

Douglas Cable Advisory Committee

Douglas Municipal Center

Agenda

Monday May 14, 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:**
5. **Correspondence:**
6. **FY20 Budget Discussion:**
7. **Coordinator Report:**
8. **Equipment:**
9. **Other Business:** *Open session for topics not reasonably anticipated 48 hours in advance of meeting.*
10. **Next Meeting:** June 11, 2018
11. **Adjourn:**

05/01/2018 09:41 | Town of Douglas
9824jcah | FY18 APRIL EXPENDITURE REPORT

| P 94
| glytdbud

FOR 2018 10

	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	24,955.42	2,339.73	.00	5,540.58	81.8%
01695100 51200 P/T WAGES	12,235	12,235	8,570.10	1,272.70	.00	3,664.90	70.0%
TOTAL CABLE ADVISORY SALARIES	42,731	42,731	33,525.52	3,612.43	.00	9,205.48	78.5%

01695200 CABLE ADVISORY EXPENSE

01695200 51706 COUNTY RETIREMENT	3,090	3,090	224.68	60.09	.00	2,865.32	7.3%
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	.00	.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	255.00	55.00	.00	63.00	80.2%
01695200 53401 POSTAGE	106	106	.00	.00	.00	106.00	.0%
01695200 53800 OTHER SERVICES	3,995	3,995	2,634.39	175.18	.00	1,360.61	65.9%
01695200 54200 OFFICE SUPPLIES	1,081	1,081	375.95	.00	.00	705.05	34.8%
01695200 55800 OTHER SUPPLIES	795	795	384.18	.00	.00	410.82	48.3%
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	2,684.63	558.00	26,256.75	2,662.62	91.6%*
TOTAL CABLE ADVISORY EXPENSE	44,433	44,433	9,363.02	848.27	26,256.75	8,813.23	80.2%

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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05/01/2018 09:41 | Town of Douglas
9824jcah | FY18 APRIL EXPENDITURE REPORT

| P 95
| glytdbud

FOR 2018 10

	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	42,888.54	4,460.70	26,256.75	70,248.45	49.6%

05/01/2018 09:41 | Town of Douglas
9824jcah | FY18 APRIL EXPENDITURE REPORT

| P 122
| glytdbud

FOR 2018 10

		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 Acc^d Department **Cable 01695200**

Date: 4/11/2018

The follow:
have been a
and you are

Cable Advisory Committee

Approved Florina D. Salazar

Town of Douglas
Schedule of Departmental Bills Payable

To the Acc^d | | | |
Departmeⁿ **Cable 01695200**

Date: 4/24/2018

The follow: **\$55.00** Dollars

Cable Advisory Committee

and you are

Approved

re
I Howard Dealey

Town of Douglas
Schedule of Departmental Bills Payable

To the Acc.

Date: 5/2/2018

Department | Cable 01695200

The follow
have been a
and you are

Cable Advisory Committee

Approved

Woma M. Decker

Town of Douglas
Schedule of Departmental Bills Payable

Date: 5/9/2018

The follow: **\$175.18** Dollars
have been a **Cable Advisory Committee**
and you are

Approved

Thomas M. DeWeese

Douglas Cable Advisory Committee

Douglas Municipal Center

Meeting Minutes

Monday, April 9, 2018

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

Attendance:

