

Douglas Cable Advisory Committee

Douglas Municipal Center

Agenda

Monday October 16, 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:**
5. **MM:**
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:**

10/04/2017 09:44 | Town of Douglas
9824jcah | FY18 SEPTEMBER EXPENDITURE REPORT

| P 93
| glytdbud

FOR 2018 03

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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695 CABLE ADVISORY COMMITTEE

01695100 CABLE ADVISORY SALARIES

01695100 51110 F/T WAGES	30,496	30,496	7,407.45	2,339.73	.00	23,088.55	24.3%
01695100 51200 P/T WAGES	12,235	12,235	2,329.80	997.70	.00	9,905.20	19.0%
TOTAL CABLE ADVISORY SALARIES	42,731	42,731	9,737.25	3,337.43	.00	32,993.75	22.8%

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	1,408.13	1,057.83	.00	2,586.87	35.2%
01695200 54200 OFFICE SUPPLIES	1,081	1,081	.00	.00	.00	1,081.00	.0%
01695200 55800 OTHER SUPPLIES	795	795	55.68	55.68	.00	739.32	7.0%
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	.00	.00	29,477.37	6.7%
TOTAL CABLE ADVISORY EXPENSE	44,433	44,433	3,683.59	1,113.51	.00	40,749.41	8.3%

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%
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10/04/2017 09:44 | Town of Douglas
9824jcah | FY18 SEPTEMBER EXPENDITURE REPORT

| P 94
| glytdbud

FOR 2018 03

	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	13,420.84	4,450.94	.00	125,972.90	9.6%

10/04/2017 09:44 |Town of Douglas
9824jcah |FY18 SEPTEMBER EXPENDITURE REPORT

|P 116
|glytdbud

FOR 2018 03

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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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	600	282,164.00	.00	.00	-281,564.00*****%	
TOTAL EXPENSES	0	600	282,164.00	.00	.00	-281,564.00	

Town of Douglas
Schedule of Departmental Bills Payable

To the Acc [redacted] [redacted] [redacted] Date: 9/13/2017
Departmei Cable 01695200

The follow: **Cable Advisory Committee** \$55.68 Dollars
have been & and you are

Approved

Keona McDavid ✓

Town of Douglas
Schedule of Departmental Bills Payable

To the Acci

Date: 10/2/2017

Department Cable 01695200

The follow-

\$146.14

Dollars

have been s

Cable Advisory Committee

and you are

Approved

Rob Ween

Town of Douglas
Schedule of Departmental Bills Payable

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

Date: 10/11/2017

The follow: **\$375.18** Dollars
have been a **Cable Advisory Committee**
and you are

Approved

Thomas M. Dewey

Douglas Cable Advisory Committee

Douglas Municipal Center

Meeting Minutes

Monday, September 11, 2017

Tom Devlin called the meeting to order at 7:07pm

Attendance:

Committee: Tom Devlin, Bob Werme, Chris Menn

Staff: Pat Aldrich, Sarah Guimond

1. **Committee Vacancies:** There are two openings on the Committee, email cable@douglasma.org or call 508-476-4000 ext 122 if interested.
2. **Financials:** *Town Finance Director's report attached.*
3. **Expenditures:** 6/20/17 (FY17), 7/19/17 (FY18), 8/25/17 (FY18), 9/6/17 (FY18), Tom also went over the final FY17 numbers as presented by Town Finance.
4. **MM:** *Bob motioned to accept the meeting minutes of 6/12/17 as presented, Chris 2nd, unanimous favor.* Tom made a correction that the meeting of 7/24/17 was not posted properly, no actions taken.
5. **Correspondance:** 6/30: Charter channel changes, 7/19: Pat memo about Capital closeout for Playback item, 7/20: Charter pricing changes, 7/28: Charter annual ownership reports, 7/28: Charter channel changes, Douglas Meeting Schedules program, 8/3: Resource Room audio updates sheet, 8/4: Charter channel changes.
6. **Coordinator Report:** *Pat's report attached.*
7. **Equipment:** *Covered in Pat's Coordinator report, attached.*
8. **Other Business:** Tom addressed a resident complaint about basic service. Tom has communicated with the resident and Charter, will follow up.

1. **Next Meeting:** Monday, October 16, 2017 @ 7pm
2. **Adjourn:** *Bob motioned to adjourn at 7:54pm, Chris 2nd, unanimous favor.*

**Town of Douglas
Public Records Compliance Policy**

POLCY STATEMENT:

It is the policy of the Town of Douglas, Massachusetts, to conform and comply with all laws and regulations regarding public records. Applicable laws and regulations include, but are not limited to, MGL Chapters 7 and 66 as amended by Chapter 121 of the Acts of 2016 and 950 CMR 32 as enacted by the Office of the Secretary of the Commonwealth.

