

Douglas Cable Advisory Committee

Douglas Municipal Center

Agenda

Monday February 13, 2017

1. **Call to order:**

2. **Financials:**

3. **MM:** 1/23/17

4. **Correspondence:**

5. **FY18 Budget Revisions:**

- Capital Considerations
- Website Video Storage
- Charter Fiber Internet Bill

6. **Coordinator Holiday PTO Review:**

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:**

02/02/2017 15:14 |Town of Douglas  
9824jcah |FY17 JANUARY EXPENDITURE REPORT

|P 141  
|glytdbud

FOR 2017 07

	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					
	29,898	29,898	16,666.11	2,293.32	.00	13,231.89	55.7%
0100-60-695-0000-0-001-51200 -		P/T WAGES					
	21,995	21,995	5,081.45	541.95	.00	16,913.55	23.1%
TOTAL CABLE ADVISORY SALARIES	51,893	51,893	21,747.56	2,835.27	.00	30,145.44	41.9%

01695200 CABLE ADVISORY EXPENSE

0100-60-695-0000-0-002-51706 -		COUNTY RETIREMENT					
	3,000	3,000	.00	.00	.00	3,000.00	.0%
0100-60-695-0000-0-002-51707 -		EMPLOYER'S FICA					
	752	752	.00	.00	.00	752.00	.0%
0100-60-695-0000-0-002-52400 -		REPAIRS AND MAINTENANCE					
	671	671	398.85	.00	.00	272.15	59.4%*
0100-60-695-0000-0-002-53012 -		EMPLOYEE TRAIN SEM/CONF					
	309	309	175.00	.00	.00	134.00	56.6%
0100-60-695-0000-0-002-53401 -		POSTAGE					
	103	103	.00	.00	.00	103.00	.0%
0100-60-695-0000-0-002-53800 -		OTHER SERVICES					
	323	323	.00	.00	.00	323.00	.0%
0100-60-695-0000-0-002-54200 -		OFFICE SUPPLIES					
	1,030	1,030	44.35	.00	.00	985.65	4.3%
0100-60-695-0000-0-002-55800 -		OTHER SUPPLIES					
	772	772	31.49	.00	.00	740.51	4.1%
0100-60-695-0000-0-002-57100 -		IN-STATE TRAVEL					
	257	257	11.12	.00	.00	245.88	4.3%
0100-60-695-0000-0-002-57150 -		TRAINING AND EDUCATION					
	144	144	71.74	.00	.00	72.26	49.8%
0100-60-695-0000-0-002-57300 -		DUES AND MEMBERSHIPS					
	643	643	250.00	.00	.00	393.00	38.9%
0100-60-695-0000-0-002-58500 -		ADDITIONAL EQUIPMENT					
	26,000	26,000	53,310.00	42,419.49	.00	-27,310.00	205.0%*

02/02/2017 15:14 | Town of Douglas  
9824jcah | FY17 JANUARY EXPENDITURE REPORT

| P 142  
| glytdbud

FOR 2017 07

695	CABLE ADVISORY COMMITTEE	ORIGINAL	REVISED	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
		APPROP	BUDGET				BUDGET	USED
	TOTAL CABLE ADVISORY EXPENSE	34,004	34,004	54,292.55	42,419.49	.00	-20,288.55	159.7%
	01695500 CABLE PLAYBACK EQUIPMENT							
0100-60-695-0070-0-004-58500 -			CABLE PLAYBACK EQ ART10 5/16					
		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							
0100-60-695-0071-0-004-58500 -			CABLE STUDIO EQUIP ART10 5/16					
		0	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 -			TRANSFER TO GENERAL FUND					
		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	256,937.11	45,254.76	.00	-76,040.11	142.0%
	TOTAL CABLE ADVISORY COMMITTEE	85,897	180,897	256,937.11	45,254.76	.00	-76,040.11	142.0%
	TOTAL EXPENSES	85,897	180,897	256,937.11	45,254.76	.00	-76,040.11	

