

Douglas Cable Advisory Committee

Douglas Municipal Center

Agenda

Monday April 10, 2017

1. **Call to order:**
2. **Financials:**
3. **Expenditures:**
4. **MM:** 3/13/17
5. **Correspondance:**
6. **Municipal IT Network Upgrade 2018:**
7. **Meeting with Selectmen, Spring 2017:**
8. **Coordinator Report:**
9. **Equipment:**
10. **Other Business:** *Open session for topics not reasonably anticipated 48 hours in advance of meeting.*
11. **Next Meeting:** 5/8/17
12. **Adjourn:**

04/06/2017 14:19 | Town of Douglas  
9824jcah | FY17 MARCH 2017 EXPENDITURE REPORT

| P 92  
| glytdbud

FOR 2017 09

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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695 CABLE ADVISORY COMMITTEE

01695100 CABLE ADVISORY SALARIES

01695100 51110 F/T WAGES	29,898	29,898	22,399.42	3,439.99	.00	7,498.58	74.9%
01695100 51200 P/T WAGES	21,995	21,995	6,737.95	1,048.90	.00	15,257.05	30.6%
TOTAL CABLE ADVISORY SALARIES	51,893	51,893	29,137.37	4,488.89	.00	22,755.63	56.1%

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	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	.00	.00	654.02	15.3%
01695200 57100 IN-STATE TRAVEL	257	257	72.28	.00	.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	.00	.00	14,602.26	43.8%
TOTAL CABLE ADVISORY EXPENSE	34,004	34,004	12,527.94	.00	.00	21,476.06	36.8%

01695500 CABLE PLAYBACK EQUIPMENT

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

01695501 58500 CABLE STUDIO EQUIP	0	50,000	.00	.00	.00	50,000.00	.0%
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04/06/2017 14:19 | Town of Douglas  
9824jcah | FY17 MARCH 2017 EXPENDITURE REPORT

| P 93  
| glytdbud

FOR 2017 09

	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	84,435.57	4,488.89	.00	96,461.43	46.7%

04/06/2017 14:19 | Town of Douglas  
9824jcah | FY17 MARCH 2017 EXPENDITURE REPORT

| P 122  
| glytdbud

FOR 2017 09

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
695 CABLE ADVISORY COMMITTEE							
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	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	

**Town of Douglas**  
**Schedule of Departmental Bills Payable**

Date: 3/27/2017

The follow: **\$149.35** Dollars  
have been a **Cable Advisory Committee**  
and you are

Approved

James M. Devlin

**Douglas Cable Advisory Committee**

**Douglas Municipal Center**

**Meeting Minutes**

**Monday March 13, 2017**

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

**Attendance:**

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

**Staff:** Pat Aldrich, Kay Bowen

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.* Noted that our “Playback Equipment” capital item is complete.
3. **FY18 Budget:** The budget has been revised to include items approved last meeting (submitted by IT dept) total budget \$87,164. *Bob motioned to accept the budget as proposed by the Cable Advisory Committee, Chris 2nd, unanimous favor.*
4. **Meeting Minutes:** *Bob Werme moved to accept the minutes of the 2/13/17 meeting as prepared, Chris 2nd, unanimous favor.*
5. **Coordinator’s Report:** *Pat’s report attached.* Discussion over a possible “LogMeIn” account for remote access, Pat will discuss options with the IT director to check on security issues. New Town website launch has been pushed back to Summer possibly. Pat corrected a statement from last meeting about “Pair” networks bill, bill is only for current website, not for video archives. Dreamhost houses the online video archive. Archive.org has been set up and has been capturing the cable YouTube videos.
6. **Equipment:** Pat submitted a quote from Integrated Solutions for installation and purchase of (3) Aja Ki Pro Rack units for digital recording in the Resource Room, Community Room, and Douglas High School recording rack. Some discussion on how to send the video files from High School to Cable Office, Pat wants to finish answering all questions before ordering, but the Committee was supportive of considering the quote. Pat submitted some information about “BoxCast” which is a small piece of equipment to livestream meetings and programs, but the cost of \$129 per month seemed high for only one live meeting per month (Board of Selectmen), so the idea was put on the back burner and will be discussed if there’s further interest in the future. Octoberfest recording was discussed, possibly looking into High School students for “community service” hours.
7. **Other Business:** Tom mentioned it may be time to do Pat’s annual review. Pat was asked to find out some info about review protocols in town.