INTRODUCTION:

On June 3, 2016, Governor Baker signed into law a major revision of the Public Records Law, which takes effect on January 1, 2017. The Secretary of the Commonwealth issued final revisions of 950 CMR Section 32.00 et seq. on December 16, 2016.

The new law and proposed regulations make several important changes to how municipalities respond to public records requests. In brief, cities and town now must (1) create and appoint a new municipal position or positions: Records Access Officer; (2) respond to public records requests within 10 (ten) business days; and (3) post on their websites public records guidelines and identify and provide contact information for all Records Access Officers.

By adopting this document, the Town of Douglas sets out its policy and procedures for receiving, processing, and responding to public records requests and complies with the new law and regulations.

RECORDS ACCESS OFFICERS:

Each city, town, and district must create and maintain a new position or positions: Records Access Officer (RAO).

The new law states: "...Each agency and municipality shall designate 1 or more employees as records access officers. In a municipality, the municipal clerk, or the clerk's designees, or any designee of a municipality that the chief executive officer of the municipality may appoint, shall serve as records access officers...."

The new law states that the RAO "...shall at reasonable times and without unreasonable delay permit inspection or furnish a copy of any public record or any segregable portion of a public record, not later than 10 business days following the receipt of the request, provided that:

- (i) the request reasonably describes the public record sought;
- (ii) the public record is within the possession, custody or control of the agency or municipality that the records access officer serves; and
- (iii) the records access officer receives payment of a reasonable fee..."

The Town of Douglas Board of Selectmen, acting collectively as the chief executive officer, adopts the attached Records Access Officer (RAO) organizational chart — Appendix A. Although the Town Clerk is designated as the "Super RAO", the Select Board has other Records Access Officers, each responsible for handling public records requests relating to a specific

functional area of town government. In addition, the Board of Selectmen has designated the Town Clerk as the Super RAO, responsible for setting policy concerning public records matters generally and for developing appropriate guidelines and procedures for responding to public records requests. The Super RAO will coordinate with the appointed RAOs and with custodians of public records to respond to requests for records.

If you are making a public records request in writing, by e-mail or facsimile or have questions concerning public records issues, please contact the appropriate RAO from Appendix A, which may be freely amended from time to time.. In-person requests may also be made to one of the listed RAOs.

Requests for records may also be made "over the counter" at Town offices. Such requests may be made to and handled by the custodian of the requested records; provided, however, that if such a request will necessitate allocation of significant time or resources, the custodian of the requested records will inform the appropriate RAO who will provide such response as may be necessary or appropriate. Any person requesting public records may seek out and contact any Douglas RAO for assistance in determining the appropriate RAO or custodian of records.

For purposes of this policy, the definitions found in the Public Records Law, MGL Chapter 4, Section 7, Clause 26 and MGL Chapter 66, Section 10 and the Public Records Access Regulations, 950 CMR 32.00 et seq., shall be applicable.

What happens when I request public documents under the new law?

1. Any person can make a request for public records by e-mail, by facsimile, or in writing to a Douglas Records Access Officer using the contact information listed in Appendix A. Requests for copies of records or access thereto may still be made in person at the appropriate Town office.
2. A request may be made in person or by e-mail, first class mail, facsimile, or hand delivery.
 - Verbal requests for public records will be acknowledged and replied to, even though a requester may not appeal a verbal request to the Supervisor of Public Records.
 - A public records request form shall be available to anyone making a public records request, but neither that form, nor any other type of written request, shall be required. See Appendix B.
3. Any RAO receiving a public records request shall immediately notify the Super RAO in such time as shall be established from time to time by the Super RAO.
4. The RAO may contact the requester in order to clarify a request; provided, however, that a RAO may not ask the requester what they intend to use the requested records for, but shall seek to utilize the RAO's superior knowledge of the requested records to ensure that the requester and the RAO understand what is being requested and/or to assist the requester in narrowing or refining the request.