**Douglas Cable Advisory Committee**

**Douglas Municipal Center**

**Meeting Minutes**

**Monday January 23, 2017**

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

**Attendance:**

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

**Staff:** Sarah Guimond

1. **Vacancy:** There are two openings on the Committee, email [cable@douglasma.org](mailto:cable@douglasma.org) or call 508-476-4000 ext 122 if interested.
2. **Financials:** *Report from Town Finance Director Attached. 2018 budget will be submitted with 3% increase in all line items. The was moved by Bob Werme and seconded by Chris Menn. Unanimous approval.*
3. **Expenditures:** under the new single signer system started this month.
  - a. American Alarm: \$93.15
  - b. B&H Photo: \$718.00
  - c. Camera Company: \$ 41,531.50
  - d. Amazon: \$169.99
4. **Meeting Minutes:** Meeting Minutes: *Bob Werme moved to accept the minutes of the December 5, 2016 meeting as written. Chris Menn seconded. Unanimous favor.*
5. **Coordinator Report.** In Pat Aldrich's absence, he report was reviewed and accepted.
6. **Equipment.** It was noted that the new playback equipment is now installed and operating. *Bid from Apple in the amount of 937.95 was reviewed. Bob moved for approval of \$1000.00 for this purchase. Chris seconded. Unanimous approval.* Other equipment needs will be reviewed at the next meeting.
7. **Other Business:** Annual Report to Town will be submitted by Tom by deadline of January 31.
8. **Next Meeting:** February 13, 2017
9. **Adjourn:** *Bob moved to adjourn, Chris seconded at 7:23pm. Unanimous favor.*



Thomas P. Cohan  
Director of Government Affairs

January 31, 2017

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

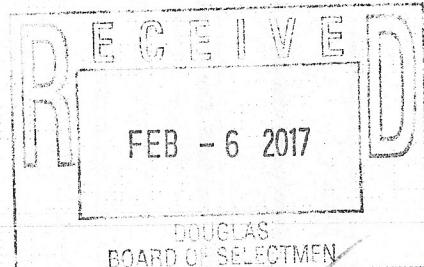
Dear Issuing Authority:

Attached you will find the Annual Form 500 (Complaint/Outage Report) for 2016 as filed by Charter Communications with the Massachusetts Department of Telecommunications and Cable. Due to the software limitations of the MA DTC's form, the number of subscribers in your town or city appears only at the top of the Service Interruption Data form. On the Complaint Data form, the subscriber number auto-populates as a zero, which is clearly not correct. For a description of the "complaints" captured in this report, see M.G.L. Chapter 166A, Section 10.

If you have any questions, please contact me at 774-243-9735 or at [Tom.Cohan@charter.com](mailto:Tom.Cohan@charter.com).

Sincerely,

Thomas P. Cohan



**Form 500 Service  
Interruption Data**

31-Jan-17

Code Key: Duration of Service Interruption

<1> Less than 1 Day    <2> 1-3 Days    <3> 4-7 Days    <4> 8-14 Days    <5> 15-30 Days    <6> >30 Days

Douglas		02/25/2016			<0>
Douglas		04/10/2016			<0>
Douglas		02/05/2016			<0>
Douglas		10/11/2016			<0>
Douglas		12/23/2016			<0>
Douglas		12/21/2016			<0>
Douglas		11/08/2014			<0>
Douglas		11/04/2016			<0>
Douglas		11/03/2016			<0>
Douglas		11/02/2016			<0>
Douglas		11/21/2016			<0>
Douglas		10/21/2016			<0>
Douglas		10/21/2016			<0>
Douglas		10/21/2016			<0>
Douglas		10/19/2016			<0>
Douglas		10/16/2016			<0>
Douglas		10/09/2016			<0>
Douglas		07/06/2016			<0>
Douglas		08/14/2016			<0>
Douglas		03/31/2016			<0>
Douglas		04/06/2016			<0>
Douglas		04/28/2016			<0>
Douglas		08/04/2016			<0>
Douglas		08/12/2016			<0>
Douglas		10/07/2016			<0>
Douglas		08/12/2016			<0>
Douglas		10/25/2016			<0>
Douglas		08/24/2016			<0>
Douglas		09/26/2016			<0>
Douglas		09/14/2016			<0>
Douglas		10/07/2016			<0>

