

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](mailto: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:**

FOR 2018 10

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
-----							
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%

05/01/2018 09:41  
9824jcah

Town of Douglas  
FY18 APRIL EXPENDITURE REPORT

|P 95  
|glytdbud

FOR 2018 10

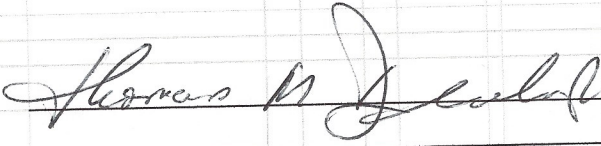
	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL CABLE STUDIO EQUIPMENT	0	50,000	.00	.00	.00	50,000.00	.0%
TOTAL CABLE ADVISORY COMMITTEE	87,164	139,394	42,888.54	4,460.70	26,256.75	70,248.45	49.6%

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 Account of \_\_\_\_\_ Date: 4/11/2018  
 Department Cable 01695200  
 The following \_\_\_\_\_ \$558.00 Dollars  
 have been \_\_\_\_\_  
 and you are \_\_\_\_\_ Cable Advisory Committee

Approved   
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Vendor #	Vendor Name	Invoice #	Amount	Description	G/L Number
2593	Apple	6730019287	\$558.00	MacMini Workstation	58500
Total:			\$558.00		

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

To the Account of  
 Department

**Cable 01695200**

Date: **4/24/2018**

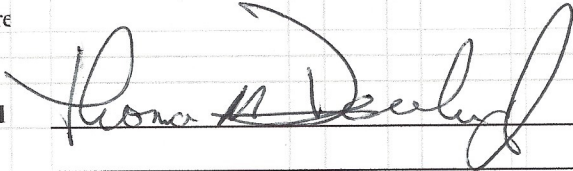
The following  
 have been  
 and you are

**\$55.00**

Dollars

**Cable Advisory Committee**

Approved



Vendor #	Vendor Name	Invoice #	Amount	Description	G/L Number
6739	MassAccess	4/20/18	\$55.00	Conference 5/4/18	53012
Total:			\$55.00		

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

To the Account of \_\_\_\_\_ Date: 5/2/2018  
 Department of Cable 01695200  
 The following \_\_\_\_\_  
 have been \_\_\_\_\_ \$61.02 Dollars  
 and you are \_\_\_\_\_ Cable Advisory Committee

Approved \_\_\_\_\_

*Roma M. Decker*

Vendor #	Vendor Name	Invoice #	Amount	Description	G/L Number
4522	Pat Aldrich	5/2/18	\$61.02	Postage Reimbursement	53401
Total:			\$61.02		

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

To the Account of \_\_\_\_\_ Date: **5/9/2018**  
 Department **Cable 01695200**

The following \_\_\_\_\_ **\$175.18** Dollars  
 have been paid to \_\_\_\_\_  
 and you are \_\_\_\_\_ **Cable Advisory Committee**

Approved \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Vendor #	Vendor Name	Invoice #	Amount	Description	G/L Number
292	Charter Spectrum	0199835050118	\$175.18	Internet 5/10-6/9/18	53800
Total:			\$175.18		

## **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
<div data-bbox="1034 414 1476 676" data-label="Image"> </div> <div data-bbox="220 667 849 824" data-label="Text"> <p>5/3/18 - Turned into Treasurer. SK</p> </div>					

641149

TOWN OF DOUGLAS MA

WARNING: ORIGINAL DOCUMENT HAS VISIBLE FIBERS, INVISIBLE FLUORESCENT FIBERS &amp; 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

641149

DATE  
03/05/18AMOUNT  
\$\*\*\*\*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

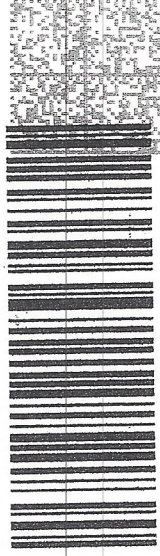
*Thomas M. Segura*  
AUTHORIZED SIGNATURE

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

⑈06633798⑈ ⑈081517693⑈3507002677⑈

Charter  
COMMUNICATIONS

301 Barber Avenue  
Worcester, Massachusetts 01606



7014 2120 0000 7978 5241

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

3.22

U.S. POSTAGE >> PITNEY BOWES  
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02 4N  
0000333639 MAR 20 2018

NIXIE 015 DE 1 0004/28/18

RETURN TO SENDER  
UNCLAIMED  
UNABLE TO FORWARD

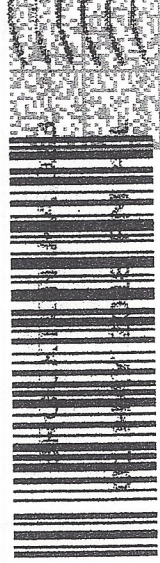
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CERTIFIED MAIL®

Charter  
COMMUNICATIONS

301 Barber Avenue  
Worcester, Massachusetts 01606



7014 2120 0004 4587 9895

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

U.S. POSTAGE >> PITNEY BOWES  
ZIP 01606 \$006.67  
02 4N  
0000333639 MAY 04 2018

0151682325



**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**

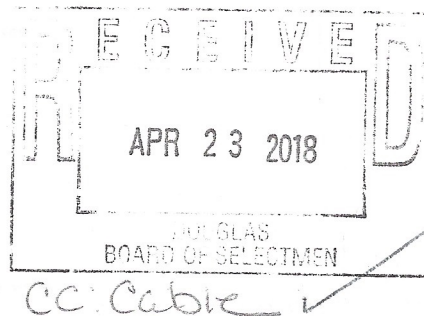
Departed USPS Regional Facility

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](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,

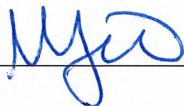
Anna P. Lucey  
Director, Government Affairs  
Charter Communications



## Selectmen's Office Town of Douglas

# MEMO

To: Department Heads

From: Matthew Wojcik   
Town Administrator

Date: Friday, April 27, 2018

Re: Procurement Authority

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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.

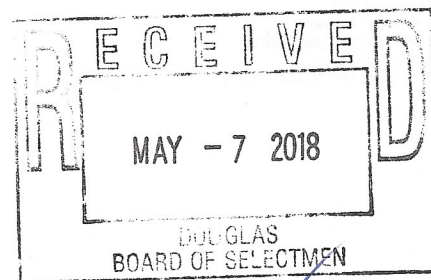
We feel that this program has been a success. In 2015, the number of cable subscribers reported to us by Charter/Spectrum was 2,372. Last year, 2017, showed a slight uptick of subscribers coming in at 2,384.

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](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



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

VETERANS OF FOREIGN WARS OF THE UNITED STATES

**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
<b>Total Compensation</b>	<b>\$48,873.00</b>
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
<b>Total Expenses</b>	<b>\$25,195.00</b>
<b>Total Cable SAL + EXP</b>	<b>\$74,068.00</b>
	<b>\$74,068.00</b>
	3% +
	<b>\$65,455.40</b>
Operating w/o Capital	\$64,068.00
Operating Budget Difference	\$1,387.40
<b>Capital Fund</b>	<b>\$10,335.72</b>
Capital Articles	\$0.00
Capital within Ca	\$10,000.00
Capital Remainir	\$335.72

**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		<b>Total Wages</b>		
4/17/2018	TUE	Cemetery	7:00 PM	KIT	Arthur Griffin	1	0	0	\$56.10		<b>\$1,216.60</b>		
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

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



A Division of The Camera Company

Pat Aldrich  
Douglas Cable  
Douglas, MA

Prepared By: Gary Pink, Account Executive

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



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