

Douglas Cable Advisory Committee  
Douglas Municipal Center  
Agenda  
Monday March 13, 2017

1. **Call to order:**
2. **Financials:**
3. **FY18 Budget Adjustment:**
4. **MM:**
5. **Coordinator Report:**
6. **Equipment:**
7. **Other Business:** *Open session for topics not reasonably anticipated 48 hours in advance of meeting.*
8. **Next Meeting:**
9. **Adjourn:**

FOR 2017 08

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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695 CABLE ADVISORY COMMITTEE							
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01695100 CABLE ADVISORY SALARIES							
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01695100 51110 F/T WAGES	29,898	29,898	18,959.43	2,293.32	.00	10,938.57	63.4%
01695100 51200 P/T WAGES	21,995	21,995	5,689.05	607.60	.00	16,305.95	25.9%
TOTAL CABLE ADVISORY SALARIES	51,893	51,893	24,648.48	2,900.92	.00	27,244.52	47.5%
01695200 CABLE ADVISORY EXPENSE							
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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	398.85	.00	.00	272.15	59.4%
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	.00	.00	985.65	4.3%
01695200 55800 OTHER SUPPLIES	772	772	117.98	86.49	.00	654.02	15.3%
01695200 57100 IN-STATE TRAVEL	257	257	72.28	61.16	.00	184.72	28.1%
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	11,397.74	858.00	.00	14,602.26	43.8%
TOTAL CABLE ADVISORY EXPENSE	34,004	34,004	12,527.94	1,005.65	.00	21,476.06	36.8%
01695500 CABLE PLAYBACK EQUIPMENT							
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01695500 58500 CABLE PLAYBACK EQ A	0	45,000	42,770.26	.00	.00	2,229.74	95.0%*
TOTAL CABLE PLAYBACK EQUIPMENT	0	45,000	42,770.26	.00	.00	2,229.74	95.0%
01695501 CABLE STUDIO EQUIPMENT							
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01695501 58500 CABLE STUDIO EQUIP	0	50,000	.00	.00	.00	50,000.00	.0%

FOR 2017 08

	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%
TOTAL CABLE ADVISORY COMMITTEE	85,897	180,897	79,946.68	3,906.57	.00	100,950.32	44.2%

02/28/2017 12:14 | Town of Douglas  
 9824jcah | FY17 FEBRUARY 2017 EXPENDITURE REPORT

| P 121  
 | glytdbud

FOR 2017 08

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
-----							
695 CABLE ADVISORY COMMITTEE							
-----							
28269510 CABLE RRA							
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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	0	0	180,897.00	.00	.00	-180,897.00	100.0%
TOTAL TOWN RECEIPTS RESERVED FUND	0	0	445,897.00	.00	.00	-445,897.00	100.0%
TOTAL EXPENSES	0	0	445,897.00	.00	.00	-445,897.00	

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		\$30,496	
01695100 51200        P/T WAGES	.00	21,995.00	21,995.00	4,860.80		\$12,235	
TOTAL CABLE ADVISORY SALARIE	.00	51,893.00	51,893.00	20,380.25		\$42,731	
01695200 CABLE ADVISORY EXPENSE							
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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		\$1,494	
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		\$3,995	
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		\$31,604	
TOTAL CABLE ADVISORY EXPENSE	.00	34,004.00	34,004.00	11,873.06		\$44,433	
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	Project Complete FY17	
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		\$87,164

## **Douglas Cable Advisory Committee**

### **Douglas Municipal Center**

### **Meeting Minutes**

**Monday February 13, 2017**

Tom Devlin called the meeting to order at 7:07pm

#### **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.* A document was signed to properly allocate funds that had been recorded in the wrong category.
3. **Meeting Minutes:** *Bob Werme moved to accept the minutes of the 1/23/17 meeting as amended, Chris 2nd, unanimous favor.*
4. **Correspondence:** Charter Annual Form 500 for outages and complaints.
5. **FY18 Budget:** Discussion on possible Capital plans for FY18. \$50,000 placeholder for 2nd floor buildout, if that happens any time soon. Pat submitted a proposal with some ideas for spending in the coming year with a concentration on updating the various recording stations. Some new bills were submitted by the Town for the current website as well as Charter fiber internet usage between departments, with discussion. *Bob moved to budget and pay not more than \$200 per month to Charter Cable for the Cable Committee's portion of the town internet service at Town Hall, Chris 2nd, unanimous favor. Bob moved to budget not more than \$1,000 per year to Pair Networks for storage of video hosting, Chris 2nd, unanimous favor.*
6. **Coordinator Holiday PTO Review:** Upon becoming a full time position, Pat was eligible for holiday pay, and had negotiated only a handful of holidays in order to keep his schedule fluid. Upon review, the committee agreed that Pat should get the proper full holiday allotment for the position. *Bob motioned that Pat Aldrich as a Town Employee is authorized to receive Paid Holidays like other town employees, Chris 2nd, unanimous favor.*
7. **Coordinator's Report:** *Pat's report attached.* High School team has been trained on the new Tightrope software. Bulletin Board software is being updated soon. iPad Pro has been purchased, is working nicely. Public request for information was fulfilled. Vendor show 2/6/17 was informational. Priority timeline was discussed.
8. **Equipment:** Pat submitted breakdowns for recently completed capital purchases for review. Pat will be looking at various mounts for the iPad to use

iPad for video.