# Form 500 Complaint Data

31-Jan-17

Code Key: Avg. Resolution Time		Code Key: Manner of Resolution	
<1> Less than 1 Day Days		<2> 1-3 Days <5> 15-30 Days	
<3> 4-7 Days		<4> 8-14 <6> >30 Days	
		A. Resolved to the satisfaction of both parties. B. Resolved, customer dissatisfied. C. Not Resolved.	
Town	Douglas	Total Complaints	Avg Resolution Time (see code above)
Year	2016		
Subscribers	0		
Installation		4	<2>
Service Interruption		6	<2>
			A.
			B.
			C.
Manner of Resolution (see code key above for the manner represented by the letters below) The number below each letter indicates the number of complaints resolved in that manner.			
		0	
		0	

**Proposed Capital Projects FY18****Resource Room Rack:** \$7,000

Video Switcher: \$5,000  
Telemetrics PTZ Controller: \$1,300

---

**Community Room:** \$11,000 (HD) \$6,000 (SD)

2 PTZ Cameras  
(HD) \$3,000 each x 2 = \$6,000  
(SD) \$1,000 each x 2 = \$2,000  
Telemetrics PTZ Controller: \$1,300  
Triple Monitor: \$718  
Program Monitor: \$500  
(4) Ceiling Microphones: \$800  
*Video Switcher:* \$200  
*Headphone Amp:* \$70

---

**DHS Rack Upgrade:** \$10,000 (approx)**(3) Government Travel Kits:** \$3,000 (iPads) \$7,500 (Cameras)**Tightrope Media VOD** \$8,275

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

|P 100  
|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
<hr/>							
695 CABLE ADVISORY COMMITTEE							
<hr/>							
01695100 CABLE ADVISORY SALARIES							
01695100 51110 F/T WAGES	.00	29,898.00	29,898.00	15,519.45		\$30,795	
01695100 51200 P/T WAGES	.00	21,995.00	21,995.00	4,860.80		\$22,654	
TOTAL CABLE ADVISORY SALARIE	.00	51,893.00	51,893.00	20,380.25		\$53,449	
<hr/>							
01695200 CABLE ADVISORY EXPENSE							
01695200 51706 RETIREMENT	.00	3,000.00	3,000.00	.00		\$3,090	
01695200 51707 EMP FICA	.00	752.00	752.00	.00		\$775	
01695200 52400 REPAIR/MAI	.00	671.00	671.00	398.85		\$691	
01695200 53012 TRAIN/CONF	.00	309.00	309.00	175.00		\$318	
01695200 53401 POSTAGE	.00	103.00	103.00	.00		\$106	
01695200 53800 OTHER SERV	.00	323.00	323.00	.00		\$333	
01695200 54200 OFFICE SUP	.00	1,030.00	1,030.00	44.35		\$1,061	
01695200 55800 OTHER SUPP	.00	772.00	772.00	31.49		\$795	
01695200 57100 IN-STATE T	.00	257.00	257.00	11.12		\$365	
01695200 57150 TRAINING	.00	144.00	144.00	71.74		\$148	
01695200 57300 DUES/MEMB	.00	643.00	643.00	250.00		\$662	
01695200 58500 ADDT EQUIP	.00	26,000.00	26,000.00	10,890.51		\$26,780	
TOTAL CABLE ADVISORY EXPENSE	.00	34,004.00	34,004.00	11,873.06		\$35,124	
<hr/>							
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		<b>\$88,573</b>	

Pat

Begin forwarded message:

**From:** Scott Motyka <[smotyka@douglasma.org](mailto:smotyka@douglasma.org)>  
**Subject:** FY18 Budget Adjustments for Cable Access  
**Date:** February 8, 2017 at 1:59:31 PM EST  
**To:** Pat Aldrich <[cable@douglasma.org](mailto:cable@douglasma.org)>  
**Cc:** Jeanne Lovett <[jlovett@douglasma.org](mailto:jlovett@douglasma.org)>, Michael Guzinski <[mguzinski@douglasma.org](mailto:mguzinski@douglasma.org)>

Hi Pat,

As discussed at the budget meeting, here are 4 attachments.

In short:

Town was asking Cable to begin absorbing costs for the Hosting Services at Pair Networks starting in FY18 (est. \$822.65 annually). Town was also asking for Cable to begin paying their share of costs for Internet Services. (est. \$2102 annually -payable monthly at \$175mo)

1) Pair Network Hosting Annual Cost (Invoice) and Screenshot of Brief Explanation Notes.

