

Douglas Cable Advisory Committee

Douglas Municipal Center

Agenda

Monday November 21, 2016

1. **Call to order:**
2. **Committee Vacancy:**
3. **Financials:**
4. **Meeting Minutes:** 10/17/16
5. **Correspondence:**
6. **Public Record Law Update:**
7. **Approval of Bills/Changes for Municipal Procurement:** New legislation from the state allows the approval of a designated member to authorize payment vouchers, with a monthly report provided per monthly meeting. Vote would be needed. *(Recommended by Town Finance and Town Administrator).*
8. **Public Channel Expansion FY17:**
9. **Coordinator's Report:**
10. **Equipment:**
11. **Other Business:** *Open session for topics not reasonably anticipated 48 hours in advance of meeting.*
12. **Next Meeting:**
13. **Adjourn:**

FOR 2017 04

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

695 CABLE ADVISORY COMMITTEE

695 CABLE ADVISORY COMMITTEE

01695100 CABLE ADVISORY SALARIES

01695100 51110 F/T WAGES	29,898	29,898	9,786.15	2,288.38	.00	20,111.85	32.7%
01695100 51200 P/T WAGES	21,995	21,995	3,516.90	1,015.20	.00	18,478.10	16.0%
TOTAL CABLE ADVISORY SALARIES	51,893	51,893	13,303.05	3,303.58	.00	38,589.95	25.6%

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	.00	.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	.00	.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	.00	.00	245.88	4.3%
01695200 57150 TRAINING AND EDUCAT	144	144	71.74	.00	.00	72.26	49.8%
01695200 57300 DUES AND MEMBERSHIP	643	643	250.00	250.00	.00	393.00	38.9%
01695200 58500 ADDITIONAL EQUIPMEN	26,000	26,000	1,055.00	1,055.00	.00	24,945.00	4.1%
TOTAL CABLE ADVISORY EXPENSE	34,004	34,004	1,763.04	1,305.00	.00	32,240.96	5.2%

01695500 CABLE PLAYBACK EQUIPMENT

01695500 58500 CABLE PLAYBACK EQ A	0	45,000	.00	.00	.00	45,000.00	.0%
TOTAL CABLE PLAYBACK EQUIPMENT	0	45,000	.00	.00	.00	45,000.00	.0%

01695501 CABLE STUDIO EQUIPMENT

01695501 58500 CABLE STUDIO EQUIP	0	50,000	.00	.00	.00	50,000.00	.0%
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FOR 2017 04

695	CABLE ADVISORY COMMITTEE	ORIGINAL	REVISED	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
		APPROP	BUDGET				BUDGET	USED
	TOTAL CABLE STUDIO EQUIPMENT	0	50,000	.00	.00	.00	50,000.00	.0%
 28269510 CABLE RRA								
28269510 59601	TRANSFER TO GENERAL	0	0	180,897.00	.00	.00	-180,897.00	100.0%
	TOTAL CABLE RRA	0	0	180,897.00	.00	.00	-180,897.00	100.0%
	TOTAL CABLE ADVISORY COMMITTEE	85,897	180,897	195,963.09	4,608.58	.00	-15,066.09	108.3%
	TOTAL CABLE ADVISORY COMMITTEE	85,897	180,897	195,963.09	4,608.58	.00	-15,066.09	108.3%
	TOTAL EXPENSES	85,897	180,897	195,963.09	4,608.58	.00	-15,066.09	

Douglas Cable Advisory Committee

Douglas Municipal Center

Meeting Minutes

Monday October 17, 2016

Tom Devlin called the meeting to order at 7:08pm

Attendance:

Committee: Tom Devlin, Bob Werme, Chris Menn

Staff: Pat Aldrich, Angie Coe

1. **Vacancy:** There are two openings on the Committee, email cable@douglasma.org or call 508-476-4000 ext 122 if interested.
2. **Financials:** Held for next meeting, no payroll numbers on report.
3. **Meeting Minutes:** *Bob motioned to accept the minutes of 9/19/16 as presented, Chris 2nd, unanimous favor.*
4. **Correspondence:** Mitch Cohen, previous Chair, official letter of resignation from committee.
5. **Public Channel Expansion FY17:** Held for next meeting.
6. **Coordinator's Report:** *Pat's Report Attached.*
7. **Equipment:** Moving forward, the committee will accept submissions by the Coordinator for Capital Expenditures for approval. Pat provided an up to date account of planned Capital items for FY17.
8. **Next Meeting:** Monday, 11/14/16
9. **Adjourn:** *Bob motioned to adjourn at 7:23pm, Chris 2nd, unanimous favor.*

Published on *Massachusetts Municipal Association* (<http://www.mma.org>)

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Governor signs strict public records law update [1]

June 3, 2016

Gov. Charlie Baker today signed an overhaul of the state's public records law that imposes strict new rules on cities, towns and state agencies governing timelines to respond to requests for records, how much can be charged to cover costs, and what penalties could be imposed on state and local government agencies.

The new rules take effect on Jan. 1, 2017.

The law, passed by the Legislature on May 25 after a year of debate, requires cities and towns to review and update local practices for responding to records requests. The state's supervisor of records, in the secretary of state's office, is expected to release regulations to guide implementation of the law by late this year.

Under the reform law, every city and town is required to designate one or more employees as a "records access officer," likely the city or town clerk and any other employee appointed by the municipal chief executive officer. The local records officer will be responsible for coordinating and facilitating the response to requests for public records, including helping people identify records being sought.

Every city and town will be required to post in the municipal building and on the local website, if any, the name, title and contact information for the municipal records officer(s).

Public records will have to be provided in electronic form if originally available in that form.

While the MMA has been supportive of an update to the 40-year-old records law, there remain significant concerns about the financial burden the new law will impose on cities and towns and the increased exposure to potentially costly litigation.

Timelines

Every local records officer is required to permit inspection or provide a copy of any public record within 10 business days of a request. The request must reasonably describe the record being sought and be for a record within the control of the city or town.

The person requesting a record will also be required to pay a reasonable fee. Requests will be allowed by first class mail, email or by hand.

If a city or town does not intend to provide the record, or if the request cannot be completed

within 10 business days due to the size or complexity of a request (or the receipt of multiple requests), the city or town must notify the requestor within the 10 business day period. The response must include a confirmation of the receipt of the request, identification of any records, categories of records, or any portion of a record that the municipality intends to withhold, accompanied by specific reasons for withholding, identification of any public record that is not in the possession of the local records officer, and identification of the entity that may have the public record, to the extent known.

In the case of a request where more time is needed, the response will have to include a detailed statement describing why the “magnitude or difficulty” of a request unduly burdens the municipality and therefore requires additional time, a reasonable time in which the city or town will produce the public records – not to exceed 25 business days from the original request – and an estimate of any fees to be charged to produce the record.

