

Douglas Cable Advisory Committee
Douglas Municipal Center
Agenda
Monday September 11, 2017

1. **Call to order:**
2. **Committee Vacancies:** There are two openings on the Committee, email cable@douglasma.org or call 508-476-4000 ext 122 if interested.
3. **Financials:**
4. **Expenditures:**
 - a. 6/20/17 (FY17)
 - b. 7/19/17 (FY18)
 - c. 8/25/17 (FY18)
5. **MM:** 6/12/17
6. **Correspondance:**
7. **Coordinator Report:**
8. **Equipment:**
9. **Other Business:** *Open session for topics not reasonably anticipated 48 hours in advance of meeting.*
10. **Next Meeting:**
11. **Adjourn:**

MOST RECENT

09/05/2017 17:09 | Town of Douglas
9824jcah | FY18 AUGUST EXPENDITURE REPORT

| P 93
| glytdbud

FOR 2018 02

	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	30,496	30,496	5,067.72	3,509.58	.00	25,428.28	16.6%
01695100 51200 P/T WAGES	12,235	12,235	1,332.10	942.70	.00	10,902.90	10.9%
TOTAL CABLE ADVISORY SALARIES	42,731	42,731	6,399.82	4,452.28	.00	36,331.18	15.0%
01695200 CABLE ADVISORY EXPENSE							
01695200 51706 COUNTY RETIREMENT	3,090	3,090	.00	.00	.00	3,090.00	.0%
01695200 51707 EMPLOYER'S FICA	775	775	.00	.00	.00	775.00	.0%
01695200 52400 REPAIRS AND MAINTEN	1,494	1,494	93.15	.00	.00	1,400.85	6.2%
01695200 53012 EMPLOYEE TRAIN SEM/	318	318	.00	.00	.00	318.00	.0%
01695200 53401 POSTAGE	106	106	.00	.00	.00	106.00	.0%
01695200 53800 OTHER SERVICES	3,995	3,995	350.30	175.12	.00	3,644.70	8.8%
01695200 54200 OFFICE SUPPLIES	1,081	1,081	.00	.00	.00	1,081.00	.0%
01695200 55800 OTHER SUPPLIES	795	795	.00	.00	.00	795.00	.0%
01695200 57100 IN-STATE TRAVEL	365	365	.00	.00	.00	365.00	.0%
01695200 57150 TRAINING AND EDUCAT	148	148	.00	.00	.00	148.00	.0%
01695200 57300 DUES AND MEMBERSHIP	662	662	.00	.00	.00	662.00	.0%
01695200 58500 ADDITIONAL EQUIPMEN	31,604	31,604	2,126.63	2,126.63	.00	29,477.37	6.7%
TOTAL CABLE ADVISORY EXPENSE	44,433	44,433	2,570.08	2,301.75	.00	41,862.92	5.8%
01695500 CABLE PLAYBACK EQUIPMENT							
01695500 58500 CABLE PLAYBACK EQ A	0	2,230	.00	.00	.00	2,229.74	.0%
TOTAL CABLE PLAYBACK EQUIPMENT	0	2,230	.00	.00	.00	2,229.74	.0%
01695501 CABLE STUDIO EQUIPMENT							
01695501 58500 CABLE STUDIO EQUIP	0	50,000	.00	.00	.00	50,000.00	.0%

09/05/2017 17:09
9824jcah

Town of Douglas
FY18 AUGUST EXPENDITURE REPORT

P 94
glytdbud

FOR 2018 02

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL CABLE STUDIO EQUIPMENT	0	50,000	.00	.00	.00	50,000.00	.0%
TOTAL CABLE ADVISORY COMMITTEE	87,164	139,394	8,969.90	6,754.03	.00	130,423.84	6.4%

09/05/2017 17:09
9824jcah

Town of Douglas
FY18 AUGUST EXPENDITURE REPORT

P 115
glytdbud

FOR 2018 02

	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	87,164.00	.00	.00	-87,164.00	100.0%
TOTAL CABLE RRA	0	0	87,164.00	.00	.00	-87,164.00	100.0%
TOTAL CABLE ADVISORY COMMITTEE	0	0	87,164.00	.00	.00	-87,164.00	100.0%
TOTAL TOWN RECEIPTS RESERVED FUND	0	300	282,164.00	.00	.00	-281,864.00*****%	
TOTAL EXPENSES	0	300	282,164.00	.00	.00	-281,864.00	

FOR 2017 12

	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	29,898	29,898.00	30,045.47	3,059.41	.00	-147.47	100.5%*
01695100 51200 P/T WAGES	21,995	21,995.00	10,171.00	1,325.85	.00	11,824.00	46.2%
TOTAL CABLE ADVISORY SALARIES	51,893	51,893.00	40,216.47	4,385.26	.00	11,676.53	77.5%
01695200 CABLE ADVISORY EXPENSE							

01695200 51706 RETIREMENT	3,000	3,000.00	.00	.00	.00	3,000.00	.0%
01695200 51707 EMP FICA	752	752.00	.00	.00	.00	752.00	.0%
01695200 52400 REPAIR/MAI	671	671.00	492.00	.00	.00	179.00	73.3%
01695200 53012 TRAIN/CONF	309	309.00	235.00	.00	.00	74.00	76.1%
01695200 53401 POSTAGE	103	103.00	15.79	15.79	.00	87.21	15.3%
01695200 53800 OTHER SERV	323	323.00	.00	.00	.00	323.00	.0%
01695200 54200 OFFICE SUP	1,030	1,030.00	239.84	105.96	.00	790.16	23.3%
01695200 55800 OTHER SUPP	772	772.00	417.74	75.78	.00	354.26	54.1%
01695200 57100 IN-STATE T	257	257.00	211.72	104.46	.00	45.28	82.4%
01695200 57150 TRAINING	144	144.00	143.97	39.37	.00	.03	100.0%
01695200 57300 DUES/MEMB	643	643.00	250.00	.00	.00	393.00	38.9%
01695200 58500 ADDT EQUIP	26,000	26,000.00	22,790.02	11,392.28	.00	3,209.98	87.7%
TOTAL CABLE ADVISORY EXPENSE	34,004	34,004.00	24,796.08	11,733.64	.00	9,207.92	72.9%
01695500 CABLE PLAYBACK EQUIPMENT							

01695500 58500 ADDT EQUIP	0	45,000.00	42,770.26	.00	.00	2,229.74	95.0%
TOTAL CABLE PLAYBACK EQUIPMENT	0	45,000.00	42,770.26	.00	.00	2,229.74	95.0%
01695501 CABLE STUDIO EQUIPMENT							

01695501 58500 ADDT EQUIP	0	50,000.00	.00	.00	.00	50,000.00	.0%

FOR 2017 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL CABLE STUDIO EQUIPMENT	0	50,000.00	.00	.00	.00	50,000.00	.0%
TOTAL CABLE ADVISORY COMMITTEE	85,897	180,897.00	107,782.81	16,118.90	.00	73,114.19	59.6%

