

Douglas Cable Advisory Committee

Douglas Municipal Center

Agenda

Monday December 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:**
5. **MM:** 10/16/17
6. **Correspondance:**
7. **Annual Town Report:** Cable's portion
8. **Resident Issue:** Senior Discount 10% on Basic Package
9. **Absorbing Conservation Commission Meeting Recordings:**
10. **Job Descriptions:**
11. **Staff Evaluations FY17:**
12. **Coordinator Report:**
13. **Equipment:**
14. **Other Business:** *Open session for topics not reasonably anticipated 48 hours in advance of meeting.*
15. **Next Meeting:**
16. **Adjourn:**

10/31/2017 09:46 | Town of Douglas  
9824jcah | FY18 OCTOBER EXPENDITURE REPORT

| P 93  
| glytdbud

FOR 2018 04

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<hr/>							
695 CABLE ADVISORY COMMITTEE							
<hr/>							
01695100 CABLE ADVISORY SALARIES							
01695100 51110 F/T WAGES	30,496	30,496	9,747.18	2,339.73	.00	20,748.82	32.0%
01695100 51200 P/T WAGES	12,235	12,235	3,250.50	920.70	.00	8,984.50	26.6%
TOTAL CABLE ADVISORY SALARIES	42,731	42,731	12,997.68	3,260.43	.00	29,733.32	30.4%
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	186.30	93.15	.00	1,307.70	12.5%
01695200 53012 EMPLOYEE TRAIN SEM/	318	318	200.00	200.00	.00	118.00	62.9%
01695200 53401 POSTAGE	106	106	.00	.00	.00	106.00	.0%
01695200 53800 OTHER SERVICES	3,995	3,995	1,583.31	175.18	.00	2,411.69	39.6%
01695200 54200 OFFICE SUPPLIES	1,081	1,081	.00	.00	.00	1,081.00	.0%
01695200 55800 OTHER SUPPLIES	795	795	108.67	52.99	.00	686.33	13.7%
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	4,204.91	521.32	.00	40,228.09	9.5%
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%

10/31/2017 09:46 | Town of Douglas  
9824jcah | FY18 OCTOBER EXPENDITURE REPORT

| P 94  
| glytdbud

FOR 2018 04

	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	17,202.59	3,781.75	.00	122,191.15	12.3%

10/31/2017 09:46 | Town of Douglas  
9824jcah | FY18 OCTOBER EXPENDITURE REPORT

| P 118  
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FOR 2018 04

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

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28269510 CABLE RRA

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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	

11/30/2017 12:45 | Town of Douglas  
9824jcah | FY18 NOVEMBER EXPENDITURE REPORT

| P 93  
| glytdbud

FOR 2018 05

	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	12,086.91	2,339.73	.00	18,409.09	39.6%
01695100 51200 P/T WAGES	12,235	12,235	3,862.10	611.60	.00	8,372.90	31.6%
TOTAL CABLE ADVISORY SALARIES	42,731	42,731	15,949.01	2,951.33	.00	26,781.99	37.3%

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	305.70	119.40	.00	1,188.30	20.5%
01695200 53012 EMPLOYEE TRAIN SEM/	318	318	200.00	.00	.00	118.00	62.9%
01695200 53401 POSTAGE	106	106	.00	.00	.00	106.00	.0%
01695200 53800 OTHER SERVICES	3,995	3,995	1,583.31	.00	.00	2,411.69	39.6%
01695200 54200 OFFICE SUPPLIES	1,081	1,081	259.96	259.96	.00	821.04	24.0%
01695200 55800 OTHER SUPPLIES	795	795	108.67	.00	.00	686.33	13.7%
01695200 57100 IN-STATE TRAVEL	365	365	10.00	10.00	.00	355.00	2.7%
01695200 57150 TRAINING AND EDUCAT	148	148	86.93	86.93	.00	61.07	58.7%
01695200 57300 DUES AND MEMBERSHIP	662	662	425.18	425.18	.00	236.82	64.2%
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	5,106.38	901.47	.00	39,326.62	11.5%

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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11/30/2017 12:45  
9824jcah

|Town of Douglas  
|FY18 NOVEMBER EXPENDITURE REPORT

|P 94  
|glytdbud

FOR 2018 05

	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	21,055.39	3,852.80	.00	118,338.35	15.1%

11/30/2017 12:45  
9824jcah

| Town of Douglas  
| FY18 NOVEMBER EXPENDITURE REPORT

| P 119  
| glytdbud

FOR 2018 05

	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	407,164.00	125,000.00	.00	-406,564.00*****%	
TOTAL EXPENSES	0	600	407,164.00	125,000.00	.00	-406,564.00	

**Town of Douglas**  
**Schedule of Departmental Bills Payable**

To the Acc<sup>d</sup> Date: 11/8/2017  
Department Cable 01695200

The follow: \$272.55 Dollars  
have been a Cable Advisory Committee  
and you are

Approved

Thomas M. Decker Jr.

