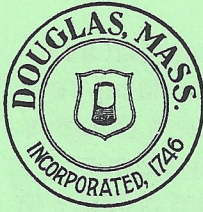


Douglas Cable Advisory Committee  
Douglas Municipal Center  
Agenda  
Monday January 23, 2017

1. **Call to order:**
2. **FY18 Budget:**
3. **Financials:**
4. **Expenditures:**
5. **MM:** 12/5/16
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:**

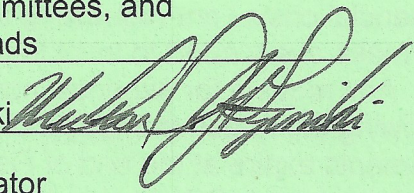




## Selectmen's Office Town of Douglas

# MEMO

To: All Boards, Committees, and  
Department Heads

From: Michael Guzinski   
Town Administrator

Date: January 9, 2017

Re: FY2018 Budget Request Packets

---

Attached to this memo you will find the Fiscal Year 2018 departmental budget forms to be filled out and returned to the Finance Director's Office. You may attach any additional budgetary information that you wish to submit. **Please return your completed budget packet to the Finance Director's Office by Monday, January 30, 2017.** Please contact me if for any reason you will be unable to return the completed budget packets by that date. The Finance Committee will begin formally reviewing departmental budgets at their meeting on February 6, 2017. Individual members of the Finance Committee may be contacting some department heads to review their budget requests with them prior to the department head meeting with the whole committee. This process, which began last year, is intended to provide the committee with a better understanding of proposed departmental budgets prior to the Finance Committee making its recommendations to Town Meeting.

As you all know, we have experienced over 8 years of severe financial strain, where most departments have been forced to make various budgetary cuts and reductions in operations. The Board of Selectmen, in anticipation of continued fiscal problems, re-instituted the Strategic Budget Committee over two years ago to work on a five year strategic budget plan for the Town. The Committee is currently reviewing the various **general fund** revenues that the Town collects. They are requesting that departments that charge fees for permits or services complete the attached revenue survey. If this is applicable to your department we have attached a form for your use. Please complete the survey and return it to the Finance Director's Office by January 30<sup>th</sup>.



PROJECTION: 2018 FY2018 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND	2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2017 ACTUAL	2017 PROJECTION	2018 PROPOSED	COMMENT
-----							
695 CABLE ADVISORY COMMITTEE							
-----							
01695100 CABLE ADVISORY SALARIES							
-----							
01695100 51110 F/T WAGES	.00	29,898.00	29,898.00	15,519.45			
01695100 51200 P/T WAGES	.00	21,995.00	21,995.00	4,860.80			
TOTAL CABLE ADVISORY SALARIE	.00	51,893.00	51,893.00	20,380.25			
01695200 CABLE ADVISORY EXPENSE							
-----							
01695200 51706 RETIREMENT	.00	3,000.00	3,000.00	.00			
01695200 51707 EMP FICA	.00	752.00	752.00	.00			
01695200 52400 REPAIR/MAI	.00	671.00	671.00	398.85			
01695200 53012 TRAIN/CONF	.00	309.00	309.00	175.00			
01695200 53401 POSTAGE	.00	103.00	103.00	.00			
01695200 53800 OTHER SERV	.00	323.00	323.00	.00			
01695200 54200 OFFICE SUP	.00	1,030.00	1,030.00	44.35			
01695200 55800 OTHER SUPP	.00	772.00	772.00	31.49			
01695200 57100 IN-STATE T	.00	257.00	257.00	11.12			
01695200 57150 TRAINING	.00	144.00	144.00	71.74			
01695200 57300 DUES/MEMB	.00	643.00	643.00	250.00			
01695200 58500 ADDT EQUIP	.00	26,000.00	26,000.00	10,890.51			
TOTAL CABLE ADVISORY EXPENSE	.00	34,004.00	34,004.00	11,873.06			
01695500 CABLE PLAYBACK EQUIPMENT							
-----							
01695500 58500 ADDT EQUIP	.00	.00	45,000.00	.00			

01/09/2017 16:05 |Town of Douglas  
9824jlov |NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

|P 101  
|bgnyrpts

PROJECTION: 2018 FY2018 BUDGET PROJECTION

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND	2016 ACTUAL	2017 ORIG BUD	2017 REVISED BUD	2017 ACTUAL	2017 PROJECTION	2018 PROPOSED	COMMENT
-----							
TOTAL CABLE PLAYBACK EQUIPME	.00	.00	45,000.00	.00	_____	_____	_____
01695501 CABLE STUDIO EQUIPMENT							
-----							
01695501 58500 ADDT EQUIP	.00	.00	50,000.00	.00	_____	_____	_____
TOTAL CABLE STUDIO EQUIPMENT	.00	.00	50,000.00	.00	_____	_____	_____
TOTAL CABLE ADVISORY COMMITT	.00	85,897.00	180,897.00	32,253.31	_____	_____	_____



