

Douglas Cable Advisory Committee

Douglas Municipal Center

Agenda

Monday April 9, 2018

1. **Call to order:**
2. **Committee Vacancies:** *There is one opening on the Committee, email cable@douglasma.org or call 508-476-4000 ext 222 if interested.*
3. **Expenditures:**
4. **MM:** 2/26/18
5. **Correspondence:**
6. **FY19 Finalized Budget:**
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:** Monday, May 14, 2018

03/12/2018 10:18 | Town of Douglas  
9824jcah | FY18 FEBRUARY EXPENDITURE REPORT

| P 94  
| glytdbud

FOR 2018 08

	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	20,275.97	2,339.73	.00	10,220.03	66.5%
01695100 51200 P/T WAGES	12,235	12,235	6,188.60	774.40	.00	6,046.40	50.6%
TOTAL CABLE ADVISORY SALARIES	42,731	42,731	26,464.57	3,114.13	.00	16,266.43	61.9%

01695200 CABLE ADVISORY EXPENSE

01695200 51706 COUNTY RETIREMENT	3,090	3,090	121.02	121.02	.00	2,968.98	3.9%
01695200 51707 EMPLOYER'S FICA	775	775	365.26	21.78	.00	409.74	47.1%
01695200 52400 REPAIRS AND MAINTEN	1,494	1,494	398.85	.00	.00	1,095.15	26.7%
01695200 53008 CONTRACTUAL SERVICE	0	0	1,600.00	.00	.00	-1,600.00	100.0%*
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	2,284.03	175.18	.00	1,710.97	57.2%
01695200 54200 OFFICE SUPPLIES	1,081	1,081	375.95	16.99	.00	705.05	34.8%
01695200 55800 OTHER SUPPLIES	795	795	305.18	.00	.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	8,123.85	334.97	.00	36,309.15	18.3%

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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03/12/2018 10:18 | Town of Douglas  
9824jcah | FY18 FEBRUARY EXPENDITURE REPORT

| P 95  
| glytdbud

FOR 2018 08

	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	34,588.42	3,449.10	.00	104,805.32	24.8%

03/12/2018 10:18 | Town of Douglas  
9824jcah | FY18 FEBRUARY EXPENDITURE REPORT

| P - 122  
| glytdbud

FOR 2018 08

	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	

04/02/2018 11:47 | Town of Douglas  
9824jcah | FY18 MARCH EXPENDITURE REPORT

| P 94  
| glytdbud

FOR 2018 09

	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	22,615.69	2,339.72	.00	7,880.31	74.2%
01695100 51200 P/T WAGES	12,235	12,235	7,297.40	1,108.80	.00	4,937.60	59.6%
TOTAL CABLE ADVISORY SALARIES	42,731	42,731	29,913.09	3,448.52	.00	12,817.91	70.0%

01695200 CABLE ADVISORY EXPENSE

01695200 51706 COUNTY RETIREMENT	3,090	3,090	164.59	43.57	.00	2,925.41	5.3%
01695200 51707 EMPLOYER'S FICA	775	775	365.26	.00	.00	409.74	47.1%
01695200 52400 REPAIRS AND MAINTEN	1,494	1,494	492.00	93.15	.00	1,002.00	32.9%
01695200 53008 CONTRACTUAL SERVICE	0	0	1,600.00	.00	.00	-1,600.00	100.0%*
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	2,538.21	254.18	.00	1,456.79	63.5%
01695200 54200 OFFICE SUPPLIES	1,081	1,081	375.95	.00	.00	705.05	34.8%
01695200 55800 OTHER SUPPLIES	795	795	305.18	.00	.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	8,514.75	390.90	.00	35,918.25	19.2%

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FOR 2018 09

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TOTAL CABLE ADVISORY COMMITTEE	87,164	139,394	38,427.84	3,839.42	.00	100,965.90	27.6%

04/02/2018 11:47 | Town of Douglas  
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FOR 2018 09

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
695 CABLE ADVISORY COMMITTEE							
28269510 CABLE RRA							
28269510 59601 TRANSFER TO GENERAL	0	0	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 Account  
Department      Cable 01695200

