

Douglas Cable Advisory Committee  
Douglas Municipal Center  
Agenda  
Monday June 11, 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. **Committee Reorganization FY19:**
4. **Expenditures:**
5. **MM:**
6. **Correspondence:**
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:**

FOR 2018 11

	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	27,295.14	2,339.72	.00	3,200.86	89.5%
01695100 51200 P/T WAGES	12,235	12,235	9,343.40	773.30	.00	2,891.60	76.4%
TOTAL CABLE ADVISORY SALARIES	42,731	42,731	36,638.54	3,113.02	.00	6,092.46	85.7%
01695200 CABLE ADVISORY EXPENSE							
01695200 51706 COUNTY RETIREMENT	3,090	3,090	294.01	69.33	.00	2,795.99	9.5%
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	.00	.00	63.00	80.2%
01695200 53401 POSTAGE	106	106	61.02	61.02	.00	44.98	57.6%
01695200 53800 OTHER SERVICES	3,995	3,995	2,809.57	175.18	.00	1,185.43	70.3%
01695200 54200 OFFICE SUPPLIES	1,081	1,081	547.75	171.80	.00	533.25	50.7%
01695200 55800 OTHER SUPPLIES	795	795	408.34	24.16	.00	386.66	51.4%
01695200 57100 IN-STATE TRAVEL	365	365	99.65	89.65	.00	265.35	27.3%
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	28,941.38	26,256.75	.00	2,662.62	91.6%
TOTAL CABLE ADVISORY EXPENSE	44,433	44,433	36,210.91	26,847.89	.00	8,222.09	81.5%
01695500 CABLE PLAYBACK EQUIPMENT							
01695500 58500 CABLE PLAYBACK EQ A	0	2,230	.00	.00	.00	2,229.74	.0%
TOTAL CABLE PLAYBACK EQUIPMENT	0	2,230	.00	.00	.00	2,229.74	.0%
01695501 CABLE STUDIO EQUIPMENT							
01695501 58500 CABLE STUDIO EQUIP	0	50,000	.00	.00	.00	50,000.00	.0%

FOR 2018 11

	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	72,849.45	29,960.91	.00	66,544.29	52.3%

FOR 2018 11

	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	



## A black binder clip is shown at the top of the page, holding a piece of lined paper. The clip is a standard C-clamp style, with a black plastic body and two silver-colored metal prongs. The paper it is holding has horizontal blue lines and a vertical red margin line on the left side.

## To the Acc

The follow:

Dollars

### Cable Advisory Committee

**Approved**

\$ 26,542.36

To the Accounting Department **Cable 01695200**

The follow:  
have been &  
and you are

Dollars

### Cable Advisory Committee

Thomas M. Deery

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

## **Douglas Cable Advisory Committee**

### **Douglas Municipal Center**

### **Meeting Minutes**

**Monday, May 14, 2018**

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

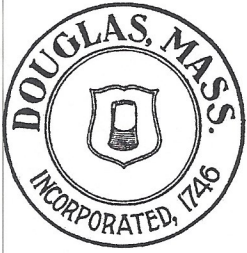
#### **Attendance:**

**Committee:** Tom Devlin, Chris Menn, Fred Fontaine

**Excused Absence:** Bob Werme

**Staff:** Pat Aldrich

1. **New Cameras:** Tom noted that the meeting was being filmed on new cameras.
2. **Committee Vacancies:** There is one opening on the Committee, email cable@douglasma.org or call 508-476-4000 ext 222 if interested.
3. **Financials:** *Town Finance Director's report attached in "Meeting Packet".*
4. **Expenditures:** Vouchers signed by Tom Devlin - 4/11/18, 4/24/18, 5/2/18, 5/9/18
5. **MM:** *Fred motioned to accept the meeting minutes of 4/9/18 as presented, Chris 2nd, unanimous favor.*
6. **Correspondence:** Charter Annual Operating Fee FY19 received, \$63,549.60. 4/19/18 Charter lineup changes. 4/27/18 Town Administrator memo about supplies pricing, 2/5/18 Resident letter about cable fees/distribution of video content. 4/30/18 Tom Devlin response to resident letter. 5/1/18 Charter lineup change, 5/2/18 VFW details of Memorial Day Parade. 5/12/18 Pat email to Steve Zisk about new equipment in the Community Room. Recording Assistants will be scheduled for future Conservation Commission meetings. Previously, the committee had recorded itself.
7. **FY20 Budget:** Initial layout based on 3% increase as outlined in the Cable License. More discussion to be had in regard to relation to Cable 5-Year Plan.
8. **Coordinator Report:** *Pat's report attached in "Meeting Packet".*
9. **Equipment:** Discussion of hanging microphones for Resource Room audience area, Fred mentioned that ProSound Audio Service will be able to come out to assess the entire sound system, so hold off until that is done. Tightrope Live Streaming server discussion, possibility for future use if the demand increases. Kramer wireless presentation server discussed as a concept for possible future use.
10. **Other Business:** Reorganization should be placed on the agenda for next meeting.
11. **Next Meeting:** Monday, June 11, 2018 @ 7pm
1. **Adjourn:** *Fred motioned to adjourn at 7:35pm, Chris 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