FOR 2017 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED

695 CABLE ADVISORY COMMITTEE							

28269510 CABLE RRA							

28269510 59601 TR TO GF	0	.00	180,897.00	.00	.00	-180,897.00	100.0%*
TOTAL CABLE RRA	0	.00	180,897.00	.00	.00	-180,897.00	100.0%
TOTAL CABLE ADVISORY COMMITTEE	0	.00	180,897.00	.00	.00	-180,897.00	100.0%
TOTAL TOWN RECEIPTS RESERVED F	0	.00	445,897.00	.00	.00	-445,897.00	100.0%
TOTAL EXPENSES	0	.00	445,897.00	.00	.00	-445,897.00	

07/26/2017 10:26 |Town of Douglas
9824jlov |FY17 REVENUE

|P 50
|glytdbud

FOR 2017 12

	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 MISC REV	0	.00	-61,698.60	.00	61,698.60	100.0%
TOTAL CABLE RRA	0	.00	-61,698.60	.00	61,698.60	100.0%
TOTAL CABLE ADVISORY COMMITTEE	0	.00	-61,698.60	.00	61,698.60	100.0%

FOR 2018 01

	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	30,496	30,496.00	1,558.14	1,558.14	.00	28,937.86	5.1%
01695100 51200 P/T WAGES	12,235	12,235.00	389.40	389.40	.00	11,845.60	3.2%
TOTAL CABLE ADVISORY SALARIES	42,731	42,731.00	1,947.54	1,947.54	.00	40,783.46	4.6%
01695200 CABLE ADVISORY EXPENSE							

01695200 51706 RETIREMENT	3,090	3,090.00	.00	.00	.00	3,090.00	.0%
01695200 51707 EMP FICA	775	775.00	.00	.00	.00	775.00	.0%
01695200 52400 REPAIR/MAI	1,494	1,494.00	93.15	93.15	.00	1,400.85	6.2%
01695200 53012 TRAIN/CONF	318	318.00	.00	.00	.00	318.00	.0%
01695200 53401 POSTAGE	106	106.00	.00	.00	.00	106.00	.0%
01695200 53800 OTHER SERV	3,995	3,995.00	175.18	175.18	.00	3,819.82	4.4%
01695200 54200 OFFICE SUP	1,081	1,081.00	.00	.00	.00	1,081.00	.0%
01695200 55800 OTHER SUPP	795	795.00	.00	.00	.00	795.00	.0%
01695200 57100 IN-STATE T	365	365.00	.00	.00	.00	365.00	.0%
01695200 57150 TRAINING	148	148.00	.00	.00	.00	148.00	.0%
01695200 57300 DUES/MEMB	662	662.00	.00	.00	.00	662.00	.0%
01695200 58500 ADDT EQUIP	31,604	31,604.00	.00	.00	.00	31,604.00	.0%
TOTAL CABLE ADVISORY EXPENSE	44,433	44,433.00	268.33	268.33	.00	44,164.67	.6%
TOTAL CABLE ADVISORY COMMITTEE	87,164	87,164.00	2,215.87	2,215.87	.00	84,948.13	2.5%

08/07/2017 11:19 |Town of Douglas
9824jlov |FY18 JUL17 EXPENDITURE REPORT

|P 105
|glytdbud

FOR 2018 01

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED

695 CABLE ADVISORY COMMITTEE							

28269510 CABLE RRA							

28269510 59601 TR TO GF	0	.00	87,164.00	87,164.00	.00	-87,164.00	100.0%
TOTAL CABLE RRA	0	.00	87,164.00	87,164.00	.00	-87,164.00	100.0%
TOTAL CABLE ADVISORY COMMITTEE	0	.00	87,164.00	87,164.00	.00	-87,164.00	100.0%
TOTAL TOWN RECEIPTS RESERVED F	0	.00	282,164.00	282,164.00	.00	-282,164.00	100.0%
TOTAL EXPENSES	0	.00	282,164.00	282,164.00	.00	-282,164.00	

To the Acc

Date: 6/20/2017

Department Cable 01695200

\$2,877.42

Dollars

The followi

have been a

and you are

Cable Advisory Committee

Approved

Vendor #	Vendor Name	Invoice #	Amount	Description	G/L Number
33	Amazon.com	004087063301	14.98 \$15.87	Paper Towels	55800
33	Amazon.com	231799277490	\$105.96	Printer Ink	54200
4522	Pat Aldrich	5/30/17	41.40 \$48.15	AnyCast Pickup (mileage)	57100
4522	Pat Aldrich	6/8/17	36.32 \$41.19	Anycast Return (mileage)	57100
4522	Pat Aldrich	6/13/17	16.69 \$17.12	Equip. Return UPS (mileage)	57100
4522	Pat Aldrich	6/13/17	\$15.79	Equip. Return UPS	53401
97	B&H Photo	127348687	\$2,819.53	Cam Kit & Accessories	58500
97	B&H Photo	126202967	-\$186.19	Credit for returned item	55800
		666 518241 credit			
		Total:	\$2,877.42		

\$2864.44

Town of Douglas

Schedule of Departmental Bills Payable

Date: 7/19/2017

\$361.48

Dollars

Cable Advisory Committee

Approved

Romas M. De La Cruz

Vendor #	Vendor Name	Invoice #	Amount	Description	G/L Number
292	Charter Spectrum	0199835070117 AUG 17	\$175.18	Internet Service 7/10-8/9/17	53800
3793	American Alarm	659418	\$186.30	Keyless Entry 7/1 - 9/30/17	52400
			93.15		
		Total:	\$361.48		

#268.33

Town of Douglas
Schedule of Departmental Bills Payable

To the Account of

Date: 8/25/2017

Department

Cable 01695200

The following

\$2,301.75

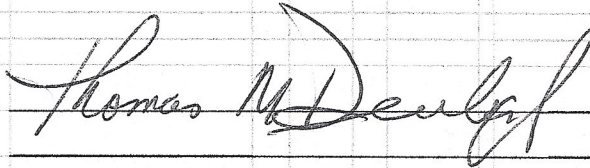
Dollars

have been

Cable Advisory Committee

and you are

Approved



Vendor #	Vendor Name	Invoice #	Amount	Description	G/L Number
292	Charter Spectrum	0199835080117	\$175.12	Internet Service 8/10-9/9/17	53800
97	B&H Photo/Video	129840334	\$1,910.25	Resource Rm Audio Replace	58500
97	B&H Photo/Video	129840345	\$216.38	Resource Rm Audio Replace	58500
Total:			\$2,301.75		

