

Douglas Cable Advisory Committee

Douglas Municipal Center

Agenda

Monday October 17, 2016

1. **Call to order:**
2. **Committee Vacancy:**
3. **Financials:** *Report from the Town Finance Director attached.*
4. **Meeting Minutes:** 9/19/16
5. **Correspondence:**
6. **Public Channel Expansion FY17:** *After meeting with Finance and Town Administrator, need more time to work on some of the finer details.*
7. **Coordinator's Report:** *Attached.*
8. **Equipment:** *Capital Items Protocol FY17*

Approved at ATM 5/2, Article 7:

- Misc Equipment: \$5,000
- Office Relocation: \$5,000
- Resource Room Upgrades: \$8,500
- Portable Equipment: \$5,000
- Recording Rack Upgrade: \$2,500

Approved at ATM 5/2, Article 10:

- Playback Server: \$45,000
- Studio Equipment: \$50,000

9. **Other Business:** Open session for topics not reasonably anticipated 48 hours in advance of meeting.

10. **Next Meeting:**

11. **Adjourn:**

FOR 2017 03

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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695 CABLE ADVISORY COMMITTEE

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01695200 CABLE ADVISORY EXPENSE

01695200 51706 COUNTY RETIREMENT	3,000	3,000	.00	.00	.00	3,000.00	.0%
01695200 51707 EMPLOYER'S FICA	752	752	.00	.00	.00	752.00	.0%
01695200 52400 REPAIRS AND MAINTEN	671	671	93.15	93.15	.00	577.85	13.9%
01695200 53012 EMPLOYEE TRAIN SEM/	309	309	175.00	.00	.00	134.00	56.6%
01695200 53401 POSTAGE	103	103	.00	.00	.00	103.00	.0%
01695200 53800 OTHER SERVICES	323	323	.00	.00	.00	323.00	.0%
01695200 54200 OFFICE SUPPLIES	1,030	1,030	107.03	13.88	.00	922.97	10.4%
01695200 55800 OTHER SUPPLIES	772	772	.00	.00	.00	772.00	.0%
01695200 57100 IN-STATE TRAVEL	257	257	11.12	11.12	.00	245.88	4.3%
01695200 57150 TRAINING AND EDUCAT	144	144	71.74	71.74	.00	72.26	49.8%
01695200 57300 DUES AND MEMBERSHIP	643	643	.00	.00	.00	643.00	.0%
01695200 58500 ADDITIONAL EQUIPMEN	26,000	26,000	.00	.00	.00	26,000.00	.0%
TOTAL CABLE ADVISORY EXPENSE	34,004	34,004	458.04	189.89	.00	33,545.96	1.3%
TOTAL CABLE ADVISORY COMMITTEE	34,004	34,004	458.04	189.89	.00	33,545.96	1.3%
TOTAL CABLE ADVISORY COMMITTEE	34,004	34,004	458.04	189.89	.00	33,545.96	1.3%
TOTAL EXPENSES	34,004	34,004	458.04	189.89	.00	33,545.96	
GRAND TOTAL	34,004	34,004	458.04	189.89	.00	33,545.96	1.3%

\*\* END OF REPORT - Generated by Janis Cahill \*\*

**Douglas Cable Advisory Committee**

**Douglas Municipal Center**

**Meeting Minutes**

**Monday September 19, 2016**

Tom Devlin (Acting Chair) called the meeting to order at 7:25pm

**Attendance:**

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

**Staff:** Pat Aldrich, Sarah Guimond

1. **Reorganization:** Mitch Cohen has resigned as Cable Committee chair, effective 6:30pm 9/19/16. *Bob nominated Tom Devlin as Chair, unanimous favor. Chris nominated Bob Werme for Vice Chair, unanimous.*
2. **Vacancy:** There are two openings on the Committee, email cable@douglasma.org or call 508-476-4000 ext 122 if interested.
3. **Financials:** *Report from Town Finance Director Attached.*
4. **Meeting Minutes:** *Bob motioned to accept the minutes of 7/18/16 as presented, Chris 2nd, unanimous favor.*
5. **Correspondence:** Charter new channels announcement, Commonwealth of MA public hearing notice.
6. **Public Channel Expansion FY17:** Pat submitted a summary to date of the goals, duties, and initial thoughts on an experimental, temporary position called "Public Field Producer" (*attached*). Some discussion was had, duties and expectations added, building a framework for a specific program to be created, and some other details to be tightened up and another draft will be submitted next meeting.
7. **Coordinator's Report:** *Pat's Report Attached.*
8. **Equipment:** Resource Room monitor quote from Gary Pink was passed over until the Broadcast Equipment is finalized. Broadcast Server quotes were discussed, sheet attached. Pat recommended a Tightrope Cablecast. *Bob motioned to purchase a Tightrope Broadcast Server system for \$40,746.25 pending the approval of the superintendent of schools, Chris 2nd, unanimous favor. Bob motioned to approve \$2,000.00 for ancillary equipment and services to complete the install of Tightrope server, Chris 2nd, unanimous favor.*
9. **Next Meeting:** Monday, 10/17/16
10. **Adjourn:** *Bob motioned to adjourn at 8:15pm, Chris 2nd, unanimous favor.*



Mitchell S. Cohen  
25 Marilyn Drive  
Douglas, MA 01516

September 20, 2016

Christine Furno, Town Clerk  
Douglas Municipal Center  
29 Depot Street  
Douglas, MA 01516

Dear Christine,

As you know, my family has been planning a move out of Douglas. Yesterday we closed on our new house in Northborough. Tomorrow we are moving. It is now that bittersweet moment where I must resign all official positions in the Town of Douglas, effective at close of business tomorrow, September 21, 2016.

I believe my currently-held official positions are on the School Building Committee, Cable Advisory Committee, and Democratic Town Committee. Should there be others not listed, those, too, are included in this resignation.

I am more than happy to continue in any unofficial duty the Town would have me, such as assistance with the Town web site, Cable equipment, and closing out the School Building Project.

Douglas has been my home for nearly twenty years, the longest I've lived anywhere, and will always remain a place of fond memories.

I'm endlessly appreciative of the responsibility the Town has entrusted in me with over the years. I've enjoyed my service on the Board of Selectmen, School Committee, Democratic Town Committee, Cable Advisory Committee, two School Building Committees, Capital Improvement Committee, Cultural Council, two School Superintendent Search Committees, Town Administrator Search Committee, and probably a few others.

Please call on me anytime if I can ever be of assistance.

Truly yours,

Mitch

cc: Michael Guzinski, Town Administrator  
Leslie Breault, Secretary, School Building Committee  
Tom Devlin, Vice Chair, Cable Advisory Committee  
Lisa Mosczynski, Chair, Democratic Town Committee

**Attached**

- September 2016 Meetings Reports.

**Updates**

- Octoberfest recorded, two main stages everything, some of the 3rd and 4th stage captured, tried to spread out coverage.
- Sr. Center Smile Day taped 10/6/16
- Fire Dept Awareness video shot 10/12/16

**Upcoming:**

- Fall Town Meeting: 11/14/16

**Equipment**

- **Resource Room Presentation Equipment:**  
*Slated for install End of October-Early November*
- **Playback Server Replacement:**  
*Internal Processing, should be booked by mid-November, early December for install.*
- Fiber splices have been made for School channel move.
- Demodulator installed at DHS to help mitigate signal.

Sept FY17										
Date	Day	Meeting	Time	Room	Staff	Paid	Canc	Wages	Notes	
9/6/2016	TUE	BOS	7:00 PM	RES	Sarah Guimond	1	0	\$50.00		MON 3
9/6/2016	TUE	EDC	7:00 PM	COM	Kay Bowen	1	0	\$50.00		TUE 13
9/6/2016	TUE	Octoberfest	7:00 PM	KIT	Tess Werme	1	1	\$55.65	no quorum	WED 5
9/6/2016	TUE	Sewer	7:00 PM	SEW	Arthur Griffin	1	0	\$55.65		THU 1
9/7/2016	WED	SC	7:00 PM	COM	Scott Vallemiere	0	0	\$0.00	they do	FRI 0
9/7/2016	WED	ZBA	7:00 PM	COM	Kay Bowen	1	0	\$50.00		9am-12noon 2
9/8/2016	THU	Sr Center	10:30 AM	DSC	Sarah Guimond	1	0	\$50.00		12noon-6pm 2
9/12/2016	MON	BOH	6:00 PM	BOH	Sarah Guimond	1	0	\$50.00		7:00 PM 18
9/13/2016	TUE	Personnel	2:30 AM	COM	Sarah Guimond	1	0	\$50.00		COM 9
9/13/2016	TUE	Octoberfest	7:00 PM	RES	Tess Werme	1	0	\$55.65		RES 5
9/13/2016	TUE	PB	7:00 PM	COM	Sarah Guimond	1	0	\$50.00		MISC 8
9/14/2016	WED	Boiler	8:00 AM	MC	Sarah Guimond	1	0	\$50.00		Recorded 19
9/19/2016	MON	ConCom	7:00 PM	COM	Steve Zisk	0	0	\$0.00	They Do	Not R/Paid 1
9/19/2016	MON	Cable	7:00 PM	RES	Sarah Guimond	1	0	\$50.00		Don't Do 2
9/20/2016	TUE	BOS	7:00 PM	RES	Sarah Guimond	1	0	\$50.00		Cancelled 1
9/20/2016	TUE	EDC	7:00 PM	KIT	Tess Werme	1	0	\$55.65		MEETINGS 23
9/20/2016	TUE	Octoberfest	7:00 PM	SEL	Angie Coe	1	0	\$55.65		
9/21/2016	WED	BFCC	7:00 PM	COM	Kay Bowen	1	0	\$50.00		
9/27	TUE	Library	7:00 PM	RES	Sarah Guimond	1	0	\$50.00		
9/27	TUE	Octoberfest	7:00 PM	KIT	Arthur Griffin	1	0	\$55.65		
9/27	TUE	PB	7:00 PM	COM	Tess Werme	1	0	\$55.65		
9/28/2016	WED	Cemetery	7:00 PM	COM	Kay Bowen	1	0	\$50.00		
						20	1	\$1,039.55		

Cable Advisory Committee				
Operating Budget FY17				
<b>Revenue</b>	<b>\$59,901.00</b>			
<b>Wages</b>				
Wages FULL TIME	51110	\$29,898.00	1.75% COLA + Step	
Wages PART TIME	51200	\$21,995.00	w/\$10,000 + \$325	
<b>Subtotal:</b>	<b>Wages:</b>	<b>\$51,893.00</b>		
<b>Expenses</b>				
Category	GL	Budgeted	Spent	Leftover
Benefits: FICA		\$752.00		1.45% of all sala
Benefits: Retirement		\$3,000.00		
Repairs/Maintenence	52400	\$671.00		
Training/Education	53012	\$309.00		
Office Supplies	54200	\$1,030.00		
Other Supplies	55800	\$772.00		
Dues & Memberships	57300	\$643.00		
Legal Services	53003	\$0.00		
Advertising	53001	\$0.00		
In-State Travel	57100	\$257.00		
Enginnering/Architect		\$0.00		
Postage	53401	\$103.00		
Other Servies	53800	\$323.00		
Employee Training	57150	\$144.00		
<b>Subtotal:</b>	<b>Expenses:</b>	<b>\$8,004.00</b>		
<b>Total</b>	<b>Operating</b>	<b>\$59,897.00</b>	Passed Article 7 ATM 5/2/16	
<b>Capital</b>				
Misc Equipment		\$5,000.00	Passed Article 7 ATM 5/2/16	
Office Relocation		\$5,000.00	Passed Article 7 ATM 5/2/16	
Resource Room Upgrade		\$8,500.00	Passed Article 7 ATM 5/2/16	
Portable Equipment (Phase 2)		\$5,000.00	Passed Article 7 ATM 5/2/16	
Recording Rack Recording Upgrade		\$2,500.00	Passed Article 7 ATM 5/2/16	
Playback Server		\$45,000.00	Passed Article 10 ATM 5/2/16	
Studio Equipment		\$50,000.00	Passed Article 10 ATM 5/2/16	
	<b>Capital:</b>	<b>\$121,000.00</b>		
<b>Total</b>		<b>\$180,897.00</b>		

**Capital Equipment Purchase FY17: Playback Server Equipment**

*Approved ATM (Article 10) 5/2/16 for \$45,000.00*

Product Demo: 7/11/16 with Danielle Krawzyck

Quote Submitted: 7/13/16 by Gary Pink ISG \$40,746.25

Voted by DCAC: 9/19/16 motion by Bob, 2nd Chris, unanimous.

School Channel move approved: 9/20/16 Norm Yvon

Will need to look at replacement rack furniture for 30" depth of Tightrope hardware.

Procurement Schedule:

- Seek Signed Quote by 11/1
- Tax Compliance Certificate ISG
- Award bid to ISG
- Purchase Nov 2016

\$2,000.00 Ancillary expenditures for Charter work completed 10/10/16: \$1,055.00

<b>TOTAL:</b>	<b>\$41,801.25</b>
Budget:	\$45,000.00
<i>Leftover:</i>	<i>\$3,198.75</i>



# INTEGRATED SOLUTIONS GROUP

Broadcast | Lighting | Design

A Division of The Camera Company

**Prepared For:**

Pat Aldrich  
Douglas Cable Access  
Douglas, MA  
cable@douqlasma.org

Date: 7.13.2016  
Quote: Tightrope Playback  
Valid For: 30 Days  
Terms: N30  
Prepared By: Gary Pink, Account Executive

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

**CERTIFICATE OF TAX COMPLIANCE**

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A(b), I,  
GARY PARK, authorized signatory for ISG/THE CARECO CO., do hereby certify under  
the pains and penalties of perjury that said contractor has complied with all laws of the Commonwealth  
of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and  
remitting child support.



(Signature of person signing bid or proposal)

Invoice to:

Charter Communications  
Attn: Accounts Payable  
95 Higgins St  
Worcester, MA 01606

# Invoice

Date	Invoice #
10/10/2016	250

Bill To
Douglas Cable 29 Depot St. Douglas, MA 01516 C/O Pat Aldrich

Description	Amount
Delash Cable and Relash	100.00
Fiber Splicing - Small (Less than 48 Splices per Location)	131.60
Fiber Splicing - Set Up Fee	222.50
Fiber Enclosure Re-Entry	137.50
Police Detail	440.00
Sealing Kit, Round	23.40
Consolidate all three PEG channels, reworking fiber to accommodate Educational Channel.	
Please remit to Charter Communications C/O Dave Poplawski...301 Barber Ave., Worcester, MA 01606	
	<b>Total</b> \$1,055.00

**Capital Equipment Purchase FY17: Resource Room AV Upgrade***Approved ATM (Article 7) 5/2/16 for \$8,500.00*

Gary Pink Quote 9/29/16	\$9,651.75
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Apple TV	\$178.00
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APC Battery Backup BE-750G	\$79.84
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<b>TOTAL:</b>	<b>\$9,909.59</b>
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Date: 9.29.2016  
Quote: Meeting Room Monitor  
Valid For: 30 Days  
Terms: N30  
Prepared By: Gary Pink, Account Executive

**Prepared For:**

Pat Aldrich  
Douglas Cable Access  
Douglas, MA  
[cable@douglasma.org](mailto:cable@douglasma.org)

Qty	Model	Description	Price	Ext
1	FWD75W850C	Sony 75" Professional Full HD Public Display	\$ 2,275.00	\$ 2,275.00
1	FWD43X830C	Sony 43" Professional UHD Display	\$ 974.00	\$ 974.00
2	LTM1U	Chief Large Micro Adjustable Mount	\$ 202.75	\$ 405.50
1	VP-734	Kramer 7-Input 4K UHD Presentation Switcher/Scaler	\$ 1,535.25	\$ 1,535.25
1	WP-571	Kramer HDMI to TP Transmitter Wall Plate	Room to scaler	\$ 170.00 \$ 170.00
2	PT-572+	Kramer TP to HDMI Receiver	For above unit & monitor	\$ 170.00 \$ 340.00
1	WP-301xl	Kramer Active HD15 "VGA" transmitter Wall Plate	Room to scaler	\$ 228.00 \$ 228.00
1	TP-50	Kramer Active HD15 "VGA" receiver	For above unit	\$ 341.75 \$ 341.75
1	PT-571	Kramer HDMI to TP Transmitter	Scaler to monitor	\$ 152.25 \$ 152.25
1	UHD-140	PureLink 1x4 HDMI DA		\$ 120.00 \$ 120.00
		Customer responsible for power for monitor (outlet or extension).		
		Customer responsible to purchase AppleTV and Chromecast		
		if needed. ISG will install.		
1	Installation	Mount and install monitor, Install and wire wall plates. Wire control room connections. Test	\$ 2,750.00	\$ 2,750.00
1	CCP	Cables Connectors and Parts	\$ 260.00	\$ 260.00
1	Shipping	Shipping Charge	\$ 100.00	\$ 100.00
		Package Total		\$ 9,651.75

Ok Pat 10/4/16



## Douglas Meeting Room

### Scope of work

A 75" professional Sony monitor will be mounted to the left of the selectmen. Near this monitor will be two jacks one of which will be a VGA input and the other will be HDMI. These signals will run back to the cable room. Inside the cable room will be a 7 input scaler consisting of 2 VGA inputs and 5 HDMI inputs. The signals from the wall jacks will occupy two of these inputs. The other 4 HDMI inputs are available for use as you see fit. Suggestions included having both AppleTV and Chromecast for wireless connectivity. Douglas cable will need to purchase these items but ISG will install them into the scaler and assist with network integration.

The scaler has two outputs and the VGA output will feed into the cable video switcher via scan converter. The scan converter will handle HDCP content. In order to pass HDCP protected content the town or the cable committee will need sign a contract with the manufacturer. The contracts will state that the town and cable committee will not use the device for any illegal activities (ie copying protected blu-ray movies). This device is key since certain items like the Chromecast have copy protection turned on all the time even if just displaying a local Google doc. The second HDMI output will feed back to the 75" monitor.

Both the VGA and HDMI signals will be converted with active boxes in order to travel the required lengths between the rooms.

There will be a 22" monitor with a cable input mounted at the rear of the room next to the cable room so that the selectmen and administration can see the channel live during meetings.



# Apple, Inc.

**SHIP TO:**

PAT ALDRICH  
CABLE@DOUGLASMA.ORG  
TOWN OF DOUGLAS CABLE

**PREPARED BY:**

Hai Do  
sales\_administration@apple.com

Quote TOWN_8235-01	Quote Date 10/10/2016	Valid Until 11/9/2016	Customer #	SEA #
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GOV

This quote is a pricing reference and is not available online.  
Create your own quote with equivalent pricing and order online at  
ecommerce.apple.com

Item Description	Est. Ship	Part Number	Item Price	Qty	Disc Price	Extended Price
MA Contract #ITC47						
Apple TV 32GB	In Stock	MGY52LL/A	\$149.00	1		\$149.00
					Subtotal	\$149.00
					Tax Exempt	
					Est Shipping	Free
					Total	\$149.00

SUGGESTED OPTIONS:	Est. Ship	Part Number	Item Price	Qty	Disc Price	Extended Price
AppleCare Protection Plan for Apple TV - Auto-enroll	In Stock	S3164LL/A	\$29.00	1		\$29.00
Suggested Items						\$29.00

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