Matthew J. Wojcik  
Town Administrator

Suzanne L. Kane  
Administrative Assistant

May 15, 2017

VP/General Manager  
Charter Communications  
95 Higgins Street  
Worcester, MA 01606

General Counsel  
Charter Communications  
Charter Plaza  
12405 Powerscourt Drive  
St. Louis Missouri 63131

**Certified Mail:**  
**7015 0640 0003 6114 2770**

**Certified Mail:**  
**7015 0640 0003 6114 2787**

### **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 year five (5) of the contract in the amount of **\$65,456.09**. As outlined in the contract under section 8.3(b), beginning last year (year 4), "Said dollar amount of PEG Access Support shall increase three percent (3%) each year, subject to the above referenced right of the Issuing Authority to provide one hundred twenty (120) days' notice of a lower dollar amount of PEG Access Support as the Issuing Authority may determine." Going forward, the Town of Douglas will only notify Charter Communications IF the Board of Selectmen chose to lower the dollar amount.

Please feel free to contact me should you have any questions in regards to this matter (ext. 201). Thank you.

Sincerely,

Matthew J. Wojcik  
Town Administrator

Cc: Board of Selectmen  
Cable Advisory Committee ✓



conditions at each such location. The Issuing Authority or its access designee shall be responsible for delivering a suitable PEG signal to the Access connection point at each such location. The Issuing Authority and the Licensee shall work together in good faith to resolve any PEG Access interconnection issues.

(c) Upon the written request of the Issuing Authority, the Licensee shall extend the PEG Channel origination network to an additional site(s)/building(s) within the Town. The Town or its Access designee shall be responsible for the cost thereof.

(d) The PEG Channel origination network shall be operated in compliance with FCC regulations, including the System Technical Specifications found in FCC Part 76, Subpart K, 76.601 et seq. In the event that there are technical problems with the PEG Channel origination network, the Licensee and the Issuing Authority shall negotiate, in good faith, a resolution of any such problems.

(e) The PEG Channel origination network shall be interconnected with the Subscriber Network in order that signals originating from PEG Channel origination points can be sent upstream and then switched to a downstream Subscriber Network channel. There shall be no charge to the Town or its Access designee for such switching.

(f) The Licensee shall provide and maintain all necessary processing equipment in the Cable System headend and/or hub site in order to switch upstream channels from the PEG Access Channel origination network to the designated downstream Access Channel. Nothing herein shall require the Licensee to provide end-user equipment.

(g) The Issuing Authority and/or its Access designee may, at its option, send PEG Access programming to the Licensee as an analog and/or digital signal, and the Licensee shall accept and cablecast said PEG Access programming in accordance with the terms of this Renewal License.

(h) The PEG Access Channels shall be cablecast by the Licensee in digital format no later than such time that the majority of its other cable channels are cablecast in digital format. The PEG Access channels shall also continue to be cablecast in analog format for as long as any other cable channel on the Licensee's Cable System in the Town is cablecast in analog format. In addition, the PEG Access channels, whether analog or digital shall be cablecast without scrambling or its equivalent as long any other cable channel on the Licensee's Cable System in the Town is unscrambled.

(i) The Licensee shall monitor the PEG Access Channels for technical quality and shall ensure that they are maintained at standards the same or better than those which apply to the Cable System's commercial Channels, provided, however, that the Licensee is not responsible for the production quality of PEG Access programming productions, nor for any deficiencies in the source signal it receives from any party over which the Licensee has no control, nor for any PEG Access equipment not owned by the Licensee.