The response will also have to include a proposed modification of the scope of a request or an invitation to discuss a modification of the original request and a statement informing the requestor of the right to appeal to the supervisor of records or to superior court.

If a request is so large or complex (or numerous, from the same person) that the municipality is unable to comply within the 25 business day period, the city or town may, within 20 business days of receipt of the initial request (or within 10 days of a determination by the supervisor of records that a record is a public record), petition the supervisor for a single 30-business-day extension for “good cause.”

When determining proven “good cause,” the supervisor must consider the need to search for, collect, segregate or examine records, the scope of redaction to prevent unlawful disclosure, the capacity of the city or town to comply without the extension, efforts undertaken by the city or town to fulfill the current request and any history of prior requests, whether the request is “frivolous or intended to harass or intimidate,” and if the public interest is served by expeditious disclosure.

If the supervisor determines that a request is part of a “series of contemporaneous requests that are frivolous or designed to intimidate or harass” (and not about government activity), then an extension may be granted for a longer period, or the city or town may be relieved of its obligation to comply with a request.

Fees

A city or town may charge a “reasonable fee” for a public record that shall not exceed the actual cost of reproducing the record. A city or town may charge the actual cost of a storage device or materials as part of the fee and not more than 5 cents per page for paper copies.

A requestor shall not be charged for the first two hours of work performed, except in a city or town with a population of less than 20,000. When allowed, a city or town may charge “for the time to search for, compile, segregate, redact or reproduce the record” that is not more than the hourly rate attributable to the lowest paid employee with the necessary skills to complete the work – capped at \$25 per hour unless approved by the supervisor of records. A city or town may only charge for “segregating or redacting” if required by law or approved by the supervisor.

A city or town is authorized to charge for “segregating or redacting” or for costs in excess of \$25 per hour if the supervisor determines that the charge (1) “represents an actual and good faith representation” by the city or town to comply with the request, (2) is necessary to complete the

request, (3) is not designed to deter access, or (4) is for a commercial request intended to generate a profit.

No fee will be allowed if the local records officer failed to respond to a requestor within 10 business days.

Enforcement

If a city or town fails to respond to a records request or issues a response thought to be in violation of the law, a requestor may appeal to the supervisor of records, who must issue a written determination within 10 business days. Upon a determination that a violation has occurred, the supervisor must take action to ensure compliance. A requestor may appeal a decision of the supervisor to superior court.

If a city or town does not comply with an order, the supervisor of records may notify the attorney general's office, which may take measures to ensure compliance.

A requestor may skip the administrative appeal process through the supervisor and file an appeal in superior court at any time to compel compliance and seek an award for damages.

In any court appeal by a requestor, there is a statutory presumption that the record being sought is a public record, with the burden placed on the city or town to prove that it is not and should be withheld to protect the privacy of citizens or under other allowable exclusions provided by law. The court has the authority to "enjoin ... municipal action" and to award attorney fees and court costs to the requestor.

The law includes a statutory presumption in favor of the award of costs except in certain limited circumstances. If the court awards costs, the city or town will be required to waive any fees that would have been charged to comply with the records request. Even when costs are not awarded, the court may still require that the local fee be waived.

The new law authorizes the superior court to impose punitive damages of \$1,000 to \$5,000 if a requestor can demonstrate that a city or town did not act in good faith when withholding or delaying the release of a public record or in assessing an unreasonable fee. In addition, the law allows the attorney general's office to go to court at any time to ensure compliance with the provisions. If the court then orders a city or town to produce a record, punitive damages may be imposed and the city or town will be forced to waive any fees that would have been charged to comply with the records request.

Additional provisions

The new law includes a variety of additional provisions, such as changes to rules governing exclusions from public records relative to owners of firearms and the names and addresses of certain criminal justice and public safety employees, as well as amendments to statutes on storage and custody of records and procurement of electronic record-keeping systems and databases.

The new law establishes a study group to review the exemptions that apply to law enforcement. A second commission will study whether the public records law should apply to the Legislature, the governor and the judicial branch, all of whom remain exempt from the law.

For the full text of the law, visit

<https://malegislature.gov/Laws/SessionLaws/Acts/2016/Chapter121> [3].

Written by MMA Legislative Director John Robertson

Source URL: <http://www.mma.org/governor-signs-strict-public-records-law-update>

An Act to Modernize Municipal Finance and Government

Section by Section Summary of Final Bill to Be Signed on August 9, 2016

Local Agricultural Commissions (1, 23, 215, 243) – These sections authorize a municipality to establish a municipal agricultural commission to promote and develop the agricultural resources of the municipality.

Municipal Procurement 1 (2-4, 6-12) – These sections amend the “horizontal” construction procurement statute, c. 30, § 39M, to increase the dollar threshold for contracts requiring less-than-full competitive bidding from \$10K to \$50K. They also make procurement methods consistent with other construction and municipal procurement statutes by adding a “middle tier” of contracts valued at between \$10K-\$50K, for which public entities may either give public notification of the contract or use OSD statewide contracts or other “blanket” contracts to solicit a minimum of three bids. Finally, these sections make conforming changes to dollar thresholds for existing exemptions under c. 30, § 39M, and the municipal procurement statute, c. 30B.

Exemptions from Uniform Procurement (5) – This section removes the existing exemption from the municipal procurement statute, c. 30B, for contracts for bank services that are subject to the maintenance of a compensating balance. The exemption for bank services subject to a compensating balance is removed because municipalities are otherwise subject to c. 30B rules for other types of banking services. This is also consistent with loosening state oversight of such agreements, as described in sections 87-90.

Civil Service Exams for Police Officers and Firefighters (13) – This section allows an applicant who has reached 19 years of age while serving on active military duty, who was not 19 on or before the date of an original examination, to be eligible for any subsequent make up examination that is offered. No person is eligible for original appointment to the position of police officer in a city or town until that person has reached the age of 21.

Retiree Health Cost Sharing (14, 251) – This section repeals the requirement in c. 32B, § 9A½ that a municipality be reimbursed in full, in the event a retired municipal employee or beneficiary receives healthcare premium contributions under circumstances in which a portion of the retiree’s creditable service is attributable to service in another municipality. This legislation was enacted in 2010 with municipal support, but has proven to be unworkable in practice.

OPEB Trust Fund (15, 238) – These sections permit governmental units – defined broadly to include any political subdivision of the Commonwealth and housing authorities, redevelopment authorities, regional councils of government, regional school districts and educational collaboratives – to establish an OPEB trust fund that complies with the legal requirements for trusts and with GASB. This change is necessary to clarify current language, which only authorizes a reserve/stabilization fund for retiree health insurance purposes. These sections also

Industrial Development Financing Authority (40-41) – These sections amend state law to allow the Board of Selectmen in a town to establish an Industrial Development Financing Authority.

