main St. turning left onto Depot St. and heads up to the WWII Monument
6. Military Units continue up Depot St. and the High School Band bears left up Martin St.

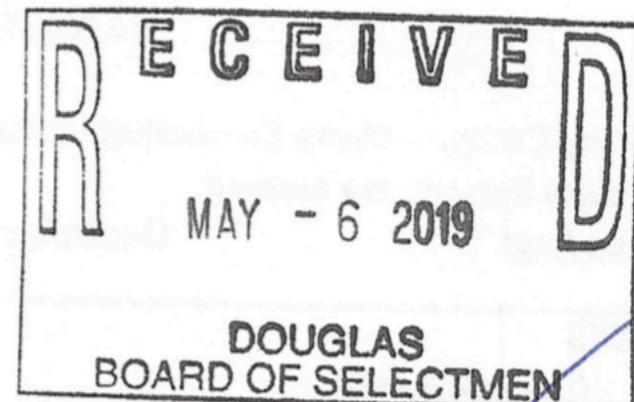
3:10 P.M. **World War II Monument**
1. Invocation by Clergy
2. Band selection – Douglas Junior Band
3. Salute the dead – VFW Firing Squad
4. Rendition of taps – Douglas High School Band
5. Raising of Colors/National Anthem – Douglas High School Band

3:30 P.M. **Korean and Vietnam Memorials**
1. Invocation by Clergy
2. Guest Speaker
3. Salute the dead – VFW Firing Squad
4. Rendition of taps – Douglas High School Band
5. Raising of Colors/National Anthem – Douglas High School Band



April 30, 2019

John R. Maher
Director of Government Affairs



CC: Cable

Dear Issuing Authority,

I have attached a copy of the Charter Communications 2018 MA CTV Form 200 (Financial Balance Sheet) and the MA CTV Form 400 (Statement of Ownership).

If you have any questions, please contact me at 774-243-9735 or at John.Maher@charter.com. Thank you.

Sincerely yours,

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

John R. Maher
Director of Government Affairs

CTV FORM 200
FINANCIAL BALANCE SHEET

Reporting Entity: Charter Communications Entertainment I, LLC and Time Warner Cable Northeast LLC

Franchises Served: See Attached

Year Ending:

December 31, 2018

Current
Year

Prior
Year

ASSETS

Current Assets

200 Cash and Equivalents	5,493	3,769
210 Accounts Receivable, Less Allowances	12,727,185	16,873,887
220 Inventory	885,903	3,035,118
230 Prepaid Expenses	3,423,127	4,783,225
240 Other Current Assets	-	-
250 Total Current Assets	17,041,708	24,695,999

Fixed Operating Assets

260 Land	2,278,717	2,278,698
270 Buildings	21,322,119	19,121,665
280 Headend Equipment	73,650,149	68,755,529
290 Trunk and Distribution Equipment	179,768,169	168,347,011
300 Subscriber Devices	165,781,226	163,050,165
310 Other Fixed Operating Assets	29,764,774	27,370,949
320 Construction Work in Progress	25	27,911
330 Total Fixed Operating Assets	472,565,179	448,951,928
340 Accumulated Depreciation	(298,104,669)	(267,486,004)
Net Fixed Operating Assets	174,460,510	181,465,924

Other Operating Assets

350 Franchise Acquisition Costs	451,433,176	451,437,261
360 Excess Fair Value	-	-
370 Goodwill	144,285,698	144,285,210
380 Other Intangible Assets	222,192,434	227,869,912
390 Total Other Assets	817,911,308	823,592,383

400 Accumulated Amortization

(173,709,887)

(162,333,920)

Net Other Assets

644,201,421

661,258,463

410 Total Net Assets

835,703,639

867,420,386

CTV FORM 200
FINANCIAL BALANCE SHEET

Reporting Entity: Charter Communications Entertainment I, LLC and Time Warner Cable Northeast LLC

Franchises Served: See Attached

Year Ending:

December 31, 2018

Current
Year

Prior
Year

LIABILITIES AND OWNER'S EQUITY

Current Liabilities

420 Accounts Payable	4,362,390	8,099,417
430 Subscriber Advance Payments and Deposits	3,877,711	3,385,753
440 Debt Due within One Year	-	-
450 Current Taxes Payable	59,234	86,112
460 Other Current Liabilities	4,566,852	6,812,273
470 Total Current Liabilities	12,866,187	18,383,555

Non Current Liabilities

480 Long-Term Debt	-	-
500 Bonds Payable	-	-
510 Obligation on Capitalized Leases	-	-
520 Deferred Taxes	-	-
530 Other Non Current Liabilities	207,113	258,934
540 Total Non Current Liabilities	207,113	258,934

Owner's Equity

550 Net Assets due from/to Parent Company	92,116,001	167,997,388
560 Capital Stock	-	-
570 Retained Earnings - Gross	730,514,338	680,780,509
580 Accumulated Dividends	-	-
590 Other	-	-
600 Total Owner's Equity	822,630,339	848,777,897
610 Total Liabilities and Equities	835,703,639	867,420,386

**CTV FORM 400
STATEMENT OF OWNERSHIP**

Please provide the following information for each Issuing Authority. Note that communities served by the same legal entity may be aggregated.

(1) (a) The full legal name of the cable operator's legal entity (corporation or partnership) holding the cable television license.

Name: Charter Communications Entertainment I, LLC and Time Warner Cable Northeast LLC

(b) If applicable, the d/b/a or generally used name of the legal entity within the Issuing Authority's community.

Name: Spectrum

(2) The full legal name of the ultimate parent entity/ies which own(s) the corporation or partnership holding the cable license.

Name: Charter Communications, Inc.

(3) The regional office(s) managing the cable licenses in Massachusetts:

Name: Charter Communications

Street Address: 400 Atlantic Street

Municipality, State & Zip Code: Stamford, CT 06901

Contact Person: Tom Adams

Contact Person's Title: Executive Vice-President, Field Operations

Contact Person's Telephone Number: (203) 905-7992

(4) The corporate office of the ultimate parent entity:

Name: Charter Communications, Inc.

Street Address: 12405 Powerscourt Drive

Municipality, State & Zip Code: St. Louis, MO 63131-3674

Contact Person: David Cooper

Contact Person's Title: Senior Accountant

Contact Person's Telephone Number: (314) 543-5766

Attachment 1

Charter Communications Entertainment I, LLC and TWC Northeast LLC
Listing of Massachusetts franchise areas served
As of December 31, 2018

<u>Franchise Area</u>	<u>Franchise Area</u>
Adams, MA	Millbury, MA
Auburn, MA	Millville, MA
Athol, MA	North Adams, MA
Barre, MA	North Brookfield, MA
Belchertown, MA	Northborough, MA
Berlin, MA	Northbridge, MA
Boylston, MA	Oakham, MA
Brimfield, MA	Orange, MA
Brookfield, MA	Oxford, MA
Charlton, MA	Paxton, MA
Cheshire, MA	Pepperell, MA
Chicopee, MA	Pittsfield, MA
Clarksburg, MA	Richmond, MA
Dalton, MA	Rutland, MA
Douglas, MA	Shefield, MA
Dudley, MA	Southborough, MA
Dunstable, MA	Southbridge, MA
East Brookfield, MA	Southhampton, MA
East Longmeadow, MA	Spencer, MA
East Hampton, MA	Stockbridge, MA
Grafton, MA	Sturbridge, MA
Great Barrington, MA	Sutton, MA
Groton, MA	Upton, MA
Hadley, MA	Uxbridge, MA
Hampden, MA	Wales, MA
Harvard, MA	Webster, MA
Hinsdale, MA	West Boylston, MA
Holden, MA	West Brookfield, MA
Hubbardston, MA	Westborough, MA
Lanesborough, MA	Westport, MA
Lee, MA	West Stockbridge, MA
Leicester, MA	Wilbraham, MA
Lenox, MA	Williamston, MA
Ludlow, MA	Worcester, MA

Article 7: FY20 PEG Access and Cable Receipts Reserved for Appropriation:

To see if the Town will vote to transfer the sum of **\$69,406** from the PEG Access and Cable Receipts Reserved for Appropriation to operate and maintain the Cable Department.