### **8.3 PEG Access Equipment/Facilities Funding and PEG Access Annual Support**

(a) The Licensee shall provide PEG Access equipment and facilities funding to the Town or its designee to be used for the support of the production of PEG programming (the "PEG Access Capital Funding"). The PEG Access Capital Funding provided by Licensee hereunder shall be: One Hundred Sixty-Nine Thousand Dollars (\$169,000), payable as follows: (i) One Hundred Thousand Dollars



(\$100,000) within thirty (30) days of the Effective Date; (ii) Fifty Thousand Dollars (\$50,000) on or before the first (1st) anniversary of the Effective Date; and (iii) Nineteen Thousand Dollars (\$19,000) on or before the fifth (5th) anniversary of the Effective Date. In no case shall this payment be counted against the PEG Access Support payments made pursuant to Section 8.3(b) below or against any franchise or license fee payment(s). The Licensee may externalize, line-item and/or pass-through this PEG Access Capital Funding on to Subscribers to the extent allowed by applicable law and regulations.

(b) The Licensee shall provide payments to the Town or its designee to be used to support ongoing operations of PEG Access operations and programming (the "PEG Access Support"). Such payment shall be used by the Town or its designee for personnel, operating and other related expenses incurred in connection with PEG access programming and/or operations. Subject to the limitation in Section 9.1(b), the PEG Access Support provided by Licensee shall be as follows: Year One of the Renewal License term, Licensee shall pay Forty-Seven Thousand Thirty-Seven Dollars (\$47,037). Thereafter, the Licensee shall pay the following dollar amounts, or such lower dollar amounts that the Issuing Authority shall notify the Licensee of in writing no later than one hundred twenty (120) days prior to the annual anniversary date of this Renewal License: Year Two of the Renewal License term: One Hundred Thousand Six Hundred Thirty Dollars (\$100,630); Year Three of the Renewal License term: One Hundred Sixteen Thousand Thirty-Nine Dollars (\$116,039); and beginning with Year Four of the Renewal License said dollar amount of PEG Access Support shall increase three percent (3%) each year (i.e. Year Four of the Renewal License: One Hundred Nineteen Thousand Five Hundred Twenty Dollars (\$119,520), subject to the above referenced right of the Issuing Authority to provide one hundred twenty (120) days' notice of a lower dollar amount of PEG Access Support as the Issuing Authority may determine. PEG Access Support payments shall be made no later than March 31<sup>st</sup> following the anniversary date of the Renewal License. All such PEG Access Support payments to the Town shall be placed by the Town in a special PEG Access account, and not into the Town's general fund. If requested in writing by the Issuing Authority, any such payment shall be accompanied by a general statement of the total amount of Gross Revenues which shall also provide in reasonable detail the general categories comprising Gross Revenues as defined in Section 1.1(11) above and the revenue attributable thereto. The Licensee may externalize, line-item and/or pass-through this PEG Access Support on to Subscribers to the extent allowed by applicable law and regulations.

(c) In the event that the PEG Access Capital Funding (Section 8.3(a) above) or the PEG Access Support (Section 8.3(b) above) is not paid on or before the due dates set forth in this Renewal License for such payments, then interest shall accrue from the due date until the date paid at the rate equal to two percent (2%) above the prime rate at the at the Federal Reserve Bank of Boston or its successor.

(d) The Issuing Authority or its designee shall upon written request of the Licensee prepare an annual report for the preceding calendar year which records how the annual payment for PEG operations was spent, and what amount remained unspent at the end of the calendar year. This report shall be submitted to the Licensee within thirty (30) days of said written request.

#### **8.4 PEG Access Equipment Ownership And Maintenance**

The Town or its designee shall own all PEG access equipment and, accordingly, shall be responsible for maintenance, repair and replacement of all such PEG access equipment.

# Town of Douglas

29 Depot Street – Douglas, MA 01516  
508-476-4000 ext.110 – Fax: 508-476-4012  
TDD 508-476-1619

Jeanne Lovett  
Finance Director

June 11, 2018

TO: All Town Departments

FROM: Jeanne Lovett, Finance Director

SUBJECT: YEAR-END PROCEDURES

## Happy June!

On Tuesday, June 12, 2018, at 10:00 a.m., I will be running a “year-end” session for all departments. I will review the year-end procedures, and answer any questions you may have. Please have at least one member of your department present at this meeting.