5. The RAO may assess a reasonable fee for the production of a public record, except those records that are freely available for public inspection (see 950 CMR 32.08); and pursuant to MGL Chapter 66, Section 10(a)(iii), the RAO may require the payment of the reasonable fee prior to production of the requested records.
 - Fees shall conform to the provisions of 950 CMR 32.08(2) or other applicable law, including that black and white copies and printouts shall be charged at \$0.05/page, whether one or two-sided, and the actual cost of a thumb drive or disk if the records are provided electronically other than by-mail.
 - The actual cost of producing a copy of a requested record shall be assessed for records not susceptible to ordinary means of reproduction.
 - With a population of less than 20,000, the Town of Douglas may assess fees for employee time required in connection with search, segregation, or copying of requested records (see MGL Chapter 66, Section 10(d)(iii)(B)).
 - If the request for public records requires employee time for search, segregation, or copying, including employees or necessary vendors, such as legal counsel, technology and payroll consultants or others as needed, such time shall be assessed as a fee to the requester based upon the prorated hourly rate of the lowest paid employee in that office capable of doing the work. Provided further, however, that if the work needed to reply to request requires time for an employee compensated in excess of \$25/hour, the Town may petition the Massachusetts Supervisor of Records for permission to charge in excess of \$25/hour.
6. In general, subject to the exceptions set forth in MGL Chapter 66, Section 10(a), the RAO is required to respond within 10 business days of receipt of a public records request by providing access to or copies of the requested records, providing the requester with direction to access the requested records on the Town's website, or by notifying the requester in writing that all or a portion of the records will be withheld from disclosure and/or that the records will not be provided in that timeframe, addressing the other elements required by law as set forth in MGL Chapter 66, Section 10(b). For the purpose of the response:
 - Business days are Monday, Wednesday, and Thursday 8:30 a.m. to 4:00 p.m., and Tuesday 8:30 a.m. to 6:00 p.m., except for legal holidays and any day when Town Hall is closed for business due to emergency, weather, or other events requiring the unexpected closure of business.
 - Calculation of time shall begin with the first business day following the receipt of the public records request (see 950 CMR 32.03(3)).
 - Example #1: A request for public records is received by an RAO at 2:00 p.m. on a Wednesday. "Day 1" for purposes of the law will be Thursday.
 - Example #2: A public records request received on a Friday at

1:00 p.m.. "Day 1" for the purposes of the law will be Monday (or Tuesday, if Monday is a holiday).

- Example #3: An email requesting public records is received on Saturday. "Day 1" for the purposes of the law will be Monday (or Tuesday, if Monday is a holiday).
- The Town may refuse to provide records to any person who has not paid a reasonable estimate for provision of public records or who has failed to pay such a fee in connection with a prior request for public records.
- When the Town, within ten business days as provided by law, provides a good faith estimate of the cost to provide access to or copies of requested records, the number of business days for its response shall be stayed until the Town receives the fee. The Town shall, upon receipt of the fee, undertake the required work to comply with the requested in compliance with the applicable time frames set forth in the statute.

7. If the response to the request is anticipated to be time consuming, extensive, voluminous, or otherwise puts a burden on the Town or its departments, the RAO may request from the Massachusetts Supervisor of Records an extension of time to fulfill the request. The requester of the public records shall be notified in writing that an extension has been requested.

Record Access Officers shall meet on such dates and times, whether regularly or intermittently, as the Super RAO shall determine. Such meetings are strictly administrative in nature and do not constitute a meeting of a public body under the Open Meeting Law. Meetings among the RAOs may occur in person, by telephone, or by email.

The Town of Douglas has custody of records as set forth in Municipal Records Retention Schedule, which can be found on the Secretary of the Commonwealth's website on the Archives Division Page at the following link:

<http://www.sec.state.ma.us/arc/arcpdf/Municipal> Retention Schedule 20161109.pdf

Additional information about the Public Records Law may be found on the Secretary of the Commonwealth Public Records Division's website at:

<http://www.sec.state.ma.us/pre/preidx.htm>

APPENDIX A**Records Access Officers for the Town of Douglas****Municipal "Super" Records Access Officer (SRAO)****Chris Furno-Town Clerk****Alternate — Lisa Postma****Municipal Deputy "Super" Records Access Officer (RAO)****Matthew Wojcik-Town Administrator****Departmental Records Access Officers (RAO's)**