Committee: Tom Devlin, Bob Werme, Chris Menn, Fred Fontaine

Staff: Pat Aldrich

1. **Committee Vacancies:** Tom welcomed Fred Fontaine back to the Committee. There is one opening on the Committee, email cable@douglasma.org or call 508-476-4000 ext 222 if interested.
2. **Financials:** *Town Finance Director's report attached in "Meeting Packet".*
3. **Expenditures:** Vouchers signed by Tom Devlin - 2/7/18, 3/14/18, 3/22/18
4. **MM:** *Bob motioned to accept the meeting minutes of 2/26/18 as presented, Fred 2nd, unanimous favor.*
5. **Correspondence:** 2/14/18 Charter Annual Franchise Fee received, \$1,192.00 paid based on 2,384 Charter Cable subscribers. Check goes into the Town's general fund. Pat noted that folks had been complaining about an increase of their fee based on subscribers "cutting the cord" but Charter Cable subscribers are increasing, not decreasing. 3/16/18 Charter lineup changes. 4/2/18 Douglas Meeting schedule update, 4/9/18 Selectmen's letter that Fred Fontaine has been appointed to the Cable Advisory Committee.
6. **FY19 Budget:** Due to new developments in salary decisions made by the Town, the FY19 budget has been adjusted and submitted for the Town Meeting Warrant. Recording Assistant position was previously at two different rates. With approval from the Finance Director, all Recording Assistants will be paid the same wage at \$11.42 per hour, minimum 5 hour per scheduled event. General discussion about budget items.
7. **Coordinator Report:** *Pat's report attached in "Meeting Packet".*
8. **Other Business:** Tom discussed the possibility of airing Finance Committee meetings live on TV, will be discussing with Town Administrator and FinCom Chair.
9. **Next Meeting:** Monday, May 14, 2018 @ 7pm
1. **Adjourn:** *Bob motioned to adjourn at 7:31pm, Fred 2nd, unanimous favor.*



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

James P. Purcell
Interim Town Administrator

Suzanne L. Kane
Administrative Assistant

June 26, 2017

VP/General Manager, Charter Communications
95 Higgins Street
Worcester, MA 01606
Certified Mail: 7016 0910 0000 4175 9170

General Counsel, Charter Communications Inc.
Charter Plaza 12405 Powerscourt Drive
St. Louis Missouri 63131
Certified Mail: 7016 0910 0000 4175 9187

RE: Cable Contract – PEG Access Support Section 8.3(b)

Dear Sir/Madam,

Please be advised that, in accordance with Section 8.3(b) of the Cable Television License executed between the Town of Douglas, MA and Charter Communications Entertainment, effective November 18, 2013 (enclosed), the Town of Douglas, acting through a vote of its Board of Selectmen, has opted to receive PEG Access support in the coming contract year in the amount of **\$63,549.60**.

Please feel free to contact me should you have any questions in regards to this matter (ext. 100). Thank you.

Sincerely,

Suzanne Kane
Administrative Assistant

Cc: Board of Selectmen
Cable Advisory Committee

21311

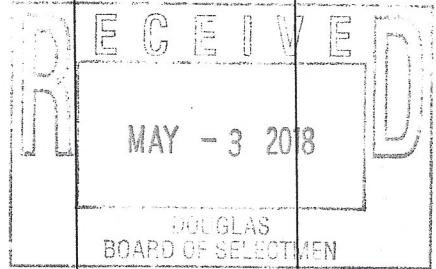
12405 Powerscourt Dr
St. Louis, MO 63131
(314)965-0555

STUB 1 OF
CHECK DATE: 03/05/18

NO. 06432298

DATE	INVOICE NO.	DESCRIPTION	INVOICE AMOUNT	DEDUCTIONS	AMOUNT PAID
02/20/18	22018	ANNUAL FRANCHISE FEE	63,549.60		63,549.60

5/3/18 - Turned into
Treasurer. ST



641149 TOWN OF DOUGLAS MA

WARNING: ORIGINAL DOCUMENT HAS VISIBLE FIBERS, INVISIBLE FLUORESCENT FIBERS & CHEMICAL REACTIVE PAPER.

Charter
COMMUNICATIONS
12405 Powerscourt Drive
St. Louis, MO 63131-3674

Charter Communications is an Equal Opportunity Employer/Contractor.