2) Charter Spectrum Summary of Internet Cost sheet and Screenshot of Brief Explanation Notes.

I hope this suffices, I am sure Jeanne can articulate the Budget Scope better than I, but if you do need more detail on what services are being paid for please let me know.

Thank you!

Scott

Scott Motyka  
Regional IT Administrator  
Municipal Center  
29 Depot Street  
Douglas, MA 01516  
508-476-4000

NO CURRENT CHARGES	
BALANCE FORWARD	\$0.00
<b>TOTAL CREDIT</b>	\$0.00
NO PAYMENTS RECEIVED on Nov 1, 2016	\$0.00
<b>NO BALANCE DUE</b>	<b>\$0.00</b>

#### Additional Services on Your Account

Services listed in this section are billed at separate intervals than those listed in the Current Charges section at

Term	Billed Through	Service
12 months	Sep 1, 2017	Dedicated IP Domain Hosting; <a href="http://douglasma.org">douglasma.org</a>
12 months	Sep 1, 2017	Shared IP Domain Hosting; <a href="http://douglasmapolice.com">douglasmapolice.com</a>
12 months	Sep 1, 2017	Shared IP Domain Hosting; <a href="http://dev.douglasma.org">dev.douglasma.org</a>
12 months	Sep 1, 2017	Parked Domain Hosting; <a href="http://www.www2.douglasma.org">www.www2.douglasma.org</a>
12 months	Sep 1, 2017	VPS-1; douglas1

Need1) Hosting may need continue to Store Cable Video Files.

Need2) Cable may opt to construct its own New Website distinct from Town (to accomodate custom needs possibly not available or cost-effective within CivicPLus solution - OR in order to retain the level of Controls Cable may prefer.

Need3) At minimum these Hosting features need remain Active for FY18 while any New Solution is created. i.e. Move Video Archives to New Civic Plus Website



Pair Invoice  
FY17.pdf

Location	Master Account	Billing Address	MRC - Billed Monthly
		Total	\$2,540.00
Town Hall	8350 12 0360140698	29 Depot St	\$1,658.00
Highway Dept	83501 20 360140722		\$175.00
Police Dept	8350 12 0360002401		\$7.00
Senior Center	8350 12 0360140748		\$175.00
Water Sewer Dept	8350 12 0360140755		\$175.00
Fire Dept	8350 12 0360199819		\$175.00
Cable Access	8350 12 0360199835		\$175.00

Cable Access portion of the Charter Spectrum Fiber Service within TownHall is above.

**NOTE:**

- \*Bandwidth is technically 'shared' with Town Hall but the relevant proportion of cost was provisioned similar to other Town Depts.
- \*Cable does have its own distinct LAN (Local Area Network), private from Town Hall.
- \*Cable shares with TownHall 100mb level of service vs remotes at 30mb but cost is applied to be similar to Town Depts.



1

Town of Douglas MA Ref Dir 20160928.xlsx

Location	Master Account	Billing Address	MRC - Billed Monthly
		Total	\$2,540.00
Town Hall	8350 12 0360140698	29 Depot St	\$1,658.00
Highway Dept	83501 20 360140722		\$175.00
Police Dept	8350 12 0360002401		\$7.00
Senior Center	8350 12 0360140748		\$175.00
Water Sewer Dept	8350 12 0360140755		\$175.00
Fire Dept	8350 12 0360199819		\$175.00
Cable Access	8350 12 0360199835		\$175.00

## Statement 114999-0081 -- no payment due

1 message

**pair Networks** <billing@pair.com>

To: admin@douglasma.org

Cc: jlovett@douglasma.org

Tue, Nov 1, 2016 at 8:31 PM

 Having trouble viewing this invoice? [Go to https://my.pair.com/invoice](https://my.pair.com/invoice)

 www.pair.com  
 1 877 PAIR-NET  
 billing@pair.com


Blog

### pairSIM

#### Software Installation Manager

Easy to install, upgrade, &amp; manage popular software packages.



