

Douglas Cable Advisory Committee

Douglas Municipal Center

Agenda

Monday February 26, 2018

1. **Call to order:**
2. **Committee Vacancies:** *There are two openings on the Committee, email cable@douglasma.org or call 508-476-4000 ext 222 if interested.*
3. **Financials:**
4. **Expenditures:**
5. **MM:** 12/11/17
6. **Correspondence:**
7. **Website Admin Assistance:** *Update*
8. **Conservation Commission Meeting Recordings:** *Update*
9. **5 Year Financial Projection:**
10. **FY19 Budget:**
11. **Coordinator Report:**
12. **Equipment:**
13. **Other Business:** *Open session for topics not reasonably anticipated 48 hours in advance of meeting.*
14. **Next Meeting:**
15. **Adjourn:**

01/02/2018 13:52 | Town of Douglas
9824jcah | FY18 DECEMBER EXPENDITURE REPORT

| P 93
| glytdbud

FOR 2018 06

	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	14,426.64	2,339.73	.00	16,069.36	47.3%
01695100 51200 P/T WAGES	12,235	12,235	4,747.60	885.50	.00	7,487.40	38.8%
TOTAL CABLE ADVISORY SALARIES	42,731	42,731	19,174.24	3,225.23	.00	23,556.76	44.9%

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	398.85	93.15	.00	1,095.15	26.7%
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	1,758.49	175.18	.00	2,236.51	44.0%
01695200 54200 OFFICE SUPPLIES	1,081	1,081	259.96	.00	.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	.00	.00	355.00	2.7%
01695200 57150 TRAINING AND EDUCAT	148	148	86.93	.00	.00	61.07	58.7%*
01695200 57300 DUES AND MEMBERSHIP	662	662	425.18	.00	.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	5,374.71	268.33	.00	39,058.29	12.1%

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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01/02/2018 13:52
9824jcah

|Town of Douglas
|FY18 DECEMBER EXPENDITURE REPORT

|P 94
|glytdbud

FOR 2018 06

	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	24,548.95	3,493.56	.00	114,844.79	17.6%

01/02/2018 13:52 | Town of Douglas
9824jcah | FY18 DECEMBER EXPENDITURE REPORT

| P 120
| glytdbud

FOR 2018 06

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	407,292.00	128.00	.00	-406,692.00*****%	
TOTAL EXPENSES	0	600	407,292.00	128.00	.00	-406,692.00	

02/06/2018 10:36 | Town of Douglas
9824jcah | FY18 JANUARY EXPENDITURE REPORT

| P 94
| glytdbud

FOR 2018 07

	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	17,936.24	3,509.60	.00	12,559.76	58.8%*
01695100 51200 P/T WAGES	12,235	12,235	5,414.20	666.60	.00	6,820.80	44.3%
TOTAL CABLE ADVISORY SALARIES	42,731	42,731	23,350.44	4,176.20	.00	19,380.56	54.6%

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	343.48	41.66	.00	431.52	44.3%
01695200 52400 REPAIRS AND MAINTEN	1,494	1,494	398.85	.00	.00	1,095.15	26.7%
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	3,708.85	1,775.18	.00	286.15	92.8%*
01695200 54200 OFFICE SUPPLIES	1,081	1,081	358.96	99.00	.00	722.04	33.2%
01695200 55800 OTHER SUPPLIES	795	795	305.18	196.51	.00	489.82	38.4%
01695200 57100 IN-STATE TRAVEL	365	365	10.00	.00	.00	355.00	2.7%
01695200 57150 TRAINING AND EDUCAT	148	148	86.93	.00	.00	61.07	58.7%*
01695200 57300 DUES AND MEMBERSHIP	662	662	250.00	.00	.00	412.00	37.8%
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	7,788.88	2,112.35	.00	36,644.12	17.5%

01695500 CABLE PLAYBACK EQUIPMENT

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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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02/06/2018 10:36 | Town of Douglas
9824jcah | FY18 JANUARY EXPENDITURE REPORT

| P 95
| glytdbud

FOR 2018 07

	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	31,139.32	6,288.55	.00	108,254.42	22.3%

02/06/2018 10:36 |Town of Douglas
9824jcah |FY18 JANUARY EXPENDITURE REPORT

|P 122
|glytdbud

FOR 2018 07

	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	407,292.00	.00	.00	-406,692.00*****%	
TOTAL EXPENSES	0	600	407,292.00	.00	.00	-406,692.00	

Town of Douglas
Schedule of Departmental Bills Payable

To the Acc
Department **Cable 01695200**

Date: 12/20/2017

The follow
have been a
and you are

Cable Advisory Committee

Approved

Lee M. Deukk

Town of Douglas
Schedule of Departmental Bills Payable

To the Acc [redacted]
Department **Cable 01695200**

Date: 1/11/2018

The following amount is due to the Cable Advisory Committee
have been assessed and you are liable for payment.
The amount is \$175.18.

