

Douglas Cable Advisory Committee

Douglas Municipal Center

Agenda

Monday May 8, 2017

1. **Call to order:**
2. **Financials:**
3. **Expenditures:**
4. **MM:** 4/10/17
5. **Correspondance:**
6. **Coordinator Report:**
7. **Equipment:**
8. **Other Business:** *Open session for topics not reasonably anticipated 48 hours in advance of meeting.*
9. **Next Meeting:** 6/12/17
10. **Adjourn:**

05/02/2017 15:25 | Town of Douglas  
9824jcah | FY17 APRIL 2017 EXPENDITURE REPORT

| P 92  
| glytdbud

FOR 2017 10

	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	24,692.74	2,293.32	.00	5,205.26	82.6%
01695100 51200 P/T WAGES	21,995	21,995	7,684.30	946.35	.00	14,310.70	34.9%
TOTAL CABLE ADVISORY SALARIES	51,893	51,893	32,377.04	3,239.67	.00	19,515.96	62.4%

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	492.00	93.15	.00	179.00	73.3%
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	173.37	55.39	.00	598.63	22.5%
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	12,676.48	148.54	.00	21,327.52	37.3%

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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05/02/2017 15:25 | Town of Douglas  
9824jcah | FY17 APRIL 2017 EXPENDITURE REPORT

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| glytdbud

FOR 2017 10

	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	87,823.78	3,388.21	.00	93,073.22	48.5%

05/02/2017 15:25 |Town of Douglas  
9824jcah |FY17 APRIL 2017 EXPENDITURE REPORT

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FOR 2017 10

	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	

05/03/2017 10:10 | Town of Douglas  
9824jlov | FY17 MARCH 17 CASH RECEIPTS

|P 43  
|glytdbud

FOR 2017 09

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
695 CABLE ADVISORY COMMITTEE						
28269510 CABLE RRA						
28269510 48400 MISC REV	0	.00	-61,698.60	-61,698.60	61,698.60	100.0%
TOTAL CABLE RRA	0	.00	-61,698.60	-61,698.60	61,698.60	100.0%
TOTAL CABLE ADVISORY COMMITTEE	0	.00	-61,698.60	-61,698.60	61,698.60	100.0%

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

To the Account of the  
Department of State  
Cable 01695200

Date: 4/24/2017

The following  
have been a  
and you are

Cable Advisory Committee

\$89.53 Dollars

Approved

Heath Deul

**Douglas Cable Advisory Committee**

**Douglas Municipal Center**

**Meeting Minutes**

**Monday April 10, 2017**

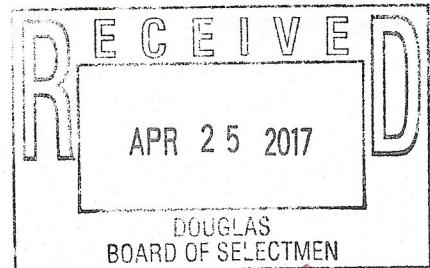
Tom Devlin called the meeting to order at 7:05pm

**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.*
3. **Expenditures:** Voucher with some general supplies.
4. **Meeting Minutes:** *Bob Werme moved to accept the minutes of the 3/13/17 meeting as written, Chris 2nd, unanimous favor.*
5. **Correspondence:** Charter Annual check \$61,698.60 which will fund FY18. Charter Annual Forms, Annual Fee, Town's official employee review form, Interim Town Administrator Dept. Information request.
6. **Municipal IT Network Upgrade 2018:** Some discussion over this item, which aims to replace network infrastructure within the Town Hall. Cable was asked to consider paying a portion, no action was taken due to IT dept putting the item on hold temporarily.
7. **Coordinator's Report:** *Pat's report attached.* Octoberfest 2016 Entertainment videos are completely edited, online, being broadcast. Annual Town Meeting 5/1 is coming up.
8. **Equipment:** Aja Ki Pro Rack installed, ISG quote \$8,193.75 total, will cover all three main recording stations, Resource Room, Community Room, High School, funding is available. No action yet. iPad movie mount package quote B&H Photo \$354.78 total, will enable use of iPad as a meeting camera for experimental purpose, funding is available. *Bob made a motion to spend not more than \$500 for the iPad movie mount package, Chris 2nd, unanimous favor.*
9. **Next Meeting:** Monday, May 8, 2017 @ 7pm
10. **Adjourn:** *Bob motioned to adjourn at 7:33pm, Chris 2nd, unanimous favor.*



April 21, 2017

Dear Municipal Official:

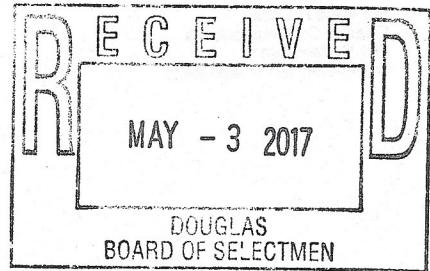
This letter gives notice that on or after May 15, 2017, the following SD & HD channels will be made available on Spectrum Expanded Basic/NPP Select TV:

- BBC America
- IFC
- Sundance
- WeTV

If you have any questions, I can be reached at 774-243-9735 or via email at [Anna.Lucey@charter.com](mailto:Anna.Lucey@charter.com).

Sincerely,

Anna P. Lucey  
Director, Government Affairs  
Charter Communications



April 28, 2017

Dear Municipal Official:

This letter gives notice that on or after May 31, 2017, the following changes will be made to your channel lineup:

- RTL International SD & HD will cease transmission on channels 420/853
- German View will no longer be available, which includes One World Sports SD & HD on channels 275/875

Monthly subscription charges for these services will be removed after German View is discontinued.

For a complete lineup, visit [spectrum.com/channels](http://spectrum.com/channels).  
To view this notice online, visit [spectrum.net/programmingnotices](http://spectrum.net/programmingnotices).

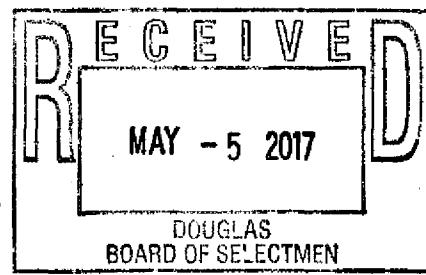
If you have any questions, I can be reached at 774-243-9735 or via email at [Anna.Lucey@charter.com](mailto:Anna.Lucey@charter.com).

Sincerely,

Anna P. Lucey  
Director, Government Affairs  
Charter Communications



VETERANS OF FOREIGN WARS OF THE U.S.  
JOSEPH J. MICHNA POST NO.7554  
Douglas, Massachusetts 01516



To: Douglas Clergy  
Douglas Selectman  
Douglas Police Chief  
Douglas Fire Chief  
Douglas HS & Junior Band Leaders  
Woman's Relief Corps  
Douglas Boy & Club Scouts  
Douglas Girl Scouts & Brownies

April 30, 2017

**Subject: Douglas Memorial Day Parade Invitation**

It is that time of the year again where we in the VFW are making plans to pay tribute to the brave men and women who have made the ultimate sacrifice and to all veterans. Veterans have given so much so that we can live in a free society with so many freedoms and rights that most people in the world just can't understand or comprehend.

Many of forget in our daily lives that "**Freedom isn't Free**"

That being said, we would like to confirm your participation, as in the past, in the Town of Douglas Memorial Day Parade scheduled for Sunday, May 28, 2017.

I have included the following Parade/Program detail:

1. Pre-Parade Cemetery Program and route
2. Memorial Day Parade marching order.
3. Memorial Day Parade program and route.

Please show your support for these brave veterans and join us in the Parade. The parade will end at the Douglas Senior Center (Post Office) and refreshments will be served there after the parade, so please plan accordingly. Please call me with any questions or changes in your participations at 508-278-9568.

Looking forward to seeing you there.

Best regards,

Colonel Dennis J Zifcak, US Army (Retired)  
Quartermaster VFW Post 7554

**Douglas Memorial Day parade**  
***Pre-parade cemetery program and route***

**10:00 A.M. Douglas Center**  
VFW Color Guard & Firing Squad forms up at the Douglas Center Civil War Monument and marches into Douglas Center Cemetery

1. Invocation by Clergy
2. Salute the dead – Douglass Firing Squad
3. Taps – Douglas H.S. Band
4. Return to Civil War Monument
5. Invocation by Clergy
6. Salute the dead – VFW Firing Squad
7. Taps – Douglas H.S. Band
8. Raising of the Colors/National Anthem Douglas H.S. Band

**10:25 A.M. Evergreen Cemetery**  
VFW Color Guard & Firing Squad form up at cemetery entrance and march into cemetery

1. Invocation by Clergy
2. Salute the dead – Firing Squad
3. Taps – Douglas H.S. Band
4. March out of Cemetery

**10:45 A.M. St. Denis Cemetery**  
VFW Color Guard & Firing Squad form up at top level of cemetery

1. Invocation by Clergy
2. Salute the dead – VFW Firing Squad
3. Taps – Douglas H.S. Band
4. Raising of the Colors/National Anthem – Douglas H.S. Band