### pairCloud Servers

 Administrative Access ·  
 SSD Storage  
 Enterprise Level Hardware  
 Backed by World Class Support  
[Learn More >>](#)

#### Your Billing Information

**Billed To:**  
 IT Director  
 Town of Douglas  
 29 Depot St.  
 Douglas MA 01516

Phone: [+1.5084764000](tel:+1.5084764000)

E-Mail: [admin@douglasma.org](mailto:admin@douglasma.org)  
[jlovett@douglasma.org](mailto:jlovett@douglasma.org)

<b>Invoice Number</b>	114999-0081
Invoice Date	Nov 1, 2016
Billing Account Number	114999
Your Payment Method	Check or Money Order

#### Invoice Summary

##### PREVIOUS Charges and Payments

PREVIOUS BALANCE \$882.65

PREVIOUS PAYMENT RECEIVED -\$882.65  
 Check #108068 on Oct 21, 2016

Balance Forward \$0.00

##### CURRENT Charges and Payments

BALANCE FORWARD \$0.00

CURRENT CHARGES \$0.00

TOTAL CREDIT \$0.00

NO CURRENT PAYMENTS RECEIVED	\$0.00
<b>No Balance Due</b>	<b>\$0.00</b>

#### Current Charges

Billing Period	Service	Term	Monthly Fee	Discount	Charges
		<b>NO CURRENT CHARGES</b>			<b>\$0.00</b>
		<b>BALANCE FORWARD</b>			<b>\$0.00</b>
		<b>TOTAL CREDIT</b>			<b>\$0.00</b>
		NO PAYMENTS RECEIVED on Nov 1, 2016			\$0.00
		<b>NO BALANCE DUE</b>			<b>\$0.00</b>

#### Additional Services on Your Account

Services listed in this section are billed at separate intervals than those listed in the Current Charges section above.

Term	Billed Through	Service
12 months	Sep 1, 2017	Dedicated IP Domain Hosting; <a href="#">douglasma.org</a>
12 months	Sep 1, 2017	Shared IP Domain Hosting; <a href="#">douglasmapolice.com</a>
12 months	Sep 1, 2017	Shared IP Domain Hosting; <a href="#">dev.douglasma.org</a>
12 months	Sep 1, 2017	Parked Domain Hosting; <a href="#">www.www2.douglasma.org</a>
12 months	Sep 1, 2017	VPS-1; douglas1

#### More Information

Need to pay your bill?

[Pay Online Now](#)

#### Send check payments to:

pair Networks  
2403 Sidney St, Suite 210  
Pittsburgh, PA 15203

Checks and money orders must be payable in US dollars and drawn on a US bank branch. Please write your Billing Account Number (114999) directly on the check.

Questions About Your Bill?

**E-mail** our friendly billing team: [billing@pair.com](mailto:billing@pair.com)

Fax: [+1 412 381-9997](tel:+14123819997)

Phone:

+1 877 PAIR NET (724-7638) (US and Canada)  
+1 412 381-PAIR (7247) (Global)  
Monday-Friday 8AM-8PM ET

# Spectrum BUSINESS

January 1, 2017  
Account: 8350 12 036 0199835  
Phone Number: (508) 341-0750  
Security Code: 3109  
Service At: 29 DEPOT ST  
SB2  
DOUGLAS MA 01516-2323

## Contact Us

Questions about your bill or services?  
Visit [spectrumbusiness.net](http://spectrumbusiness.net) or call 800.314.7195

## Summary

Service from 01/10/17 through 02/09/17  
details on following pages

Previous Balance	348.31
Payments Received -Thank You!	-175.18
Past Due Balance - Due Now	173.13
Spectrum Business™ Voice	175.00
Taxes, Fees and Charges	0.18
Current Charges Due By 01/21/17	175.18
<b>Total Due</b>	<b>\$348.31</b>

OK  
m

## SPECTRUM BUSINESS NEWS

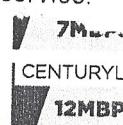
**Go Green** Sign up for Spectrum Business Auto Pay today and start taking the hassle out of billing. Go to my account at [spectrumbusiness.net](http://spectrumbusiness.net).



## ! Your account is past due.

The past due amount is due five days following the mailing date of this bill. Please pay total past due amount to avoid further collection activity and interruption of service. If service is interrupted, you will need to pay your full past due amount, first month of service and a reconnection fee to resume service.

## 30-DAY RISK FREE GUARANTEE\*



OVER 99.9% NETWORK RELIABILITY\*\*

## UPGRADE TODAY. CALL 888.889.9730

Limited-time offer; subject to change. Qualified business customers only. Must not have subscribed to applicable services within the previous 30 days and have no outstanding obligation to Charter. Actual speeds may vary. \*50X Faster Speed comparison based on Spectrum Business Internet with 300Mbps download speed, and comparably priced DSL Internet (downloads only) from AT&T, Frontier and CenturyLink in Spectrum markets, as indicated on att.com, frontier.com and centurylink.com as of November 10, 2016. \*\*View Business.Spectrum.com/guarantee for details about the 30-Day Customer Satisfaction Guarantee. 99.9% reliability is based on weekly reliability, Jan-October 2016. Charter Internet modem is required and included in price. Internet taxes, fees, and surcharges are included in price (except TX and WI); installation and other equipment taxes and fees may apply. Services are subject to all applicable service terms and conditions, which are subject to change. Services not available in all areas. Restrictions apply. Call for details. ©2016 Charter Communications.

SABGF0D9

Page 2 of 6

January 1, 2017

Douglas Town Hall-eoc  
Account: 8350 12 036 0199835  
Security Code: 3109

**Contact Us**

Questions about your bill or services?

Visit [spectrumbusiness.net](http://spectrumbusiness.net) or call 800.314.7195

8634 0080 NO RP 01 01022017 NNNNNYNN 01 017407 0057

**Charge Details**

Previous Balance	348.31
Payment - Thank You	12/15 -175.18
Past Due Balance - Due Now	\$173.13

Payments received after 01/01/17 will appear on your next bill.

Service from 01/10/17 through 02/09/17

**Spectrum Business™ Voice**

30m/3m Ethernet Intra	175.00
	<b>\$175.00</b>

Fees & Charges	State PUC Fee	0.18
		<b>\$0.18</b>

For additional call details and terms of service,  
please visit [spectrum.net/calldetails](http://spectrum.net/calldetails).

Spectrum Business™ Voice Total	175.18
--------------------------------	--------

Current Charges Due By 01/21/17	175.18
Total Due	<b>\$348.31</b>

**Billing Information**

**Tax and Fees** - This statement reflects the current taxes and fees for your area (including sales, excise, user taxes, etc.). These taxes and fees may change without notice. Visit [spectrum.net/taxesandfees](http://spectrum.net/taxesandfees) for more information.

**Terms & Conditions** - Charter's detailed standard terms and conditions for service are located at [spectrum.net/termsandconditions](http://spectrum.net/termsandconditions).

**Past Due Fee / Late Fee Reminder** - A late fee will be assessed for past due charges for service.

**Insufficient Funds Payment Policy** - Charter may charge an insufficient funds processing fee for all returned checks and bankcard charge-backs. If your check, bankcard (debit or credit) charge, or other instrument or electronic transfer transaction used to pay us is dishonored, refused or returned for any reason, we may electronically debit your account for the payment, plus an insufficient funds processing fee as set forth in your terms of service or on your Video Services rate card (up to the amount allowable by law and any applicable sales tax). Your bank account may be debited as early as the same day payment is dishonored, refused or returned. If your bank account is not debited, the returned check amount (plus fee) must be replaced by cash, cashier's check or money order.

**Franchise Administrator** - Town of Douglas, MA Dept of Telecom & Cable Consumer Division 1000 Washington St, Suite 820 Boston MA 02118-6500 Phone: (800) 392-6066 or (617) 305-3531

**Voice Fees and Charges** - These include charges, to recover or defray government fees imposed on Charter, and certain other costs related to Charter's Voice service, including a Federal Universal Service Charge and, if applicable, a State Universal Service Charge to recover amounts Charter must pay to support affordable telephone service, and may include a state Telecommunications Relay Service Fee to support relay services for hearing and speech impaired customers. Please note that these charges are not taxes and are subject to change. For more information, visit [spectrum.net/taxesandfees](http://spectrum.net/taxesandfees).