01/03/2017 10:21  
9824jcah

Town of Douglas  
FY17 DECEMBER EXPENDITURE REPORT

P 140  
glytdbud

FOR 2017 06

	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							
-----							
0100-60-695-0000-0-001-51110 -		F/T WAGES					
0100-60-695-0000-0-001-51200 -	29,898	29,898	14,372.79	2,293.32	.00	15,525.21	48.1%
		P/T WAGES					
	21,995	21,995	4,539.50	511.30	.00	17,455.50	20.6%
TOTAL CABLE ADVISORY SALARIES	51,893	51,893	18,912.29	2,804.62	.00	32,980.71	36.4%
-----							
01695200 CABLE ADVISORY EXPENSE							
-----							
0100-60-695-0000-0-002-51706 -		COUNTY RETIREMENT					
0100-60-695-0000-0-002-51707 -	3,000	3,000	.00	.00	.00	3,000.00	.0%
		EMPLOYER'S FICA					
0100-60-695-0000-0-002-52400 -	752	752	.00	.00	.00	752.00	.0%
		REPAIRS AND MAINTENANCE					
0100-60-695-0000-0-002-53012 -	671	671	398.85	93.15	.00	272.15	59.4%
		EMPLOYEE TRAIN SEM/CONF					
0100-60-695-0000-0-002-53401 -	309	309	175.00	.00	.00	134.00	56.6%
		POSTAGE					
0100-60-695-0000-0-002-53800 -	103	103	.00	.00	.00	103.00	.0%
		OTHER SERVICES					
0100-60-695-0000-0-002-54200 -	323	323	.00	.00	.00	323.00	.0%
		OFFICE SUPPLIES					
0100-60-695-0000-0-002-55800 -	1,030	1,030	44.35	.00	.00	985.65	4.3%
		OTHER SUPPLIES					
0100-60-695-0000-0-002-57100 -	772	772	31.49	.00	.00	740.51	4.1%
		IN-STATE TRAVEL					
0100-60-695-0000-0-002-57150 -	257	257	11.12	.00	.00	245.88	4.3%
		TRAINING AND EDUCATION					
0100-60-695-0000-0-002-57300 -	144	144	71.74	.00	.00	72.26	49.8%
		DUES AND MEMBERSHIPS					
0100-60-695-0000-0-002-58500 -	643	643	250.00	.00	.00	393.00	38.9%
		ADDITIONAL EQUIPMENT					
	26,000	26,000	10,890.51	.00	.00	15,109.49	41.9%

01/03/2017 10:21  
9824jcah

Town of Douglas  
FY17 DECEMBER EXPENDITURE REPORT

P 141  
glytdbud

FOR 2017 06

695	CABLE ADVISORY COMMITTEE	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
	TOTAL CABLE ADVISORY EXPENSE	34,004	34,004	11,873.06	93.15	.00	22,130.94	34.9%
	01695500 CABLE PLAYBACK EQUIPMENT							
	0100-60-695-0070-0-004-58500 -	0	CABLE PLAYBACK EQ ART10 5/16 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							
	0100-60-695-0071-0-004-58500 -	0	CABLE STUDIO EQUIP ART10 5/16 50,000	.00	.00	.00	50,000.00	.0%
	TOTAL CABLE STUDIO EQUIPMENT	0	50,000	.00	.00	.00	50,000.00	.0%
	28269510 CABLE RRA							
	0282-60-695-0000-0-000-59601 -	0	TRANSFER TO GENERAL FUND 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	211,682.35	2,897.77	.00	-30,785.35	117.0%
	TOTAL CABLE ADVISORY COMMITTEE	85,897	180,897	211,682.35	2,897.77	.00	-30,785.35	117.0%
	TOTAL EXPENSES	85,897	180,897	211,682.35	2,897.77	.00	-30,785.35	

**Cable Expenditures Report**

**Vouchers:**

- |   |             |
|---|-------------|
| • 12/21/16: American Alarm (Keyless Entry)    | \$93.15     |
| • 1/9/17: B&H Photo (3-Rack Monitor)          | \$718.00    |
| • 1/9/17: Camera Company (Tightrope Playback) | \$41,531.50 |
| • 1/18/17: Amazon (UPS Battery Backup)        | \$169.99    |