### Cable Advisory Committee

272.11

**Town of Douglas**  
**Schedule of Departmental Bills Payable**

To the Acc:  
 Department Cable 01695200

Date: 11/21/2017

The follow: \$379.36 Dollars  
 have been a Cable Advisory Committee  
 and you are

Approved

Thomas M. Devine

Vendor #	Vendor Name	Invoice #	Amount	Description	G/L Number
33	Amazon	pJxLIRWRAxff	\$221.47	Office Supplies	54200
33	Amazon	qEnYXnvqrGwf	\$13.51	Office Supplies	54200
33	Amazon	UeDieIYQBfJ	\$24.98	Office Supplies	54200
4114	Dreamhost	248141-2017-11-18-1	\$119.40	Archive Video Hosting	52400
		Total:	\$379.36		

**Douglas Cable Advisory Committee**

**Douglas Municipal Center**

**Meeting Minutes**

**Monday, October 16, 2017**

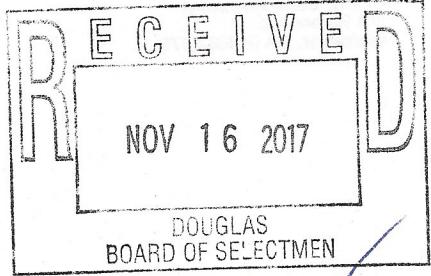
Tom Devlin called the meeting to order at 7:03pm

**Attendance:**

**Committee:** Tom Devlin, Bob Werme, Chris Menn

**Staff:** Pat Aldrich, Angela Coe

1. **Committee Vacancies:** There are two openings on the Committee, email [cable@douglasma.org](mailto:cable@douglasma.org) or call 508-476-4000 ext 222 if interested.
2. **Financials:** *Town Finance Director's report attached.*
3. **Expenditures:** Vouchers signed by Tom Devlin - 9/13/17, 10/2/17, 10/11/17
4. **MM:** *Bob motioned to accept the meeting minutes of 9/11/17 as presented, Chris 2nd, unanimous favor.* Tom mentioned that the resident Charter complaint from that meeting has been addressed since, and is on its way to resolution.
5. **Correspondence:** 10/3: Town Public Records Compliance Policy change, 9/29: Charter channel changes.
6. **Coordinator Report:** *Pat's report attached.* Tightrope software assurance quote considered, the Committee asked Pat to seek some clarity on multi-year discounts as applies to Town Finance.
7. **Equipment:** *Covered in Pat's Coordinator report, attached.*
8. **Other Business:** Tom discussed a concern from a new resident at the North Village Condos who was wondering about getting cable service on location. The infrastructure is on site, but cables have not been pulled. The developer has completed all paperwork, waiting on Charter to take action. Tom also mentioned some negotiation news from Northbridge Cable and Senator Ryan Fattman to get Charter to allow them to broadcast in HD, as well as including their information on the digital guide. Tom also mentioned that Trevor Noah tweeted that Spectrum is thinking of dropping the Comedy channel, customers should get in touch with Charter if they disagree.
9. **Next Meeting:** Monday, November 13, 2017 @ 7pm
1. **Adjourn:** *Bob motioned to adjourn at 7:29pm, Chris 2nd, unanimous favor.*



November 9, 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.

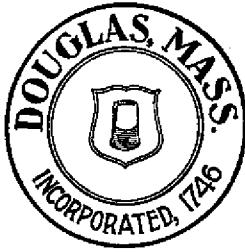
- Effective on or after November 13, 2017, i24 News Launch (Altice) programming will launch in SD and HD versions on the Spectrum TV Tier 1/Silver and Premier lineups.

For a complete lineup, visit [spectrum.com/channels](http://spectrum.com/channels).