Date: 2/7/2018

The follow:  
have been a  
and you are

### Cable Advisory Committee

**\$175.18**

### Dollars

Approved

Phone W. Diesel

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

To the Accountant  
Department **Cable 01695200**

Date: 3/14/2018

The follow: **\$254.18** Dollars  
have been a **Cable Advisory Committee**  
and you are

Approved

James M. DeLoach

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

To the Acc<sup>d</sup> [redacted]  
Department [redacted] **Cable 01695200**

Date: 3/22/2018

The follow: **Cable Advisory Committee** \$93.15 Dollars  
have been &  
and you are

Approved

Renzo M. Devereux  
Ribbman

**Douglas Cable Advisory Committee**

**Douglas Municipal Center**

**Meeting Minutes**

**Monday, February 26, 2018**

Tom Devlin called the meeting to order at 7:05pm

**Attendance:**

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

**Staff:** Pat Aldrich

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 - 12/20/17, 1/11/18, 1/23/18
4. **MM:** *Bob motioned to accept the meeting minutes of 12/11/17 as presented, Chris 2nd, unanimous favor.*
5. **Correspondence:** 12/14/17 Charter price adjustment. 12/21/17 Charter channel changes. 2/12/18 Charter lineup change.
6. **2017 Annual Town Report:** 1/8/18 final draft was submitted to the Town Administrator's office for printing in the annual Town Report.
7. **Website Admin Assistance:** IT Director Scott Motyka submitted a memo outlining the website admin training sessions that have recently held. Pat was involved in two sessions, with more planned before the launch in March.
8. **5 Year Financial Projection:** Matt Wojcik, new Town Administrator asked for a 5 year financial projection in a specified spreadsheet format. Pat presented a spreadsheet with an initial breakdown of the next five years as it relates to the Cable operational and capital budgets. Pat noted that the projection takes into account that we are focusing on mainly Government coverage with a light Public presence as needed. This will help keep the Capital needs moderate, as we don't need expensive production equipment without a studio. Some discussion about how the wages might be affected by minimum wage changes, etc. Some discussion was had about supporting the school's video needs but need to iron out our place within that. Tom mentioned we would need to discuss with the School first. *Bob motioned to approve the 5 year budget projection as presented, Chris 2nd, unanimous favor.*
9. **FY19 Budget:** Pat presented a spreadsheet with an initial FY19 Budget breakdown. *Bob motioned to approve the proposed FY19 Cable Budget to submit to the Finance Committee, Chris 2nd, unanimous favor.*
10. **Coordinator Report:** Pat's report attached.
11. **Next Meeting:** Monday, March 12, 2018 @ 7pm
1. **Adjourn:** *Bob motioned to adjourn at 7:43pm, Chris 2nd, unanimous favor.*

# Charter

COMMUNICATIONS

MA0323  
TOWN OF DOUGLAS  
Executive Administrator  
29 Depot Street  
East Douglas, MA 01516

RE: Annual Franchise Fee Payment

Dear Sir or Madam:

This letter is a summary for the ACH payment of franchise fees covering the period from January 1, 2017 to December 31, 2017, for Charter Communications ("Charter"). This franchise fee computation has been prepared in accordance with the terms and conditions of our local cable television franchise agreement, or if Charter is operating under a state issued franchise in your community, in accordance with the requirements of the state franchising law. This payment specifically complies with all of Charter's contractual and/or statutory duties, and includes the required percentage, flat rate, or per sub payment, and includes all required categories or revenue.

This payment was calculated as follows:

Franchise Fee Base	2,384
Franchise Fee (as defined in Agreement):	\$ .50 per sub
Fee Adjustment (see detail)	\$0.00
<b>Fee Due</b>	<b>\$1,192.00</b>

Please contact your Government Relations representative or send an email directly to [CharterFranchiseNotices@chartercom.com](mailto:CharterFranchiseNotices@chartercom.com) for any address updates or corrections.

Charter Communications is proud to serve your community and our customers with cable television service.