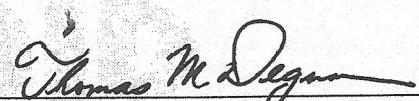
80-1769/0815
US BANK
MEMPHIS, MO

NO. 06432298

DATE	AMOUNT
03/05/18	\$*****63,549.60

PAY SIXTY THREE THOUSAND FIVE HUNDRED FORTY NINE AND 60/100*****

TO TOWN OF DOUGLAS MA
THE 29 DEWEY ST
ORDER DOUGLAS MA 01516
OF


AUTHORIZED SIGNATURE

THE FACE OF THIS CHECK HAS A VOID-FEATURE PANTOGRAPH, A MICROTYPED BORDER AND A SECURITY BACKER.

108151769313507002677



Charter

COMMUNICATIONS

301 Barber Avenue
Worcester, Massachusetts 01606

2014-21262

Mr. Matthew J. Woycik
Town Administrator
Town of Douglas
29 Depot Street
Douglas, MA 01516

Town of Douglas
29 Depot Street
Douglas MA 01516

30 Donat Street

29 Depot Street

Dowdles MA 01E16

Douglas, MA 01516

RETURN TO SENDER
TUNNEL TAIWAN
WANNAI

Charter

COMMUNICATIONS

卷之三

UNIVERSITY OF TORONTO LIBRARIES

100

U.S. POSTAGE 14¢ HONEY BOMBS

卷之三

Suzanne Kane
Administrative Assistant
Douglas Municipal Center
28 Depot Street
Douglas, MA 01516

卷之三

SHREWSBURY MA DISTRIBUTION CENTER

April 30, 2018

In Transit to Next Facility

April 29, 2018

In Transit to Next Facility

April 26, 2018, 2:52 pm

Unclaimed/Being Returned to Sender

DOUGLAS, MA 01516

March 23, 2018, 7:53 am

Out for Delivery

DOUGLAS, MA 01516

March 23, 2018, 7:43 am

Sorting Complete

DOUGLAS, MA 01516

March 22, 2018, 7:47 am

Arrived at Unit

DOUGLAS, MA 01516

March 21, 2018, 4:38 am

Arrived at USPS Regional Facility

SHREWSBURY MA DISTRIBUTION CENTER

March 20, 2018, 7:55 pm

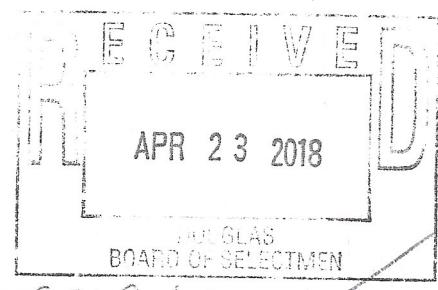
Departed USPS Regional Facility

BROCKTON MA DISTRIBUTION CENTER

March 20, 2018, 7:21 pm

Arrived at USPS Regional Facility

BROCKTON MA DISTRIBUTION CENTER



April 19, 2018

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 May 21, 2018, the channel Animal Planet will move from the Spectrum Pricing & Packaging (SPP) Tier 1 to wider availability in the SPP Select Tier on all lineups.

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



Selectmen's Office Town of Douglas

MEMO

To: Department Heads
From: Matthew Wojcik *MW*

Town Administrator

Date: Friday, April 27, 2018

Re: Procurement Authority

As you know, pursuant to MGL Chapter 30B, section 2 and Section 1-2(j) of the Act Establishing a Town Administrator and a Municipal Finance Department in the Town of Douglas, and the associated Town Meeting adoption of the Act, the Board of Selectmen have designated first Mike Guzinski, and now me, to act as the Chief Procurement Officer of the Town of Douglas, with all of the responsibilities and authority outlined in Chapter 30B.

Administrator Guzinski delegated significant procurement authority to all department heads, including the Douglas Public Schools leadership team pursuant to Chapter 30B, section 19.

Pursuant to the same authority, I am today making changes to the delegations of authority in filings submitted with the Office of the Inspector General, and after consultation with Town Counsel.