Department	Primary RAO	E-mail	Alternate RAO	E-mail
Town Clerk	Chris Furno	cfurno@douglasma.org	Lisa Postma	lpostma@douglasma.org
Board of Registrars	Chris Furno	cfurno@douglasma.org	Lisa Postma	lpostma@douglasma.org
Board of Selectmen/TA*	Suzanne Kane	skane@douglasma.org	Matthew Wojcik	mwojcik@douglasma.org
Finance Department/TA	Jeanne Lovett	jlovett@douglasma.org	Janis Cahill	jcahill@adouglasma.org
Treasurer/Collector Dept.	Cheryl Vaidya	cvaidya@douglasma.org	Pamela Carter	pcarter@douglasma.org
Treasurer/Collector Dept.	Cheryl Vaidya	cvaidya@douglasma.org	Lois Briggs	lbriggs@douglasma.org
Assessors Department	Beth MacKay	bmackay@douglasma.org	Julie Kessler	jkessler@douglasma.org
Inspection Department	Jane Alger	jalger@douglasma.org	Lawrence Lench	llench@douglasma.org
Comm. Development**	William Cundiff	wcundiff@douglasma.org	Maria Lajoie	mlajoie@douglasma.org
Board of Health	Kristin Harris	kharris@douglasma.org	Chair- BOH	kharris@douglasma.org
Cable Commission	Patrick Aldrich	cable@douglasma.org	Chair- Cable Comm.	cable@douglasma.org
Police Department***	Nick Miglionico	nmiglionico@douglasma.org	Chief Patrick Foley	pfolev@douglasma.org
Fire/Ambulance Dept.	Lisa Freeman	lfreeman@douglasma.org	Chief Kent Vinson	kvinson@douglasma.org
Highway Department	MaryBeth Mello	mmello@douglasma.org	John Furno	jfurno@douglasma.org
Water/Sewer Dept.	Lee Bloniasz	lbloniasz@douglasma.org	Robert Sullivan	rsullivan@douglasma.org
Council on Aging	Patrice Rousseau	prousseau@douglasma.org	Sandy Hansen	shansen@douglasma.org
Library	Justin Snook	jsnook@douglasma.org	Chair - Library Corn.	jsnook@douglasma.org
Schools	Lauren Tibbets	ltibbets@douglasps.net	Norman Yvon	nvyon@douglasps.net
Recreation Committee	Chair-Recr. Comm.	timbonin@earthlink.net	Vice Chair - Rec. Corn.	timbonin@earthlink.net
Cemetery Commission	Chair-Cem. Comm.		Vice Chair-Cem. Com.	

*The Board of Selectmen's Office shall also be the RAO for the Finance Committee, Capital Improvement Committee, Personnel Board, and all Ad-hoc Committees established by the Board of Selectmen.

**The Community Development Department shall also be the RAO for the Planning Board, ZBA, Conservation Commission, Building & Facilities Construction Committee, Economic Development Committee, and Open Space Committee

***The Police Department shall also be the RAO for Animal Control Services

APPENDIX B

**TOWN OF DOUGLAS
PUBLIC RECORDS REQUEST FORM**

The Town of Douglas provides this form to assist the public in making a request for public documents or records. Use of this form is optional, and it is offered only as a convenience to the public. Any request for public records, whether verbal, written on this form, or written in some other format, will be acknowledged and replied to as per law.

Date of the request: _____

Contact Information: _____

Address: _____

Telephone: _____

Email: _____

Description of the documents or records requested. Please be as specific as possible. Use additional sheets, if needed. If you have any questions in regards to your request or which department to contact, please call the Town Clerk's Office at 508-476-4000 ext. 355 or ext. 116.

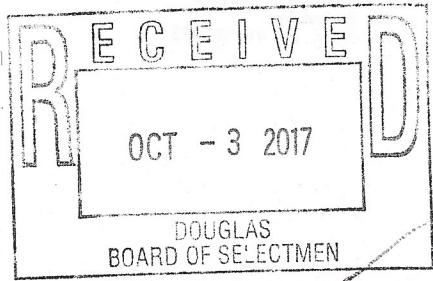
For office use only.

Date received: _____ Date responded: _____

RAO: _____ Describe response: _____



September 29, 2017



Re: Charter Communications – Upcoming Changes

Dear Municipal Official:

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

Effective on or after October 30, 2017, Sportsman Channel programming will no longer be available on our Spectrum TV channel lineup.