Water and Sewer Commissions (42-43) – These sections make a technical correction to the methods of local acceptance of statutory provisions creating local water and sewer commissions, by referencing the methods of local acceptance in c. 4, § 4, and clarifying that a water and sewer commission is an independent body politic. These sections also permit the commissions that enter into agreements with municipalities to have liens added to city or town tax bills and collected by the tax collector, rather than by the commissions.

District Improvement Financing (44-50) – These sections amend the district improvement financing statutes so that the “DIF” reserved for debt service and project costs equals the new property tax revenue generated by new development and added to the community’s levy limit as new growth under Proposition 2½. They also clarify that the requirement to reserve tax increment funds ends when monies are set aside to pay all debt service. The formula in the law is based on models used in other states that do not have levy limitations or require tax rate recalculation based on current values, i.e., where valuation increases generate additional revenue. For this reason, the tax increment is very difficult for local assessors to calculate and more importantly does not actually reflect the new property tax revenue generated by the project.

Combine Treasurer Collector (51-52) – These sections allow municipalities to combine their treasurers and tax collectors into one appointed position without first obtaining a special act.

Appoint/Remove Finance Officers (53, 55-56) – These sections repeal three sections under which the Department of Revenue (DOR) may appoint, approve the appointment of or remove local finance officers (assessors, collectors, deputy collectors and treasurers) for non-performance. The statutes date back to a different era and are outdated given changes in the governance and operation of municipal finance offices. Responsibility and accountability for the performance of these officials belongs with the local appointing authority or the voters. Also, DOR has no record of exercising these functions in years, if ever.

Joint/Cooperative Assessing, Classification and Valuation of Property (54) – This section modifies how agreements for joint/cooperative assessing are established by letting Boards of Selectmen do so in towns.

Approval of Bills/Warrants (57-58) – These sections allow multi-member boards, committee, commissions heading departments, including boards of selectmen, to designate one of its members, to review and approve bills or payment warrants, with a report provided at the next meeting. Currently, a board or committee heading a department may delegate authority to approve payrolls to a member and a regional school committee may designate a subcommittee to approve bills and payrolls with a report to the next meeting of full committee. Absent a charter

or special act, boards and committees must approve bills or payment warrants by majority vote at a meeting subject to the Open Meeting Law.

Compensation of District Assessor (59) – Removes the DOR Commissioner’s role as mediator if a dispute arises about the amount annually appropriated for the salaries and compensations of assessors and tax collectors in tax levying districts.

Injured on Duty Fund (60) – Allows municipalities to create, appropriate money to and expend from a special injury leave indemnity fund for payment of police officer and firefighter injury leave compensation or medical bills, rather than charging them to current departmental appropriations.

Debt Purposes (61, 63-64, 178, 180) – These sections modernize and simplify the current laws that authorize cities, towns and districts to borrow by consolidating, updating and restructuring the allowable borrowing purposes. Also allows borrowing for a court judgment for more than 1 year if approved by the Municipal Finance Oversight Board.

Grant Anticipation Notes (62) – Broadens current law to allow municipalities to borrow in advance of any state or federal grant, whether that grant in the form of an advance or is reimbursable. This updates the statute to add federal grants and reflect changes in state grant administration, as fewer advance grants that can be spent without appropriation are being made.

Ten Year BANs (65) – Amends current law to allow 10 year bond anticipation notes (BANs) with the same required principal paydown as current law, to provide treasurers greater flexibility in structuring debt, particularly for smaller purchases or projects.

Refunding Bonds (66, 68) – Allows final payment (of the original debt schedule) to be made no later than 6/30 of the fiscal year payment otherwise due, instead of annual anniversary of prior payments. Also, amends current law to allow with a finding by the mayor/manager/select-board that refunding is necessary for federal tax compliance purposes. This section also makes a technical change to the refunding procedures and payment schedule – allowing first principal payment of refunding bonds to be due no later than 6/30 of the fiscal year the payment would have otherwise been due, e.g., instead of 11/1 or 5/1. The payment still must be in the same fiscal year and cannot be deferred to another fiscal year.

Bond Premiums and Surplus Proceeds (67) – Amends current law by providing communities with a choice regarding how to treat bond premiums (net of issuance costs). Communities will be able to either apply it to the issuance, thereby reducing the amount needed to borrow, or place it in a separate fund and appropriate it for a capital project. It also amends current law by increasing the amount of surplus bond proceeds that can be applied to debt service from \$1,000 to \$50,000.

Cadet Program (223) – This section prevents anyone applying to become a cadet from aging out as long they applied while they were age-eligible.

Municipal Procurement 2 (224-230) – These sections amend the “vertical” construction procurement statute, c. 149, § 44A, to increase the dollar threshold for contracts requiring less-than-full competitive bidding from \$25K to \$50K. It also makes procurement methods consistent with other construction and municipal procurement statutes by modifying the method for “middle tier” contracts, valued at between \$10K-50K, to permit public entities to either give public notification of the contract or use OSD statewide contracts or other “blanket” contracts to solicit a minimum of three bids. These sections increase the dollar thresholds for contracts requiring competitive bidding (from \$100K to \$150K for first tier) and for triggering the requirement to submit “sub-bids” and “sub-trade” bids.

Registers of Probate (231, 252) – Requires registrars of probate to provide assessors with copies of petitions upon request. Assessors are charged with knowledge of records of registry of deeds and probate regarding ownership of real estate, but only registrars of deeds are required to provide them with information on transactions relating to title of real estate within their municipality. This will allow assessors to access names of deceased so they can check against their records and set up a mechanism to track and review later for disposition of property.

Small Claims Actions (232-233) – Amends the jurisdiction of small claims court to hear all cases to collect locally assessed personal property taxes and to hear other municipal actions that do not exceed \$15,000. This would provide tax collectors with the ability to make more effective use of lawsuits as a remedy to collect delinquent property taxes where there is personal liability only, i.e., no lien such as for personal property taxes.

Federal Public Work Borrowing (234-235) – Eliminates the requirement that the Governor approve local borrowing for federally funded public works projects and substitutes the municipal finance oversight board

Woods Hole, Martha's Vineyard and Nantucket Steamship Authority Procurement (236) – Increases the procurement threshold for the Authority from \$25K to \$50K.