The Town has a contract with Melanson, Heath and Co. for the FY18 audit. The first scheduled site visit for the FY18 audit is Tuesday, June 19, 2018. They are also tentatively scheduled to be onsite a couple of days during the month of August. I will e-mail you these dates in July. It is very important that departments are available during the audit site visits should any questions arise pertaining to your department.

As a result of the audit recommendations, we will continue to work on the implementation of new policies and procedures. Please note that the BOS approved the Health Insurance Policy on January 2, 2018. We are in the process of recommending a change to this policy. The BOS will have the second reading of the revised policy on June 19<sup>th</sup>. As a reminder, all approved policies may be found on the company drive (pdf format). I would like to thank you for your continued patience and support as we continue to work to implement new policies and procedures.

We will be circulating expenditure reports thru June 30th during the first week of July, and again after July 19, 2018. It is extremely important that you review these reports and notify me of any discrepancies as soon as possible. **Reminder: After you have reconciled, please send me an e-mail stating that the department records agree with the general ledger expenditure/revenue report(s). This reconciliation should be completed at the end of each month.**

Also, I will be asking to meet with you during July to reconcile your accounts. You play an important role in the year-end close. Each account must be reconciled and the balance signed off by the department head.

**Please be advised of the following deadlines for the fiscal year ending June 30, 2018.**

### **Payroll:**

The last full FY18 payroll is due on June 21, 2018 at 10:00 a.m. This is for work performed thru June 20th, as well as, all FY18 Yearly Stipends.

**Town and School Departments:** The payroll submitted on July 5, 2018:

Please note **you must submit two separate payroll vouchers.**

- One voucher for all work performed thru June 30<sup>th</sup> including overtime and stipends. This voucher must be submitted on a separate voucher on July 5<sup>th</sup> and clearly marked FY18 Payroll.
- The second voucher (first FY19 Payroll Voucher) will be for work performed July 1st - July 4th.

FY19 payroll change notices should be submitted to my office no later than **June 21, 2018.**

These notices should include the amount either approved on the personnel compensation schedules voted at the ATM May 7, 2018 or the applicable contract. **Reminder: The general ledger account numbers must be noted on the payroll vouchers so the correct appropriation is charged.**

**Reminder from the Auditor: All employee timesheets must be filled out and signed by the employee and department head. The department head must use the completed time sheet to complete the payroll voucher. A copy of the time sheet must be attached to the original payroll voucher that is submitted to my office.**

**Expenses:**

The last FY18 expense warrant for the Town will be run on July 18, 2018 (**deadline for the submission of vouchers is July 17<sup>th</sup> at 4 p.m.**). The last FY18 expense warrant for the School will be run on July 19, 2018.

**School Department:** when entering FY18 invoices be sure to use **June 30, 2018** as your warrant, invoice and due date so they will be deducted from your FY18 budget. Be sure to verify that the year and period match the effective date.

Also, we will run a FY19 warrant the first week of July to pay expenses such as debt service, utilities, health insurance and those situations requiring immediate attention. Weekly warrants will resume mid July. Each voucher should clearly indicate the fiscal year.

**Do not combine FY18 and FY19 vouchers.**

Please note: vouchers for stamps or the postage meter will not be honored against the FY18 budget after the expense warrant to be dated June 20, 2018 (**deadline for submission, June 20th**).

**Reminder: Expense warrants are generally run on a weekly basis. It is extremely important that vouchers are submitted timely to take advantage of discounts and avoid late fees or finance charges. You may submit a voucher even if you only have one invoice. As per the Expenditure Policy, invoices should be submitted to my office within 30 days of receipt. Utility invoices should be submitted within 20 days of receipt.**

**Reserve Fund Transfers:**

The Finance Committee is scheduled to meet **Tuesday, June 12, 2018.** If you require a reserve fund transfer or inter/intra departmental transfer please notify me immediately.

Reminder: Per M.G.L., no department may incur a liability in excess of appropriation except in



cases of major disaster which impose an immediate threat to the health or safety of persons or property.

**Encumbrances:**

**Tuesday, July 17, 2018 is the deadline for FY18 invoices. Please contact vendors for outstanding invoices.** If you have not received an invoice from a vendor, please complete the attached encumbrance form and return it to me **by July 16th**. Encumbrances are allowed for goods ordered, services rendered or purchases made by June 30th for which you have not yet been invoiced.