Please feel free to contact our office [Corp\\_mm\\_franchise\\_fees@chartercom.com](mailto:Corp_mm_franchise_fees@chartercom.com) if any additional information is required.

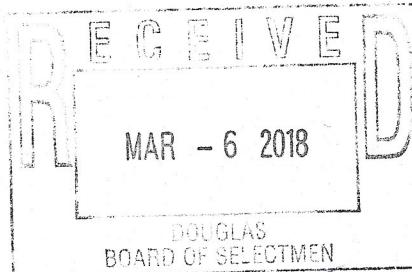
Sincerely,



Steve Lottmann  
Divisional Controller

915 - 00166570 - 42402

Enclosure



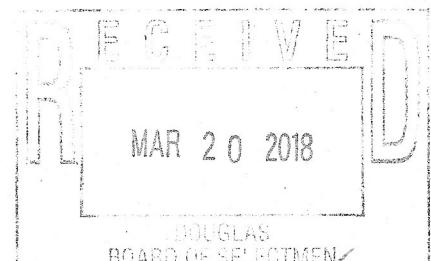
February 14, 2018

ATTACHMENT CONTAINS TRADE SECRET INFORMATION AND IS CONFIDENTIAL & PROPRIETARY  
- NOT FOR PUBLIC DISCLOSURE

314.288.3103  
[www.charter.com](http://www.charter.com)

12405 Powerscourt Drive  
St. Louis, Missouri 63131-3764

Invoice Number	Invoice Date	Payment Amount	Discount Taken	Payment Number	Remark
A201701	01/31/17	99.37		1092990	
A201702	02/28/17	99.04		1092990	
A201703	03/31/17	99.21		1092990	
A201704	04/30/17	99.08		1092990	
A201705	05/31/17	99.79		1092990	
A201706	06/30/17	100.50		1092990	
A201707	07/31/17	100.71		1092990	
A201708	08/31/17	100.71		1092990	
A201709	09/30/17	101.04		1092990	
A201710	10/31/17	99.17		1092990	
A201711	11/30/17	98.83		1092990	
A201712	12/31/17	99.33		1092990	
A201712ADJ0103	01/31/18	4.78-		1092990	
Totals		1,192.00			



March 16, 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 April 12, 2018**, Fusion Channel (Univision) will be included in the SPP Tier 1 and SBPP Variety Tier 2.

For a current channel lineup, visit [www.spectrum.com/channels](http://www.spectrum.com/channels). To view this notice online, visit [spectrum.net/programmingnotices](http://spectrum.net/programmingnotices).

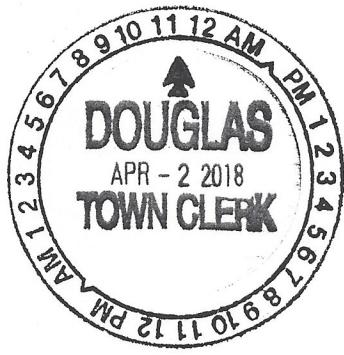
If you have any questions, I can be reached at 774-243-9735 or via email at [Anna.Lucey@charter.com](mailto:Anna.Lucey@charter.com).

Sincerely,

Anna P. Lucey  
Director, Government Affairs  
Charter Communications



## TOWN OF DOUGLAS MONTHLY MEETING SCHEDULE



**1<sup>ST</sup> MONDAY OF MONTH:**

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

**1<sup>ST</sup> TUESDAY OF MONTH:**

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

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

**1<sup>ST</sup> THURSDAY OF MONTH:**

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

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

**2<sup>ND</sup> MONDAY OF MONTH:**

7:00 P.M. CABLE ADVISORY COMM.

**2<sup>ND</sup> TUESDAY OF MONTH:**

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

**2<sup>ND</sup> WEDNESDAY OF MONTH:**

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

**3<sup>RD</sup> MONDAY OF MONTH:**

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

**3<sup>RD</sup> TUESDAY OF MONTH:**

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

**3<sup>RD</sup> WEDNESDAY OF MONTH:**

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

**3<sup>RD</sup> THURSDAY OF MONTH:**

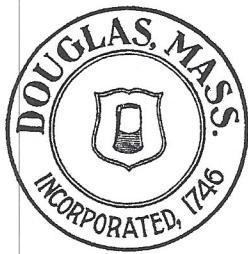
7:00 P.M. BASEBALL/SOFTBALL (COM. MTG. RM.)