**11:00 A.M. Pine Grove Cemetery**  
VFW Color Guard & Firing Squad form up in cemetery

1. Invocation by Clergy
2. Salute the dead – VFW Firing Squad
3. Taps – Douglas H.S. Band

**Douglas Memorial Day Parade**  
*Order of organizations marching*

1. VFW Commander
2. VFW Color Guard
3. Douglas Veterans
4. Douglas Selectman and Clergy
5. Douglas High School Band
6. Douglas Junior Band
7. Combined Women's Patriotic Organizations
8. Douglas Boy Scouts with Colors
9. Douglas Girl Scouts with Colors
10. Douglas Cub Scouts with Colors
11. Douglas Brownies with Colors
12. Douglas 4H Club
13. Douglas junior Baseball Teams
14. Douglas Fire Dept

**Douglas Memorial Day Parade**  
***Program & Route***

**1:30 P.M.** **Joseph J. Michna Square**  
Parade units are formed up for ceremonies

**1:35 P.M.** 1. Invocation by Clergy  
2. Band Selection – Douglas High School Band  
3. Salute the dead – VFW Firing Squad  
4. Rendition of Taps – Douglas High School Band  
5. Raising of the Colors/National Anthem – Douglas High School Band  
6. Parade starts East on Rt.16 (N.E. main St.)

**2:15 P.M.** **Michael Carter Square**  
1. Invocation by Clergy  
2. Salute the dead – VFW Firing Squad  
3. Rendition of Taps – Douglas High School Band  
4. Raising of the Colors/National Anthem – Douglas High School Band  
5. Parade heads East on Gilboa St., then makes a right turn on North St.  
6. Parade proceeds up North St. stopping at Civil War Monument

**2:45 P.M.** **Civil War Monument**  
1. Invocation by Clergy  
2. Program directed by Women's Relief Corps  
3. Salute the dead – VFW Firing squad  
4. Raising of Colors/National Anthem – Douglas High School Band  
5. Parade then proceeds up N.E. Main St. turning left onto Depot St. and heads up to the WWII Monument  
6. Military Units continue up Depot St. and the High School Band bears left up Martin St.

**3:10 P.M.** **World War II Monument**  
1. Invocation by Clergy  
2. Band selection – Douglas Junior Band  
3. Salute the dead – VFW Firing Squad  
4. Rendition of taps – Douglas High School Band  
5. Raising of Colors/National Anthem – Douglas High School Band

**3:30 P.M.** **Korean and Vietnam Memorials**  
1. Invocation by Clergy  
2. Guest Speaker  
3. Salute the dead – VFW Firing Squad  
4. Rendition of taps – Douglas High School Band  
5. Raising of Colors/National Anthem – Douglas High School Band

**Article 3. Salaries of Elected Officials:**

To see if the Town will vote to fix the salary and compensation of all elected officials of the Town as provided by Chapter 41 Section 108 of the Massachusetts General Laws, as amended, as follows:

Board of Assessors	\$2,900
Blackstone Valley Vocational School District Rep.	\$500
Moderator	\$250
Board of Selectmen	\$1,600
Clerk	\$71,701.80
Water/Sewer Commission	\$3,000

Or take any other action relative thereto.

**Article 4. FY18 Transfer Station Enterprise Fund:**

To see if the Town will vote to raise and appropriate and/or transfer the sum of **\$230,000** from Transfer Station charges and fees, and transfer the sum of **\$60,312** from Retained Earnings, for a total of **\$290,312** to operate and maintain the Transfer Station.

Salaries/Wages	\$63,002
Expenses	\$227,310
<b>Total</b>	<b>\$290,312</b>

Or take any other action relative thereto.

**Article 5. FY18 Water/Sewer Enterprise Fund:**

To see if the Town will vote to raise and appropriate, and/or transfer the sum of **\$1,138,796** from Water & Sewer charges and fees, transfer the sum of **\$118,521** from the Reserved For Debt account, transfer the sum of **\$20,000** from Retained Earnings, and transfer the sum of **\$30,000** from the Reserved For Sewer System Development for a total budget of **\$1,307,317** to operate and maintain the Water/Sewer Department.

Salaries/Wages	\$383,430
Expenses	\$793,357
Debt	\$130,530
<b>Total</b>	<b>\$1,307,317</b>

Or take any other action relative thereto.