Approved

Sharon B. Deubel Jr.

Town of Douglas
Schedule of Departmental Bills Payable

To the Acci

Date: 1/23/2018

Department Cable 01695200

The follow:
have been a
and you are

Cable Advisory Committee

Approved

re
I
Thomas M. Deuel, Jr.

Douglas Cable Advisory Committee

Douglas Municipal Center

Meeting Minutes

Monday, December 11, 2017

Tom Devlin called the meeting to order at 7:06pm

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 222 if interested.
2. **Financials:** *Town Finance Director's report attached.*
3. **Expenditures:** Vouchers signed by Tom Devlin - 11/8/17, 11/21/17
4. **MM:** *Bob motioned to accept the meeting minutes of 10/16/17 as presented, Chris 2nd, unanimous favor.* Tom spoke to Charter government support about the North Village condo cable buildout to help move the paperwork along. Construction is slated to begin in December. Tom will follow up with the resident.
5. **Correspondence:** 11/9/17 Charter channel changes. Letter from Matt Wojcik discussing utilizing Pat to help with the new town website migration and possibly long term for content management assistance. His letter asked if the committee would be comfortable allowing Pat to take on new duties as related to this. Pat gave a short history of how they came to ask him. Committee was supportive of the overall idea, but would need to see a plan of action in order to approve. Tom will follow up with Matt.
6. **2017 Annual Town Report:** first draft was submitted by Pat. Some basic edits suggested, second draft will be added to the next meeting agenda for consideration. During this item, the BVT SC meeting coverage was mentioned and decided to continue coverage for the foreseeable future.
7. **Senior Discount on Basic Cable:** under the current contract senior citizens 65+ with basic cable packages can receive a 10% discount if they provide Charter with the proper identification documents either online or physically at one of their storefront - the closest being Webster, MA. This information has been shared online through Twitter and Facebook as well as with the Douglas senior center.
8. **Conservation Committee Meeting Coverage:** This committee has historically had their staff member tape these meetings. They have requested that Cable begin scheduling recording assistance to tape these meetings going forward. Committee agreed and Pat will add them to our current list of recorded meetings.
9. **Staff Evaluations and Job Description Updates 2018:** Matt Wojcik, new Town Administrator, has requested a simplified performance review based on the current job descriptions. All Cable descriptions need updating. Some discussions about staffing issues and ideas followed.
10. **Coordinator Report:** *Pat's report attached.*
11. **Equipment:** Megahertz quote for fiber transmitter\receiver for library live broadcast

location, suggested for future budget consideration. Tightrope Media Software Assurance quote for 1 year of software warranty approved for purchase.

12. **Other Business:**

13. **Next Meeting:** Monday, January 8, 2018 @ 7pm

1. **Adjourn:** *Bob motioned to adjourn at 7:54pm, Chris 2nd, unanimous favor.*



Anna Lucey
Director
Charter Government Affairs

December 14, 2017

Re: Charter Communications – Upcoming Changes

Dear Municipal Official:

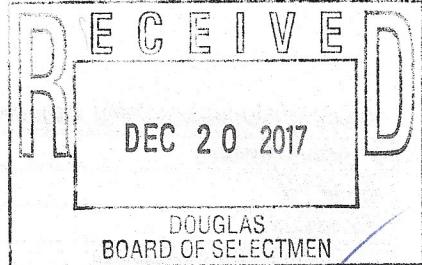
At Charter (locally known as Spectrum), we continue to enhance our services, offer more entertainment choices and deliver the best value to our customers. Like most businesses, Charter faces rising costs that require occasional price adjustments. As a result, customers will be notified of the following price adjustments reflected in the attached table on or after December 13, 2017. Price adjustments will be reflected in a customer's billing statement for the February 1, 2018 billing cycle.