Some weeks ago, in the ongoing effort to find potential sources of savings for the Town, I asked the Finance Director to inquire into whether or not the terms of the statewide contracts for office supplies, tech supplies, and office furniture were being honored by the Town's vendor(s). The inquiry was initially focused on the extension of prompt payment and volume discounts to the applicable orders.

I have determined that one vendor in particular has engaged in practices that are unacceptable. We are being charged wildly different prices for the exact same items, and up until recently, we were not benefitting from the applicable discounts. In my view, it is appropriate and in the best interest of the Town to

temporarily revoke all delegation of purchasing authority for the above named classes of products and to centralize the relationship with this vendor until satisfactory answers can be obtained from the vendor and the Operational Services Division as to how this situation has arisen. The Town and Schools together purchase anywhere from \$65,000 to \$80,000 a year on these supplies. In the current budget environment, we cannot ignore the possibility that we are paying anywhere from 10-20% more than we should be for these items.

Therefore:

1. All purchasing authority delegation for purchase of office supplies, tech supplies, and office furniture is hereby revoked. You may bid, quote, or research prices for these items and forward the information on your findings to the Town Accountant, but until further notice, all requisitions for these items will be sent to the Town Accountant and me for final authorization before purchase commitment is made;
2. You may not enter into any cooperative purchase agreement or contract for any of the items noted without my approval;
3. We have a meeting scheduled with the vendor. If you anticipate making a major purchase in the next two weeks and can hold off, please do so.

It is likely that the outcome of this inquiry will be that we will restrict purchasing activity in this area to a single COMMBUYS account. If so, you will be assigned the proper credentials to log in to the appropriate portal on the vendors website to take advantage of the actual pricing we are supposed to be getting.

From:This is Dennis <db54@hotmail.com>
Subject:Re: Your concern about online videos
Date:February 5, 2018 at 6:40:49 AM EST
To:Douglas Cable <cable@douglasma.org>

Pat - thanks for being the conduit. See if this is understandable and straightforward?

Essentially, it's become apparent that more and more residents appear to be jumping ship from charter cable services to other means of obtaining cable programs; firesticks, hulu, amazon, HD Antenna are just some of the new technology.

In so doing however those who maintain Spectrum as subscribers will continue to see their cable fee increase as it has done to support the "franchise" and in this case the operation of Douglas Cable. However, Douglas Cable has also implemented widespread access to cable shows from a variety of access points (e.g. youtube) that allow for viewing by anyone even if they aren't a spectrum subscriber.

So, how is this fair to those of us that are footing a charge for this? Very often these days if you want to view a newspaper online you have to either have a paid subscription or pay ala carte.

Thus, for those that are no longer subscribing to charter they ought to be paying a fee for access to online PEG programs. The feasibility of such a solution merits consideration and exploration. Should that avenue prove to be unfeasible after evaluation than what remedy does one propose for those who are paying the fee but allow others to enjoy the same benefits w/o defraying the costs?

regards

Dennis Bishop

From: Tom Devlin <tmdevjr@gmail.com>
Subject: Fwd: Your concern about online videos
Date: April 30, 2018 at 3:24:02 PM EDT
To: This is Dennis <db54@hotmail.com>

Dennis,

Thank you for your interest in the distribution of the public meetings created by the Cable Advisory Committee.

It has been the goal of the committee for many years to provide the citizens of Douglas the opportunity to see and hear all the meetings of the Boards and Committees. We have been able to do this with a very dedicated staff. We were particularly excited to be able to work with cable departments from other towns to provide access to the meetings of the Blackstone Valley Tech School Committee.

We have come a long way from the days that someone would have to manually swap out a videotape in order to change the channel programs.

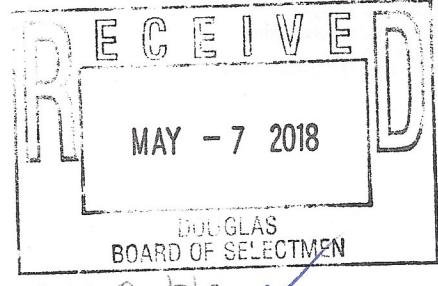
We feel that this program has been a success. In 2015, the number of cable subscribers reported to us by Charter/Spectrum was 2,372. Last year, 2017, showed a slight uptick of subscribers coming in at 2,384.