**Spectrum Business Voice Provider** - Charter Advanced Services (MA), LLC

**Timely Payment** - If your payment is not received by the next billing statement, your account is subject to interruption of service. Charter equipment may be rendered non-functional prior to termination. You may be subject to a change of service charge to reinstate your digital channels and Internet service when function is restored.

**Statements with Zero or Credit Balances** - Customers with a zero or credit balance on their bill will not receive a paper statement.

**Complaint Procedures** - If you disagree with your charges, you have 30 days from the billing date to register a complaint. During the dispute period, we will not terminate service provided you pay the undisputed portion of your bill.

# MEMO

**To: Michael Guzinski, Town Administrator**  
**From: Patrick Aldrich, Cable Coordinator**  
**Date: July 16, 2014**  
**Re: Paid Holiday Agreement for Cable Coordinator**

As you know, in March of 2014, the Douglas Cable Advisory Committee (DCAC) increased the hours for the Cable Coordinator position from (19) hours per week to (29) hours per week. This change has benefits including sick time, vacation, personal days, and **paid holidays**.

The Personnel Bylaw lists a total of (11.5) holidays, the majority of which occur on a Monday. The DCAC has considered making Monday a mandatory day off to help mitigate this benefit, but I value Monday as a workday, and would prefer not to have it cut from my schedule.

In order to ensure the flexibility that this position requires, and to allow me to work on Mondays, I would propose that I only be compensated for what I consider to be the “big four” holidays of the calendar year:

- **New Year's**
- **July 4<sup>th</sup>**
- **Thanksgiving**
- **Christmas**

This will free up my scheduling needs so that I can maintain optimum flexibility to work any day during the week without worrying about the holiday schedule. I feel that this is a mutually fair agreement and I appreciate the Town’s consideration on this matter. I would also like to be able to re-open this discussion in the event that my hours are changed in the future.

Sincerely,

Patrick Aldrich, Cable Coordinator

shorter notice. Department heads shall submit written requests to the appointing authority at least two weeks in advance of the time to be used, or as directed by the appointing authority.

## **B. HOLIDAYS**

Full-time and regular part-time employees shall be entitled to the holidays as follows:

- New Year's Day
- Martin Luther King Day
- Presidents Day
- Patriots Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- $\frac{1}{2}$  day Christmas Eve + Christmas Day

If the holiday falls on Saturday, the holiday will be observed on Friday for employees who normally work on Friday. If it falls on Sunday, it will be observed on Monday for employees who normally work on Monday. Holiday pay for full-time and regular part-time, non-exempt employees shall be paid for the hours normally scheduled for that day. Limited part-time, temporary, fill-in, per diem and seasonal employees shall not receive holiday pay.

Non-exempt full-time and regular part-time employees performing their official duties on a holiday and employees performing emergency work on a holiday shall be paid at the rate of one and one-half their basic hourly rate of compensation.

## **C. SICK DAYS**

A full-time or regular part-time employee shall be granted non-occupational sick leave with full pay as follows:

- Employees will begin accruing sick leave from their date of hire. However, they will not be eligible to utilize such leave until completion of the probationary period.

**Attached:** January Meetings Report

**Updates:**

- DHS Staff have been trained on Tightrope software, Pat will remain in support role to the school.
- Tightrope's Carousel bulletin board software has been updated, we will be upgrading after they send out the confirmation.
- iPad Pro has been purchased, is in use.
- Public request for a BFCC DVD meeting fulfilled.
- Vendor show at Wilbraham Cable Access was attended 2/6. Some good info on mixing boards, production equipment, vendor contacts made with Valley Communications.

**Priorities:**

- New Town Website Integration (Feb)
- New Town Website Training (Feb)
- Digital Archive Discussion
- **Capital Planning for FY18** (Sheet Submitted)
- **Resource Room Recording Rack Upgrade**
- **Community Room Recording Upgrade**
- **DHS Rack Recording Upgrade**
- Octoberfest Upgrades (April)
- Capital Planning for FY19, FY20, FY21, FY22 (May)

Jan FY17											
Date	Day	Meeting	Time	Room	Staff	Paid	Canc	Wages	Notes		
1/3/2017	TUE	EDC	7:00 PM	COM	Sarah Guimond	1	0	\$50.00		MON	5
1/3/2017	TUE	Sewer	7:00 PM	SEW	Kay Bowen	1	0	\$50.00		TUE	7
1/4/2017	WED	SC	7:00 PM	DHS	Scott Villimere	0	0	\$0.00	They Do	WED	3
1/6/2017	FRI	KidMissing	6:00 PM	RES	Sarah Guimond	1	1	\$50.00	No Show	THU	0
1/9/2017	MON	BOH	6:00 PM	BOH	Angie Coe	1	0	\$55.65		FRI	1
1/9/2017	MON	COA	6:00 PM	SR	Sarah Guimond	1	0	\$50.00		9am-12noon	0
1/9/2017	MON	Cable	7:00 PM	RES	Pat Aldrich	0	1	\$0.00	Cancelled	12noon-6pm	4
1/9/2017	MON	ConCom	7:00 PM	COM	Steve Zisk	0	0	\$0.00	They Do	7:00 PM	12
1/10/2017	TUE	PB	7:00 PM	COM	Tess Werme	0	1	\$0.00	LNC	COM	5
1/17/2017	TUE	BOS	7:00 PM	RES	Sarah Guimond	1	0	\$50.00		RES	5
1/18/2017	WED	BFCC	7:00 PM	COM	Tess Werme	1	0	\$55.65		MISC	6
1/18/2017	WED	SC	7:00 PM	DHS	Scott Villimere	0	0	\$0.00	They Do	Recorded	12
1/23/2017	MON	Cable	7:00 PM	RES	Sarah Guimond	1	0	\$50.00		Not R/Paid	2
1/24/2017	TUE	Library	7:00 PM	RES	Tess Werme	1	0	\$55.65		Don't Do	3
1/24/2017	TUE	PB	7:00 PM	COM	Angie Coe	1	0	\$55.65		Cancelled	4
1/31/2017	TUE	Sewer	2:00 PM	SEW	Sarah Guimond	1	1	\$50.00	Late Cancel	MEETINGS	16
					Totals	11	4	\$572.60			

**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
<b>\$937.95</b>	

Purchased: 2/3/17

Received: 2/10/17

Voucher: 2/13/17

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

# COMPLETE



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@bhphoton.com](mailto:emailbids@bhphoton.com)  
[Corporate: corporatesales@bhphoton.com](mailto:corporatesales@bhphoton.com)

Federal Government: [gsa@bhphoton.com](mailto:gsa@bhphoton.com)  
State and Local: [biddept@bhphoton.com](mailto:biddept@bhphoton.com)

420 Ninth Avenue, New York City, NY 10001 • [www.bhphotovideo.com](http://www.bhphotovideo.com)

Prices Are Valid Until:

11/22/16

Bid No.: 634170650

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

Ship To:  
**Town Of Douglas**  
**29 Depot Street**  
**Attn: Town Hall**  
**DOUGLAS, MA 01516**

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

**(000)000-0000**

Date	Customer Code	Terms	Salesperson	Ship Via		
11/08/16	25550109	N/A	2VS	STANDARD		
Qty Ord	Item Description			SKU# MFR#	Item Price	Amount
1	MAKAYAMA MOVIE MOUNT f/iPAD AIR/AIR 2/PRO 9.7"/REG			MAMMAIR (MMAIR)	68.55	68.55
1	GENARAY 144 LAMP VARIABLE CLR LED ON-CAM LIGHT/STUD <i>This Item Has a Student Special Price.</i>			GELEDP144T (LED6200T)	111.20	111.20
1	RODE VIDEOMIC-GO LIGHT WEIGHT ON CAMERA MIC/REG			ROVMG (VIDEOMICGO)	97.02	97.02
PLEASE NOTE: ----- *****UPCOMING SCHEDULE CHANGE ***** The B&H SuperStore will be open on Thanksgiving Day Thursday November 24th, From 10AM to 6PM ***** The B&H SuperStore will be open on Black Friday November 25th, From "8:00AM to 1:00PM" **** 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.						

Payment Type - NO PAYMENT TYPE SELECTED	- Amount	Sub-Total: <b>276.77</b>
		Shipping: <b>Free STND</b>
		Total: <b>276.77</b>