9. **Other Business:**

10. **Next Meeting:** March 13, 2017

11. **Adjourn:** *Bob moved to adjourn, Chris seconded at 7:58pm. Unanimous favor.*



## **Cable Coordinator's Report**

**2/13/17**

**Attached:** February Meetings Report

### **Updates:**

Request: Logmein Pro account \$249.00 annual (Dues & Memberships)

We used to subscribe to Lynda.com @ \$375 per year, so the funding is already there.

### **Priorities:**

- New Town Website Initial Training Completed (Feb 15 & 16)
- New Town Website Integration has been pushed back due to some protocol questions within depts, including Cable.
- Digital Archive Discussion:
  - Our online archive is through Dreamhost, Mitch has given me access to our files. Amendment to last meeting discussion, PAIR is not our video archive, Dreamhost is.
  - Archive.org has been archiving our YouTube channel since we met in August, and have given me administrator control over the collection. Automatically pulls our YouTube uploads into their servers and gives us access to the files.
- Octoberfest Upgrades (April)
- Capital Planning for FY19, FY20, FY21, FY22 (May)

### **Equipment:**

- **Resource Room Recording Rack Upgrade**
- **Community Room Recording Upgrade**
- **DHS Rack Recording Upgrade**
  - Gary Pink Quote, all three sites \$8,193.75

Feb FY17											
Date	Day	Meeting	Time	Room	Staff	Paid	Canc	Wages	Notes		
2/1/2017	WED	ZBA	7:00 PM	COM	Kay Bowen	1	0	\$50.00		MON	6
2/1/17	WED	SC	7:00 PM	DHS	Scott Vellemiere	0	0	0	They Do	TUE	8
2/6/2017	MON	ConCom	7:00 PM	COM	Steve Zisk	0	0	\$0.00	They Do	WED	4
2/6	MON	FinCom	7:00 PM	RES	Sarah Guimond	1	0	50	Combined	THU	1
2/6/17	MON	St Budget	6:00 PM	RES	Sarah Guimond	0	0	0	Combined	FRI	0
2/7/2017	TUE	BOS	7:00 PM	RES	Sarah Guimond	1	0	\$50.00		9am-12noon	1
2/13/2017	MON	BOH	6:00 PM	BOH	Kay Bowen	1	0	\$50.00		12noon-6pm	4
2/13/2017	MON	COA	6:00 PM	SR	Arthur Griffin	0	1	\$0.00	Cancelled	7:00 PM	14
2/13/2017	MON	Cable	7:00 PM	RES	Sarah Guimond	1	0	\$50.00		COM	7
2/14	TUE	Snr Center	11:00 AM	SR	Arthur Griffin	1	0	\$55.65		RES	6
2/14/2017	TUE	PB	7:00 PM	COM	Tess Werme	0	1	\$0.00	Cancelled	MISC	6
2/15/2017	WED	Sewer	7:00 PM	SEW	Sarah Guimond	1	0	\$50.00		Recorded	15
2/15/2017	WED	BFCC	7:00 PM	COM	Kay Bowen	1	0	\$50.00		Not R/Paid	0
2/16/2017	THU	Capital Imp	1:00 PM	COM	Sarah Guimond	1	0	\$50.00		Don't Do	2
2/21/2017	TUE	BOS	7:00 PM	RES	Sarah Guimond	1	0	\$50.00		Cancelled	2
2/21/2017	TUE	EDC	7:00 PM	COM	Angie Coe	1	0	\$55.65		MEETINGS	19
2/28/2017	TUE	Planning Board	7:00 PM	COM	Arthur Griffin	1	0	\$55.65			
2/28/2017	TUE	Library Trustees	7:00 PM	KIT	Tess Werme	1	0	\$55.65			
2/28/2017	TUE	FinCom	7:00 PM	RES	Sarah Guimond	1	0	\$55.00			
					Totals	14	2	\$727.60			



Date: 3.7.2017  
 Quote: Recording Update  
 Valid For: 30 Days  
 Terms: N30  
 Prepared By: Gary Pink, Account Executive

**Prepared For:**

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

Qty	Model	Description		Price	Ext
3	KI-PRO-RACK	AJA KiPro Rack Digital Recorder		\$ 1,760.25	\$ 5,280.75
3	KISTOR1TBUSB-R0	AJA 1TB KiStore Drive		\$ 445.00	\$ 1,335.00
2	KiSTOR-DOCK	AJA KiStor Dock for drives		\$ 350.00	\$ 700.00
2	THUNDBOLTCAB-07	TecNec Thunderbolt Cable		\$ 39.00	\$ 78.00
					\$ -
					\$ -
					\$ -
					\$ -
1	Installation	Install and wire 3 KiPro Rack units in 3 locations. Resource Room unit.		\$ 600.00	\$ 600.00
1	CCP	Cables Connectors and Parts		\$ 125.00	\$ 125.00
1	Shipping	Shipping Charge		\$ 75.00	\$ 75.00
Package Total					\$ 8,193.75

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

## EXHIBIT 1, PRICING SCHEDULE

### INVOICE TERM

Monthly.

You will be subject to the fees listed below in the *Pricing Schedule*.

### PRICING SCHEDULE

Hardware				
Name/Description	Price	Qty	Discount	Subtotal
HD / SD BoxCaster	\$499.00	1		\$499.00
Shipping, Standard	\$9.99	1		\$9.99
3-5 days shipping				
			Subtotal:	\$508.99
Subscription Plan Options				
Name/Description	Price	Qty	Discount	Subtotal
Unlimited Streaming HD - \$129.99 Plan	\$129.99 / Month	1		\$129.99 / Month
Up to 1080p at 5.0 Mbps.				
First month streaming fee due upon signing.				
			Subtotal:	\$129.99 / Month

**Total cost: \$508.99**  
+ \$129.99 / Month