It is the sense of the committee that these meetings are recorded using town owned equipment for use by the town. The on-line aspects provide a layer of transparency in Town government which we are proud to provide.

Again, thank you for expressing your concerns.

Tom Devlin
Chair
Douglas Cable Advisory Committee

Begin forwarded message:



May 1, 2018

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 June 4, 2018, the following changes will be made to the Westport lineup. WCVB-ABC, channel 5 will no longer be available. ABC programming will continue to be available on WLNE-ABC on channels 6, 706.

Effective in all areas, Newsy is being added to the SPP Tier 1 (Silver) and SBPP TV Premier and Entertainment TV in all areas.

We have been notified that the Fusion Channel (Univision) inclusion into the SPP Tier 1 & SBPP Variety scheduled for April has been postponed at this time. Any launch updates will be communicated as soon as we are made aware.

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



VETERANS OF FOREIGN WARS OF THE U.S.
JOSEPH J. MICHNA POST NO.7554
Douglas, Massachusetts 01516

To: Douglas Clergy
Douglas Selectman
Douglas Police Chief
Douglas Fire Chief
Douglas HS & Junior Band Leaders
Woman's Relief Corps
Douglas Boy & Club Scouts
Douglas Girl Scouts & Brownies

April 28, 2018

Subject: Douglas Memorial Day Parade Invitation

It is that time of the year again where we in the VFW are making plans to pay tribute to the brave men and women who have made the ultimate sacrifice and to all veterans. Veterans have given so much so that we can live in a free society with so many freedoms and rights that most people in the world just can't understand or comprehend.

Many of forget in our daily lives that "Freedom isn't Free"

That being said, we would like to confirm your participation, as in the past, in the Town of Douglas Memorial Day Parade scheduled for Sunday, May 27, 2018.

I have included the following Parade/Program detail:

1. Pre-Parade Cemetery Program and route
2. Memorial Day Parade marching order.
3. Memorial Day Parade program and route.

Please show your support for these brave veterans and join us in the Parade. The parade will end at the Douglas Senior Center (Post Office) and refreshments will be served there after the parade, so please plan accordingly. Please call me with any questions or changes in your participations at 508-278-9568.

Looking forward to seeing you there.

Best regards,

Colonel Dennis J Zifcak, US Army (Retired)
Quartermaster VFW Post 7554

Douglas Memorial Day parade
Pre-parade cemetery program and route

10:00 A.M. Douglas Center

VFW Color Guard & Firing Squad forms up at the Douglas Center Civil War Monument and marches into Douglas Center Cemetery

1. Invocation by Clergy
2. Salute the dead – Douglass Firing Squad
3. Taps – Douglas H.S. Band
4. Return to Civil War Monument
5. Invocation by Clergy
6. Salute the dead – VFW Firing Squad
7. Taps – Douglas H.S. Band
8. Raising of the Colors/National Anthem Douglas H.S. Band

10:25 A.M. Evergreen Cemetery

VFW Color Guard & Firing Squad form up at cemetery entrance and march into cemetery

1. Invocation by Clergy
2. Salute the dead – Firing Squad
3. Taps – Douglas H.S. Band
4. March out of Cemetery

10:45 A.M. St. Denis Cemetery

VFW Color Guard & Firing Squad form up at top level of cemetery

1. Invocation by Clergy
2. Salute the dead – VFW Firing Squad
3. Taps – Douglas H.S. Band
4. Raising of the Colors/National Anthem – Douglas H.S. Band