**4<sup>TH</sup> 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

## OFFICE OF THE SELECTMEN

29 Depot Street • Douglas, MA 01516

508-476-4000

Fax: 508-476-1070

TTY 508-476-1619

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

Matthew J. Wojcik  
Town Administrator

Suzanne L. Kane  
Administrative Assistant

April 9, 2018

Mr. Wilfred Fontaine  
25 Charles Street  
Douglas, MA 01516

Dear Mr. Fontaine,

On behalf of the Board of Selectmen, it is my pleasure to inform you that you have been appointed to the Cable Advisory Committee for the term June 30, 2019.

The Board of Selectmen sincerely appreciates your interest in serving the Town and wish to offer you their congratulations.

Please contact the Office of the Town Clerk within 30 days in order to be sworn in to the duties of your office.

Sincerely,

Suzanne Kane  
Administrative Assistant

Cc: Town Clerk  
Cable Advisory Committee ✓

**Douglas Cable Access Proposed Budget FY19**

Proposed

FY19

1.75% + Step

51110 F/T Wages \$31,758.00 1.75% + step

51200 P/T Wages \$16,274.00

**Total Compensation** \$48,032.00

51706 Retirement \$3,183.00

51707 Emp FICA \$786.00

52400 Repair/Maintenence \$1,000.00

53012 Training/Conferences \$325.00

53401 Postage \$100.00

53800 Other Serv \$3,000.00

54200 Office Supplies \$700.00

55800 Other Supplies \$500.00

57100 In-State Travel \$300.00

57150 Training Travel \$150.00

57300 Dues/Memberships \$350.00

58700 Replacement Equipment \$3,000.00

58500 Additional Equipment \$11,500.00

53008 Contractual Services \$1,600.00

**Total Expenses** \$26,494.00

**Total Cable SAL + EXP** \$74,526.00

**Charter Revenue (Requested)** \$63,548.94

Operating w/o Capital \$63,026.00

*Operating Budget Difference* \$522.94 *Legal Fees 2023*

**Capital Fund** \$21,835.72

Capital Articles \$0.00

Capital within Cable Budget \$11,500.00

*Capital Remaining* \$10,335.72

**TOTAL CABLE FY19** \$86,240

**Attached: February & March 2018 Meetings Reports**

**Updates:**

- 3/28/18: PA system in Resource Room was troubleshooted with Tom & Pat, sounded ok but when everyone was around the table, the feedback returned and had to turn back down. New systems being considered.
- 3/28/18: Capital Committee discussion with school staff resulted in a possible security issue, was requested by Chair to remove the audio from that section of the discussion. Approx 2 minutes were muted, with a notice on screen explaining the edit. An original copy is in the archives, unedited. Edited version is online/broadcast.
- 4/6/18: Apple Mac-Mini was purchased to replace Resource Room recording rack iMac. Basic use is accessing Tightrope "live" broadcast and Aja Ki Pro online recording interface. **Total \$558.00**

**Upcoming:**

- Integrated Solutions Quote was accepted, signed, and sent for video components in Community & Resource Room. **Total: \$26,256.75** Install pending JVC camera availability. *Early May install.*
- Annual Town Meeting 5/7/18. I have notified the school that I intend to use our equipment independently from their system. They have confirmed that they will be prepared for the overflow room and are not relying on Cable staff.