Salaries/Wages	\$50,272
Expenses	\$19,134
Total	\$69,406

Explanation: The Cable Department receives an annual payment from Charter Communications to provide Local Access and televised municipal meetings. This article appropriates those funds for the operational and capital needs of the Cable Department.

Finance Committee recommends.

Article 10: Adoption of Revised FY 20 – 24 Capital Improvement Plan:

To see if the Town will vote to approve the Town of Douglas FY 20 – 24 Capital Improvement Plan as submitted by the Capital Improvement Committee, and transfer **\$584,240** from Free Cash, and **\$17,000** from Cable Receipts Reserved for Appropriation, for a total sum of **\$601,240** to fund the following Capital Projects.

Public Safety and Highway Departments Radio System and Associated Expenses	\$173,000
Municipal Center Resource Room Sound System Upgrades and ADA Compliance	\$18,000
Municipal Center Backup Generator and Associated Expenses	\$135,000
Highway Dump Truck with Sander and Plow and Related Costs	\$198,240
Police Tablets and Related Expenses	\$30,000
Senior Center Flooring Replacement and Associated Costs	\$24,000
Town Clerk Voting Machines and Related Expenses	\$23,000
	\$601,240

Explanation: The Capital Improvement Committee voted to fund these items based on the needs and funds available. These Capital Items have been recommended as necessary for operation of the various departments of the Town. The addition and improvement of Assets owned by the Town will improve Departmental operations. Safety is a major component of decisions by the Committee.

Finance Committee recommends.

FY 2020 Capital Improvement Committee Report

The Capital Improvement Committee reviews, prioritizes, and offers recommendations concerning all requests for funds for capital projects submitted by departments. The following summary five year plan reflects the recommendations of the Committee based on the information available today and known priorities, and will be refined each year going forward. A more detailed plan, including a list of all projects requested and potential funding sources, can be found at the Town's website or upon request from the Selectmen's office.



Douglas Cable Advisory Committee

Douglas Municipal Center

Agenda

Monday May 13, 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. Coordinator Report:
7. Equipment: Resource Room PA Project Approved 5/6/19, procurement schedule.
8. Competition:
9. Other Business: *Open session for topics not reasonably anticipated 48 hours in advance of meeting.*
10. Next Meeting:
11. Adjourn:

Meetings Covered April 2019

Recording	Day	Time	Room	Staff	Confir	Status	Wage	Up		
ConCom_2019_04_01	MON	7:00 PM	COM	Sarah Guimond	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>	MON	5
BOS_2019_04_02	TUE	7:00 PM	RES	Kay Bowen	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>	TUE	11
FinCom_2019_04_02	TUE	7:00 PM	COM	Angie Coe	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>	WED	4
Octoberfest_2019_04_02	TUE	7:00 PM	MISC	Sarah Guimond	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>	THU	2
Sewer_2019_04_02	TUE	7:00 PM	SEW	Al Galvin	<input checked="" type="checkbox"/>	Paid/Cancelled	\$60.00		FRI	0
EDC_2019_04_03	WED	7:00 PM	COM	Al Galvin	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>	SAT	0
Capital_2019_04_04	THU	10:00 AM	COM	Pat Aldrich	<input checked="" type="checkbox"/>	Recorded	\$0.00	<input checked="" type="checkbox"/>	SUN	0
Cable_2019_04_08	MON	7:00 PM	RES	Sarah Guimond	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>		
PB_2019_04_09	TUE	7:00 PM	COM	Kay Bowen	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>	COM	11
FinCom_2019_04_10	WED	7:00 PM	RES	Sarah Guimond	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>	RES	4
ZBA_2019_04_10	WED	7:00 PM	COM	Al Galvin	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>	MISC	7
BOS_2019_04_16	TUE	7:00 PM	RES	Sarah Guimond	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>		
FinCom_2019_04_16	TUE	7:00 PM	COM	Tess Werme	<input checked="" type="checkbox"/>	Paid/Cancelled	\$60.00		8am-Noon	4
ConCom_2019_04_22	MON	7:00 PM	COM	Angie Coe	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>	1pm-6pm	1
OpenSpace_2019_04_22	MON	7:00 PM	COM	Tess Werme	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>	7:00 PM	17
FinCom_2019_04_23	TUE	7:00 PM	COM	Kay Bowen	<input checked="" type="checkbox"/>	Cancelled	\$0.00			
Library_2019_04_23	TUE	7:00 PM	KIT	Sarah Guimond	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>	Recorded	18
COA_2019_04_23	TUE	9:00 AM	MISC	Sarah Guimond	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>	Cancelled	2
Building_2019_04_24	WED	7:00 PM	COM	Al Galvin	<input checked="" type="checkbox"/>	Cancelled	\$0.00		Cancelled/Paid	2
Dedication_2019_04_25	THU	12:00 PM	MISC	Sarah Guimond	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>	LNC	0
BOH_2019_04_29	MON	6:00 PM	BOH	Al Galvin	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>		
SrCenter_2019_04_30	TUE	10:30 AM	SR	Sarah Guimond	<input checked="" type="checkbox"/>	Recorded	\$60.00	<input checked="" type="checkbox"/>	Total Wages	\$1,140.00

Coordinator Report May 13, 2019

- 4/25/19: Cherry Tree Dedication Ceremony was recorded at the Municipal Center, currently being broadcast, YouTube.
- 4/30/19: Senior Center Program “Mushrooms!” With Douglas Orchard and Farm was recorded. Currently being broadcast, YouTube.
- 5/6/19: Annual Town Meeting was recorded. Currently being broadcast, YouTube.
- Upcoming: 5/26/19 Memorial Day Parade



Douglas Cable Advisory Committee

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Capital Project \$10,000-\$50,000 Procurement Protocol**NEEDS ASSESSMENT**

Seek written estimate for funding request.

Provide funding request form to and meet with Capital Committee.

Capital Committee submits request to Town Meeting for approval.

After funding is approved: **Funding Approved ATM 5/6/19**

Written Purchase Description based on project needs, will send to vendors with request for written quote.

1. General Overview of Needs
2. Specific Items Needed/Wanted (not brand specific)
3. "Installation services must be in compliance with MA prevailing wage laws."

Solicit at least 3 written quotes, with a minimum of 2 requests going out to CommBuys list vendors (list provided by Town Administrator).

Receive 3 written quotes back for consideration.

Work will be awarded to the responsible and responsive bidder offering the work at the lowest price.

Once chosen, a written contract form through the Town Administrator's office is sent out to be signed.

Once the contract is signed, installation can be scheduled.

Once the work is complete, invoice can be paid.

**Quotes can be sought immediately after funds are approved.*

**Project cannot be agreed to or work started before the start of the Fiscal Year for which the funds have been approved.*

Resource Room PA Needs Assessment

The Resource Room (Board of Selectmen Meeting Room) is utilized for Board of Selectmen and other meetings that tend to have larger audience participation. The current PA system no longer works properly and there have been complaints about not being able to hear the folks at the table, or the folks in the audience.

Issues identified with current setup:

- Omnidirectional microphones pick up sound from all directions, which makes sending the signal to any speakers more complicated with feedback, etc.
- Mixing for the Cable feed is different from mixing for a live room feed, which makes a one mix setup troublesome for even a skilled audio tech, which is not currently required by our staff.
- Speaker alignment places microphones directly under speakers, which is problematic for gain/feedback in general.