**School Department:** please review all outstanding purchase orders and close out as many as possible prior to June 30, 2018. Please be careful of the dates used to close out the purchase orders. To avoid problems, the date used to close out the purchase order must be prior to June 30, 2018. Be sure to verify that the year and period match the effective date.

**Carry- Forwards:**

If your department has any special article items that should be carried over into the new fiscal year, please complete the attached Carry-Forward form and return it to me by **Monday, July 16, 2018**. If a project has been completed in FY18, please submit a “close out” memo to my office no later than July 16<sup>th</sup>.

**Cash Receipts:**

For those departments that receive money please turn over **ALL** receipts to the Treasurer no later than **1:00 p.m., Thursday, June 28, 2018**. Please note all departments should be using the proper turnover form. It may be found on the company drive. Just a reminder, per the Revenue Policy approved by the Board of Selectmen, all turnovers to the Treasurer must be made **weekly** or whenever total receipts (checks and cash) reach **\$5,000, whichever occurs first**. The Treasurer’s Office makes deposits to the bank on a daily basis. **Per the Auditor, all department turnovers should be signed by the preparer and a reviewer (typically the department head) to improve documented oversight over receipts** (when staffing allows).

**GASB 34:**

All departments must submit a fixed asset worksheet for any new addition of an asset, along with a copy of the invoice. If your department has not completed the necessary worksheets, please submit them as soon as possible. In addition, you must notify me in writing of any deletion or transfer of an asset from one department to another.

Items to include: computer workstations, printers, desks, file cabinets, fax machines, copiers, machinery, vehicles, etc. I will also need to be notified of any capital projects, street acceptances and gift/donations of assets to the Town. Items not to include: supplies (pens, pencils, paper), clocks, bulletin boards etc. Please keep in mind it is better to include too much in inventory than to go back and re-inventory.

**General Reminders:**

- ❖ Documentation for Chapter 30B must be attached to your invoices when submitted for payment. All non-school contracts must be signed by the Town Administrator. The Town Administrator is the Chief Procurement Officer if you have any questions.
- ❖ New hire paperwork must be completed and returned to the Treasurer’s Office prior to beginning work if any of the following conditions exists:

- All new hires
  - All former employees that have been rehired (an exit form was completed and turned into the Treasurer's Office)
  - If an employee has been off the payroll for more than one year
- There are no exceptions to this policy.

- ❖ Under the modernization act, multi-member boards, committees, commissions heading departments, including boards of selectmen, are allowed to designate one of its members to review and approve payrolls, bills or payment warrants. A report must be provided at the next meeting of full committee. If you are using this provision, please provide me with a signed memo along with the approved meeting minutes with the designated member. **Members on Boards and Committees may change. Please provide me with a signed memo indicating the FY19 designee along with the approved meeting minutes.**

If a member is not designated then vouchers must be signed by a majority of the Board or Commission.

- ❖ All goods must be received or services rendered **BEFORE** an invoice is submitted to the Finance Director for payment.
- ❖ If you are seeking reimbursement, you must submit the approved reimbursement request form, an original invoice and proof of payment. If you make an internet purchase you must also attach the packing receipt. If you are requesting reimbursement for travel expenses you must submit the approved Time, Activity and Mileage Report along with the Google Maps print out, agenda, original receipts and proof of payment. If Google Maps provides more than one route, the shortest distance must be used. **Please note that expense reimbursement requests must be signed by a second individual for all employees.**
- ❖ If your department receives a grant from the State or any other agency or a donation, please send a copy of the grant award to my office along with the New Account Request Form so I may set up the account.
- ❖ A copy of all contracts must be given to the Finance Director.
- ❖ A copy of all cash receipt turnovers must be given to the Finance Director.

Please contact me at 508-476-4000 x210 if you have any questions. I wish you and your family a happy and safe summer.

Town of Douglas is an Equal Opportunity Employer

## Year End Department Checklist

### FY18 Year end:

- Submitted a fixed asset worksheet, along with a copy of the invoice, for all assets acquired during FY18 to the Finance Director.
- Notified the Finance Director of any deletion/transfer of an asset during FY18.
- Submitted the list of encumbrances to the Finance Director by July 16, 2018.
- Submitted the list of Carry-forward accounts to the Finance Director by July 16, 2018.
- Reconciled expense/revenue accounts with the Finance Director and **sent an e-mail or a memo** to the Finance Director confirming that you agree with the ending balance.
- Reconciled all Grants/Revolving Funds with the Finance Director **and provided a listing of the accounts with the balances as of June 30, 2018 signed by the department head** to the Finance Director

### FY19

- Submitted a copy of all grant awards along with the **Request for New Account Number Form** to the Finance Director.
- Provided a copy of all new contracts to the Finance Director.
- Submitted documentation for FY19 payroll **no later than June 21, 2018.**

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Department Head

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Date

### Due Date:

**Please return this form along with any documentation to the Finance Director by July 26, 2018. You may contact me if you have any questions or concerns at 508-476-4000 x 210.**

**Thank you,  
Jeanne**

**Town of Douglas  
Fiscal Year 2018  
Carry-forward Accounts**

**Department:** \_\_\_\_\_

<u>Account Number</u>	<u>Account Description</u>	<u>Amount</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

\_\_\_\_\_  
Department Head

**Due Date:**

**Please return this form to the Finance Director by July 16, 2018. You may contact me if you have any questions or concerns at 508-476-4000 x 210.**

**Thank you,  
Jeanne**

**Town of Douglas  
Fiscal Year 2018  
Encumbrances**

**Department:** \_\_\_\_\_

**Total Encumbrances:** \_\_\_\_\_

<u>Account Number</u>	<u>Company Name</u>	<u>Date of Order</u>	<u>Amount</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\_\_\_\_\_  
Department Head

**Due Date:**

**Please return this form to the Finance Director by July 16, 2018. Please contact me if you have any questions or concerns at 508-476-4000 x 210.**

**Thank you,  
Jeanne**

**Town of Douglas**  
**OFFICE OF THE FINANCE DIRECTOR/TOWN ACCOUNTANT**  
**REQUEST FOR NEW ACCOUNT NUMBER**

Date: \_\_\_\_\_

Department Requesting Account: \_\_\_\_\_

Title of Account \_\_\_\_\_

Purpose of Account \_\_\_\_\_

Amount: \_\_\_\_\_

Duration: \_\_\_\_\_

Source of Funding:

\_\_\_\_\_ State  
\_\_\_\_\_ Federal  
\_\_\_\_\_ Other \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Requested expenditure objects with description:

Object code	_____	Description: _____	Amount _____
Object code	_____	Description: _____	Amount _____
Object code	_____	Description: _____	Amount _____
Object code	_____	Description: _____	Amount _____
Object code	_____	Description: _____	Amount _____
Object code	_____	Description: _____	Amount _____

Attach a copy of the grant application and award letter / minutes of meeting / explanation of account (if other). Once all information is submitted, an account number will be set up.

**A copy of this form with the new account number will be returned to the department.**

Department Head Signature \_\_\_\_\_

\*\*\*\*\*

(For use by the Finance Director/Town Accountant's Office)

**For Accounting Dept Only:**

Org \_\_\_\_\_

Rev Code \_\_\_\_\_

**Attached:** *May 2018 Meetings Reports*

**Updates:**

- 5/15/18: Upgraded Tightrope CableCast to 6.4.0 build 190, Carousel Software to version 7.2.2, and SX Video Overlay to version 6.4.0.190
- 5/22/18: Fiber Jumper installed between Community Room & Cable office.
- 5/22/18: Network drop installed in Community Room to Cable office.
- 6/2/18: **Community Profile #1:** Douglas Orchard and Farms recorded, edited, broadcasting on the Public Channel 191 and streaming on Douglas Cable Youtube. Amazing videography by Sarah Guimond, who has proven to be a very creative camera operator. Segment can be used as a template for a new program going forward, highlighting Douglas businesses, organizations, or public events.
- 5/22/18: Network drop installed in Community Room to Cable office.
- 6/8/18: Purchased a network switch for the IT server room. Patched into the new Community Room drops and Aja Ki Pro is online, files accessible over the network.

**Upcoming:**

- 6/25-29: DHS Recording Rack re-configuration utilizing recently upgraded video components from Res. Rm and Com. Rm.
- 7/1/18: FY18 financial reconciliation and Dept. close out protocols.

**Equipment:**

- (6) total high speed 300mb/s SD cards to replace current 94mb/s cards in Sony PXW-X70 travel kit cameras. \$115 each x 6 = \$690.00
- 19" RackMount Program Monitor for DHS Recording Rack \$366.00

[illegible]





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