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

Sincerely,

Anna P. Lucey  
Director, Government Affairs  
Charter Communications



# TOWN OF DOUGLAS

Kevin D. Morse – Chairman  
David P. Cortese – Vice Chairman  
Timothy P. Bonin  
Harold R. Davis  
Michael D. Hughes

**OFFICE OF THE SELECTMEN**  
29 Depot Street • Douglas, MA 01516  
508-476-4000  
Fax: 508-476-1070  
TTY 508-476-1619

Matthew J. Wojcik  
Town Administrator

Suzanne L. Kane  
Administrative Assistant

December 4, 2017

Douglas Cable Committee  
c/o 29 Depot Street  
Douglas, MA 01516

**Members of the Cable Committee:**

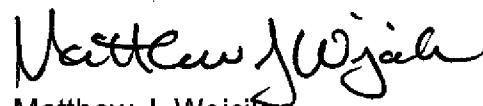
Our Information Technology administrator, Scott Motyka, has advised me that he has discussed the ongoing maintenance of the Town's website with Pat Aldrich, who reports directly to you. Please note that, provided the arrangement is acceptable to you, my personal opinion is that having Pat handle content management on the website would be the most cost efficient, and quite likely, most effective way to proceed.

Scott will be transitioning to a full five days a week working for Northbridge by the end of June, 2018. We need to bring his current hardware projects to a conclusion and find intelligent alternatives for his day to day tasks. Website content management is a substantial part of his assignment currently.

Given that Pat is already coordinating a substantial part of the content on the website, he could lend additional timeliness and consistency to the entire communications effort by picking up this assignment. Further, by virtue of the fact he is working in the Municipal Center almost every day, it is possible that quality of service will improve for department heads who wish to be more proactive in managing website content in their areas.

Thank you for considering this arrangement. Please advise if there is anything I can do to be of assistance on this or any other matter.

Sincerely,

  
Matthew J. Wojcik

Douglas Cable Access launched 2017 with the purchase and installation of a new Tightrope Cablecast automated video playback server. This new unit allowed us to finally consolidate the broadcast origination of all three of the Town's PEG Channels into one equipment rack. The innovative web browser based control software allows for more customizable workflows as well as the ability to assign individual profiles so that Douglas school staff and students can continue to run Tiger TV as an independent channel, while removing the antiquated system they had been previously using.

Three of the main recording stations in the most used meeting rooms at the Municipal Center, as well as the High School, have been updated with Aja Ki Pro tapeless digital video recording units. This provides us an industry standard broadcast video file and helps us to distance our workflow from more primitive technologies like VHS and DVD. The unit also prepares us for the eventuality of high definition content capture in those meeting rooms. The industry is quickly shifting away from standard definition, so we are phasing out those older components as needed in order to spread out the higher costs generally associated with this type of changeover.

Our online viewing library has expanded through the use of YouTube as a main sharing source for streaming videos. This platform allows greater accessibility through social media, and will be ready to adapt to the newly planned Town Website as needed. There are playlists for each committee to make it easier to navigate.

During the calendar year 2017, we have recorded 209 meeting videos and 220 hours of programming, which have been broadcast and are available online for streaming. This has expanded our online meeting archive to 2,370 programs and 2,944 hours of programming. All is online for viewing.

More info on Douglas Cable Access can be found on the Town Website at [DouglasMA.org/Cable](http://DouglasMA.org/Cable), or email us at [cable@douglasma.org](mailto:cable@douglasma.org). Feel free to give us a call at 508-476-4000 ext 222.

**Senior Citizen 10% Discount on Basic**

**10/19:** Resident contacted me via FB tag on a post about having spoken to various Charter phone reps who denied that there was a Senior discount on basic. There is a 10% discount for all seniors who have the basic cable package, as per our current license agreement, posted on Town Website.

**10/20:** Phone call with resident addressing the question, resident did not have Basic service, but was insistent that Charter was denying the existence of discount. Posted online that the Senior Discount does exist, with picture of the actual verbiage from our license. Senior Center was contacted with this information as well to share with seniors, with the direction to have anyone affected by this contact the Cable office. No such contact is made.

**11/21:** Original resident contacts via FB to follow up. Resident is told that there has been no official complaints from anyone affected. Resident emails an official complaint, but is not a "basic" customer, so complaint is invalid.