Feb FY18												
Date	Day	Meeting	Time	Room	Staff	Pd/R	Pd/C	Canc	Wages	Notes		
2/5	MON	ConCom	7:00 PM	COM	Sarah Guimond	1			\$55.00		MON	4
2/6	TUE	BOS	7:00 PM	RES	Kay Bowen	1			\$55.00		TUE	10
2/6	TUE	EDC	7:00 PM	COM	Tess Werme	0		1	\$0.00	Cancelled	WED	4
2/6	TUE	Sewer	7:00 PM	SEW	Arthur Griffin	1			\$56.10		THU	2
2/8	THU	EDC	7:00 PM	COM	Sarah Guimond	0	1	0	\$55.00	No Quorum	FRI	0
2/12/2018	MON	Cable	7:00 PM	RES	Pat Aldrich	0	0	0	\$0.00	No Quorum	9am-12noon	1
2/13/2018	TUE	BOH	6:00 PM	BOH	Tess Werme	1			\$56.10		12noon-6pm	4
2/13/2018	TUE	FinCom	7:00 PM	RES	Kay Bowen	1	0	0	\$55.00		7:00 PM	15
2/13/2018	TUE	PB	7:00 PM	COM	Tess Werme	1	0	0	\$0.00	2 in 1	COM	10
2/14/2018	WED	ZBA	7:00 PM	COM	Arthur Griffin	1	0	0	\$56.10		RES	6
2/15/2018	THU	Public Event	11:00 AM	HOM	Sarah Guimond	1	0	0	\$55.00		MISC	4
2/20/2018	TUE	BOS	7:00 PM	RES	Sarah Guimond	1	0	0	\$55.00		Recorded	14
2/21	WED	Capital	1:00 PM	COM	Sarah Guimond	1	0	0	\$55.00		Not R/Paid	1
2/21/2018	WED	Building	7:00 PM	COM	Arthur Griffin	0	0	1	\$0.00	Cancelled	Self Record	0
2/26	MON	Historical	6:00 PM	COM	Sarah Guimond	1	0	0	\$55.00		Cancelled	6
2/26/2018	MON	Cable	7:00 PM	RES	Pat Aldrich	1	0	0	\$0.00		MEETINGS	20
2/27/2018	TUE	PB	7:00 PM	COM	Arthur Griffin	0	0	1	\$0.00	LNC		
2/27/2018	TUE	Library	7:00 PM	KIT	Tess Werme	1	0	0	\$56.10		<b>Total Wages</b>	
2/27/2018	TUE	FinCom	7:00 PM	RES	Kay Bowen	0	0	1	\$0.00	LNC	<b>\$719.40</b>	
2/28/2018	WED	Capital	1:00 PM	COM	Sarah Guimond	1	0	0	\$55.00			