Improvement ideas:

- Directional microphones to limit proximity interference and provide a more thorough channel separation for each individual microphone.
- Multiple mixes to target each individual zone with more precision.
 - Table microphones to audience speakers
 - Audience microphones to table speakers
 - All microphones to Cable feed
- Automated mixing without the need for a staff member to monitor.
- Automated power cycling and system reboot in case of outage.
- Presentation media input.
- ADA hearing assistance, with funding provided by the Town.

Vendors for Contact

**Integrated Solutions
ProSound Service
Access AV**

**Minimum 2 more off Commbuys List
(Town Administrator will provide)**

Resource Room PA Written Purchase Description

Dear Vendor,

Douglas Cable TV is seeking quotes to completely replace our current PA system in our large meeting room (Resource Room) located at the Douglas Municipal Center, 29 Depot Street, Douglas, MA 01516.

The room is approximately 40 ft wide x 37 ft deep with a 9 ft high 2x4 acoustic tile ceiling. There are four large tables set into a square for the committee members, and a large audience seating area, as this room is designed for meetings with a higher attendance rate.

We are looking for (8) directional microphones (2 per table) for the main meeting table area, and (4) ceiling microphones for the audience area, with speakers over each of these zones as well. We would like a multi-mix setup, with the audience microphones feeding into the table speakers, the table microphones feeding into the audience speakers, and then an overall mix of both which would feed the cable recording system for recording and live broadcast. Our recording system is an AJA KI PRO RACK digital video recording unit. We also have a KRAMER VP-734 presentation mixer which we would like the option of playing through all the speakers when needed.

This system should be completely automated to operate without staff, including a self-resetting power cycle in the event of an outage.

Please include ADA hearing assistance for up to 100 room capacity.

Installation services must be in compliance with MA prevailing wage laws.

Sincerely,

Pat Aldrich
Cable Coordinator
Town of Douglas, MA
cable@douglasma.org
508-476-4000 ext 222

Community Room Audio



Date: 4.23.2019
Quote: GP2776
Valid For: 30 Days
Terms: N30
Prepared By: Gary Pink, Account Executive

Prepared For:

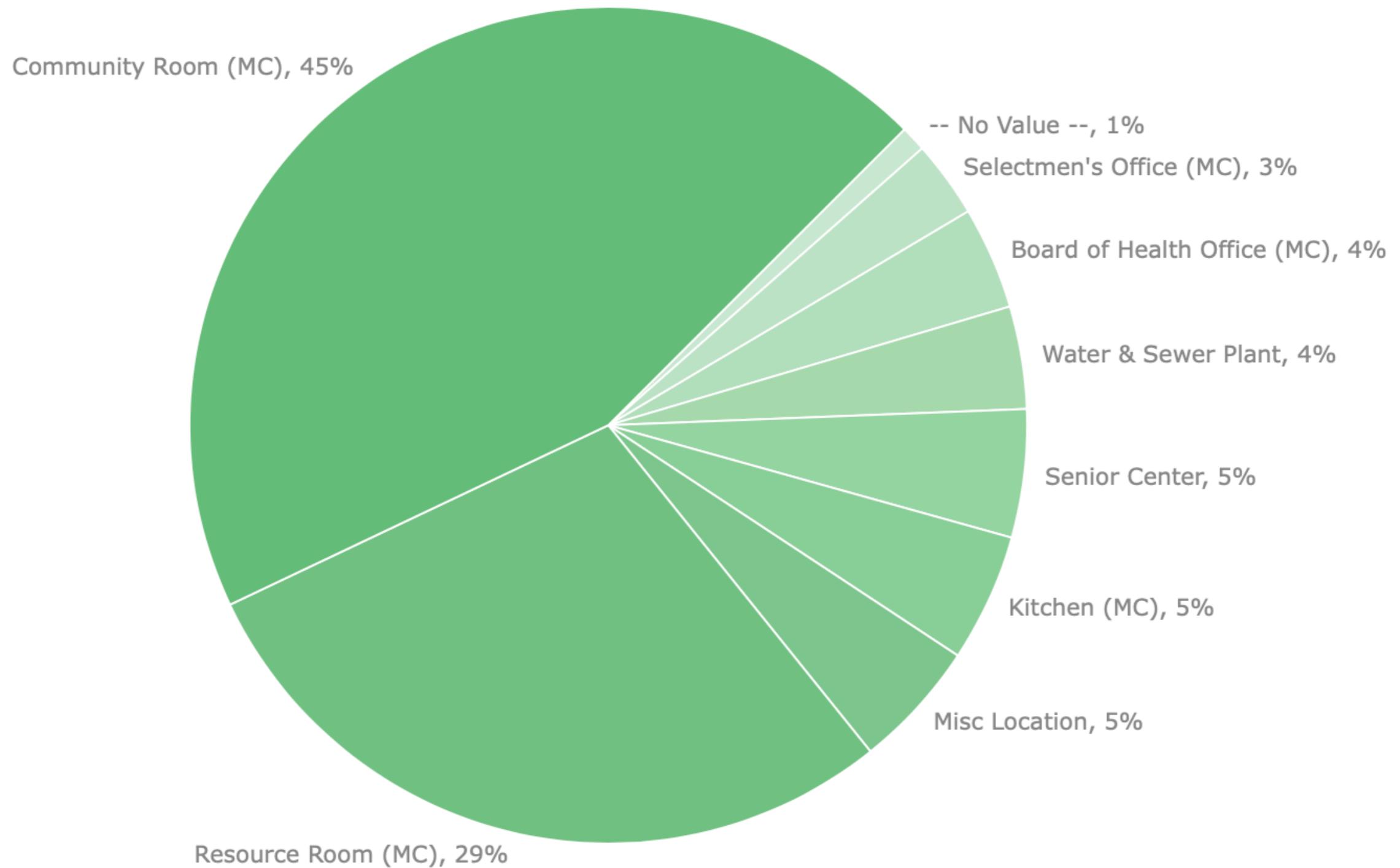
Pat Aldrich
Douglas Cable
Douglas, MA

Qty	Model	Description	Price	Ext
1	Jupiter 4	Symetrix Jupiter 4 - Automixer/DSP	\$ 961.25	\$ 961.25
4	CHM44W	AKG Condenser Ceiling Mic	\$ 149.00	\$ 596.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
1	Installation	Install new microphones . Install new mixer & Program	\$ 850.00	\$ 850.00
1	CCP	Cable, Connectors, Parts	\$ 125.00	\$ 125.00
				\$ -
				\$ -
				\$ -
1	Shipping	Shipping and Handling/Incoming Freight	\$ 55.00	\$ 55.00
				\$ -
				\$ -
				\$ -
				\$ -
		Package Total		\$ 2,587.25

(4) Microflex Hanging Microphones
Shure SCM-410 AutoMixer
Installed 2012 @ \$1,427

Meetings by Location

January 2019- May 2019





Douglas Cable Advisory Committee

Douglas Municipal Center

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Just an FYI it's illegal for us to have competition in broadband as of this past August.

<https://malegislation.gov/Laws/SessionLaws/Acts/2018/Chapter228>

"SECTION 56. Notwithstanding any general or special law to the contrary, any city or town that has received a grant from the executive office of housing and economic development or Massachusetts Broadband Institute for purposes of constructing a municipally owned broadband network shall have the power and authority: (1) to provide internet access service to an unserved premises located in an adjacent municipality; and (2) to accept or acquire an easement or other real property interest in an adjacent city or town for purposes of constructing, owning, maintaining and operating infrastructure for providing internet access service to its own residents or to an unserved premises located in an adjacent municipality. This section shall not apply to a municipally owned broadband network that is seeking to provide broadband service to premises already served by at least 1 broadband network."

<https://malegislation.gov/Laws/SessionLaws/Acts/2018/Chapter228>



Douglas Cable Advisory Committee

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10. Next Meeting: **June 10, 2019**
11. Adjourn: