

Douglas Cable Advisory Committee
Douglas Municipal Center
Agenda
Monday December 5, 2016

1. **Call to order:**
2. **Financials:**
3. **MM:** 11/21/16
4. **Correspondence:**
5. **Public Records Access Officer Assignment:**
6. **Emergency Equipment Purchase:** Rack-mount triple video preview for Resource Room recording rack
7. **Coordinator Priority Re-Evaluation FY17-FY18:**
8. **Meetings Report November 2016:**
9. **Other Business:** *Open session for topics not reasonably anticipated 48 hours in advance of meeting.*
10. **Next Meeting:**
11. **Adjourn:**

FOR 2017 05

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
695 CABLE ADVISORY COMMITTEE							
695 CABLE ADVISORY COMMITTEE							
01695100 CABLE ADVISORY SALARIES							
01695100 51110 F/T WAGES	29,898	29,898	12,079.47	2,293.32	.00	17,818.53	40.4%
01695100 51200 P/T WAGES	21,995	21,995	4,028.20	511.30	.00	17,966.80	18.3%
TOTAL CABLE ADVISORY SALARIES	51,893	51,893	16,107.67	2,804.62	.00	35,785.33	31.0%
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	305.70	119.40	.00	365.30	45.6%
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	44.35	30.47	.00	985.65	4.3%
01695200 55800 OTHER SUPPLIES	772	772	31.49	31.49	.00	740.51	4.1%
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	.00	.00	393.00	38.9%
01695200 58500 ADDITIONAL EQUIPMEN	26,000	26,000	10,890.51	9,835.51	.00	15,109.49	41.9%
TOTAL CABLE ADVISORY EXPENSE	34,004	34,004	11,779.91	10,016.87	.00	22,224.09	34.6%
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%

INCLUDING STM BUDGET AMENDMENT

FOR 2017 05

695	CABLE ADVISORY COMMITTEE	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%
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	208,784.58	12,821.49	.00	-27,887.58	115.4%
	TOTAL CABLE ADVISORY COMMITTEE	85,897	180,897	208,784.58	12,821.49	.00	-27,887.58	115.4%
	TOTAL EXPENSES	85,897	180,897	208,784.58	12,821.49	.00	-27,887.58	

Douglas Cable Advisory Committee

Douglas Municipal Center

Meeting Minutes

Monday November 21, 2016

Tom Devlin called the meeting to order at 7:15pm

Attendance:

Committee: Tom Devlin, Bob Werme, Chris Menn

Staff: Pat Aldrich, Sarah Guimond

1. **Vacancy:** There are two openings on the Committee, email cable@douglasma.org or call 508-476-4000 ext 122 if interested.
2. **Financials:** *Report from Town Finance Director Attached.*
3. **Meeting Minutes:** *Bob motioned to accept the minutes of 10/17/16 as presented, Chris 2nd, unanimous favor.*
4. **Correspondence:** Public records law update, Act to Modernize Municipal Finance and Government, Mass Dept. of Telecommunications effective competition update. *Bob motioned to designate the Chairman and an alternate the Vice Chairman to review and approve bills or payment warrants with a report provided at the next meeting, 2nd by Chris, unanimous favor.*
5. **Public Channel Expansion FY17:** Discussion held for next meeting.
6. **Coordinator's Report:** *Pat's Report Attached.* Bob asked Pat to double check on the Old Grammar School Dispensation Committee meetings to make sure it's not an automated posting, and is still an active group. *Bob made a motion to donate the video projector to the Town Library, Chris 2nd, unanimous favor.*
7. **Equipment:** Pat is researching recording units for all recording rack units. Pat gave a report of the completed Capital item "Resource Room AV Upgrade", a timeline update on the Tighrope Playback Server with an install date of 1/4/17. Pat submitted a proposal for an iPad for administrative purpose and possibly to replace the current meeting video cameras, to be considered for a future purchase.
8. **Next Meeting:** Monday, 12/12/16
9. **Adjourn:** *Bob motioned to adjourn at 7:53pm, Chris 2nd, unanimous favor.*

Douglas Cable Access

12/5/16

Capital Equipment Purchase FY17: Resource Room Recording Rack

Approved ATM (Article 7) 5/2/16 for \$2,500.00

Rack Mounted Triple Monitor
(Camera Monitors)

\$718.00

TOTAL:

\$718.00

Budget:

\$2,500.00

Leftover:

\$1,782.00



The Professional's Source

Government, Education, and Corporate Department

For Pricing Requests, Purchase Orders, and Customer Service:

Phone: **800-947-8003**
212-239-7503

Fax: **800-858-5517**
212-239-7759

Email: Education: emailbids@bhphoto.com
Corporate: corporate@bhphoto.com

Federal Government: gsa@bhphoto.com
State and Local: biddept@bhphoto.com

420 Ninth Avenue, New York City, NY 10001 • www.bhphotovideo.com

Prices Are Valid Until:

12/14/16

Bid No.: 639679370

Sold To: **Accounts Payable**
Town Of Douglas
29 Depot St
Attn: Accounts Payable
DOUGLAS, MA 01516

Ship To:
Town Of Douglas
29 Depot St
Attn: Accounts Payable
DOUGLAS, MA 01516

Bill Phone: **(508)476-4000**
Work Phone: **(508)476-4000 Ext.:121**
Fax Phone: **(508)476-4012**