11:00 A.M. Pine Grove Cemetery

VFW Color Guard & Firing Squad form up in cemetery

1. Invocation by Clergy
2. Salute the dead – VFW Firing Squad
3. Taps – Douglas H.S. Band

Douglas Memorial Day Parade
Order of organizations marching

1. VFW Commander
2. VFW Color Guard
3. Douglas Veterans
4. Douglas Selectman and Clergy
5. Douglas High School Band
6. Douglas Junior Band
7. Combined Women's Patriotic Organizations
8. Douglas Boy Scouts with Colors
9. Douglas Girl Scouts with Colors
10. Douglas Cub Scouts with Colors
11. Douglas Brownies with Colors
12. Douglas 4H Club
13. Douglas junior Baseball Teams
14. Douglas Fire Dept

Douglas Memorial Day Parade
Program & Route

1:30 P.M. **Joseph J. Michna Square**
Parade units are formed up for ceremonies

1:35 P.M. 1. Invocation by Clergy
2. Band Selection – Douglas High School Band
3. Salute the dead – VFW Firing Squad
4. Rendition of Taps – Douglas High School Band
5. Raising of the Colors/National Anthem – Douglas High School Band
6. Parade starts East on Rt.16 (N.E. main St.)

2:15 P.M. **Michael Carter Square**
1. Invocation by Clergy
2. Salute the dead – VFW Firing Squad
3. Rendition of Taps – Douglas High School Band
4. Raising of the Colors/National Anthem – Douglas High School Band
5. Parade heads East on Gilboa St., then makes a right turn on North St.
6. Parade proceeds up North St. stopping at Civil War Monument

2:45 P.M. **Civil War Monument**
1. Invocation by Clergy
2. Program directed by Women's Relief Corps
3. Salute the dead – VFW Firing squad
4. Raising of Colors/National Anthem – Douglas High School Band
5. Parade then proceeds up N.E. Main St. turning left onto Depot St. and heads up to the WWII Monument
6. Military Units continue up Depot St. and the High School Band bears left up Martin St.

3:10 P.M. **World War II Monument**
1. Invocation by Clergy
2. Band selection – Douglas Junior Band
3. Salute the dead – VFW Firing Squad
4. Rendition of taps – Douglas High School Band
5. Raising of Colors/National Anthem – Douglas High School Band

3:30 P.M. **Korean and Vietnam Memorials**
1. Invocation by Clergy
2. Guest Speaker
3. Salute the dead – VFW Firing Squad
4. Rendition of taps – Douglas High School Band
5. Raising of Colors/National Anthem – Douglas High School Band

From: Steve zisk szisk@douglasma.org
Subject: RE: New Cable Equipment in Community Room
Date: May 12, 2018 at 9:21 AM
To: Douglas Cable cable@douglasma.org
Cc: Steve Zisk szisk@douglasma.org

SZ

Hi Pat,
Thanks for the heads up.

I wouldn't mind sitting at the old wooden desk that's next to the copier. If you could set it up so I could plug the laptop in at the desk and view my photos on the tv from there that would work for me.

Let me know what you think.

Thanks,
Steve

-----Original Message-----

From: Douglas Cable [mailto:cable@douglasma.org]
Sent: Friday, May 11, 2018 3:41 PM
To: Steve zisk; Maria Lajoie
Cc: Tom Devlin
Subject: New Cable Equipment in Community Room

Hi Steve -

We are in the process of installing new equipment in the Community Room and I'm not sure it will be finished for your Monday 7pm meeting. In the case that it's not complete, I will set up a camcorder in that room for taping the meeting.

Historically, your committee has been a "self recorded" meeting, but as we move into the next phase of equipment, it becomes more technical and really, Cable Staff should be responsible for anything done on that equipment. The Cable Staff member would need to sit directly at the equipment to operate it, so we need to figure out a new seating arrangement for you, as you have historically sat there to record at previous meetings. With an extended cable, we can get your laptop into the video feed from just about anywhere in the room, so it shouldn't be an issue.

I will be here on Monday night, so I can discuss with you and we can look at the room together to figure out some options.

Please let me know if you have any questions or concerns.