Double Poles (239) – This section requires all telephone companies and distribution companies to file a comprehensive annual report for years 2016, 2017 and 2018 to the joint committee on telecommunications, utilities and energy and the joint committee on municipalities and regional government that includes (i) the number of double poles at the beginning and end of the reporting period; (ii) double pole activity, including all attachments transferred during 2016; (iii) the number of unlicensed commercial and municipal attachments; (iv) the average number of days between the erection of the second pole and takedown of the original defective pole when there are no unlicensed attachments on the original pole; and (v) the average number of days between the erection of the second pole and the takedown of the defective pole when there is at least 1 unlicensed attachment on the original pole. The companies must also provide a timeline

October 2016 revision

M.G.L. c. 7C, §§ 44-57 – DESIGN SERVICES FOR PUBLIC BUILDING PROJECTS: Cities, Towns, Regional School Districts and Horace Mann Charter Schools¹

Estimated Construction Cost (ECC)/Estimated Design Fee (EDF)	ECC \$100,000 or less or EDF less than \$10,000	ECC more than \$100,000 and EDF \$10,000 or more (both ECC and EDF thresholds must be met before the designer selection procedure is required). ²
Procurement Procedure	None. Recommend soliciting qualifications and prices from at least three designers.	Qualifications-based selection process. Jurisdiction must either (1) set the design fee; or (2) set a not-to-exceed fee limit and then negotiate the fee with the top-ranked designer within the fee limit.
Advertising Required	No.	Advertise in the <i>Central Register</i> and your local newspaper at least two weeks before the deadline for filing applications.
Designer Selection Board³	No.	No – adopt selection procedure in writing. ^{2,3}
Designer Application	No.	Use “Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (Updated July 2016)”
Designer Evaluation (Submit to DCAMM and Designer Selection Board)	No.	Yes. See http://www.mass.gov/anf/property-mgmt-and-construction/design-and-construction-of-public-bldgs/designer-selection-process/designer-selection-proc-and-evals-for-municipalities/dsgnr-eval-frms-and-info-for-municipalities-and-public-agencies.html
Registration	Yes.	Yes.
Insurance	No.	10% of the total cost of the project or \$1 million, whichever is less. ⁴
Prevailing Wage	No.	No.

*See The Designer Selection Board's *Guidelines for City and Town Building Projects*, dated September 2015.

¹ Executive Departments of the Commonwealth and Commonwealth charter schools are subject to the jurisdiction of the Designer Selection Board when the design fee is \$10,000 or more and the construction project is estimated to cost \$100,000 or more.

² Cities, towns, school districts and Horace Mann charter schools are required to adopt their own procedures for selecting designers for building projects. These procedures must conform to the purposes and intent of the designer selection process as outlined in M.G.L. c. 7C, §§ 44 – 57, and noted herein. See this Office's *Model Designer Selection Procedures for Municipalities and Other Local Public Agencies*, available at <http://www.mass.gov/ig/publications/guides-advisories-other-publications/model-designer-selection-procedures-municipalities-and-other-local-public-agencies.html>.

³ Housing Authorities must follow the procedures established by the Department of Housing and Community Development for the design of state-funded housing. Projects requesting funding from the Massachusetts School Building Authority (MSBA) are subject to MSBA rules.

⁴ M.G.L. c. 7C, § 51.

October 2016 revision

M.G.L. c. 30, § 39M, or M.G.L. c. 30B, § 5 – CONSTRUCTION MATERIALS PROCUREMENTS (WITHOUT LABOR)

Estimated Contract Amount	Under \$10,000	\$10,000 to \$50,000	Over \$50,000	Any Amount
	M.G.L. c. 30, § 39M	M.G.L. c. 30, § 39M	M.G.L. c. 30, § 39M	M.G.L. c. 30B, § 5 Option ¹
Procurement Procedure	Sound business practices (as defined in M.G.L. c. 30B, § 2). ²	Use a written scope-of-work statement to solicit written responses from no fewer than 3 persons who customarily perform such work.	Sealed bids.	Sealed bids.
Notice/Advertising Requirements	None.	Post a notice at least two weeks before responses are due on 1) your jurisdiction's website; 2) COMMBUY'S; 3) in the <i>Central Register</i> ; and 4) in a conspicuous place near your office. ³	Post a notice 1) in your jurisdiction's office for at least one week before bids are due; and, at least two weeks before bids are due, publish 2) in the <i>Central Register</i> ; 3) in a newspaper; and 4) on COMMBUY'S. ⁴	Post a notice at least two weeks before bids are due 1) in your jurisdiction's office, and publish 2) in a newspaper; 3) on COMMBUY'S; and 4) in the <i>Central Register</i> . ⁵
OSHA Training	No.	No.	No.	No.
Prequalification	No.	No.	No.	No.
Bid Deposit	No.	No.	5% of the value of the total bid.	No.
Payment Bond	No.	50% payment bond if contract is more than \$25,000. ⁶	50% payment bond.	50% payment bond if contract is more than \$25,000. ⁷
Performance Bond	No.	No.	No.	No.
Prevailing Wage	No.	No.	No.	No.
OSD Option	Yes.	Yes.	Yes.	No.
Blanket Contract Option	Yes.	Yes.	No.	No.

¹ Authorized by M.G.L. c. 30, § 39M(d).

² M.G.L. c. 30, § 39M, as amended by Chapter 218 of the Acts of 2016. M.G.L. c. 30B, § 2, defines sound business practices as "ensuring the receipt of favorable prices by periodically soliciting price lists or quotes."

³ M.G.L. c. 30, § 39M, as amended by Chapter 218 of the Acts of 2016.

⁴ M.G.L. c. 149, § 44J.

⁵ M.G.L. c. 30B, § 5, and M.G.L. c. 9, § 20A.

⁶ M.G.L. c. 149, § 29.

⁷ M.G.L. c. 149, § 29.

**M.G.L. c. 30, § 39M, or M.G.L. c. 30B, § 5 – PUBLIC WORKS (NON-BUILDING) CONSTRUCTION CONTRACTS
(WITH LABOR)**

Estimated Contract Amount	Under \$10,000	\$10,000 to \$50,000	Over \$50,000	\$50,000 or less
	M.G.L. c. 30, § 39M	M.G.L. c. 30, § 39M	M.G.L. c. 30, § 39M	M.G.L. c. 30B, § 5 Option ¹
Procurement Procedure	Sound business practices (as defined in M.G.L. c. 30B, § 2). ²	Use a written scope-of-work statement to solicit written responses from no fewer than 3 persons who customarily perform such work. ³	Sealed bids.	Sealed bids.
Notice/Advertising Requirements	None.	Post a notice at least two weeks before responses are due on 1) your jurisdiction's website; 2) COMMBUY'S; 3) in the <i>Central Register</i> ; and 4) in a conspicuous place near your office. ⁴	Post a notice 1) in your jurisdiction's office for at least one week before bids are due; and, at least two weeks before bids are due, publish 2) in the <i>Central Register</i> ; 3) in a newspaper; and 4) on COMMBUY'S. ⁵	Post a notice at least two weeks before bids are due 1) in your jurisdiction's office, and publish 2) in a newspaper; 3) on COMMBUY'S; and 4) in the <i>Central Register</i> . ⁶
OSHA Training	No.	Yes.	Yes.	Yes.
Prequalification	No.	No.	Maybe. ⁷	No.
Bid Deposit	No.	No.	5% of the value of the total bid.	No.
Payment Bond	No.	50% payment bond if contract is more than \$25,000. ⁸	50% payment bond.	50% payment bond if contract is more than \$25,000. ⁹
Performance Bond	No.	No.	No.	No.
Prevailing Wage	Yes.	Yes.	Yes.	Yes.
OSD or Blanket Contract Option	Yes.	Yes.	No.	No.