(508)476-4000

Date	Customer Code	Terms	Salesperson	Ship Via		
11/30/16	25550109	N/A	AO	STANDARD		
Qty Ord	Item Description			SKU# MFR#	Item Price	Amount
1	TOTE 3 5.6 MONITORS IN 3RU RACK MOUNT/REG			TOLED566HDM3 (LED566HDMX3)	718.00	718.00
<div>PLEASE NOTE: -----</div> <div>The B&H SuperStore will open early on Friday December 23rd from "8AM - 1PM" *****</div> <div>The B&H SuperStore will be Closed Christmas Day Sunday December 25th *****</div> <div>The B&H SuperStore will be open on New Years Day January 1st, From 10:00am to 6:00pm **** Please reference your BID number on all PO's **** Certain items may be enforced by vendor to sell at the vendor-imposed price posted at the time of order.</div>						
Payment Type - NO PAYMENT TYPE SELECTED				- Amount	Sub-Total:	718.00
					Shipping:	Free STND
					Total:	718.00

Nov FY17											
Date	Day	Meeting	Time	Room	Staff	Paid	Canc	Wages	Notes		
11/1/2016	TUE	BOS	7:00 PM	RES	Sarah Guimond	1	0	\$50.00		MON	4
11/1/2016	TUE	EDC	7:00 PM	COM	Angie Coe	1	0	\$55.65		TUE	5
11/1/2016	TUE	Water/Sewer	7:00 PM	SEW	Tess Werme	0	1	\$0.00	LNC	WED	7
11/2/2016	WED	ZBA	7:00 PM	COM	Kay Bowen	1	1	\$50.00	Cm No Sh	THU	1
11/2/2016	WED	SC	7:00 PM	DHS	Scott Vallemiere	0	0	\$0.00	They Do	FRI	0
11/2/2016	WED	Boiler	10:00 AM	BOIL	Sarah Guimond	1	0	\$50.00		9am-12noon	2
11/7/2016	MON	ConCom	7:00 PM	COM	Steve Zisk	0	0	\$0.00	They Do	12noon-6pm	1
11/9/2016	WED	PB	7:00 PM	COM	Arthur Griffin	1	0	\$55.65		7:00 PM	14
11/9/2016	WED	St Budget	7:00 PM	RES	Sarah Guimond	1	0	\$50.00		COM	7
11/10/2016	THU	Sr Center	10:30 AM	SrCnt	Sarah Guimond	1	0	\$50.00		RES	3
11/14/2016	MON	Town Meeting	7:00 PM	DHS	Sarah Guimond	1	0	\$50.00		MISC	7
11/15/2016	TUE	EDC	7:00 PM	COM	Tess Werme	0	1	\$0.00	LNC	Recorded	13
11/16	WED	SC	7:00 PM	DHS	Scott Vallemiere	0	0	0	They Do	Not R/Paid	1
11/16/2016	WED	Building	7:00 PM	COM	Kay Bowen	1	0	\$50.00		Don't Do	3
11/21/2016	MON	Cable	7:00 PM	RES	Sarah Guimond	1	0	\$50.00		Cancelled	3
11/28/2016	MON	COA	6:00 PM	SR	Sarah Guimond	1	0	\$50.00		MEETINGS	17
11/29/2016	TUE	Library	7:00 PM	COM	Angie Coe	1	0	\$55.65			
						11	3	\$616.95			

DPUBTV - Douglas Public Access TV Channel 191 Overview

Services:

- Hyper-local cultural awareness
- Creative media outlet for residents
- Capture of public events
- Video classes offered to residents
- Production assistance offered to residents
- Informational programs for organizations
- 24/7 public airplay on channel 191
- YouTube channel for online access (currently 129 videos posted)
- Testing ground for video equipment and ideas

Types of Productions:

Station Produced Content: *Idea is submitted to the Coordinator by dept or individual, video capture by recording assistant, post-production by Coordinator.*

- Fire Department Recruitment Videos

Resident Producer Content: *Coordinator works with a resident producer to create a program, usually after the resident successfully completes the video class.*

- KidMissing TV
- Galvin Films
- Ofcarcik Studios

Public Event Coverage: *Event is submitted to Coordinator for taping, video capture by recording assistant, post-production by Coordinator.*

- Octoberfest Entertainment
- Memorial Day Parade & Ceremonies
- Open Mic Night
- Summer Concert Series

Community Programming Initiative (CPI): *Equipment is provided to local nonprofits for self-production of events and programs.*

- Simon Fairfield Library
- Senior Center
- The River Church
- 1st Congregational Church
- CMDart

Branding Highlights: *Non-Commercial Community Media for Hyper-local Cultural Awareness.*

FY17 Re-prioritization

Immediate Priorities:

- Removal of old Broadcast Rack
- Playback Server Install
- Playback Server Training
- Playback Server Admin
- Resource Room Recording Rack Upgrade
- Community Room Recording Upgrade
- DHS Rack Recording Upgrade
- New Town Website Integration
- New Town Website Training
- Assistance to DHS Video TV Class Instructor
- Possible Equipment for Video TV Class Instructor
- Assist Tiger TV relaunch.
- Octoberfest Upgrades
- Capital Planning for FY18, FY19, FY20, FY21, FY22

For Postpone/Remove Discussion:

- FY17 Public Expansion