8. **Next Meeting:** Monday, April 10, 2017 @ 7pm
9. **Adjourn:** *Bob motioned to adjourn at 7:39pm, Chris 2nd, unanimous favor.*



Thomas P. Cohan  
Director of Government Affairs

Certified Mail/Return Receipt Requested

March 20, 2017

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

Dear Mr. Guzinski:

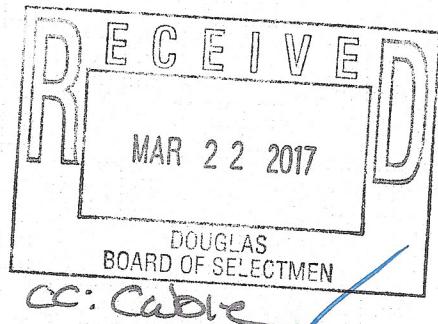
Enclosed is a check in the amount of \$61,698.60. This payment represents the annual PEG Access support payment, pursuant to the License Agreement between the town of Douglas and Charter Communications, and reflects the amount requested by Board of Selectmen in letter of June 23, 2016.

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

Sincerely yours,

A handwritten signature in black ink that reads "Thomas P. Cohan".

Thomas P. Cohan



**21311**

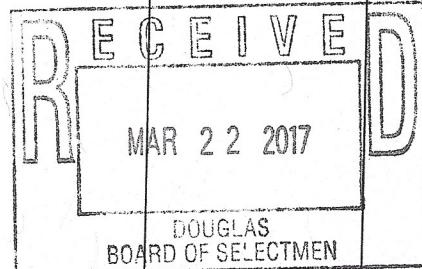
12405 Powerscourt Dr  
St. Louis, MO 63131  
(314)965-0555

STUB 1 OF

CHECK DATE: 02/21/17

NO. 05833574

DATE	INVOICE NO.	DESCRIPTION	INVOICE AMOUNT	DEDUCTIONS	AMOUNT PAID
02/17/17	FEB2017	ANNUAL FRANCHISE FEE	61,698.60		61,698.60



641149

TOWN OF DOUGLAS MA

WARNING: ORIGINAL DOCUMENT HAS VISIBLE FIBERS. INVISIBLE FLUORESCENT FIBERS &amp; CHEMICAL REACTIVE PAPER.

**Charter**  
COMMUNICATIONS  
12405 Powerscourt Drive  
St. Louis, MO 63131-3674  
Charter Communications is an Equal Opportunity Employer/Contractor.

80-1769/0815

US BANK  
MEMPHIS, MO

NO. 05833574

641149

DATE  
02/21/17AMOUNT  
\$\*\*\*\*61,698.60

PAY SIXTY ONE THOUSAND SIX HUNDRED NINETY EIGHT AND 60/100\*\*\*\*\*

TO TOWN OF DOUGLAS MA  
THE 29 DEWEY ST  
ORDER DOUGLAS MA 01516  
OF



AUTHORIZED SIGNATURE

THE FACE OF THIS CHECK HAS A VOID FEATURE PANTOGRAPH, A MICROTYPED BORDER AND A SECURITY BACKER.

05833574 08151769303507002677

## EMPLOYEE PERFORMANCE EVALUATION

<b>Employee Name:</b>	<b>Position:</b> <b>Grade/Classification:</b>
<b>Employee ID:</b>	<b>Date:</b>

### I. ACCOUNTABILITIES

Using the current job description, list the essential functions of this position. These will be the key accountabilities/functions that the individual will be measured on during the review period.