Town of Douglas
Schedule of Departmental Bills Payable

To the Account of

Department **Cable 01695200**

Date: **9/6/2017**

The following

have been

and you are

\$1,057.77

Dollars

Cable Advisory Committee

Approved

Thomas M. Deery

Vendor #	Vendor Name	Invoice #	Amount	Description	G/L Number
2092	Pair Networks	114999-0082	\$882.65	1 Year Town Website	53800
292	Charter	0199835090117	\$175.12	Internet 9/10-10/9/17	53800
Total:			\$1,057.77		

Douglas Cable FY17 Expenditures

Date	FY17 Reconcile	Repairs	Training	Postage	Services	Supplies	Other Supp	Travel	Ed Travel	Dues	Equipment
7/18/2016	American Alarm	\$93.15	\$175.00								
9/19/2016	ACM-NE										
9/19/2016	American Alarm	\$93.15									
10/17/2016	ACM-NE										
10/17/2016	Pat Aldrich										
11/14/2016	Charter Comm										
11/14/2016	Camera Co										
11/21	Pat Aldrich										
11/21	Amazon.com					\$12.49					
11/21	Amazon.com					\$17.98					
12/21/2017	Dreamhost	\$119.40									
12/21/2017	American Alarm	\$93.15									
1/9/2017	B&H Photo										
1/18/2017	Amazon.com										
2/13/2017	Apple										
3/27/2017	Pat Aldrich										
3/27/2017	Amazon.com										
3/27/2017	American Alarm	\$93.15									
4/24/2017	Amazon.com										
5/8/17	B&H Photo										
5/15/2017	Pat Aldrich	\$60.00									
5/24/2017	Amazon.com										
5/24/2017	B&H Photo										
5/24/2017	Pat Aldrich										
6/20/17	Amazon.com										
6/20/17	Amazon.com					\$105.96					
7/5	Pat Aldrich			\$15.79							
7/5	Apple										
7/5	The Camera Co										
7/19	Amazon.com										
	M&Repair										
	Training										
	Postage										
	Service										
	Supplies										
	Other										
	In State										
	Ed Travel										
	Dues										
	Equipment										

51200	PT	FT
7/12/2016	\$211.30	\$617.81
7/26/2016	\$155.65	\$1,146.66
8/9/2016	\$416.95	\$1,146.66
8/23/2016	\$416.95	\$1,146.66
9/6/2016	\$261.30	\$1,146.66
9/20/2016	\$566.95	\$1,146.66
10/4/2016	\$472.60	\$1,146.66
10/18/2016	\$542.60	\$1,146.66
11/1/2016	\$472.60	\$1,141.72
11/15/2016	\$205.65	\$1,146.66
11/29/2016	\$305.65	\$1,146.66
12/13/2016	\$305.65	\$1,146.66
12/27/2016	\$205.65	\$1,146.66
1/10	\$321.30	\$1,146.66
1/24/2017	\$220.65	\$1,146.66
2/7/2017	\$276.95	\$1,146.66
2/21/2017	\$330.65	\$1,146.66
3/7/2017	\$441.95	\$1,146.66
3/21/2017	\$330.65	\$1,146.66
4/4/2017	\$276.30	\$1,146.67
4/18/2017	\$669.40	\$1,146.66
5/2/2017	\$276.95	\$1,146.66
5/10	\$718.90	\$1,146.66
5/30/2017	\$441.95	\$1,146.66
6/13	\$496.30	\$1,146.66
6/21	\$553.25	\$1,146.66
7/11	\$276.30	\$766.09
	\$10,171.00	\$30,045.47
Total FY17 Wages		\$40,216.47
Total FY17 Exp		\$24,796.08
Expenditure Total		\$65,012.55
FY17 Budget voted 6/22/		\$85,897.00
Remaining Balance		\$20,884.45

Total 8/10/17

Heck W. Brack

08/10/2017 11:44 |Town of Douglas
9824jlov |FY17 CABLE

POB 8/10/17
H. M. Decker

|P 1
|glytdbud

FOR 2017 12

	ORIGINAL	REVISED				AVAILABLE	PCT
	APPROP	BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	BUDGET	USED

0100 GENERAL FUND							

695 CABLE ADVISORY COMMITTEE							

01695100 CABLE ADVISORY SALARIES							

01695100 51110 F/T WAGES	29,898	29,898.00	30,045.47	3,059.41	.00	-147.47	100.5%*
01695100 51200 P/T WAGES	21,995	21,995.00	10,171.00	1,325.85	.00	11,824.00	46.2%
TOTAL CABLE ADVISORY SALARIES	51,893	51,893.00	40,216.47	4,385.26	.00	11,676.53	77.5%
01695200 CABLE ADVISORY EXPENSE							

01695200 51706 RETIREMENT	3,000	3,000.00	.00	.00	.00	3,000.00	.0%
01695200 51707 EMP FICA	752	752.00	.00	.00	.00	752.00	.0%
01695200 52400 REPAIR/MAI	671	671.00	492.00	.00	.00	179.00	73.3%
01695200 53012 TRAIN/CONF	309	309.00	235.00	.00	.00	74.00	76.1%
01695200 53401 POSTAGE	103	103.00	15.79	15.79	.00	87.21	15.3%
01695200 53800 OTHER SERV	323	323.00	.00	.00	.00	323.00	.0%
01695200 54200 OFFICE SUP	1,030	1,030.00	239.84	105.96	.00	790.16	23.3%
01695200 55800 OTHER SUPP	772	772.00	417.74	75.78	.00	354.26	54.1%
01695200 57100 IN-STATE T	257	257.00	211.72	104.46	.00	45.28	82.4%
01695200 57150 TRAINING	144	144.00	143.97	39.37	.00	.03	100.0%
01695200 57300 DUES/MEMB	643	643.00	250.00	.00	.00	393.00	38.9%
01695200 58500 ADDT EQUIP	26,000	26,000.00	22,790.02	11,392.28	.00	3,209.98	87.7%
TOTAL CABLE ADVISORY EXPENSE	34,004	34,004.00	24,796.08	11,733.64	.00	9,207.92	72.9%
01695500 CABLE PLAYBACK EQUIPMENT							

01695500 58500 ADDT EQUIP	0	45,000.00	42,770.26	.00	.00	2,229.74	CIF 95.0% used
TOTAL CABLE PLAYBACK EQUIPMENT	0	45,000.00	42,770.26	.00	.00	2,229.74	95.0%
01695501 CABLE STUDIO EQUIPMENT							

01695501 58500 ADDT EQUIP	0	50,000.00	.00	.00	.00	50,000.00	CIF .0%
TOTAL CABLE STUDIO EQUIPMENT	0	50,000.00	.00	.00	.00	50,000.00	.0%

FOR 2017 12

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL CABLE ADVISORY COMMITTEE	85,897	180,897.00	107,782.81	16,118.90	.00	73,114.19	59.6%
TOTAL GENERAL FUND	85,897	180,897.00	107,782.81	16,118.90	.00	73,114.19	59.6%
TOTAL EXPENSES	85,897	180,897.00	107,782.81	16,118.90	.00	73,114.19	
GRAND TOTAL	85,897	180,897.00	107,782.81	16,118.90	.00	73,114.19	59.6%

** END OF REPORT - Generated by Jeanne Lovett **

REPORT OPTIONS

	Field #	Total	Page Break	Year/Period: 2017/12
Sequence 1	1	Y	N	Print revenue as credit: Y
Sequence 2	3	Y	Y	Print totals only: N
Sequence 3	9	Y	N	Suppress zero bal accts: Y
Sequence 4	0	N	N	Print full GL account: N
				Double space: N
Report title:				Roll projects to object: N
FY17 CABLE				
				Carry forward code: 1
				Print journal detail: N
				From Yr/Per: 2017/ 1
				To Yr/Per: 2017/12
Print Full or Short description: S				Include budget entries: Y
Print MTD Version: Y				Incl encumb/liq entries: Y
Print Revenues-Version headings: N				Sort by JE # or PO #: J
Format type: 2				Detail format option: 1
Print revenue budgets as zero: N				
Include Fund Balance: N				
Include requisition amount: N				
Multiyear view: D				

Find Criteria

Field Name	Field Value
Fund	0100
Division	
Department	695
Function	
Program	
Classificate	
Character Code	
Org	
Object	
Project	
Account type	Expense
Account status	
Rollup Code	

Douglas Cable Advisory Committee

Douglas Municipal Center

Meeting Minutes

Monday June 12, 2017

Tom Devlin called the meeting to order at 7:04pm

Attendance:

Committee: Tom Devlin, Bob Werme, Chris Menn

Staff: Pat Aldrich, Angela Coe

1. **Re-Organization:** Bob nominated Tom Devlin as chair, Chris 2nd, unanimous favor. Chris nominated Bob Werme as Vice Chair, Bob 2nd, unanimous favor.
2. **Vacancy:** There are two openings on the Committee, email cable@douglasma.org or call 508-476-4000 ext 122 if interested.
3. **Financials:** *Report from Town Finance Director Attached.*
4. **Meeting Minutes:** *Bob Werme moved to accept the minutes of the 5/8/17 meeting as written, Chris 2nd, unanimous favor.*
5. **Correspondence:** Charter channel changes 5/19/17. Re-Appointment letters from Selectmen for Tom and Bob, 3 year terms.
6. **Selectmen Update FY18:** Tom will be delivering an update to the Board at their next meeting, scheduled: 6/20/17
7. **Coordinator's Report:** *Coordinator's Report Attached*
8. **Equipment:** Integrated Solutions Quote: Aja Ki Pro Rack digital recording unit. *Bob motioned to allow us to spend not more than \$8,500 for (3) Aja Ki Pro Rack digital recording systems as quoted, 2nd by Chris, unanimous favor.* Apple Quote: Apple Airport Time Capsule. *Bob motioned to purchase the Airport Time Capsule, up to \$400, Chris 2nd, unanimous favor.* B&H Quote: Sony PXW-X70 Camcorder kit for Octoberfest. *Bob motioned to purchase the cameras and associated equipment from B&H not to exceed \$3,200.00, Chris 2nd, unanimous favor.*
9. **Next Meeting:** Monday, September 11, 2017 @ 7pm
10. **Adjourn:** *Bob motioned to adjourn at 7:30pm, Chris 2nd, unanimous favor.*

Douglas Cable Advisory Committee

Douglas Municipal Center

Meeting Minutes

Monday July 24, 2017

Tom Devlin called the meeting to order at 7:04pm

Attendance:

Committee: Tom Devlin, Bob Werme, Chris Menn

Staff: Pat Aldrich

1. **Resource Room Audio:** Pat presented a quote from B&H Photo for replacement of Resource Room Audio components. *Bob motioned to purchase audio equipment as presented not to exceed \$2,300.00, Chris 2nd, unanimous favor.*
2. **Next Meeting:** Monday, September 11, 2017 @ 7pm
3. **Adjourn:** *Bob motioned to adjourn at 7:30pm, Chris 2nd, unanimous favor.*

MEMO

June 7, 2017

TO: James Purcell, *Interim Town Administrator*
Jeanne Lovett, *Town Finance Director*

FROM: Patrick Aldrich, *Cable Advisory Coordinator*

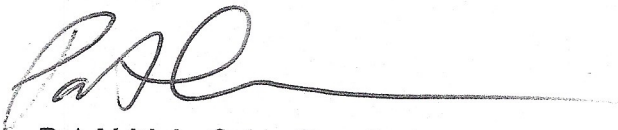
RE: Coordinator Paid Holiday Change FY18

When the Cable Coordinator position hours were increased in 2014 from part time (19 hours per week) to full time (29 hours per week), there was a conversation about the new eligibility for paid time off, including sick, personal, vacation, and paid holidays. As most of the holidays fell on a Monday, it was considered at the time that Monday could be a mandatory day off to avoid paying these. Mondays were important to me in general, so we came to a conclusion of myself accepting (4) of the (11.5) eligible town holidays so that we could maintain maximum flexibility without worrying about where the holidays fall. This was also with a caveat that we could revisit the issue if desired.

In discussing this with the Cable Advisory Committee at our meeting on 2/13/17, they moved to approve my eligibility for the full (11.5) paid holidays the town offers to any full time employee in accordance with the personnel bylaw: *Bob Werme motioned that Pat Aldrich as a Town Employee is authorized to receive Paid Holidays like other town employees, Chris Menn 2nd, unanimous favor.*

Understanding that this position requires maximum flexibility due to a variety of possible situations, I have nonetheless been working a fairly regular schedule of Monday-Friday at an average of 5.5 hours per shift, plus additional hours nights and weekends. I generally work this schedule during the school year, making adjustments for school/summer vacations and to work additional cable events or assignments as needed, along with some occasional remote hours.

Sincerely,

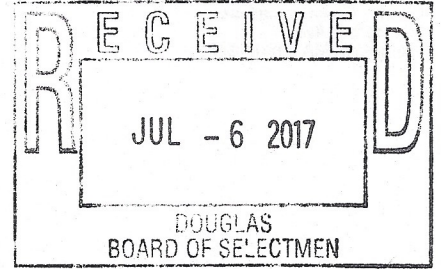


Pat Aldrich, *Cable Coordinator*

Approved 6/20/2017
James P Purcell



June 30, 2017



Dear Municipal Official:

This letter gives notice that the following changes will be made to your channel lineup:

- Universal HD will cease transmission of this channel on all service levels on or about July 14, 2017
- The Olympic Channel will be launched on the SPP Tier 1 (Silver) level of service in SD & HD on or about July 14, 2017
- WPRI – CBS, on Basic will no longer be available. CBS programming will remain on WBZ

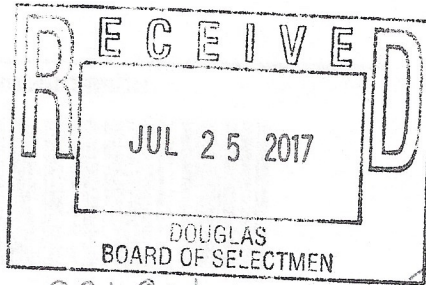
For a complete lineup, visit spectrum.com/channels.

To view this notice online, visit spectrum.net/programmingnotices.

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

Sincerely,

Anna P. Lucey
Director, Government Affairs
Charter Communications



Anna P. Lucey
Director of Government Affairs

July 20, 2017

RE: Charter Communications – Upcoming Changes

Dear Municipal Official:

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 of the following price adjustments through a billing statement message on or after July 23, 2017.

Customer Bill Message: At Spectrum, we continue to enhance our services, offer more of the best entertainment choices and deliver the best value. We are committed to offering you products and services we are sure you will enjoy.

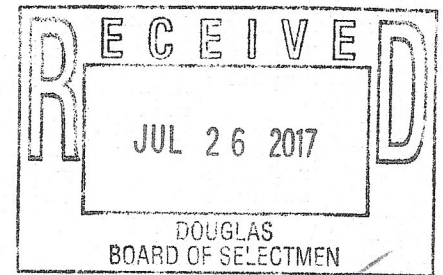
Effective with your next billing statement, pricing will be adjusted for:

- Broadcast TV Surcharge from \$6.05 to \$7.50. This reflects costs incurred from local Broadcast TV stations.
- Spectrum Receivers from \$4.99 to \$5.99 (per receiver)

We remain committed to providing excellent communications and entertainment services in your community and in each of the communities we serve. If you have any questions about this matter, please feel free to contact me at 774-243-9735 or via email at Anna.Lucey@charter.com.

Sincerely yours,

Anna P. Lucey
Director, Government Affairs
Charter Communications



cc: Cable ✓

July 24, 2017

Mr. James P. Purcell
Interim Town Administrator
Town of Douglas
29 Depot Street
Douglas, MA 01516

Dear Mr. Purcell,

Pursuant to Section 8 of Chapter 166A of the Massachusetts General Laws, please find enclosed the annual balance sheet (Form 200) and statement of ownership (Form 400) for Charter Communications for calendar year 2016.

Sincerely yours,

A handwritten signature in dark ink, appearing to read "Anna P. Lucey".

Anna P. Lucey
Director, 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, 2016

Current
Year

Prior
Year

ASSETS

Current Assets

200 Cash and Equivalents	12,555	14,764
210 Accounts Receivable, Less Allowances	13,423,621	5,320,661
220 Inventory	2,028,159	1,335,770
230 Prepaid Expenses	4,579,092	4,226,425
240 Other Current Assets	-	212,351

250 Total Current Assets	20,043,427	11,109,971
---------------------------------	-------------------	-------------------

Fixed Operating Assets

260 Land	2,317,108	2,247,714
270 Buildings	15,274,056	14,034,785
280 Headend Equipment	60,237,552	61,328,957
290 Trunk and Distribution Equipment	158,106,857	179,795,002
300 Subscriber Devices	160,810,887	153,762,330
310 Other Fixed Operating Assets	23,685,939	22,028,869
320 Construction Work in Progress	2,225,841	1,448,188
330 Total Fixed Operating Assets	422,658,240	434,645,845
340 Accumulated Depreciation	(230,851,174)	(231,828,204)
Net Fixed Operating Assets	191,807,066	202,817,641

Other Operating Assets

350 Franchise Acquisition Costs	451,387,093	267,795,664
360 Excess Fair Value	-	-
370 Goodwill	144,173,941	54,834,909
380 Other Intangible Assets	203,328,788	224,843,719
390 Total Other Assets	798,889,822	547,474,292

400 Accumulated Amortization	(125,030,571)	(112,506,263)
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Net Other Assets

410 Total Net Assets	673,859,251	434,968,029
-----------------------------	--------------------	--------------------

885,709,744	648,895,641
--------------------	--------------------

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, 2016

Current
Year

Prior
Year

LIABILITIES AND OWNER'S EQUITY

Current Liabilities

420 Accounts Payable	4,984,552	2,416,753
430 Subscriber Advance Payments and Deposits	3,044,586	2,964,597
440 Debt Due within One Year	-	-
450 Current Taxes Payable	(41,933)	129,945
460 Other Current Liabilities	6,839,940	6,016,267
470 Total Current Liabilities	14,827,145	11,527,562

Non Current Liabilities

480 Long-Term Debt	-	-
500 Bonds Payable	-	-
510 Obligation on Capitalized Leases	-	-
520 Deferred Taxes	-	-
530 Other Non Current Liabilities	287,806	292,740
540 Total Non Current Liabilities	287,806	292,740

Owner's Equity

550 Net Assets due from/to Parent Company		(64,738,878)
560 Capital Stock	-	-
570 Retained Earnings - Gross	870,594,793	701,814,217
580 Accumulated Dividends	-	-
590 Other	-	-
600 Total Owner's Equity	870,594,793	637,075,339
610 Total Liabilities and Equities	885,709,744	648,895,641

**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: **Ken Wooden**

Contact Person's Title: **Senior Accountant Lead**

Contact Person's Telephone Number: **(314) 543-2645**

Attachment 1

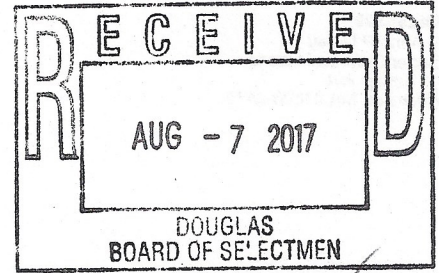
Charter Communications Entertainment I, LLC and TWC Northeast LLC Listing of Massachusetts franchise areas served As of December 31, 2016

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



July 28, 2017

Dear Municipal Official:

I am providing you with this notification as part of our ongoing efforts to keep you apprised of developments affecting Charter Communications subscribers in your community:

On or after July 25, 2017, Hillsong Channel in SD & HD will be added to the Standard & Select levels of service.

On or after August 2, 2017, FXX will be replacing WGN America on the Spectrum Stream Plus level of service.

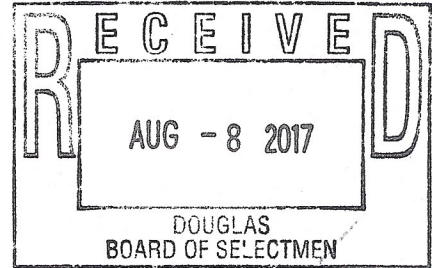
For a complete lineup, visit spectrum.com/channels.