¹ Authorized by M.G.L. c. 30, § 39M(d).

² M.G.L. c. 30, § 39M, as amended by Chapter 218 of the Acts of 2016. M.G.L. c. 30B, § 2, defines sound business practices as "ensuring the receipt of favorable prices by periodically soliciting price lists or quotes."

³ M.G.L. c. 30, § 39M, as amended by Chapter 218 of the Acts of 2016.

⁴ M.G.L. c. 30, § 39M, as amended by Chapter 218 of the Acts of 2016.

⁵ M.G.L. c. 149, § 44J.

⁶ M.G.L. c. 30B, § 5, and M.G.L. c. 9, § 20A.

⁷ Although M.G.L. c. 30, § 39M, does not mandate a contractor prequalification process, prequalification of bidders by the Massachusetts Department of Transportation is required for contracts of \$50,000 or more (1) if the awarding authority receives State Aid funds under M.G.L. c. 90, § 34; or (2) the work is on a state road, regardless of whether the awarding authority receives State Aid funds under M.G.L. c. 90, § 34.

⁸ M.G.L. c. 149, § 29.

⁹ M.G.L. c. 149, § 29.

October 2016 revision

M.G.L. c. 149 – BUILDING CONSTRUCTION CONTRACTS

Estimated Contract Amount	Under \$10,000	\$10,000 to \$50,000	Over \$50,000 to \$150,000	Over \$150,000	Over \$10,000,000
Procurement Procedure	Sound business practices (as defined in M.G.L. c. 30B, § 2). ¹	Use a written scope-of-work statement to solicit written responses from no fewer than 3 persons who customarily perform such work.	Sealed bids (using M.G.L. c. 30, § 39M).	Sealed bids (using M.G.L. c. 149, §§ 44A – 44J).	Solicit statements of qualifications prior to soliciting sealed bids (using M.G.L. c. 149, §§ 44A – 44J).
Notice/Advertising Requirements	None.	Post a notice at least two weeks before responses are due on 1) your jurisdiction's website; 2) COMMBUY'S; 3) in the <i>Central Register</i> ; and 4) in a conspicuous place near your office. ²	Post a notice 1) in your jurisdiction's office for at least one week before bids are due; and, at least two weeks before bids are due, publish 2) in the <i>Central Register</i> ; 3) in a newspaper; and 4) on COMMBUY'S. ³	Post a notice 1) in your jurisdiction's office for at least one week before bids are due; and, at least two weeks before bids are due, publish 2) in the <i>Central Register</i> ; 3) in a newspaper; and 4) on COMMBUY'S. ⁴	Advertise the request for qualifications at least two weeks before responses are due (1) in a newspaper; (2) in the <i>Central Register</i> ; and (3) on COMMBUY'S. ⁵
DCAMM Certification	No.	No.	No.	Yes. General bidders if more than \$150,000 and filed sub-bidders if more than \$25,000.	Yes. General bidders if more than \$150,000 and filed sub-bidders if more than \$25,000.
OSHA Training	No.	Yes.	Yes.	Yes.	Yes.
Prequalification	No.	No.	No.	Optional. ⁶	Yes.
Filed Sub-bids	No.	No.	No.	Yes, if more than \$25,000.	Yes, if more than \$25,000.
Bid Deposit	No.	No.	5% of the value of the total bid.	5% of the value of the total bid or sub-bid.	5% of the value of the total bid or sub-bid.
Payment Bond	No.	50% payment bond if contract is >\$25,000. ⁷	50% payment bond.	100% payment bond.	100% payment bond.
Performance Bond	No.	No.	No.	100% performance bond.	100% performance bond.
Prevailing Wage	Yes.	Yes.	Yes.	Yes.	Yes.
Contractor Evaluation	No.	No.	No.	Yes.	Yes.
OSD or Blanket Contract Option	Yes.	Yes.	No.	No.	No.

¹ M.G.L. c. 149, § 44A(2)(A), as amended by Chapter 218 of the Acts of 2016. M.G.L. c. 30B, § 2, defines sound business practices as “ensuring the receipt of favorable prices by periodically soliciting price lists or quotes.”

² M.G.L. c. 149, § 44A(2)(B), as amended by Chapter 218 of the Acts of 2016.

³ M.G.L. c. 149, § 44J, as amended by Chapter 218 of the Acts of 2016.

⁴ M.G.L. c. 149, § 44J, as amended by Chapter 218 of the Acts of 2016.

⁵ The advertising procedures listed pertain only to the request for qualifications. Within 14 days of the completion of the prequalification process, you are required to post a notice in your jurisdiction and on COMMBUY'S listing those general contractors and subcontractors that have been prequalified. A copy of the notice must be sent via first class mail, postage pre-paid, to all prequalified general and subcontractors along with an invitation to bid. The invitation to bid must have a deadline of at least two weeks. Although you may only consider bids from those general and subcontractors who have been prequalified, the advertising requirements for building construction contracts over \$150,000 apply.

⁶ If you decide to use the optional prequalification process for projects over \$150,000, follow the procedures listed in the “Over \$10,000,000” column.

⁷ M.G.L. c. 149, § 29.

October 2016 revision

M.G.L. c. 30B – PROCUREMENT OF SUPPLIES AND SERVICES

Estimated Contract Amount	Under \$10,000	\$10,000 to \$50,000	Over \$50,000
Procurement Procedure	Sound business practices. ¹	Use a written purchase description to solicit written quotations from no fewer than 3 persons who customarily provide the supply or service. ²	Sealed bids or proposals (M.G.L. c. 30B, §§ 5 or 6).
Notice/Advertising Requirements	None.	None.	Post a notice 1) in your jurisdiction's office, and, at least two weeks before bids or proposals are due, publish 2) in a newspaper, and 3) on COMMBUY'S. If the procurement will exceed \$100,000, at least two weeks before bids or proposals are due, publish in the <i>Goods and Services Bulletin</i> .
Award contract to:	Responsible person offering the best price.	Responsible person offering the needed quality of supply or service at the lowest price quotation.	Under § 5, the responsible ³ and responsive ⁴ bidder offering the best price. Under § 6, the most advantageous proposal from a responsible and responsive proposer taking into consideration price and non-price proposals.
Written Contract Required⁵	No. Keep written records as a best practice.	Yes.	Yes.
Maximum Contract Term⁶	Three years, unless majority vote authorizes longer.		
OSD Option	Yes.		