These accountabilities/functions should be:

*Specific* – the employee clearly understands what is expected in terms of results.

*Measurable* – Expressed in terms of quality, quantity, time, cost or some other tangible form of measurement.

*Realistic* - must be achievable with a reasonable level of effort on the part of the employee.

*Tenure* – Consider the length of time in the position and the knowledge accrued by the employee.

Use more space as needed to complete Accountabilities.

<b>1.</b>	
<b>2.</b>	
<b>3.</b>	
<b>4.</b>	
<b>5.</b>	
<b>6.</b>	

## II. DEFINITIONS OF PERFORMANCE TRAITS AND STANDARDS

Listed below are the basis performance traits and how they are measured. Use this as a tool to evaluate each employee in Section III.

Performance Traits	1.0 Below Standards	2.0 Meets Standards	3.0 Exceeds Standards
<b>1. Professional Knowledge</b> Technical knowledge and practical application.	-Marginal knowledge of job. -Unable to apply knowledge to solve routine problems.	-Strong working knowledge of job. -Reliably applies knowledge to accomplish tasks.	-Recognized expert, sought out by all for technical knowledge. -Uses knowledge to solve complex technical problems.
<b>2. Quality of Work</b> Standard of work, value of end product.	-Needs excessive supervision. -Final product frequently needs rework.	-Needs little supervision. -Produces quality work. -Few errors and resulting rework.	-Needs no supervision. -Always produces exceptional work. -No rework required.
<b>3. Accomplishments/Initiative</b>	-Needs prodding to attain quality work or finish job. -Prioritizes poorly. -Avoids responsibility.	-Productive and motivated. -Properly completes tasks and on time. -Plans/prioritizes effectively. -Reliable, dependable, willingly accepts responsibility.	-Completes tasks early, far better than expected. -Plans/prioritizes with exceptional skill and foresight. -Seeks extra responsibility and take on the hardest jobs.
<b>4. Teamwork/Leadership</b> Contributes to Team building and Team results. Organizes and motivating others to accomplish goals.	-Does not take direction well. -Creates conflict and is unwilling to work with others. -Fails to motivate, train or develop skills within the team.	-Understands and follows directions well. -Participates as part of a team. -Effectively motivates, trains and develop skills. -Can communicate effectively and timely.	-Team building inspires cooperation and progress of others. -Possesses great for cite and organizational skills. -Improves the professional capabilities of the team. -Is an exceptional communicator.

<b>5. Punctuality/ Attendance</b>	<ul style="list-style-type: none"> <li>-Consistently reports to work late.</li> <li>-Consistently late returning from work breaks.</li> <li>-Does not communicate needed time off or delays to supervisor.</li> <li>Is not considerate of others vacation/time off schedules.</li> </ul>	<ul style="list-style-type: none"> <li>-Reports to work on time.</li> <li>-Returns from breaks on time.</li> <li>-Communicates needed time off or delays to supervisor in a timely manner.</li> <li>-Is considerate of others vacation/time off schedules.</li> </ul>	<ul style="list-style-type: none"> <li>-Is often on site working beyond required schedule.</li> <li>-Is rarely absent or late to work.</li> <li>-Supports other staff members due to absences/tardiness.</li> <li>-Works well with staff members to coordinate vacation/time off schedules.</li> </ul>
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### III. EMPLOYEE PERFORMANCE EVALUATION

- Based on the employees current job description, review the performance traits within each section. Determine if the employees performance is Below, Meets or Exceeds Standards and mark off the corresponding points for each trait.
- Within each section, total the points and record in the “Points” box at the top of each section.
- Add together the “Points” for sections 1-5 to determine the “Total Points”.
- Match the “Total Points” with a recommended compensation in Section IV.