To view this notice online, visit spectrum.net/programmingnotices.

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

Sincerely,

Anna P. Lucey
Director, Government Affairs
Charter Communications



cc: Cable ✓

August 4, 2017

Dear Municipal Official:

I am providing you with this notification as part of our ongoing efforts to keep you apprised of developments affecting Charter Communications subscribers in your community:

Effective on or after September 29, 2017, Eleven Sports Network, formerly One World Sports, will no longer be available on Latino View.

For a complete lineup, visit spectrum.com/channels.
To view this notice online, visit spectrum.net/programmingnotices.

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

Sincerely,

Anna P. Lucey
Director, Government Affairs
Charter Communications

Town of Douglas
Fiscal Year 2017
Carry-forward Accounts

Department: Cable

<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>
<u>01695501</u>	<u>Studio Equipment</u>	<u>\$ 50,000</u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>
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Department Head

Due Date:

Please return this form to the Finance Director by July 17, 2017. You may contact me if you have any questions or concerns at 508-476-4000 x 110.

Thank you,
Jeanne

MEMO

To: Jeanne Lovett, *Finance Director*
From: Pat Aldrich, *Cable Coordinator*
Date: 7/19/17
Re: Playback Capital Project Completion


Please note that Cable has completed the Playback Equipment project portion of our Capital items list for FY17.

CABLE PLAYBACK EQUIPMENT 01695500 58500

Playback Server	\$45,000		
Tightrope Flex 4	Playback Server	1/5/17	\$28,125.00
Tightrope Carousel	Bulletin Board (P)	1/5/17	\$3,595.00
Tightrope Carousel	Bulletin Board (E)	1/5/17	\$3,595.00
AJA 16 x 4	HD-SDI Router		\$1,325.00
Blackmagic	Sync Generator		\$185.25
Blackmagic (x3)	SDI>Analog		\$555.75
Blackmagic (x2)	Analog > SDI		\$370.50
Middle Atlantic	42 RU 32" Rack		\$600.00
Install Services	Training, etc.		\$2,750.00
Cables/Shipping			\$430.00
Charter Fiber Splice			\$1,055.00
Signal Converter			\$183.76
		Total Project	\$42,770.26
		Remaining	\$2,229.74

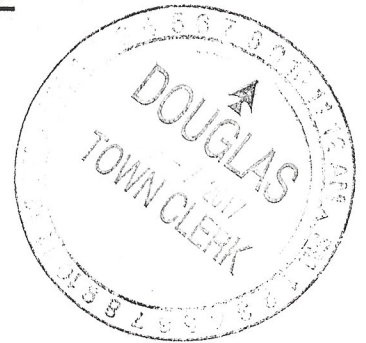
Please close this project out for FY17.

Signed:  Date: 7/19/17
Pat Aldrich, *Cable Coordinator*

Authorized:  Date: 7/19/17
Tom Devlin, *Cable Advisory Chair*



TOWN OF DOUGLAS MONTHLY MEETING SCHEDULE



1ST MONDAY OF MONTH:

7:00 P.M. CONSERVATION COMM. (COM. MTG. RM.)

1ST TUESDAY OF MONTH:

7:00 P.M. SELECTMEN (RESOURCE ROOM)

7:00 P.M. WATER/SEWER COMMISSION (CHARLES ST.)

7:00 P.M. ECONOMIC DEVELOPMENT COMM.

1ST THURSDAY OF MONTH:

7:00 P.M. AXMEN SOCCER MEETING (RESOURCE ROOM)

2ND MONDAY OF MONTH:

7:00 P.M. CABLE ADVISORY COMM.

2ND TUESDAY OF MONTH:

7:00 P.M. PLANNING BOARD (COM. MTG. RM.)

2ND WEDNESDAY OF MONTH:

7:00 P.M. ZONING BOARD OF APPEAL (COM. MTG. RM.)

3RD MONDAY OF MONTH:

7:00 P.M. CONSERVATION COMM. (COM. MTG. RM.)

3RD TUESDAY OF MONTH:

7:00 P.M. SELECTMEN (RESOURCE ROOM)

3RD WEDNESDAY OF MONTH:

7:00 P.M. BUILDING FACILITIES & CONST. COMM.

3RD THURSDAY OF MONTH:

7:00 P.M. BASEBALL/SOFTBALL (COM. MTG. RM.)

4TH TUESDAY OF MONTH:

7:00 P.M. PLANNING BOARD (COM. MTG. RM.)

7:00 P.M. LIBRARY TRUSTEE'S

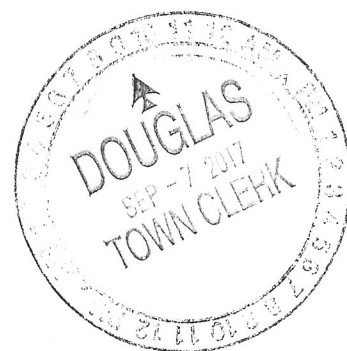
****CHANGES WILL BE POSTED AT LEAST 48 HOURS IN ADVANCE****



TOWN OF DOUGLAS COMMITTEE MEETING SCHEDULE

Axmen Soccer	1 st Thursday of month	7:00 P.M. (Resource Room)
Baseball/Softball	3 rd Thursday of month	7:00 P.M. (Com. Mtg. Rm.)
Building Fac. Const. Comm.	3 rd Wednesday of month	7:00 P.M.
Cable Advisory Comm.	2 nd Monday of month	7:00 P.M.
Conservation Comm.	1 st & 3 rd Monday of month	7:00 P.M. (Com. Mtg. Rm.)
Economic Dev. Comm.	1 st Tuesday of month	7:00 P.M.
Library Trustee's	4 th Tuesday of month	7:00 P.M.
Planning Board	2 nd & 4 th Tuesday of month	7:00 P.M. (Com Mtg. Rm.)
Selectmen	1 st & 3 rd Tuesday of month	7:00 P.M. (Resource Room)
Water/Sewer Comm.	1 st Tuesday of month	7:00 P.M. (Charles St.)
Zoning Board of Appeals (ZBA)	2 nd Wednesday of month	7:00 P.M. (Com Mtg. Rm.)

****CHANGES WILL BE POSTED AT LEAST 48 HOURS IN ADVANCE****



Resource Room Audio Repair and Upgrade FY18

The Resource Room is our premiere meeting room capture station, with (3) remote controlled cameras and (5) table microphones, a single recording assistant can digitally record the video and audio of any meeting.

Issue: Recently, the audio mixer has been tricky for recording assistants to work with, and we have had resident complaints via the Selectmen about the state of the audio in the Resource Room.

Problem: Audio mixer is from 2009 and having issues, old connectors, old wires and cables between components, failing microphone snake, multiple signal splits with no signal amplification, needs a general tune-up.