Thanks!
Pat

Cable Budget

	Proposed	
	FY20	
	1.75%	
51110 F/T Wages	\$32,314.00	
51200 P/T Wages	\$16,559.00	
Total Compensation	\$48,873.00	
51706 Retirement	\$3,278.00	
51707 Emp FICA	\$822.00	
52400 Repair/Maintene	\$500.00	
53012 Training/Confere	\$330.00	
53401 Postage	\$100.00	
53800 Other Serv	\$2,200.00	
54200 Office Supplies	\$700.00	
55800 Other Supplies	\$550.00	
57100 In-State Travel	\$310.00	
57150 Training Travel	\$155.00	
57300 Dues/Membersh	\$350.00	
58700 Replacement Eq	\$4,300.00	
58500 Additional Equip	\$10,000.00	
53008 Contractual Serv	\$1,600.00	
Total Expenses	\$25,195.00	
Total Cable SAL + EXP	\$74,068.00	
	\$74,068.00	
	3% +	
	\$65,455.40	
Operating w/o Capital	\$64,068.00	
<i>Operating Budget Difference</i>	<i>\$1,387.40</i>	
Capital Fund	\$10,335.72	
Capital Articles	\$0.00	
Capital within Ca	\$10,000.00	
<i>Capital Remainir</i>	<i>\$335.72</i>	

Attached: *April 2018 Meetings Reports*

Updates:

- 4/24/18: Board of Selectmen informational meeting was streamed over YouTube as an experiment. We had arranged the room with a separate PA system to assure folks in the room could hear, but it compromised the live broadcast and streaming audio. Measures were made to correct it about halfway through. Recorded version was audio corrected for posterity.
- 4/26/18: Historical Society sponsored “The Value of Old and Rare Books” with Ken Gloss (of Antiques Roadshow) at the Jenckes store. Recorded, broadcast on Public channel.
- 4/26/18: Senior Center hosted the Town Administrator and Finance Director to discuss the upcoming 2.5 override vote. Recorded, broadcast on Public channel.
- 5/2/18: Senior Center hosted Douglas High School Senior project “Virtual Reality Demo” with Luke & Aaron. Recorded, broadcast on Public Channel.
- 5/4/18: Mass Access Spring conference and trade show was attended.
- 5/7/18: Annual Town Meeting was recorded. Plan went perfectly, the video looks great, the audio was great, no problems. Donna Sousa did an amazing job in the soundbooth and preparing for the overflow room.
- 5/9-5/14/18: Resource Room and Community Room video components have been installed, systems upgraded to HD capture capability. New cameras, video switchers, camera controllers, and multi-view program and preview monitors.

Upcoming:

- 5/17/18: BVT SC meeting to be recorded.
- 5/28/18: Memorial Day Parade and Ceremonies.
- June: Discussion with School Tech Director about rebuilding recording rack with items from our gutted systems. They still have infrastructure for SD recording, so our older cameras and switchers that were just removed would work for them.