<b>1. Professional Knowledge</b>	<b>Points</b>	
Does the employee apply and demonstrate skill and understanding of the required tasks/responsibilities. Comment:	Below Standards Meets Standards Exceeds Standards	1 2 3
Does the employee think and make appropriate decisions in a logical manner. Comment:	Below Standards Meets Standards Exceeds Standards	1 2 3
<b>2. Quality of Work</b>	<b>Points:</b>	
Does the employee complete the job with a minimum of errors. Comment:	Below Standards Meets Standards Exceeds Standards	1 2 3
Does the employee ensure the assigned tasks are complete. Comment:	Below Standards Meets Standards Exceeds Standards	1 2 3
<b>3. Accomplishments/Initiative</b>	<b>Points:</b>	
Does the employee meet schedules and deadlines. Comment:	Below Standards Meets Standards Exceeds Standards	1 2 3
Does the employee complete the task without prodding. Comment:	Below Standards Meets Standards Exceeds Standards	1 2 3
Is the employee able to learn new duties and adapt to changing responsibilities. Comment:	Below Standards Meets Standards Exceeds Standards	1 2 3
Does the employee plan and prioritize work in an appropriate and logical manner. Comment:	Below Standards Meets Standards Exceeds Standards	1 2 3
<b>4. Teamwork/Leadership</b>	<b>Points:</b>	

Does the employee adhere to guidelines and procedures. Comment:	Below Standards Meets Standards Exceeds Standards	1 2 3
Does the employee understand and follow directions. Comment:	Below Standards Meets Standards Exceeds Standards	1 2 3
Does the employee participate as part of a team and work effectively with employees of all levels. Comment:	Below Standards Meets Standards Exceeds Standards	1 2 3

<b>4. Teamwork/Leadership Continued</b>		
Does the employee motivate, train and develop skills within the team. Comment:	Below Standards Meets Standards Exceeds Standards	1 2 3
Does the employee communicate effectively and in a timely manner. Comment:	Below Standards Meets Standards Exceeds Standards	1 2 3
<b>5. Punctuality/Attendance</b>	<b>Points:</b>	
Does the employee conform to work hours with a minimum of absences and tardiness. Comments:	Below Standards Meets Standards Exceeds Standards	1 2 3
Does the employee communicate needed time off or delays to supervisor in a timely manner. Comments:	Below Standards Meets Standards Exceeds Standards	1 2 3
Is the employee considerate of others vacation/time off schedules. Comments:	Below Standards Meets Standards Exceeds Standards	1 2 3
<b>Total Points for sections 1 – 5.</b>		
<b>Progress and accomplishments:</b> List specific achievements where the employees performance has improved during the current review period.		
<b>Developmental Needs:</b> In what areas are the employees skills, knowledge or overall performance in need of improvement.		
<b>Developmental Goals:</b> As part of this review process, the supervisor and employee should establish specific objectives for the next review period. Include target dates and assessment criteria where appropriate.		

#### IV. RECOMMENDED COMPENSATION

Total Points (Sections 1-5)	16 – 24	25 – 32	33 – 40	41 – 48
<b>Recommended Compensation</b>	0 Increase	1 Step Increase	1-2 Step Increase	2 Step Increase

**Recommended Compensation:**

**Date:**

**Dept Head/Supervisor  
Signature:**

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**Employee Signature:**

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**Town Administrator Approval:**

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**Municipal Center Network Upgrade FY18**

**Current project launch date (estimate):** February 2018

**Total project (estimate):** \$30,000

**Cable portion:** TBD

Currently, the IT dept is looking to upgrade the wiring infrastructure in the Municipal Center. Current wiring is old and outdated, and the hubs are getting problematic. Cable was asked if we would be open to budgeting some portion of the project as it relates to our dept.

**Scope:**

- Replacing 80-100 drops, network switches and associated infrastructure in the town hall.
- Install of in-house server for ESRI based processing and development.
- Domain & Production server replacements - creating more server room for the police and town hall..

