



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

Or call 508-476-4000 ext 222

For more information



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## 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
-----							
695 CABLE ADVISORY COMMITTEE							
-----							
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
-----							
695 CABLE ADVISORY COMMITTEE							
-----							
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 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 Vouchers Signed

## Town of Douglas Schedule of Departmental Bills Payable

To the Acc:

Date: 4/17/2019

Department:

Cable 01695200

The following:

\$2,072.49

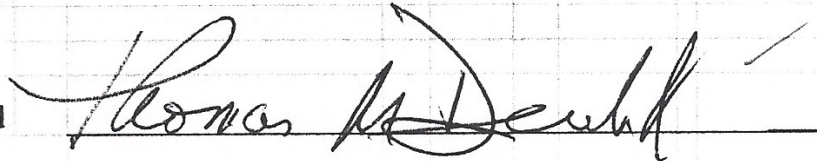
Dollars

have been &

Cable Advisory Committee

and you are

Approved



Vendor #	Vendor Name	Invoice #	Amount	Description	G/L Number
33	Amazon	465494748383	\$16.50	Cable for temp. PA system	58500
33	Amazon	443474664937	\$22.55	Speaker stand PA system	58500
33	Amazon	484946787933	\$684.34	Temp PA Speaker	58500
33	Amazon	957678567979	\$1,274.97	Aja Ki ProStor Modules	55800
33	Amazon	589653394946	\$58.83	Office Supplies	54200
33	Amazon	473545367963	\$5.42	Staples	54200
33	Amazon	973855383967	\$9.88	Air Dust Cans	54200
		Total:	\$2,072.49		

# Cable Vouchers Signed

## Town of Douglas Schedule of Departmental Bills Payable

To the Account of \_\_\_\_\_ Date: 4/24/2019  
 Department Cable 01695200

The following \_\_\_\_\_ \$118.32 Dollars  
 have been \_\_\_\_\_  
 and you are \_\_\_\_\_ Cable Advisory Committee

Approved Thomas M. DeLuca ✓

Vendor #	Vendor Name	Invoice #	Amount	Description	G/L Number
4522	Pat Aldrich	4-24-19	<del>111.59</del> \$118.32	Mileage to Equipment Demo	57100 ✓
				4/24/19	
Total:			\$118.32		

~~111.59~~

Please  
 CK  
 rules



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## 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.
  - **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 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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**VETERANS OF FOREIGN WARS OF THE U.S.**

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

**JOSEPH J. MICHNA POST NO. 7554**  
**Douglas, Massachusetts 01516**

April 28, 2019



cc: Cable  
Police Office

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**

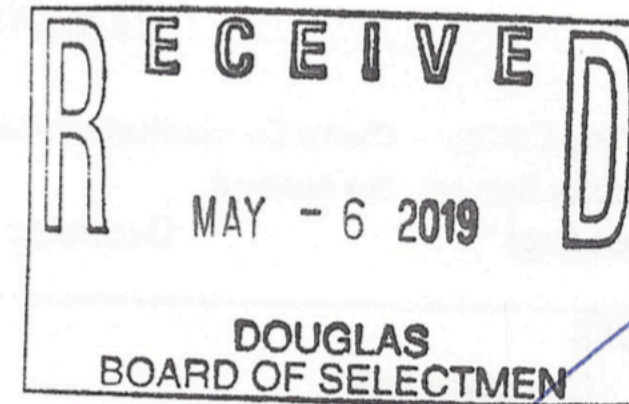
- 1:30 P.M. Joseph J. Michna Square**  
Parade units are formed up for ceremonies
- 1:35 P.M.**
1. Invocation by Clergy
  2. Band Selection – Douglas High School Band
  3. Salute the dead – VFW Firing Squad
  4. Rendition of Taps – Douglas High School Band
  5. Raising of the Colors/National Anthem – 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





John R. Maher  
Director of Government Affairs

April 30, 2019



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](mailto:John.Maher@charter.com). Thank you.

Sincerely yours,

A handwritten signature in dark 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	-	-
<b>250 Total Current Assets</b>	<b>17,041,708</b>	<b>24,695,999</b>

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
<b>330 Total Fixed Operating Assets</b>	<b>472,565,179</b>	<b>448,951,928</b>
340 Accumulated Depreciation	(298,104,669)	(267,486,004)
<b>Net Fixed Operating Assets</b>	<b>174,460,510</b>	<b>181,465,924</b>

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
<b>390 Total Other Assets</b>	<b>817,911,308</b>	<b>823,592,383</b>
 400 Accumulated Amortization	 (173,709,887)	 (162,333,920)
<b>Net Other Assets</b>	<b>644,201,421</b>	<b>661,258,463</b>
<b>410 Total Net Assets</b>	<b>835,703,639</b>	<b>867,420,386</b>



**CTV FORM 200**  
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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
<b>470 Total Current Liabilities</b>	<b>12,866,187</b>	<b>18,383,555</b>

**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
<b>540 Total Non Current Liabilities</b>	<b>207,113</b>	<b>258,934</b>

**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	-	-
<b>600 Total Owner's Equity</b>	<b>822,630,339</b>	<b>848,777,897</b>
<b>610 Total Liabilities and Equities</b>	<b>835,703,639</b>	<b>867,420,386</b>



**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

### Franchise Area

Adams, MA  
Auburn, MA  
Athol, MA  
Barre, MA  
Belchertown, MA  
Berlin, MA  
Boylston, MA  
Brimfield, MA  
Brookfield, MA  
Charlton, MA  
Cheshire, MA  
Chicopee, MA  
Clarksburg, MA  
Dalton, MA  
Douglas, MA  
Dudley, MA  
Dunstable, MA  
East Brookfield, MA  
East Longmeadow, MA  
East Hampton, MA  
Grafton, MA  
Great Barrington, MA  
Groton, MA  
Hadley, MA  
Hampden, MA  
Harvard, MA  
Hinsdale, MA  
Holden, MA  
Hubbardston, MA  
Lanesborough, MA  
Lee, MA  
Leicester, MA  
Lenox, MA  
Ludlow, MA

### Franchise Area

Millbury, MA  
Millville, MA  
North Adams, MA  
North Brookfield, MA  
Northborough, MA  
Northbridge, MA  
Oakham, MA  
Orange, MA  
Oxford, MA  
Paxton, MA  
Pepperell, MA  
Pittsfield, MA  
Richmond, MA  
Rutland, MA  
Sheffield, MA  
Southborough, MA  
Southbridge, MA  
Southampton, MA  
Spencer, MA  
Stockbridge, MA  
Sturbridge, MA  
Sutton, MA  
Upton, MA  
Uxbridge, MA  
Wales, MA  
Webster, MA  
West Boylston, MA  
West Brookfield, MA  
Westborough, MA  
Westport, MA  
West Stockbridge, MA  
Wilbraham, MA  
Williamston, 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
<b>Total</b>	<b>\$69,406</b>

*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
	<b>\$601,240</b>

*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](mailto: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

[illegible]

## **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@douglassma.org](mailto:cable@douglassma.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:**

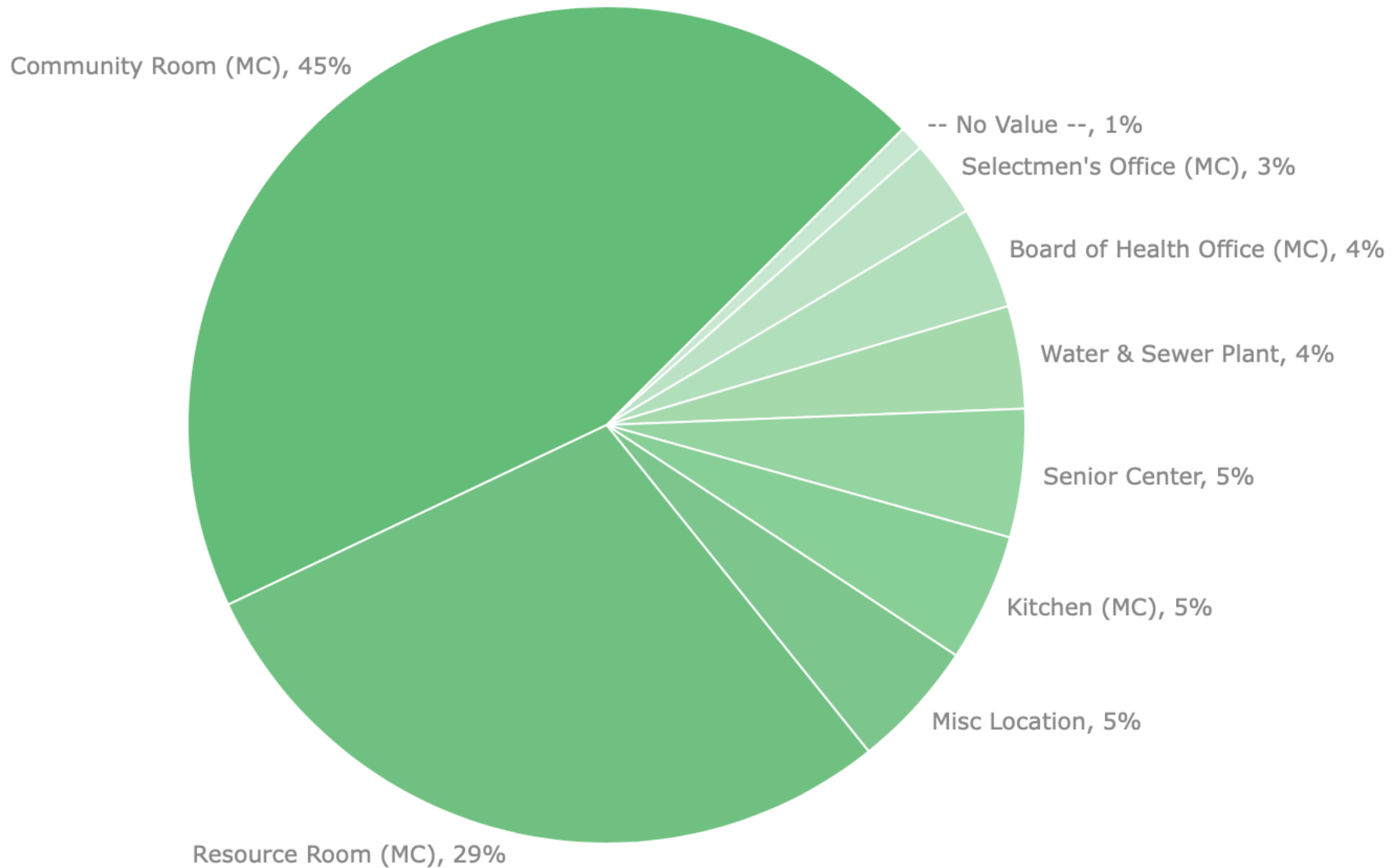
Pat Aldrich  
Douglas Cable  
Douglas, MA

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  
Agenda  
Monday May 13, 2019

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

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



Douglas Cable Advisory Committee  
Douglas Municipal Center  
Agenda  
Monday May 13, 2019

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