Resolution: Purchase new wiring and some components to essentially replace existing audio rack infrastructure. Once approved, these items will be ordered and installed ASAP to get this system back into proper shape. I will be doing more testing on the live portion of the audio once I get the signal properly routed through the new equipment to track any issues on that end. We have discussed the need for this already at prior meetings, and have budgeted specifically for this to happen in FY18.

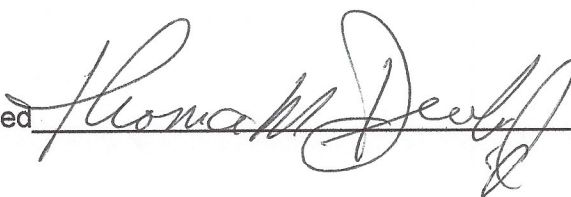
Quotes sought from B&H:

From B&H Quotes #681386320 & #681388730 (Attached)

- | | |
|--|------------|
| • (1) Shure SCM810 8-Channel Mixer | \$1,337.70 |
| • (8) XLR(f) to 3-Pin Phoenix Connectors | \$55.68 |
| • (6) Shure VP64A Microphones | \$463.08 |
| • (1) Signal Distribution Amp | \$51.93 |
| • (1) Microphone Snake | \$216.38 |
| • (6) 6' XLR Patch Cables (Microphones to Snake) | \$57.54 |

PROJECT TOTAL: \$2,185.31

Approved



Date

8/3/17

Cable Coordinator's Report

9/11/17

Attached: July & August Meetings Report

Updates:

- 6/16/17: Walking Tour Concert recorded, edited, broadcasting, youtube.
- 6/21/17: 3rd Sony PXW-X70 has been received, set up, ready to use.
- 6/28/17 Aja Ki Pro kits installed, in use.
- 7/10/17 Senior Center Summer 2017 Awareness Program was filmed, edited, being broadcast & YouTube.
- 7/18/2017 New Apple Airport installed, operational.
- 8/1/17: Something knocked out the power at the Municipal Center. Board of Selectmen was taped but did not broadcast live. Broadcasting came immediately back online after outage. Carousel Bulletin Board was knocked off line, with power out to the DVI adapters - reset the DVI adapters and BB came back online.
- 8/14/17: Library 2017 Awareness Program was filmed, edited, being broadcast & YouTube.
- 8/24/17: Updated Tightrope software CableCast 6.2.2 Build 101, Carousel 7.0.8. Covered under warranty until December, seeking quotes for additional coverage.
- 8/24/17: Dreamhost connectivity issue caused video files to be down on Town Website for most of the day. DDoS attack on the company was reported.
- 9/10/17: New Audio components have been installed in the Resource Room, everything working great, need to examine the live room PA sound now.

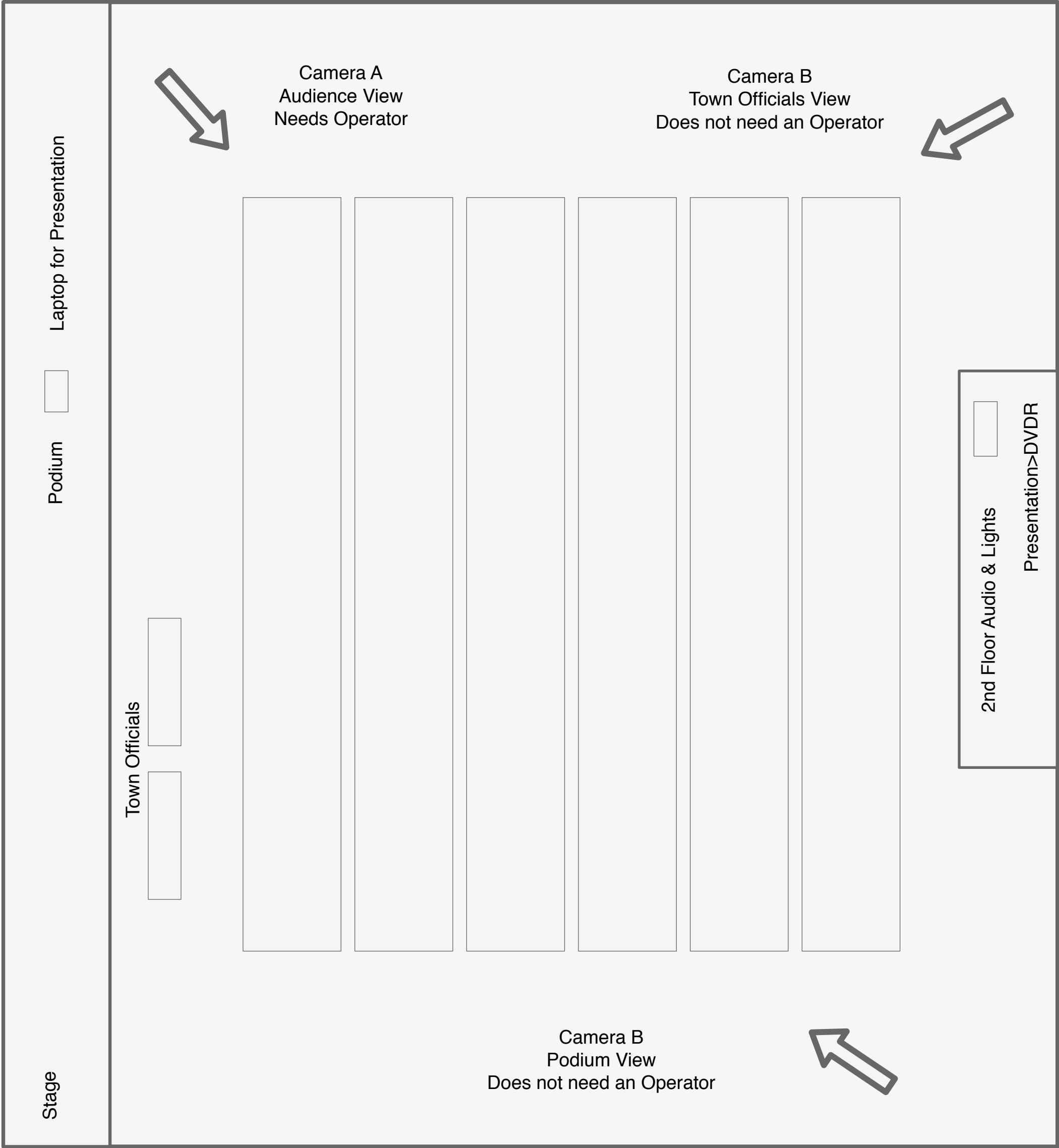
Upcoming:

- Media Resource Expo 9/26 - Free with vendor code (Comrex)
- Octoberfest: 10/4 - Should have just enough people to cover this year, although in the morning I will be alone for some time. Meeting with Oct. Comm. tomorrow to discuss, they might have a request.
- ACM-NE Conference: 11/2 - \$255
- Fall Town Meeting 11/6 - Will be utilizing a new strategy for capture, independent from school equipment. (3) cameras, (1) DVDR for slideshow capture. Edit in post. School and Moderator have been made aware they will need to staff the sound room.