**Relation to Cable:**

- The Cable Dept utilizes the general network infrastructure in that we connect via the same wiring and hubs as everyone else.
- If Cable decides to add funding to the project, we could ideally add multiple new dedicated internet drops throughout the municipal center that would connect back to the Cable office.

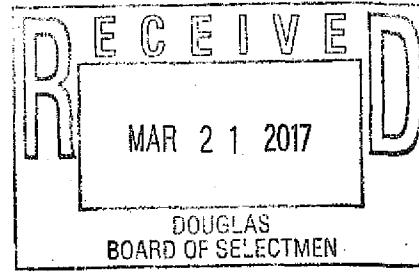
**Areas of interest:**

- Community Room
- Kitchen
- Selectmen's Office
- 2nd Floor Proposed Studio
- 2nd Floor Meeting Rooms (if any proposed)

**Current Status:** Application has been submitted (3/31/17) for grants, waiting for more details from IT department on Cable's portion of the project and what they might be looking for for additional funding.

Town of Douglas

Memorandum



**To Department Heads:**

**From: Selectmen Chairman Kevin D. Morse**

**Subject: Interim Town Administrator Information Request**

**The Board of Selectmen are pleased to advise you of the appointment of James P. Purcell to the position of Interim Town Administrator for the Town of Douglas effective March 22, 2017.**

**The Selectmen and Mr. Purcell request your help at this time in the development of a work program that ensures interdepartmental cooperation and efficiencies in the coming transitional period. To that end we ask for your prompt responses to the following :**

- **Please provide a staff listing of your department that includes names, positions and vacancies. Note where you stand in filling vacant positions. Describe ongoing and /or pending labor relations issues.**
- **Briefly describe current projects that your department is working on, said description should include budget, work that has been completed, and work that needs to be completed together with a time line for said completion. Also note if the project is a joint venture with another department.**
- **Briefly describe your department's products and service contracts that are expiring in the next six months and your plan for addressing same.**

- Please provide an overall statement regarding actual or potential challenges facing you in the next six months if any, and your strategy for addressing same.

**Short substantive answers work best in this part of the exercise. Mr. Purcell will then schedule follow up meetings with you to ascertain how best he can serve your needs and our organizational interests.**

**Thank you for your anticipated cooperation. Please submit your responses by noontime on Monday March 27<sup>th</sup>.**

**Interim Town Administrator Information Request 2017****Cable Access Staff:**

- **Pat Aldrich**, Cable Coordinator (FT @ 29 hrs)
- **Kathryn Bowen**, Recording Assistant (PT)
- **Angela Coe**, Recording Assistant (PT)
- **Arthur Griffin**, Recording Assistant (PT)
- **Sarah Guimond**, Recording Assistant (PT)
- **Theresa Werme**, Recording Assistant (PT)

*Currently No Vacancies, but as individual availabilities change, new hires are considered.*

**Current and Future Projects:**

- **100% Government Meetings Coverage**, since 2006, our goal has been to video record every open meeting held. Working closely with the town Clerk, our recording assistants are scheduled to run A/V equipment for digital video capture. The videos are then broadcast on the government access television channel 192 and archived online for streaming and download via the town website, as well as a dedicated Apple TV app and the iTunes podcast directory.
- **Blackstone Valley Tech School Committee Coverage**, since 2015, we have been coordinating the video coverage of the BVT SC meetings, dividing the work among active community media partners within the 13 town BVT district. We handle the scheduling of the recordings, meeting video file conversion, and distribution to the 13 towns. Joint operation with the 13 town district community media operators, as well as BVT communications director.
- **Public Event Coverage**, our recording assistants are available to video record public events in town that are then broadcast on the public access television channel 191, as well as online at our dedicated YouTube channel. *Examples: Octoberfest Entertainment, Memorial Day, Senior Center Events, Open Mic Night.*
- **Community Resource**, all of our equipment is available for town residents to create, learn, and explore A/V equipment free of charge, including assistance with resident produced television programs.
- **Video Playback Server Replacement**, \$45,000 FY17 capital project approved and funded through ATM 5/1/16, completed in February 2017 @ \$42,586.50. Joint operation with DHS Technology Director
- **Recording Station Recording Equipment Upgrade**, \$10,000 budget (proposed), aiming for April 2017 to install in (3) locations. Municipal Resource Room, Municipal Community Room, Douglas High School Recording Rack. We currently have the funding for this. Joint operation with DHS Technology Director.