¹ M.G.L. c. 30B, § 2, defines sound business practices as "ensuring the receipt of favorable prices by periodically soliciting price lists or quotes."² M.G.L. c. 30B, § 4, as amended by Chapter 218 of the Acts of 2016.³ M.G.L. c. 30B, § 2, defines a responsible bidder or offeror as "a person who has the capability to perform fully the contract requirements, and the integrity and reliability which assures good faith performance."⁴ M.G.L. c. 30B, § 2, defines a responsive bidder or offeror as "a person who has submitted a bid or proposal which conforms in all respects to the invitation for bids or request for proposals."⁵ M.G.L. c. 30B, § 17(a), states "All contracts in the amount of \$10,000 or more shall be in writing, and the governmental body shall make no payment for a supply or service rendered prior to the execution of such contract."⁶ M.G.L. c. 30B, § 12(b), states "Unless authorized by majority vote, a procurement officer shall not award a contract for a term exceeding three years, including any renewal, extension, or option."



COMMONWEALTH OF MASSACHUSETTS

Department of Telecommunications and Cable

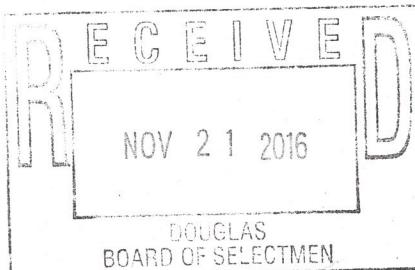
1000 Washington Street, Suite 820, Boston, MA 02118

(617) 305-3580

www.mass.gov/dtc

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR



JAY ASH
SECRETARY OF HOUSING AND
ECONOMIC DEVELOPMENT

JOHN C. CHAPMAN
UNDERSECRETARY

KAREN CHARLES PETERSON
COMMISSIONER

November 16, 2016

VIA U.S. MAIL

Ms. Marlene H. Dortch, Secretary
Federal Communications Commission
445 12th Street, SW
Washington, DC 20554

In the Matter of Charter Communications, Inc., Petitions for Determination of Effective Competition in 46 Communities in Massachusetts, New Hampshire, and New York, CSR-8558-E, CSR-8559-E, CSR-8560-E, CSR-8561-E

Dear Ms. Dortch:

Please find enclosed an original and four copies of the Massachusetts Department of Telecommunications and Cable's Motion to Withdraw its Application for Review in the above-referenced dockets. To comply with 47 C.F.R. § 1.49(f)(iii), I have also filed this Motion to Withdraw electronically with Chairman Wheeler and Commissioners Clyburn, Rosenworcel, Pai, and O'Rielly, as well as in MB Docket 12-1. Please contact me at (617) 305-3580 should you have any questions.

Sincerely,

Sean M. Carroll, Counsel
sean.m.carroll@state.ma.us

Encs.

cc: Chairman Thomas Wheeler (via email)
Commissioner Mignon Clyburn (via email)
Commissioner Jessica Rosenworcel (via email)
Commissioner Ajit Pai (via email)
Commissioner Michael O'Rielly (via email)
Steven Horvitz, Davis Wright Tremaine LLP
Counsel for Charter Communications, Inc.
Service Lists (Attached)
MB Docket 12-1 (via ECFS)

Before the
FEDERAL COMMUNICATIONS COMMISSION
Washington, D.C. 20554

In the Matter of

Charter Communications, on behalf of its subsidiaries
and affiliates

Petitions for Determination of Effective Competition in
46 Communities in Massachusetts, New Hampshire, and
New York

CSR-8558-E
CSR-8559-E
CSR-8560-E
CSR-8561-E

**MASSACHUSETTS DEPARTMENT OF TELECOMMUNICATIONS AND CABLE
MOTION TO WITHDRAW**

Commonwealth of Massachusetts
Department of Telecommunications and Cable

KAREN CHARLES PETERSON,
COMMISSIONER

1000 Washington Street, Suite 820
Boston, MA 02118-6500
(617) 305-3580

Dated: November 16, 2016

MOTION TO WITHDRAW

The Massachusetts Department of Telecommunications and Cable (“MDTC”) hereby moves to withdraw without prejudice its December 11, 2013 Application for Review in the above-captioned proceedings. Good cause exists for granting this request, as it will relieve the Federal Communications Commission (“FCC”) of having to resolve the disputes at issue.¹ The MDTC reserves all other rights under FCC regulations and federal law.

The MDTC respectfully requests that the FCC grant without prejudice the MDTC’s Motion to Withdraw.

Respectfully submitted,

KAREN CHARLES PETERSON,
COMMISSIONER

By:


Sean M. Carroll

Massachusetts Department of
Telecommunications and Cable
1000 Washington Street, Suite 820
Boston, MA 02118-6500
(617) 305-3580

November 16, 2016

¹ The MDTC submitted an FCC Form 328, which became effective on January 7, 2016, for a number of the communities that were at issue in this proceeding, thereby certifying the MDTC’s rate regulation authority in those communities in accordance with FCC rules. See MDTC Form 328 (filed Dec. 8, 2015), *available at* <http://apps.fcc.gov/ecfs/proceeding/view?name=INBOX-76.910>.

CERTIFICATION PURSUANT TO 47 C.F.R. § 76.6(a)(4)

The undersigned signatory has read the foregoing Motion to Withdraw, and, to the best of my knowledge, information and belief formed after reasonable inquiry, it is well grounded in fact and is warranted by existing law or a good faith argument for the extension, modification or reversal of existing law; and it is not interposed for any improper purpose.