We remain committed to providing an excellent experience for our customers, in your community and in each of the communities we serve. If you have any questions about this change, please feel free to contact me at 774-243-9735 or via email at anna.lucey@charter.com.

Sincerely,

A handwritten signature in black ink, appearing to read "A. Lucey".

Anna P. Lucey
Director, Government Affairs



CC: Cable



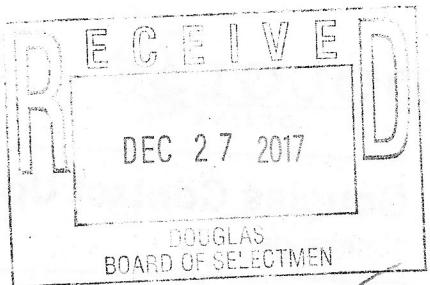
Anna Lucey
Director
Charter Government Affairs

Table of Upcoming Price Adjustments

<i>Product/Service</i>	<i>Price From</i>	<i>Price To</i>
<i>Basic TV</i>	<i>\$22.99</i>	<i>\$23.89</i>
<i>TV Select</i>	<i>\$62.99</i>	<i>\$64.99</i>
<i>Broadcast TV Surcharge</i>	<i>\$7.50</i>	<i>\$8.85</i>
<i>Single DVR Service</i>	<i>\$11.99</i>	<i>\$12.99</i>



December 21, 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 January 25, 2018, the following changes will be made to your channel lineups:

BET Her, BET Jams and BET Soul currently located on Digital Tier 1 & 2 will be available only on Digital Tier 2.

MTV2, MTV Classic, TeenNick, NickToons, Tr3s, Logo, MTV Live & Nick Music currently available on Digital Tier 1 will be relocated to Digital Tier 2

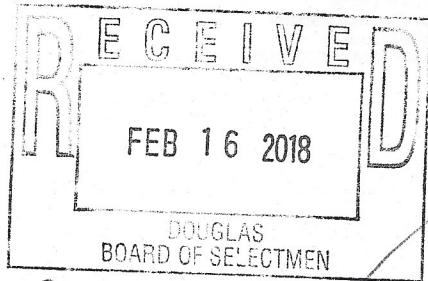
Nickelodeon, MTV, Comedy Central, BET, Spike, TV Land, and VH1 currently located on Digital Tier 2, will be relocated to Spectrum Select

CMT currently located on Digital Tier 1 will be relocated to Spectrum Select

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



February 12, 2018

Charter Communications – Upcoming Changes

Dear Municipal Official:

Charter Communications (“Charter”) is making changes to our channel lineup which will affect customers in our legacy Charter/TWC municipalities:

Effective on or after March 6, 2018, customers who signed up for service prior to March 14, 2016, will see the following changes made to their Spectrum channel lineup with no change in channel position in the Auburn, Charlton, Paxton, Pepperell, Uxbridge, Webster, Westborough & Worcester lineups:

- Daystar, currently available on Digital Tier 1/Spectrum Silver, will move to Spectrum Basic.
- POP, currently available on Spectrum Basic, will move to Spectrum Select.
- Daystar, EWTN, INSP and TBN currently on Spectrum Select, will move to Spectrum Basic.

Effective on or after March 10, 2018, the Travel Channel will be moving from SPP Tier 1 (Silver) to SPP Select.

For a current channel lineup, visit www.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

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 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.

During the calendar year 2017, we have recorded 218 meeting videos, which have been broadcast and are available online for streaming. This has expanded our online meeting archive to 2,379 meeting programs. We also recorded and uploaded 48 programs to our public channel that are also online for streaming.

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. All current videos are now online for viewing on our YouTube channel which is www.youtube.com/DouglasCableAccess.

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

Respectfully Submitted,

Thomas Devlin, Chairman, Douglas Cable Committee



Douglas Office of Information Technology

Douglas Town Hall | 29 Depot Rd., Douglas, MA 01516

Scott Motyka, Douglas Regional IT Administrator

smotyka@douglasmas.org | visit: DouglasMA.org

Douglasma.org Website Assistance

To Cable Advisory Committee:

On January 17th and January 24th, Pat Aldrich attended Civicplus website Administration & Content Management Training Webinar Classes. There are 2 more Webinar Training Classes which I would like to ask Pat to participate, schedules pending, but within the 1st couple weeks into March 2018.