**11/29:** Confirmed with Charter how seniors with basic can apply for the discount. Directions are given on FB post on how seniors can confirm status to claim discount. Original resident seems satisfied by this action.

### **Absorbing Conservation Commission Meeting Recordings**

The Building Department contacted me about having a recording assistant take over recording of the Conservation Commission meeting recordings.

- Steve Zisk has historically recorded these meetings as the original setup didn't enable him to sit far from the equipment while using his laptop to present images to the committee.
- As equipment is upgraded, it becomes less suited for "self-recording".
- Steve asked that he is able to maintain the laptop connection to the TV, which is possible with an extended HDMI which is in place.

**JOB TITLE:** Cable Access Coordinator  
Approved November 22, 2010

Part Time: 15-19 hours per week

The person holding this position will work under the direction of the Cable Advisory Committee.

The Cable Access Coordinator will:

- Assist in fulfilling the mission and goals of the Douglas Cable Advisory Committee
- Supervise Recording Assistants which includes approving timesheets, weekly schedules of man hours and performance issues.
- Coordinate the scheduling of and assist Cable Recording Assistants in their duties of recording government meetings
- Manage expense vouchers and seek Cable Committee approval.
- Tier 1 Customer Service with Public such as, program questions, training, copying programs.
- Create and teach video training classes for interested residents of Douglas
- Assist in the design and construction of the Cable Access facilities
- Keep an up-to-date inventory of all property of the Cable Advisory Committee
- Recommend improvements in facilities and equipment quarterly and for budgetary reasons
- Insure proper operation of all Cable Advisory Committee equipment
- Maintain the message board
- Schedule programming for Channel 11 and 12
- Post recorded meetings to website
- Assist users in the use of production equipment
- Keep record of program schedule; equipment use, volunteer staff members and other administrative duties as assigned
- Produce video taped /live television coverage of community events as assigned
- Attend all meetings of the Cable Advisory Committee and act as recording secretary
- Have posted hours for meeting with the public
- Other duties as assigned

**Qualifications/Experience**

- Minimum of three years video production experience preferred
- Degree in Communication preferred
- Ability to run classroom program
- Ability to facilitate the production of local programming
- Moderate to strenuous physical effort generally required; able to lift 50 pounds
- Ability to use and to troubleshoot AV equipment
- Perform off-line video editing (iMovie and/or Final Cut).
- Ability to use Word, Excel and PowerPoint.
- Ability to edit web pages a plus.

This part-time job will include many evening and weekend hours.

Job Title: Cable Recording Assistant

Approved: February 7, 2011

Part Time: Varying hours, maximum 19 hours per week

To make high quality recordings of local government meetings for broadcast on cable Channel 12 and other meetings or events as assigned.

Duties and Responsibilities:

- The Cable Recording Assistant will learn the proper operation of the audio/visual recording equipment used to record and/or broadcast government meetings or other events as assigned.
- For each meeting, it will be the responsibility of the person assigned to
  - Arrive 30 minutes prior to start of event
  - Set up the necessary equipment
  - Record and/or broadcast one or more meetings
  - Begin the preparation of the recording for broadcast
  - Break down the recording set up
  - Put all equipment into its proper storage space
- It is the responsibility of the Cable Recording Assistant to care for the equipment used and to report any issues with the equipment or the recording immediately to the Cable Access Coordinator or Cable Committee Chair.
- Other duties as assigned

Qualification/Experience

- High School education preferred
- Experience using consumer video equipment required
- Moderate to strenuous physical effort occasionally required; able to lift 50 pounds
- Ability to use and to troubleshoot AV equipment
- Ability to work independently

This part-time position will include many evening hours, and may include weekday and/or weekend hours.

**Attached:** October & November Meetings Report

**Updates:**

- 10/27: The PA in the Resource Room has been adjusted/fixed through settings and an alternative input & connector.
- 11/2: ACM-NE Fall Conference and Trade Show was very informative, some new items coming down the line. **RueShare** (Station Management Software) was a standout.
- 11/6: STM was filmed, edited, is online and being broadcast. Plan went well, only note is to look at support rigs for hand held cameras.
- Online Video Integration with New Website: Government programs have been uploaded to YouTube, playlists created, embedded on new Town website, will be ready for launch in January.
- YouTube RSS feed has been created, submitted to iTunes podcast feed, will be in place for new website rollout in January.
- Video Archive Plan: 2006-2017 video archive will remain at Dreamhost (\$120 annually) and will link external from website, with some help from Mitch Cohen. Residents will be able to access the videos exactly how they are right now, only at a different domain. This gives us some time to consider more options for online archiving.