## **Douglas Cable Advisory Committee**

### **Douglas Municipal Center**

### **Meeting Minutes**

**Monday December 5, 2016**

Tom Devlin called the meeting to order at 7:05pm

#### **Attendance:**

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

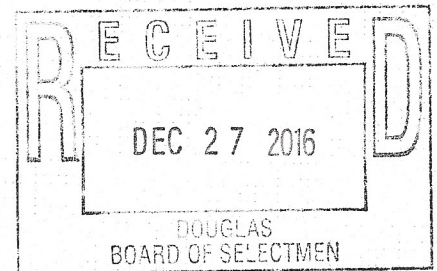
**Staff:** Pat Aldrich

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. **Other Business:** Tom mentioned a discussion he's had with a resident with a long driveway, needing help from Charter to get cable service, Charter has been contacted, awaiting word from their Construction department.
4. **Meeting Minutes:** *Bob motioned to accept the minutes of 11/21/16 as written, Chris 2nd, unanimous favor.*
5. **Public Records Access Officer Assignment:** *Bob motioned to appoint Pat Aldrich as Public Records Access Officer for Cable, Chris 2nd, unanimous favor. Bob motioned to appoint the Chair (Tom Devlin) or as an alternate the Vice Chair (Bob Werme) to be able to sign the payroll vouchers as needed, Chris 2nd, unanimous favor.*
6. **Emergency Equipment Purchase:** *Bob motioned to allocate \$850.00 to purchase Resource Room monitor system, Chris 2nd, unanimous favor.*
7. **Coordinator Priority Re-Evaluation FY17-FY18:** Pat's 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. *Bob motioned to approve the list of Cable Coordinator priorities as presented by Patrick, Chris 2nd, unanimous favor.*
8. **Next Meeting:** Monday, 1/9/17
9. **Adjourn:** *Chris motioned to adjourn at 7:35pm, Bob 2nd, unanimous favor.*



December 21, 2016

Mr. Michael Guzinski  
Town Administrator  
Town of Douglas  
29 Depot Street  
Douglas, MA 01516



cc: Cable

Dear Mr. Guzinski,

This letter is to inform you of some changes to Charter's line-up taking effect on or after January 1, 2017. Charter's video lineup is continually evolving to meet the changing needs of its customers, and from time-to-time Charter makes adjustments to its channel lineup designed to enhance and improve our video product.

- WHDH (formerly NBC) will become an independent station. Charter will continue to carry WHDH on Channel 7 in SD; WHDH-HD will move from Channel 787 to Channel 777.
- WBTS-NBC, a new NBC owned and operation station, will launch on Channel 10 in SD, and on Channel 787 in HD.
- WNEU 3-Exitos TV will launch on Channel 186 in SD.
- WJAR-NBC will move from Channel 10 to Channel 93 in SD.

Customers with questions are encouraged to call **1-888-GET CHARTER**. Should you need my assistance or have any questions related to this change, please do not hesitate to contact me at 774-243-9735 or via email at [Tom.Cohan@charter.com](mailto:Tom.Cohan@charter.com).

Sincerely,

Thomas P. Cohan  
Director of Government Affairs

**Attached:** December Meetings Report

Updates:

- Senior Center Christmas Party was taped, is being broadcast.
- Old recording/broadcast rack removed, cleaned up, updated.
- Small broadcast rack was installed in Community Room.
- Channels were only down for a day and a half, all channels online now.
- Tightrope Playback Server Installed 1/4/17
- Tightrope phone training complete 1/9-1/11/17

**Priorities (Strikethrough = Complete):**

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



Dec FY17											
Date	Day	Meeting	Time	Room	Staff	Paid	Canc	Wages	Notes		
12/5/2016	MON	BOH	6:00 PM	BOH	Sarah Guimond	1	0	\$50.00		MON	4
12/5/2016	MON	ConCom	7:00 PM	COM	Steve Zisk	0	0	0	They Do	TUE	9
12/5/2016	MON	Cable	7:00 PM	KIT	Pat Aldrich	1	0	\$0.00		WED	4
12/5/2016	MON	Strategic	7:00 PM	RES	Kay Bowen	1	0	\$50.00		THU	1
12/6/2016	TUE	BOS	7:00 PM	RES	Sarah Guimond	1	0	\$50.00		FRI	0
12/6/2016	TUE	EDC	7:00 PM	COM		0	0	\$0.00	Pat Missed	9am-12noon	1
12/6/2016	TUE	Sewer	7:00 PM	SEW	Tess Werme	0	1	\$0.00	LNC	12noon-6pm	2
12/7/2016	WED	ZBA	7:00 PM	COM	Sarah Guimond	1	0	\$50.00		7:00 PM	15
12/13/2016	TUE	PB	7:00: PM	COM	Tess Werme	0	1	\$0.00	LNC	COM	9
12/14/2016	WED	Sr Singalong	11:00 AM	SR	Sarah Guimond	1	0	\$50.00		RES	5
12/20/2016	TUE	BOS	7:00 PM	RES		0	1	\$0.00	LNC	MISC	4
12/20/2016	TUE	Recreation	7:00 PM	RES	Sarah Guimond	1	0	\$50.00		Recorded	11
12/20/2016	TUE	EDC	7:00 PM	COM	Tess Werme	1	1	\$55.65	No Quorum	Not R/Paid	2
12/21/2016	WED	BFCC	7:00 PM	COM	Angie Coe	1	0	\$55.65		Don't Do	1
12/22/2016	THU	PB	7:00 PM	COM	Sarah Guimond	1	0	\$50.00		Cancelled	6
12/27/2016	TUE	BOS	7:00 PM	RES	Sarah Guimond	1	0	\$50.00		MEETINGS	18
12/27/2016	TUE	Library	7:00 PM	COM	Tess Werme	1	1	\$55.65	No Quorum		
12/28/2016	WED	Cultural	6:30 AM	COM	Kay Bowen	1	0	\$50.00			
						13	5	\$616.95			