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

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

Attached: September Meetings Report

Updates:

- 9/27 Congrats! Recording Assistant Sarah Guimond had her baby, is on Maternity until 11/8 or she wishes to come back earlier. Staff shortage for now, but Pat is covering extra meetings.
- 10/4 Fred Fontaine was brought in to assess the Resource Room audio system, confirmed it's a settings issue, might need to be re-organized. Have a signal flow reconfigure theorized to be tried soon.
- 10/7 Octoberfest 2017 was recorded, will be in Editing process now.
- 10/11 Community Room Rack Assessment: Cameras and Microphones replacement FY19, could use some new RCA/BNC cables/adapters now, just for tune up. Need to consider the direction of this room before FY19.
- 10/16 Community Room Audio is fixed by corrective settings on the mixer as it relates to the new recorder. Settings on the new recorder were adjusted. Volumes assessed visually by waveform in FCP, now are more even across recording stations.
- Govt. videos now uploading to YouTube in preparation for new website, broken up into playlists by Committee, posted to Twitter/Facebook.
- IN-house digital video archive has been consolidated with the help of Scott Motyka, IT director, who provided a PC laptop to transfer the files. Small tweak of the file extension allowed me access to the files. Working on confirming the archive contents year by year.

Upcoming:

- 11/2 ACM-NE Fall Conference
- 11/6 Special Town Meeting

September FY18											
Date	Day	Meeting	Time	Room	Staff	Pd/R	Pd/C	Canc	Wages	Notes	
9/5	TUE	BOS	7:00 PM	RES	Kay Bowen	1			\$55.00	MON	4
9/5	TUE	EDC	7:00 PM	COM	Tess Werme	1			\$56.10	TUE	16
9/5/2017	TUE	Octoberfest	7:00 PM	KIT	Sarah Guimond	1			\$55.00	WED	5
9/5/2017	TUE	Sewer	7:00 PM	SEW	Arthur Griffin	1			\$56.10	THU	1
9/11/2017	MON	BOH	6:00 PM	BOH	Kay Bowen	1			\$55.00	FRI	0
9/11/2017	MON	Cable	7:00 PM	RES	Sarah Guimond	1			\$55.00	9am-12noon	0
9/12/2017	TUE	Personnel	2:45 PM	COM	No Staff	0		1	\$0.00	12noon-6pm	6
9/12/2017	TUE	COA	6:00 PM		Sarah Guimond	1			\$55.00	7:00 PM	20
9/12/2017	TUE	FinCom	7:00 PM	RES	No Staff	0		1	\$0.00	COM	11
9/12/2017	TUE	Octoberfest	7:00 PM	KIT	Kay Bowen	1			\$55.00	RES	7
9/12/2017	TUE	PB	7:00 PM	COM	Tess Werme	1			\$56.10	MISC	7
9/13/2017	WED	ZBA	7:00 PM	COM	Angie Coe	1			\$56.10	Recorded	22
9/18/2017	MON	ConCom	7:00 PM	COM	Steve Zisk	1			\$0.00	Not R/Paid	0
9/19/2017	TUE	BOS	7:00 PM	RES	Kay Bowen	1			\$55.00	Self Record	2
9/19/2017	TUE	Cemetery	7:00 PM	COM	Angie Coe	1			\$56.10	Cancelled	4
9/19/2017	TUE	Octoberfest	7:00 PM	KIT	Sarah Guimond	1			\$55.00	MEETINGS	26
9/20/2017	WED	Building	7:00 PM	COM	Tess Werme	0		1	\$0.00	LNC	
9/20/2017	WED	SC	7:00 PM	DHS	Scott Vallemiere	1			\$0.00	Total Wages	
9/25/2017	MON	Octoberfest	7:00 PM	RES	Kay Bowen	1			\$55.00	\$1,053.80	
9/26/2017	TUE	Personnel	2:45 PM	COM	Sarah Guimond	1			\$55.00		
9/26/2017	TUE	FinCom	7:00 PM	RES	Kay Bowen	1			\$55.00		
9/26/2017	TUE	Library	7:00 PM	KIT	Arthur Griffin	1			\$56.10		
9/26/2017	TUE	PB	7:00 PM	COM	Tess Werme	1			\$56.10		
9/27/2017	WED	Historical	6:00 PM	COM	No Staff	0		1	\$0.00	Cancelled	
9/27/2017	WED	Building	7:00 PM	RES	Angie Coe	1			\$56.10		
9/28/2017	THU	Capital	1:00 PM	COM	Pat Aldrich	1			\$0.00		



INTEGRATED SOLUTIONS GROUP

Broadcast | Lighting | Design

Prepared For:

Pat Aldrich
Douglas Cable
Douglas, MA

Date: 10.5.2017
Quote: TRMS Assurance
Valid For: 30 Days
Terms: N30
Prepared By: Gary Pink, Account Executive

IntegratedSolutions Group
858 Providence Highway, Norwood, MA 02062
Phone 781-769-7810 Fax 781-769-5750