**Equipment:**

- Megahertz Fiber Transmitter/Receiver Quote for live broadcast location (Library) \$1764.88, + \$200 for adapter into Tightrope. (Recommendation: future budget).
- Tightrope Software Assurance: \$1,600 (1 Year of coverage)

**Recording Rack Video Upgrades**

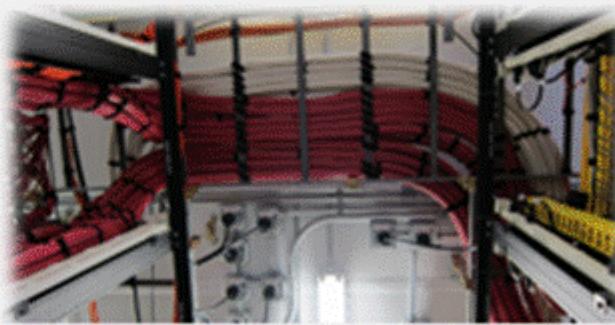
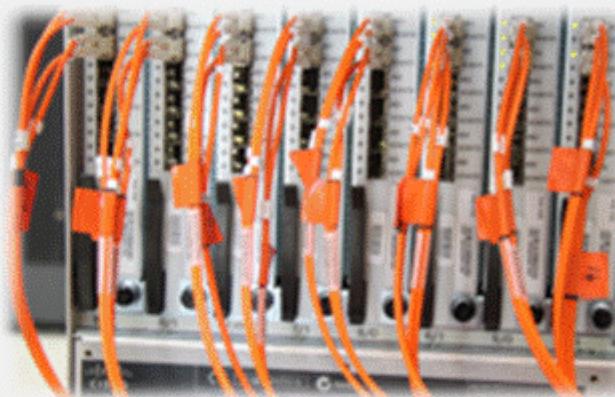
- **Budget Available: \$29,000**
- Resource Room Video Components Upgrade Initial Planning
- Community Room Video Components Upgrade Initial Planning
- DHS Rack Video Components Upgrade Initial Planning

Oct FY18											
Date	Day	Meeting	Time	Room	Staff	Pd/R	Pd/C	Canc	Wages	Notes	
10/2	MON	BOH	6:00 PM	BOH	Kay Bowen	1			\$55.00		MON 4
10/3	MON	ConCom	7:00 PM	COM	Steve Zisk	s			\$0.00		TUE 14
10/3	TUE	BOS	7:00 PM	RES	Kay Bowen	1			\$55.00		WED 3
10/3	TUE	EDC	7:00 PM	COM	Tess Werme	1			\$56.10		THU 2
10/3	TUE	Octoberfest	7:00 PM	KIT	Arthur Griffin	1			\$56.10		FRI 1
10/3	TUE	Sewer	7:00 PM	SEW	No Staff	0		1	\$0.00		9am-12noon 3
10/7/2017	SAT	Public Event	9:00 AM	PUB	Kay Bowen	1			\$55.00		12noon-6pm 5
10/7/2017	SAT	Public Event	11:00 AM	PUB	Tess Werme	1			\$56.10		7:00 PM 18
10/10/2017	TUE	Cemetery	7:00 PM	KIT	Arthur Griffin	1			\$56.10		COM 12
10/10/2017	TUE	FinCom	7:00 PM	RES	Pat Aldrich	0			\$0.00		RES 5
10/10/2017	TUE	PB	7:00 PM	COM	Tess Werme	1			\$56.10		MISC 9
10/11/2017	WED	ZBA	7:00 PM	COM	Angie Coe	1			\$56.10		Recorded 12
10/12/2017	THU	OpenSpace	7:00 PM	COM	Arthur Griffin	1			\$56.10		Not R/Paid 0
10/13/2017	FRI	Sewer	11:00 AM	SEW	Pat Aldrich	1			\$0.00		Self Record 2
10/16	MON	ConCom	7:00 PM	COM	Steve Zisk	s			\$0.00		Cancelled 1
10/16	MON	Cable	7:00 PM	RES	Angie Coe	1			\$56.10		MEETINGS 26
10/17/2017	TUE	Historical	6:00 PM	COM	Pat Aldrich	1			\$0.00		
10/17/2017	TUE	COA	6:00 PM	SR	Arthur Griffin	1			\$56.10		Total Wages
10/17/2017	TUE	BOS	7:00 PM	RES	Pat Aldrich	1			\$0.00		\$782.10
10/18/2017	WED	Building	7:00 PM	COM	No Staff	0			\$0.00	LNC	
10/19	THU	Cultural	6:30 PM	COM	Arthur Griffin	1			\$56.10		
10/24/2017	TUE	Personnel	2:45 PM	COM	Pat Aldrich	1			\$0.00		
10/24/2017	TUE	BOS	7:00 PM	RES	Pat Aldrich	1			\$0.00		
10/24/2017	TUE	PB	7:00 PM	COM	Arthur Griffin	1			\$56.10		
10/24/2017	TUE	Library	7:00 PM	KIT	Kay Bowen	1			\$55.00		
10/25/2017	WED	Building	7:00 PM	COM	Angie Coe	1			\$56.10		