March FY18											
Date	Day	Meeting	Time	Room	Staff	Pd/R	Pd/C	Canc	Wages	Notes	
3/5	MON	ConCom	7:00 PM	COM	Steve Zisk						MON 7
3/5	MON	Building	7:00 PM	RES	Sarah Guimond	0	0	1	\$0.00	Cancelled	TUE 15
3/6/2018	TUE	Capital	1:00 PM	COM	Sarah Guimond	0	0	1	\$0.00	Cancelled	WED 6
3/6/2018	TUE	COA	6:00 PM	HOM	Tess Werme	1	0	0	\$56.10		THU 4
3/6/2018	TUE	BOS	7:00 PM	RES	Kay Bowen	1	0	0	\$55.00		FRI 0
3/6/2018	TUE	EDC	7:00 PM	COM	Angie Coe	1	0	0	\$56.10		9am-12noon 2
3/6/2018	TUE	Sewer	7:00 PM	SEW	No Staff	0	0	1	\$0.00		12noon-6pm 6
3/6	TUE	OpenSpace	7:00 PM	KIT	Arthur Griffin	1	0	0	\$56.10		7:00 PM 24
3/6	TUE	PB	7:00 PM	SEL	Sarah Guimond	1	0	0	\$55.00		COM 13
3/7/2018	WED	Capital	1:00 PM	COM	No Staff	0	0	1	\$0.00		RES 11
3/12/2018	MON	Cable	7:00 PM	RES	Sarah Guimond	0	0	1	\$0.00	Cancelled	MISC 8
3/13/2018	TUE	FinCom	7:00 PM	RES	Kay Bowen	0	0	1	\$0.00	Cancelled	Recorded 14
3/13/2018	TUE	PB	7:00 PM	COM	Tess Werme	0	0	1	\$0.00	Cancelled	Not R/Paid 1
3/13/2018	TUE	Sewer	7:00 PM	SEW	Arthur Griffin	0	0	1	\$0.00	Cancelled	Self Record 1
3/14/2018	WED	ZBA	7:00 PM	COM	Angie Coe	1	0	0	\$56.10		Cancelled 8
3/14	WED	BOS	7:00 PM	RES	Sarah Guimond	1	0	0	\$55.00		MEETINGS 32
3/15/2018	THU	Public Event	11:00 AM	PUB	Sarah Guimond	1	0	0	\$55.00		
3/19/2018	MON	Capital	1:00 PM	COM	Sarah Guimond	1	0	0	\$55.00		Total Wages
3/19/2018	MON	ConCom	7:00 PM	COM	Angie Coe	1	0	0	\$56.10		\$1,219.90
3/20/2018	TUE	BOS	7:00 PM	RES	Kay Bowen	1	0	0	\$55.00		
3/20/2018	TUE	Sewer	7:00 PM	COM	Sarah Guimond	1	0	0	\$55.00		
3/21/2018	WED	Building	7:00 PM	COM	Tess Werme	1	0	0	\$56.10		
3/22/2018	THU	Capital	10:00 AM	COM	Sarah Guimond	1	0	0	\$55.00		
3/22/2018	THU	Cable	7:00 PM	RES	Sarah Guimond	0	1	0	\$55.00	No Quorum	
3/26/2018	MON	BOH	6:00 PM	BOH	Sarah Guimond	1	0	0	\$55.00	Double Cover	
3/26/2018	MON	FinCom	7:00 PM	RES	Sarah Guimond	1	0	0	\$0.00	Double Cover	
3/27/2018	TUE	FinCom	7:00 PM	RES	Kay Bowen	1	0	0	\$55.00		
3/27/2018	TUE	Library	7:00 PM	KIT	Tess Werme	1	0	0	\$56.10		
3/27/2018	TUE	PB	7:00 PM	COM	Arthur Griffin	1	0	0	\$56.10		
3/28/2018	WED	Capital	1:00 PM	COM	Sarah Guimond	1	0	0	\$55.00		
3/28/2018	WED	Cemetery	7:00 PM	RES	Tess Werme	1	0	0	\$56.10		
3/29/2018	THU	BOS	7:00 PM	RES	Sarah Guimond	1	0	0	\$55.00		
					Totals	14	1	8			



Date: 3.1.2018  
Quote: PTZ Switcher Upgrade  
Valid For: 30 Days  
Terms: N30  
Prepared By: Gary Pink, Account Executive

**Prepared For:**

Pat Aldrich  
Douglas Cable  
Douglas, MA

Qty	Model	Description	Price	Ext
5	KY-PZ100W	JVC HD-SDI PTZ Camera-White  <i>Above price includes \$300 instant rebate thru 3/31</i>	\$ 2,685.00	\$ 13,425.00
				\$ -
2	RM-LP100U	JVC Network PTZ Camera Controller	\$ 1,715.00	\$ 3,430.00
2	SEB-1200	Datavideo SE-1200 Switcher and RMC-120 controller	\$ 1,990.00	\$ 3,980.00
2	LED-2364HD	Totevision 23" HD Monitor	Multiviewer	\$ 370.00
2	TPE-TG80g	Trendnet POE Network Switch	Camera Control/Power	\$ 153.00
1	ERK-3528	Middle Atlantic 35RU 28" Deep Rack	\$ 632.50	\$ 632.50
1	CBS-ERK28	Middle Atlantic Caster Base	\$ 163.25	\$ 163.25
1	PD-2415SC	Middle Atlantic Power Strip 24 Outlets	\$ 135.00	\$ 135.00
1	ERK-VT	Middle Atlantic Vented Top	\$ 45.00	\$ 45.00
				\$ -
1	Installation	Install all cameras, controllers and switchers in 2 room Wire as needed. Test. Training. Remove components from old rack and move into new rack. Clean up or rewire as necessary	\$ 3,400.00	\$ 3,400.00
				\$ -
				\$ -
				\$ -
				\$ -
		<b>Package Total</b>		<b>\$ 26,256.75</b>