## DGOVTV - Meeting Recording Stations

Meetings are held and recorded at the following locations.

### Municipal Center

- **Community Room** *(last update 2012) Most used room.*
  - 2 PTZ Cameras
  - 4 Ceiling Microphones
- **Resource Room** *(updated 2014)*
  - 3 PTZ Cameras
  - 2 Ceiling Microphones
  - 5 Table Microphones
- Board of Health Office *(Travel Kit)*
- Selectmen's Office *(Travel Kit)*
- Kitchen *(Travel Kit)*

### Douglas High School: *Mobile Rack Unit Needs Updating*

- Room 208 *(Mobile Rack Unit)*
- Auditorium *(Mobile Rack Unit)*

### Remote Locations

- Water/Sewer Plant *(Travel Kit)*
- Senior Center *(Travel Kit)*

---

**2015 Travel Kit: \$1,386.35** (no longer available)

<b>Sony HDR-PJ790V</b>	<b>SD Cards</b>	<b>\$998.00</b>
<b>Raynox 0.5X</b>	<b>Wide Lens</b>	<b>\$77.50</b>
<b>Sony Grip</b>	<b>Tripod</b>	<b>\$89.00</b>
<b>Watson NP-FV100</b>	<b>Battery Pack</b>	<b>\$34.95</b>
<b>Sannheiser</b>	<b>Headphones</b>	<b>\$24.95</b>
<b>Video Innovators</b>	<b>Super Pro Bag</b>	<b>\$89.95</b>
<b>Shure VP64</b>	<b>Microphone</b>	<b>\$72.00</b>

Replacement Travel Kit w Sony PXW-X70:	\$2,475.00
Possible iPad Air 2 Travel Kit:	\$908.00

**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

**\$41,531.50**

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

Installed: 1/4/17

Invoice: 1/5/17

**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.

**Cost:**

- |                                  |          |
|----------------------------------|----------|
| • iPad 9.7" 256 GB               | \$779.00 |
| • Otterbox Statement Series Case | \$79.95  |
| • 2-Year Apple Care+             | \$79.00  |

**\$937.95**

<b><u>TOTAL:</u></b>	<b><u>\$937.95</u></b>
<i>Budget:</i>	<i>\$5,000.00</i>
<b>Leftover:</b>	<b>\$4,062.05</b>



# Apple, Inc.

**SHIP TO:**

PAT ALDRICH  
CABLE@DOUGLASMA.ORG  
TOWN OF DOUGLAS CABLE ADVISORY  
COMMITTEE

**PREPARED BY:**

Hai Do  
sales\_administration@apple.com

Quote	Quote Date	Valid Until	Customer #	SEA #
TOWN_9110-01	1/17/2017	2/16/2017		

**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						
Personalized 9.7-inch iPad Pro Wi-Fi 256GB - Space Gray Engraving: Line1: Property of Douglas Cable Line2: cable@douglasma.org	1 business day	PLMY2LL/A	\$779.00	1		\$779.00
OtterBox Statement Series Case for 9.7-inch iPad Pro - Black	In Stock	HKB72ZM/A	\$79.95	1		\$79.95

Subtotal	\$858.95
Tax Exempt	
Est Shipping	Free
Total	\$858.95

SUGGESTED OPTIONS:	Est. Ship	Part Number	Item Price	Qty	Disc Price	Extended Price
2-Year AppleCare+ for iPad	In Stock	S4745LL/A	\$79.00	1		\$79.00

Suggested Items **\$79.00**

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