- **Octoberfest Entertainment Recording Equipment**, \$5,000 budget (proposed), aiming for June for purchase. Already have (2) camera kits for main stages, but they have added an additional stage to cover. We currently have the funding for this.

**No products and service contracts pending or expiring.**

**Actual and Potential Challenges in the next 6 months:**

- **Website Video Integration**, (Budget not discussed), we are currently researching options to provide continuity of service for residents of our Town Meeting video archive via the new plan for the Town Website. We have total control over our archived files, the trick is how to implement it into the new website plan while also retaining public access to the archives. Joint operation with IT Director.

**Attached:** March Meetings Report

**Updates:**

- Octoberfest 2016 Entertainment Videos are all online and broadcasting.
- Annual Town Meeting is coming up 5/1/17
  - No additional room being planned for overflow.
  - Students to run soundboard have been requested.

**Equipment:**

**AJA Ki Pro Rack w/Install (ISG Quote)**

- Resource Room Recording Rack Upgrade
- Community Room Recording Upgrade
- DHS Rack Recording Upgrade

■ Total: \$8,193.75

**Funding:**

- Capital "Misc Equipment": \$5,000
- Capital "Rec Rack Upgrade" leftover: \$1,782
- Capital "Office Relocation" (5k total): \$1,411.75

**iPad Movie Mount Package (B&H Quote)**

- PadCaster Case
- On-cam Light
- On-cam Microphone
- Wide Angle Lens

■ Total: \$354.78

**Funding:**

- Capital "Portable Equipment": \$4,062.05 available

March FY17										
Date	Day	Meeting	Time	Room	Staff	Paid	Canc	Wages	Notes	
3/1/2017	WED	ZBA	7:00 PM	COM	Kay Bowen	1	0	\$55.00		MON 6
3/1/2017	WED	SC	7:00 PM	DHS	Scott Vellemiere	0	0	\$0.00	They Do	TUE 12
3/6/2017	MON	COA	6:00 PM	SR	Sarah Guimond	1	0	\$55.00		WED 5
3/6/2017	MON	ConCom	7:00 PM	COM	Steve Zisk	0	0	\$0.00	They Do	THU 0
3/6/2017	MON	Strategic Budget	7:00 PM	RES	Kay Bowen	1	0	\$55.00		FRI 1
3/7/2017	TUE	BOS	7:00 PM	RES	Sarah Guimond	1	0	\$55.00		9am-12noon 0
3/7/2017	TUE	EDC	7:00 PM	COM	Angie Coe	1	0	\$55.65		12noon-6pm 6
3/7/2017	TUE	Sewer	7:00 PM	SEW	Arthur Griffin	0	1	\$0.00	Cancelled	7:00 PM 18
3/7/2017	TUE	BFCC	8:00 PM	SEL	Tess Werme	0	1	\$0.00		COM 8
3/8/2017	WED	Capital	1:00 PM	COM	Pat Aldrich	0	0	\$0.00		RES 6
3/13/2017	MON	Cable	7:00 PM	RES	Kay Bowen	1	0	\$55.00		MISC 10
3/14/2017	TUE	Cemetery	7:00 PM	KIT	Arthur Griffin	0	1	\$0.00	Snow	Recorded 12
3/14/2017	TUE	FinCom	19:00	RES	Sarah Guimond	0	1	\$0.00	Snow	Not R/Paid 1
3/14/2017	TUE	PB	7:00 PM	COM	Tess Werme	0	1	\$0.00	Snow	Don't Do 3
3/15/2017	WED	Sewer	4:00 PM	SEW	Sarah Guimond	1	1	\$55.00	Late Cancel	Cancelled 9
3/20/2017	MON	ConCom	7:00 PM	COM	Steve Zisk	0	0	\$0.00	They Do	MEETINGS 24
3/21/2017	TUE	BOS	7:00 PM	RES	Sarah Guimond	1	0	\$55.00		
3/21/2017	TUE	Sewer	7:00 PM	SEW	Tess Werme	0	1	\$0.00	Cancelled	
3/22/2017	WED	BFCC	7:00 PM	COM	Kay Bowen	0	1	\$0.00	LNC	
3/27/2017	MON	BOH	6:00 PM	BOH	Sarah Guimond	0	1	\$0.00	Cancelled	
3/28/2017	TUE	FinCom	7:00 PM	RES	Sarah Guimond	1	0	\$55.00		
3/28/2017	TUE	Library	7:00 PM	KIT	Tess Werme	1	0	\$55.65		
3/28/2017	TUE	PB	7:00 PM	COM	Arthur Griffin	1	0	\$55.65		
3/31/2017	FRI	Sewer	4:30 PM	SEW	Arthur Griffin	1	0	\$55.65		
					Totals	12	9	\$662.60		