Respectfully submitted,



Sean M. Carroll

Commonwealth of Massachusetts
Department of Telecommunications and Cable
1000 Washington Street, Suite 820
Boston, MA 02118-6500
(617) 305-3580

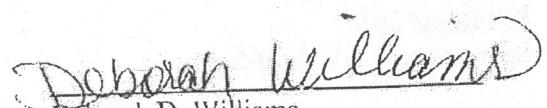
November 16, 2016

CERTIFICATE OF SERVICE

I, Deborah D. Williams, do hereby certify on this 6th day of December, 2011 that a true and correct copy of the foregoing "Petition for Special Relief" has been sent via U.S. mail, postage prepaid to the following:

Steven A. Broeckaert, Esq.
Media Bureau Policy Division
Federal Communications Commission
445 12th Street, S.W., Room 4-A865
Washington, DC 20554

Chairman, Board of Selectmen
Town of Wales
3 Hollow Road
Wales, MA 01081


Deborah D. Williams

CERTIFICATE OF SERVICE

I, Deborah D. Williams, do hereby certify on this 7th day of December, 2011 that a true and correct copy of the foregoing "Petition for Special Relief" has been sent via U.S. mail, postage prepaid to the following:

Steven A. Broeckaert, Esq.
Media Bureau Policy Division
Federal Communications Commission
445 12th Street, S.W., Room 4-A865
Washington, DC 20554

Mr. Jeff Braley
Town Supervisor
Austerlitz Town Hall
812 Route 203
Spencertown, NY 12165

Mr. Rick Keaveney
Town Supervisor
Canaan Town Hall
1647 Route 5 South
Canaan, NY 12029

Mr. Thomas Curran
Mayor
Chatham Village Hall
77 Main Street
Chatham, NY 12037

Mr. Larry Andrews
Town Supervisor
Ghent Town Hall
2306 State Route 66
Ghent, NY 12075

Mr. Paul Trova
Chairman, Board of Selectmen
Town of Hinsdale
39 South Street
Hinsdale, MA 01235

Mr. Art Basin
Town Supervisor
Ancram Town Hall
1416 County Rte. 7
Ancram, NY 12502

Mr. Robert Jaeger
Town Supervisor
Berlin Town Hall
65 South Main Street
Berlin, NY 12022

Mr. Jesse DeGroodt
Town Supervisor
Chatham Town Hall
488 State Route 295
Chatham, NY 12037

Mr. Reginald Crowley
Town Supervisor
Copake Town Hall
230 Mountain View Road
Copake, NY 12516

Mr. Art Baer
Town Supervisor
Hillsdale Town Hall
Main Street
Hillsdale, NY 12529

Mr. Paul A. Boudreau
Town Administrator
Town of Lanesboro
83 North Main Street
Lanesborough, MA 01237

Ms. Margaret Robertson
Town Supervisor
New Lebanon Town Hall
Route 22
New Lebanon, NY 12125

Mr. Peter Schaaphok
Town Supervisor
Petersburg Town Hall
55 Main Street
Petersburg, NY 12138

Mr. Earl Moffatt
Chairman, Board of Selectmen
Town of West Stockbridge
21 State Line Road
West Stockbridge, MA 01266

Deborah D. Williams
Deborah D. Williams

CERTIFICATE OF SERVICE

I, Deborah D. Williams, do hereby certify on this 6th day of December, 2011 that a true and correct copy of the foregoing "Petition for Special Relief" has been sent via U.S. mail, postage prepaid to the following:

Steven A. Broeckaert, Esq.
Media Bureau Policy Division
Federal Communications Commission
445 12th Street, S.W., Room 4-A865
Washington, DC 20554

Mr. Michael Coughlin
Town Administrator
Town of Westport
816 Main Road
Westport, MA 02790

Deborah D. Williams
Deborah D. Williams

CERTIFICATE OF SERVICE

I, Deborah D. Williams, do hereby certify on this 8th day of December, 2011 that a true and correct copy of the foregoing "Petition for Special Relief" has been sent via U.S. mail, postage prepaid to the following:

Steven A. Broeckaert, Esq.
Media Bureau Policy Division
Federal Communications Commission
445 12th Street, S.W., Room 4-A865
Washington, DC 20554

Ms. Julie A. Jacobson
Town Manager
104 Central Street
Auburn, MA 01501

Mr. David Battistoni
Town Administrator
Henry Woods Building
40 West St.
Barre, MA 01005

Ms. Margaret Sardell
Secretary, Board of Selectmen
23 Linden St.
Berlin, MA 01503

Mr. Peter O'Connell
Chairman, Board of Selectmen
6 Central St.
Brookfield, MA 01506

Ms. Linda Saari
Chairman, Board of Selectmen
1 Main Street
Brookline, NH 03033

Ms. Robin L. Craver
Town Administrator
37 Main St.
Charlton, MA 01507

Mr. Michael Guzinski
Executive Administrator
29 Deport Street
Douglas, MA 01516

Mr. Peter Jankowski
Town Administrator
71 West Main Street
Dudley, MA 01571

Mr. Kevin W. Welch
Chairman, Board of Selectmen
511 Main Street
Dunstable, MA 01827

Mr. Leo Fayard
Chairman, Board of Selectmen
122 Connie Mack Drive
East Brookfield, MA 01515

Mr. Timothy McInerney
Town Administrator
30 Providence Road
Grafton, MA 01519

Mr. Mark Haddad
Town Manager
173 Main Street
Groton, MA 01450

Ms. Elaine Peterson
Town Secretary
7 Main Street, Unit #3
Hubbardston, MA 01452

Mr. Robert Spain
Town Manager
127 Elm Street
Millbury, MA 01527

Ms. Leslie Scott Burton
Administrative Assistant to Board of
Selectmen
215 North Main Street
North Brookfield, MA 01535

Mr. Clayton Rice
Chairman, Board of Selectmen
2 Coldbrook Rd, Unit 1
Oakham, MA 01068

Mr. John Moak
Town Administrator
1 Main Street
Pepperell, MA 01463

Ms. Jean Kitchen
Town Administrator
17 Common Street
Southborough, MA 01772

Mr. James Smith
Town Administrator
4 Uxbridge Road
Sutton, MA 01590

Ms. Helen Coffin
Executive Secretary
8 Central Street
Millville, MA 01529

Mr. John Coderre
Town Administrator
63 Main Street
Northborough, MA 01532

Mr. Joseph Zeneski
Town Manager
325 Main Street
Oxford, MA 01540

Mr. Leroy Clark
Chairman, Board of Selectmen
250 Main Street
Rutland, MA 01543

Mr. Christopher Clark
Town Manager
41 Elm Street
Southbridge, MA 01550

Ms. Blythe Robinson
Town Manager
1 Main Street
Upton, MA 01590

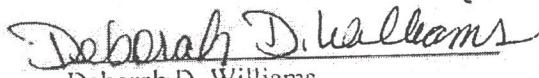
Mr. Michael Szlosek
Town Administrator
21 South Main Street
Uxbridge, MA 01569

Mr. Tom Long
Chairman
2 East Main Street
West Brookfield, MA 01585

Mr. Michael V. O'Brien
City Manager
455 Main Street
Worcester, MA 01608

Mr. John F. McAuliffe
Town Administrator
350 Main Street
Webster, MA 01570

Mr. James Malloy
Town Administrator
34 West Main Street
Westborough, MA 01581


Deborah D. Williams

CERTIFICATE OF SERVICE

I, Sara J. Clark, do hereby certify on this 16th day of November, 2016, that a true and correct copy of the foregoing "Motion to Withdraw" has been sent via U.S. mail, postage prepaid, or electronic mail to the attached service lists.