While the Training, (at the Town's cost), does continue to be of benefit for Pat's own roles as Website Manager specific to Cable Advisory, please know it is greatly appreciated that Cable Advisory allows his role to also extend, to that as an as-needed, secondary support web administrator and content manager to internal IT. This additional training will prove useful if Pat is called upon to assist other staff with their own Departmental pages from time to time or fill-in for IT to perform a Permissions adjustment to a user account, in place of IT.

At the moment the Town's launch of the new website is still pending contingent further training for departmental staff.

Please know Pat's added roles are recognized by IT as only secondary to his Cable-Advisory duties, and he is available at his discretion entirely.

I look forward to a brand-new modernized public website for Douglas constituents and with working with Pat to further help launch our website.

Respectfully,

Scott Motyka

Regional IT Administrator

2/9/2018



Selectmen's Office Town of Douglas

MEMO

To: Cable Advisory Committee

From: Matthew Wojcik

Town Administrator

Date: January 2, 2018

Re: Budget Documentation – Specific Questions

The following budget accounts are forwarded for your review and comment:

- 695 Cable Advisory Committee

695 Cable Advisory Committee

Given the Committee's more or less unique status in the structure of local government, the Committee is respectfully requested to participate in the budgeting process in a somewhat different manner than the regular departments.

There is relatively little historical financial data for the Committee's activities. Therefore, the past does not serve as a reliable guide for future account activity. Please review your plans for this function and offer forecast values for the Committee's budget over the next five years. The values currently in the attached spreadsheet are there for illustrative purposes.

Your prompt attention to this matter is deeply appreciated.

Douglas Cable Advisory Committee Five Year Budget Projection with Capital Needs FY19-23							
	Actual FY17	Budget FY18	Proposed FY19	Proposed FY20	Proposed FY21	Proposed FY22	Proposed FY23
695 Cable Advisory Committee							
100 Compensation							
51110 F/T Wages	\$30,045.00	\$30,496.00	\$30,953.00	\$31,417.00	\$31,888.00	\$32,366.00	\$32,851.00
51200 P/T Wages	\$10,171.00	\$12,235.00	\$12,419.00	\$12,605.00	\$12,794.00	\$12,986.00	\$13,181.00
Total Compensation	\$40,216.00	\$42,731.00	\$43,372.00	\$44,022.00	\$44,682.00	\$45,352.00	\$46,032.00
200 Expenses							
51706 Retirement	\$0.00	\$3,090.00	\$3,183.00	\$3,278.00	\$3,376.00	\$3,477.00	\$3,581.00
51707 Emp FICA	\$0.00	\$775.00	\$798.00	\$822.00	\$847.00	\$872.00	\$898.00
52400 Repair/Maintenence	\$492.00	\$1,494.00	\$1,000.00	\$1,030.00	\$1,060.00	\$1,091.00	\$1,124.00
53012 Training/Conferences	\$235.00	\$318.00	\$250.00	\$250.00	\$260.00	\$268.00	\$276.00
53401 Postage	\$15.79	\$106.00	\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
53800 Other Serv	\$0.00	\$3,995.00	\$4,115.00	\$4,238.00	\$4,365.00	\$4,496.00	\$4,631.00
54200 Office Supplies	\$239.84	\$1,061.00	\$600.00	\$620.00	\$640.00	\$660.00	\$680.00
55800 Other Supplies	\$417.74	\$795.00	\$500.00	\$550.00	\$566.00	\$583.00	\$600.00
57100 In-State Travel	\$211.72	\$365.00	\$250.00	\$255.00	\$262.00	\$270.00	\$278.00
57150 Training Travel	\$143.97	\$148.00	\$152.00	\$155.00	\$160.00	\$165.00	\$170.00
57300 Dues/Memberships	\$250.00	\$682.00	\$350.00	\$350.00	\$350.00	\$350.00	\$350.00
58700 Replacement Equipment	\$0.00	\$0.00	\$5,000.00	\$6,000.00	\$7,000.00	\$8,000.00	\$9,000.00
58500 Additional Equipment	\$22,790.02	\$31,604.00	\$5,000.00	\$0.00	\$900.00	\$1,000.00	\$800.00
53008 Contractual Services	\$0.00	\$0.00	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00	\$1,600.00
Total Expenses	\$24,796.08	\$44,433.00	\$22,898.00	\$19,248.00	\$21,486.00	\$22,932.00	\$24,088.00
Total Cable SAL + EXP	\$65,012.08	\$87,164.00	\$66,270.00	\$63,270.00	\$66,168.00	\$68,284.00	\$70,120.00
500 Capital Articles							
500 58500 Playback Equipment	\$42,770.26						
501 58500 Studio Equipment	\$50,000.00						
502 58500 iMac Pro Workstation			\$14,000.00				
Total Cable Advisory Committee	\$157,782.34	\$87,164.00	\$80,270.00	\$63,270.00	\$66,168.00	\$68,284.00	\$70,920.00
Charter Revenue (Requested)	\$59,901.00	\$61,698.00	\$63,548.94	\$65,455.40	\$67,419.06	\$69,441.63	\$71,524.88
Operating w/o Capital		\$42,222.06	\$55,560.00	\$61,270.00	\$63,270.00	\$65,268.00	\$67,284.00
<i>Operating Budget Difference</i>		\$17,678.94	\$6,138.00	\$2,278.94	\$2,185.40	\$2,151.06	\$2,157.63
							<i>Legal Fees 2023</i>
	Capital Fund	\$169,000.00	\$53,439.72	\$21,835.72	\$2,835.72	\$2,835.72	\$935.72
	Capital Articles	\$92,770.26	\$0.00	\$14,000.00	\$0.00	\$0.00	\$0.00
	Capital within Cable Budget	\$22,790.02	\$31,604.00	\$5,000.00	\$0.00	\$900.00	\$1,000.00
	Capital Remaining	\$53,439.72	\$21,835.72	\$2,835.72	\$2,835.72	\$935.72	\$135.72
		<i>Playback</i>	<i>Rs/Cm Rm Upg</i>	<i>iMac/MacBook Prc</i>	<i>Travel Camera Kit</i>	<i>Loan Lib Camera</i>	<i>Rack Equipment</i>
							<i>TRMS Updates</i>