# INTEGRATED SOLUTIONS GROUP

# Broadcast | Lighting | Design

## Prepared For:

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

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

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

# The Padcaster Case for iPad Pro 9.7"

B&H # THPCPRO001 • MFR # PCPRO001

IPADCASTER®



iPod, iPad, or iPhone not included

New Item - Coming Soon i

Free Expedited Shipping

## PRODUCT HIGHLIGHTS

- Aluminum Frame
- 1/4"-20 & 3/8"-16 Threaded Holes
- Tripod Thread & Locking-pin Hole
- Also Functions as DSLR Cage

Show more

Reviews 0  Q&A 0



NEW RELEASE!

\$0.00 Tax Collected Outside NY and NJ i

You Pay: **\$189.99**

1 QTY

Preorder

OR

Request Stock Alert

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Date	Customer Code	Terms	Salesperson	Ship Via		
03/16/17	25550109	N/A	ICG	STANDARD		
Qty Ord	Item Description			SKU# MFR#	Item Price	Amount
1	THE CASE f/A-I-1 MOBILE PROD. STUDIO/REG			THPCPRO001 (PCPRO001)	186.19	186.19
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	SESCOM i/PHN/POD/PAD TRRS to 3.5mm MIC/3.5MON/REG			SEIPMIC351 (IPHONEMIC351)	25.43	25.43
1	HELDER WIDE ANGLE CONVERTER LENS (0.45x/37mm)/STUD <i>This Item Has a Student Special Price.</i>			HEEW4537 (EW4537)	31.96	31.96

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Date	Customer Code	Terms	Salesperson	Ship Via
03/16/17	25550109	N/A	Slsm	STANDARD
Qty Ord	Item Description		SKU# MFR#	Item Price
<p>PLEASE NOTE: -----</p> <p>*****UPCOMING SCHEDULE CHANGE*****</p> <p>We will be closed From Mon April 10 Through Tue April 18</p> <p>We will reopen on Wednesday April 19, at 9:00 AM</p> <p>**** Please reference your BID number on all PO's ****</p> <p>Certain items may be enforced by vendor to sell at the vendor-imposed price posted at the time of order.</p>				

Payment Type - NO PAYMENT TYPE SELECTED	- Amount	Sub-Total: <b>354.78</b>
		Shipping: <b>Free STND</b>
		Total: <b>354.78</b>