July FY18											
Date	Day	Meeting	Time	Room	Staff	Paid	Canc	Wages	Notes		
7/1/2017	SAT	Cultural	9:00 AM	COM	Tess Werme	1	0	\$56.00		MON	2
7/10/2017	MON	BOH	6:00 PM	BOH	Kay Bowen	1	0	\$55.00		TUE	8
7/11/2017	TUE	BOS	7:00 PM	RES	Sarah Guimond	1	0	\$55.00		WED	3
7/11/2017	TUE	PB	7:00 PM	COM	Arthur Griffin	1	0	\$56.00		THU	2
7/12/2017	WED	BFCC	7:00 PM	COM	Angie Coe	1	0	\$56.00		FRI	1
7/17/2017	MON	ConCom	7:00 PM	COM	Steve Zisk	0	0	\$0.00	They Do	9am-12noon	1
7/18/2017	TUE	BOS	7:00 PM	RES	Pat Aldrich	0	1	\$0.00	Rescheduled	12noon-6pm	4
7/18/2017	TUE	EDC	7:00 PM	COM	Cancelled	0	1	\$0.00	Cancelled	7:00 PM	12
7/18/2017	TUE	Octoberfest	7:00 PM	COM	Sarah Guimond	1	0	\$55.00		COM	8
7/18/2017	TUE	Sewer	7:00 PM	SEW	Arthur Griffin	1	0	\$56.00		RES	4
7/19/2017	WED	BFCC	7:00 PM	COM	Kay Bowen	1	1	\$55.00	Cmte No Show	MISC	5
7/20/2017	THU	SumCon	6:00 PM	GAZ	Tess Werme	1	0	\$56.00		Recorded	12
7/21/2017	FRI	BOS	6:30 PM	RES	Pat Aldrich	1	0	\$0.00		Not R/Paid	1
7/25/2017	TUE	Cemetery	7:00 PM	RES	Sarah Guimond	0	1	\$0.00	LNC	Don't Do	2
7/25/2017	TUE	Library	7:00 PM	COM	Arthur Griffin	1	0	\$56.00		Cancelled	2
7/26/2017	WED	SC	7:00 PM	DHS	Scott Vallemeire	0	0	\$0.00	They Do		
7/27/2017	THU	SumCon	6:00 PM	GAZ	Tess Werme	1	0	\$55.00			
										MEETINGS	17
					Totals	12	4	\$611.00			

Aug FY18												
Date	Day	Meeting	Time	Room	Staff	Paid	Canc	Wages	Notes			
8/1/2017	TUE	BOS	7:00 PM	RES	Sarah Guimond	1	0	\$55.00		MON		3
8/1/2017	TUE	Cemetery	7:00 PM	COM	Kay Bowen	1	1	\$55.00	Cmte No Show	TUE		10
8/1/2017	TUE	Sewer	7:00 PM	SEW	Arthur Griffin	0	1	\$0.00	Cancelled	WED		3
8/2/2017	WED	Historical	7:00 PM	COM	Sarah Guimond	1	0	\$55.00		THU		1
8/3/2017	THU	SumConc	6:00 PM	GAZ	Sarah Guimond	1	0	\$55.00		FRI		0
8/7/2017	MON	ConCom	7:00 PM	COM	Steve Zisk	0	0	\$0.00	They Do	9am-12noon		0
8/8/2017	TUE	PB	7:00 PM	COM	Arthur Griffin	1	0	\$56.10		12noon-6pm		3
8/9/2017	WED	ZBA	7:00 PM	COM	Kay Bowen	1	0	\$55.00		7:00 PM		14
8/9	WED	SC	7:00 PM	DHS	Scott V	0	0	0	They Do	COM		10
8/15/2017	TUE	BOH	6:00 PM	BOH	Kay Bowen	1	0	\$55.00		RES		3
8/15/2017	TUE	BOS	7:00 PM	RES	Sarah Guimond	1	0	\$55.00		MISC		4
8/15/2017	TUE	Cemetery	7:00 PM	KIT	Tess Werme	1	0	\$56.10		Recorded		12
8/15/2017	TUE	EDC	7:00 PM	COM	Arthur Griffin	1	1	\$56.10	No Quorum	Not R/Paid		1
8/16/2017	WED	BFCC	7:00 PM	COM	Angie Coe	0	1	\$0.00	Cancelled	Don't Do		2
8/21/2017	MON	ConCom	7:00 PM	COM	Steve Zisk	0	0	\$0.00	They Do	Cancelled		4
8/21/2017	MON	Octoberfest	7:00 PM	RES	Kay Bowen	1	0	\$55.00		MEETINGS		17
8/22/2017	TUE	Personnel	3:10 PM	COM	Sarah Guimond	1	0	\$55.00				
8/22/2017	TUE	Library	7:00 PM	COM	Arthur Griffin	1	0	\$56.10				
						13	4	\$719.40				

Douglas High School Auditorium Recording Plan



Cable Coordinator's Report

9/11/17

Cable Priorities FY17

Priorities FY17:

- Removal of old Broadcast Rack (Complete 1/17)
- Playback Server Install (Complete 1/17)
- Playback Server Training (Complete 2/17)
- Possible Equipment for Video TV Class Instructor (Complete 2/17)
- Assist Tiger TV relaunch. (Complete 2/17)
- New Town Website Training (Completed 2/17)
- Octoberfest Upgrades (Completed 6/17)
- Resource Room Recording Rack Upgrade (Complete 7/17)
- Community Room Recording Upgrade (7/17)
- DHS Rack Recording Upgrade (7/17)
- *Playback Server Admin (Ongoing)*
- *New Town Website Integration (Upcoming)*
- *Assistance to DHS Video TV Class Instructor (Ongoing as needed)*
- *Capital Planning for FY18, FY19, FY20, FY21, FY22 (Ongoing)*

Priorities FY18:

- DHS Recording Rack Upgrade
- Community Room Rack Audio Upgrade
- Resource Room Rack Upgrade (*Audio Completed 9/10*)
- Community Informational Programs
 - Sr. Center (*Completed 7/10*)
 - Library (*Completed 8/14*)
 - CMDart (*Planning phase*)
- Douglas Community Video Archive
 - VHS to digital (need a new machine)
 - Digital In-House Consolidation Underway
 - PC Laptop for file transfer from old hard drives (\$800?)
- Town Website Changeover (1/2018) (2 options)
 - YouTube (Researching RSS feed for iTunes podcast)
- Live Broadcast from Library
- Capital Planning for FY19, FY20, FY21, FY22, FY23

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