Capital Improvement Committee –Project Request Form

Department	Project Title	Year	Project Cost	Dept. Priority
Cable	iMac Pro Workstation	FY19	\$14,000	1

Requestor

Project Manager

Description

iMac Pro Workstation is at the heart of our video processing needs. As we move into higher quality video files, we need to be able to process them quickly and effectively. This workstation is the top of the line and will provide us with many additional features to utilize for the benefit of the community.

Submittal or Revision Date

Town Meeting Funds

Debt Exclusion Funds

Grant Funds

Other Funds

Useful Life

State/Federal Deadlines/Requirements

Related documents

Funding impact

Public Safety Impact

Original Request Year

Comments

Capital Improvement Committee

Ranking

Comments

Current status

Douglas Cable Access Proposed Budget FY19		
		Proposed FY19
51110	F/T Wages	\$30,953.00
51200	P/T Wages	\$12,419.00
Total Compensation		\$43,372.00
51706	Retirement	\$3,183.00
51707	Emp FICA	\$798.00
52400	Repair/Maintenence	\$1,000.00
53012	Training/Conferences	\$250.00
53401	Postage	\$100.00
53800	Other Serv	\$4,115.00
54200	Office Supplies	\$600.00
55800	Other Supplies	\$500.00
57100	In-State Travel	\$250.00
57150	Training Travel	\$152.00
57300	Dues/Memberships	\$350.00
58700	Replacement Equipment	\$5,000.00
58500	Additional Equipment	\$5,000.00
53008	Contractual Services	\$1,600.00
Total Expenses		\$22,898.00
Total Cable SAL + EXP		\$66,270.00
<i>Capital Article</i>		
58500	iMac Pro Workstation	\$14,000.00
		\$80,270.00
Charter Revenue (Requested)		\$63,548.94
Operating w/o Capital		\$61,270.00
<i>Operating Budget Difference</i>		\$2,278.94
<i>Legal Fees 2023</i>		
Capital Fund		\$21,835.72
Capital Articles		\$14,000.00
Capital within Cable Budget		\$5,000.00
<i>Capital Remaining</i>		\$2,835.72

Attached: December 2017 & January 2018 Meetings Reports

Updates:

- 12/28/17: Mitch transferred iTunes RSS feed to Cable account for control, video archive page is linked to new website.
- 1/2/18: All Octoberfest 2017 videos have been edited and are being broadcast and streaming online, total of 19 programs.
- PJ790V Travel Meetings Camera has been having issues with XLR impedance adapter, file type and new update of Apple compressor. Was going to phase out of meeting recordings anyway. Will start using Sony PXW-X70 as meeting camera. *No immediate action needed.*
- 1/14/18: Mac Pro Computer was no longer booting up, all data had been archived previously. Has been taken out of the office and retired. *No immediate action needed.*
- 1/16/18: Broadcast Stack UPS battery backup unit failed, another had been ordered, quick changeover, annual item going forward. After UPS battery unit replacement, there was an issue with one of the conversion adapter applications used for Bulletin Board broadcast, was fixed promptly on the vendor's end.
- 1/23/18: DHS Recording Rack assessment on-site, met with Donna Sousa, discussed with Al Denoncour, will provide recommendations but need to discuss School support budget.
- 1/24/18: CivicPlus website admin training.
- 1/25/18: Large table was removed from Cable office to make space, replaced with smaller table.
- 1/31/18: CivicPlus website admin training.
- 2/22/18: Charter Worcester Public Access support team has been grounded going forward. Charter will be communicating a new protocol for tech support for our live broadcast equipment in the near future. We do have a number to call temporarily, but there will be no site visits from our usual team in the meantime.

Priorities:

- Resource Room & Community Room Video Component Upgrades: *Quotes requested, site visits Feb/March. Install planned for April 2018.*
- DHS Recording Rack Updates: *Assessed, budget discussion needed before recommendations.*
- Community Video Archive: *Complete ✓*
- Website Transfer Options: *Complete ✓*
- Community Informational Programs: *Complete ✓*
- Live Broadcast from Library: *TBD, FY20?*
- 5 Year Financial Projection: *Complete ✓*
- Website Launch: *March 2018*

December Meetings

FV1 Q

January Meetings FY18

Jan FY18											
Date	Day	Meeting	Time	Room	Staff	Pd/R	Pd/C	Canc	Wages	Notes	
1/2	TUE	Personnel	2:45 PM	COM	Sarah Guimond	0	0	1	\$0.00	LNC	MON 2
1/2	TUE	BOS	7:00 PM	RES	Kay Bowen	1	0	0	\$55.00		TUE 10
1/2	TUE	EDC	7:00 PM	COM	Arthur Griffin	0	1	0	\$56.10	No Quorum	WED 3
1/8/2018	MON	ConCom	7:00 PM	COM	Sarah Guimond	1	0	0	\$55.00		THU 1
1/9/2018	TUE	FinCom	7:00 PM	RES	Kay Bowen	1	0	0	\$55.00		FRI 0
1/9/2018	TUE	PB	7:00 PM	COM	Arthur Griffin	1	0	0	\$56.10		9am-12noon 0
1/10/2018	WED	ZBA	7:00 PM	COM	Tess Werme	0	0	1	\$0.00		12noon-6pm 3
1/16/2018	TUE	BOS	7:00 PM	RES	Sarah Guimond	1	0	0	\$55.00		7:00 PM 13
1/17/2018	WED	Building	7:00 PM	COM	Arthur Griffin	1	0	0	\$56.10		COM 8
1/18/2018	THU	BVT SC	6:00 PM	PUB	Pat Aldrich	1	0	0	\$0.00		RES 5
1/22/2018	MON	BOH	6:00 PM	BOH	Sarah Guimond	1	0	0	\$55.00		MISC 3
1/23/2018	TUE	FinCom	7:00 PM	RES	Kay Bowen	1	0	0	\$55.00		Recorded 11
1/23/2018	TUE	Library	7:00 PM	KIT	Tess Werme	1	0	0	\$56.10		Not R/Paid 1
1/23/2018	TUE	PB	7:00 PM	COM	Angie Coe	1	0	0	\$56.10		Self Record 0
1/30	TUE	FinCom	7:00 PM	RES	Arthur Griffin	1	0	0	\$56.10		Cancelled 3
1/31/2018	WED	OpenSpace	7:00 PM	COM	Sarah Guimond	1	0	0	\$55.00		MEETINGS 16
										Total Wages	\$721.60