Sara J. Clark

Sara J. Clark

Attached

- October 2016 Meetings Reports.
- Cable Newsletter December 2016

Updates

- Senior Center "Halloween Hoedown" recorded, broadcasting.
- Senior Center "Sodium Talk" recorded, broadcasting.
- Boiler room install and walkthrough was taped again for posterity.
- Fall Town Meeting: 11/14/16 was taped, broadcast, came out great.
- Resident complaint about the quality of video files online has prompted me to re-evaluate our online standards.
- BVT SC has been successfully recorded to date, shared with all 13 towns in the district. Last meeting in 2016 will be recorded by Hopedale cable in December.

Upcoming:

- Tightrope installation authorized, scheduled for January 4, 2017.
 - All channels may be down for up to a week, hoping to have them set up quicker than that.
 - Will be training at the school to help get their channel online as well.
- Town Website will be transferring to a new service (approximate) February 2017, we will be working to find solutions for archives.

Equipment:

- Can we give the video projector to the Library?
- Resource Room, Community Room, and School Recording Rack need to be updated to a new medium. New playback server will be able to accept better file types than the last server, so we can upgrade to a new media type. (*Considering Aja Ki Pro Rack, with 1TB Kistor recording module: \$2,490.00*)

Oct FY17										
Date	Day	Meeting	Time	Room	Staff	Paid	Canc	Wages	Notes	
10/1	SAT	Octoberfest	9:00 AM	DT	Sarah Guimond	1	0	\$50.00		MON 6
10/1	SAT	Octoberfest	9:00 AM	DT	Kay Bowen	1	0	\$50.00		TUE 12
10/3/2016	MON	BOH	6:00 PM	BOH	Kay Bowen	1	0	\$50.00		WED 3
10/3/2016	MON	ConCom	7:00 PM	COM	Steve Zisk	0	0	\$0.00	They Do	THU 1
10/4/2016	TUE	BOS	7:00 PM	RES	Sarah Guimond	1	0	\$50.00		FRI 0
10/4/2016	TUE	EDC	7:00 PM	COM	Tess Werme	1	0	\$55.65		9am-12noon 3
10/4/2016	TUE	Sewer	7:00 PM	SEW	Arthur Griffin	1	1	\$55.65	No Quorum	12noon-6pm 4
10/5/2016	WED	ZBA	7:00 PM	COM	Kay Bowen	1	0	\$50.00		7:00 PM 17
10/6/2016	THU	Sr Center	11:00 AM	SR	Sarah Guimond	1	0	\$50.00		COM 8
10/11/2016	TUE	FinCom	7:00 PM	RES	Tess Werme	1	0	\$55.65		RES 5
10/11/2016	TUE	PB	7:00 PM	COM	Arthur Griffin	1	0	\$55.65		MISC 10
10/12/2016	WED	FD Event	6:30 PM	DFD	Sarah Guimond	1	0	\$50.00		Recorded 20
10/17/2016	MON	COA	6:00 PM	SR	Sarah Guimond	0	1	\$0.00	Cancelled	Not R/Paid 2
10/17/2016	MON	ConCom	7:00 PM	COM	Steve Zisk	0	0	\$0.00	They Do	Don't Do 3
10/17	MON	Cable	7:00 PM	RES	Angie Coe	1	0	\$55.65		Cancelled 2
10/18/2016	TUE	BOS	7:00 PM	RES	Sarah Guimond	1	0	\$50.00		MEETINGS 24
10/18/2016	TUE	BFCC	7:00 PM	COM	Tess Werme	1	0	\$55.65		
10/18/2016	TUE	EDC	7:00 PM	KIT	Arthur Griffin	0	1	\$0.00	LNC	
10/19/2016	WED	SC	7:00 PM	DHS	Scott Valliemere	0	0	\$0.00	They Do	
10/24/2016	MON	OGSDC	7:00 PM	COM	Sarah Guimond	1	1	\$50.00	Cmte No Show	
10/25	TUE	FinCom	7:00 PM	SEL	Sarah Guimond	1	0	\$50.00		
10/25/2016	TUE	Sr Center	1:00 PM	SR	Sarah Guimond	1	0	\$50.00		
10/25/2016	TUE	Library	7:00 PM	RES	Tess Werme	1	0	\$55.65		
10/25/2016	TUE	PB	7:00 PM	COM	Arthur Griffin	1	0	\$55.65		
						19	4	\$995.20		

For Immediate Release:

Contact: Pat Aldrich, Cable Coordinator

Phone: 508-476-4000 ext 122

Email: cable@douglasma.org

Re: Monthly Newsletter December 2016

Douglas Cable Access Monthly Newsletter, December 2016

Douglas, MA - Keep up to date with all government meetings by watching Douglas Cable on Charter channel 192, or catch up online with streaming and downloadable files. Visit DouglasMA.org/cable for more details. Search "Town of Douglas" in the iTunes podcast directory and subscribe there, don't miss a meeting! Look for our app in the Apple TV app store as well.

Visit our site for more details: DouglasMA.org/Cable. Contact by email: cable@douglasma.org, or call us: 508-476-4000 ext. 122. Connect with us on social media: Twitter & Facebook @DouglasCableTV.

Douglas Cable Access

11/21/16

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

TOTAL: **\$9,651.75**

ISG Install 10/28/16

Bill paid on Voucher 11/4/16

Added to Inventory 11/14/16

PROJECT COMPLETED

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 \$41,346.25

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

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

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

Tom Devlin signed off on final quote: 11/16/16

Install date: 1/4/17

TOTAL: **\$42,401.25**
Budget: \$45,000.00**Leftover:** **\$2,598.75**

Capital Equipment Purchase FY17: Portable Equipment

Approved ATM (Article 7) 5/2/16 for \$5,000.00

Coordinator will be the system administrator for the new Tightrope Playback system. This item will serve as a remote login tool and general communications device.

An ipad video production kit has been added to experiment with a possible ipad workflow with video capture and protocols, as it is a cheaper and possibly more efficient method of video production (*compared to the current camera kits @ \$2,475.00*)

Cost:

● iPad 9.7" 256 GB	\$779.00
● Smart Keyboard	\$149.00
● Smart Cover	\$49.00
● Silicone Case	\$69.00
● Apple Pencil	\$99.00
● Lightning to SD adapter	\$29.00
● 2-Year Apple Care+	\$79.00
● Makayama Movie Mount for iPad	\$68.55
● Genaray 144 LED On-Camera Light	\$111.20
● Rode VideoMic	\$97.02

TOTAL: **\$1,529.77**
Budget: \$5,000.00

Leftover: **\$3,470.23**