**Article 6. FY18 PEG Access and Cable Receipts Reserved for Appropriation:**

To see if the Town will vote to transfer the sum of **\$87,164** from the PEG Access and Cable Receipts Reserved for Appropriation to operate and maintain the Cable Department.

Salaries/Wages	\$42,731
Expenses	\$12,829
Capital	\$31,604
<b>Total</b>	<b>\$87,164</b>

Or take any other action relative thereto.

**Attached:** April Meetings Report

**Updates:**

- Upcoming Events: Memorial Day Parade 5/28/17
- Tightrope CableCast and Carousel software has been updated.
- Annual Town Meeting 5/1/17
  - Had Plenty of staff this time.
  - Main A/V system had issues, went to back up camera and edited in bulletin board. Might do this going forward to make things easier.
  - ZBA 5/3/17 was not recorded due to my scheduling mistake. All cases were continued to the next meeting, and the minutes were salvaged from meeting notes.

**Equipment:** (Possible other unit will be demo'd this week)

**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

April FY17											
Date	Day	Meeting	Time	Room	Staff	Paid	Canc	Wages	Notes		
4/3/2017	MON	COA	6:00 PM	SR	Arthur Griffin	1	0	\$55.65		MON	5
4/3/2017	MON	FinCom	6:45 PM	RES	Sarah Guimond	1	0	\$55.00		TUE	11
4/3/2017	MON	ConCom	7:00 PM	COM	Steve Zisk	0	0	\$0.00	They Do	WED	4
4/4/2017	TUE	BOS	7:00 PM	RES	Sarah Guimond	1	0	\$55.00		THU	3
4/4/2017	TUE	EDC	7:00 PM	COM	Angie Coe	1	1	\$55.65	Late Cancel	FRI	0
4/4/2017	TUE	Sewer	7:00 PM	SEW	Tess Werme	1	0	\$55.65		9am-12noon	0
4/4	TUE	OGSDC	7:00 PM	KIT	Arthur Griffin	1	0	\$55.65		12noon-6pm	6
4/5/2017	WED	ZBA	7:00 PM	COM	Kay Bowen	1	0	\$55.00		7:00 PM	17
4/10/2017	MON	BOH	6:00 PM	BOH	Sarah Guimond	1	0	\$55.00		COM	9
4/10/2017	MON	Cable	7:00 PM	RES	Kay Bowen	1	0	\$55.00		RES	7
4/11/2017	TUE	BOS/FinCom	6:00 PM	RES	Sarah Guimond	1	0	\$55.00		MISC	7
4/11/2017	TUE	PB	7:00 PM	COM	Arthur Griffin	1	0	\$55.65		Recorded	16
4/12/2017	WED	FinCom	7:00 PM	RES	Arthur Griffin	0	1	\$0.00	Cancelled	Not R/Paid	2
4/13/2017	THU	BVT SC	5:30 PM	BVT	Pat Aldrich	0	0	\$0.00		Don't Do	2
4/18/2017	TUE	BOS	7:00 PM	RES	Sarah Guimond	1	0	\$55.00		Cancelled	4
4/18/2017	TUE	EDC	7:00 PM	KIT	Tess Werme	1	1	\$55.65	No Quorum	MEETINGS	23
4/18/2017	TUE	ConCom	19:00	COM	Steve Zisk	0	0	\$0.00	They Do		
4/19/2017	WED	BFCC	7:00 PM	COM	Kay Bowen	1	0	\$55.00			
4/25/2017	TUE	Library	7:00 PM	RES	Tess Werme	1	0	\$55.65			
4/25/2017	TUE	PB	7:00 PM	COM	Arthur Griffin	1	0	\$55.65			
4/26/2017	WED	Cemetery	7:00 PM	COM	Angie Coe	1	0	\$55.65			
4/27/2017	THU	Water/Sewer	2:00 PM	SEW	Sarah Guimond	1	1	\$55.00	No Quorum		
4/27/2017	THU	OGSDC	7:00 PM	COM	Sarah Guimond	1	0	\$55.00			
						19	4	\$1,050.85			



# INTEGRATED SOLUTIONS GROUP

# Broadcast | Lighting | Design

## Prepared For:

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

Date: 5.3.2017  
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

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Once your video is recorded, you can remove the flash drive and distribute the video, or move it to a hard drive for archiving, sharing directly to the web (no transcoding required for most hosting services), or editing later. Basic editing maneuvers, such as cutting unwanted segments can be made inside the HDR-1. If someone is actively operating the HDR-1, the pause button can temporarily stop the recording during a break in the event while keeping the recording in a single file, removing extra post-event editing steps.

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- Standard USB flash drives for recording media
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