April FY18											
Date	Day	Meeting	Time	Room	Staff	Pd/R	Pd/C	Canc	Wages	Notes	
4/2	MON	Capital	10:00 AM	COM	Sarah Guimond	1	0	0	\$55.00		MON 6
4/2	MON	ConCom	7:00 PM	COM	Steve Zisk	0	0	0	\$0.00		TUE 12
4/3/2018	TUE	FinCom	7:00 PM	SEL	Tess Werme	1	0	0	\$56.10		WED 4
4/3/2018	TUE	Sewer	7:00 PM	SEW	Sarah Guimond	1	0	0	\$55.00		THU 4
4/3/2018	TUE	BOS	7:00 PM	RES	Kay Bowen	1	0	0	\$55.00		FRI 0
4/5/2018	THU	COA	9:00 AM	HOM	Sarah Guimond	1	0	0	\$55.00		9am-1 2
4/5/2018	THU	EDC	7:00 PM	COM	Sarah Guimond	1	0	0	\$55.00		12noo 3
4/9/2018	MON	Library	6:30 PM	KIT	Sarah Guimond	1	0	0	\$55.00		7:00 F 21
4/9/2018	MON	Cable	7:00 PM	COM	Pat Aldrich	1	0	0	\$0.00		COM 10
4/9/2018	MON	FinCom	7:00 PM	RES	Arthur Griffin	1	0	0	\$56.10		RES 7
4/10/2018	TUE	BOS	7:00 PM	SEL	Tess Werme	1	0	0	\$56.10		MISC 9
4/10/2018	TUE	FinCom	7:00 PM	RES	Kay Bowen	1	0	0	\$55.00		Recor 23
4/10/2018	TUE	PB	7:00 PM	COM	Sarah Guimond	1	0	0	\$55.00		Not R/ 1
4/11/2018	WED	FinCom	7:00 PM	RES	Arthur Griffin	0	0	1	\$0.00	Cancelled	Self R 1
4/11/2018	WED	OpenSpace	7:00 PM	RES	Sarah Guimond	1	0	0	\$55.00		Cance 1
4/11/2018	WED	ZBA	7:00 PM	COM	Angie Coe	1	0	0	\$56.10		MEET 26
4/12/2018	THU	Octoberfest	7:00 PM	COM	Sarah Guimond	1	0	0	\$55.00		
4/17/2018	TUE	BOS	7:00 PM	RES	Sarah Guimond	1	0	0	\$55.00		
4/17/2018	TUE	Cemetery	7:00 PM	KIT	Arthur Griffin	1	0	0	\$56.10		
4/17/2018	TUE	ConCom	7:00 PM	COM	Steve Zisk	1	0	0	\$0.00		
4/18	WED	Building	7:00 PM	COM	Sarah Guimond	1	0	0	\$55.00		
4/24/2018	TUE	BOS	7:00 PM	RES	Sarah Guimond	1	0	0	\$55.00		
4/24/2018	TUE	Library	7:00 PM	KIT	Arthur Griffin	0	1	0	\$56.10	Were at BOS	
4/24/2018	TUE	PB	7:00 PM	COM	Kay Bowen	1	0	0	\$55.00		
4/26	THU	Public Event	6:30 PM	JENK	Sarah Guimond	1	0	0	\$55.00		
4/30	MON	BOH	6:00 PM	BOH	Sarah Guimond	1	0	0	\$55.00		
						23	1	1	\$1,216.60		



Date: 5.14.2018
Quote: GP2672
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
2	MX202WP/C	Shure White Mini-Condenser Overhead Mic w/Pre-Amp	\$ 190.75	\$ 381.50
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
			\$	-
1	Installation	Install new microphones into ceiling. Run audio lines to control room	\$ 300.00	\$ 300.00
			\$	-
			\$	-
			\$	-
1	CCP	Cables Connector Parts	\$ 20.00	\$ 20.00
1	Shipping	Shipping and Handling/Incoming Freight	\$ 15.00	\$ 15.00
			\$	-
			\$	-
			\$	-
			\$	-
		Package Total		\$ 716.50



Date: 5.9.2018
Quote: GP2681
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
1	CBL-LIVE-340	Tightrope Live Streaming Server	\$ 2,750.00	\$ 2,750.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
1	Installation	Install Streaming server, wire, configure Cablecast	\$ 400.00	\$ 400.00
				\$ -
1	Shipping	Shipping and Handling/Incoming Freight	\$ 40.00	\$ 40.00
				\$ -
		Package Total		\$ 3,190.00



Broadcast | Lighting | Design
A Division of The Camera Company

Date: 5.9.2018
Quote: GP2682
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
1	VIA GO	Kramer Wireless Presentation System	\$ 494.00	\$ 494.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
1	Installation	Install VIA on scaler, Configure network, Training	\$ 250.00	\$ 250.00
				\$ -
1	Shipping	Shipping and Handling/Incoming Freight	\$ 20.00	\$ 20.00
				\$ -
		Package Total		\$ 764.00