**To meet your project goals, expectations and future requirements, this proposal has been designed with Best-in-Class technologies!**

- **Multi-Vendor Multi-Technology System Solutions (HFC; RFoG; IPTV; FTTH; IP; DOCSIS; MPEG; Multi-Screen; OTT & Satellite), to take you into the future!**
- **Project Planning, Design & Management, you can rely on!**
- **Integration, Activation & Certification, that will exceed your expectations!**
- **“Fractional Engineering” Resources, Knowledge & Support, you can depend on!**
- **Customized Lease Financing, designed to match your budget, cash flow and ROI objectives!**



**MEGA HERTZ - meg·ə·hertz (mĕg'ə-hûrts') Abbr.  
LONGEVITY, KNOWLEDGE & ASSETS, YOU CAN COUNT ON!**

- **41 Years of,**
  - “Unique” Multi-Vendor-System-Solutions (MVSS),
  - Engineering, Integration & Activation Services, that
  - Support the deployment of advanced technologies,
  - in HFC, RFoG, IPTV, FTTx, MPEG, IP, IT, DOCSIS & Satellite networks.

**Proposed to:**

**Pat Aldrich**  
**Douglas Cable Access**  
**LO (Local Origination)**  
**29 Depot Street**  
**Douglas, MA 01516**  
**Phone: 508-476-4000 122**  
**Fax:**



**9620 Bartlett Circle**  
**Fort Worth, TX 76108**  
**Fax: 817-529-0745**

**Joe Cutrona**  
**joecutrona@go2mhz.com**  
**800-883-8839 x114**

**For faster order processing send all purchase orders to**  
**purchaseorder@go2mhz.com or fax to 817-529-0745**

MHz Proposal 003JC-1726

Date 11/9/2017

Expires 12/9/2017

Our Engineering & Integrated Services Department is ready to help you with this or any other project you may have.  
Please feel free to contact me for further details regarding our onsite & remote engineering services.

MHz#	Description	Price	Qty	Extend
145-1113	Fiber Transmitter w/1 Video, 2 audio supports 40km distance	\$1,044.00	1	\$1,044.00
145-1114	Fiber Receiver w/1 Video, 2 audio supports 40km distance	\$688.00	1	\$688.00
	Singlemode Simplex Riser 3.0mm SC/APC-SC/UPC	\$25.00	1	\$25.00
	150 Feet On a Cardboard Reel			
	Singlemode Simplex Riser 3.0mm SC/APC-SC/UPC - 20 Feet	\$7.88	1	\$7.88

**Freight:** Shipments will be made F.O.B. Shipping Point and charges will appear as a separate line item on Mega Hertz invoices.

**Total: \$1,764.88**

Ask us about **CUSTOMIZED LEASE FINANCING**

- Solutions designed to match your budget, cash flow and ROI objectives
- Interim financing during the project integration phase
- Graduated payments to match the timing of future revenue
- Fixed rate financing with monthly payment terms from 2 to 84 months
- \$1 buyout at the end of the lease-purchase term



# INTEGRATED SOLUTIONS GROUP

Broadcast | Lighting | Design

A Division of The Camera Company

## Prepared For:

Pat Aldrich  
Douglas Cable  
Douglas, MA

Date: 11.8.2017  
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