

Douglas Cable Advisory Committee

Douglas Municipal Center

Agenda

Monday June 12, 2017

1. **Call to order:**
2. **Financials:**
3. **Expenditures:**
4. **MM:** 5/8/17
5. **Correspondance:**
6. **Selectmen Update FY18:**
7. **Coordinator Report:**
8. **Equipment:**
9. **Other Business:** *Open session for topics not reasonably anticipated 48 hours in advance of meeting.*
10. **Next Meeting:** 7/10/17
11. **Adjourn:**

05/31/2017 10:05 | Town of Douglas
9824jcah | FY17 MAY 2017 EXPENDITURE REPORT

| P 94
| glytdbud

FOR 2017 11

	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	26,986.06	2,293.32	.00	2,911.94	90.3%
01695100 51200 P/T WAGES	21,995	21,995	8,845.15	1,160.85	.00	13,149.85	40.2%
TOTAL CABLE ADVISORY SALARIES	51,893	51,893	35,831.21	3,454.17	.00	16,061.79	69.0%

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	.00	.00	179.00	73.3%
01695200 53012 EMPLOYEE TRAIN SEM/	309	309	235.00	60.00	.00	74.00	76.1%
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	133.88	89.53	.00	896.12	13.0%
01695200 55800 OTHER SUPPLIES	772	772	341.96	168.59	.00	430.04	44.3%
01695200 57100 IN-STATE TRAVEL	257	257	107.26	34.98	.00	149.74	41.7%
01695200 57150 TRAINING AND EDUCAT	144	144	104.60	32.86	.00	39.40	72.6%
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	13,062.44	385.96	.00	20,941.56	38.4%

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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05/31/2017 10:05 |Town of Douglas
9824jcah |FY17 MAY 2017 EXPENDITURE REPORT

|P 95
|glytdbud

FOR 2017 11

	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	91,663.91	3,840.13	.00	89,233.09	50.7%

05/31/2017 10:05 | Town of Douglas
9824jcah | FY17 MAY 2017 EXPENDITURE REPORT

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FOR 2017 11

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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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	

05/24/2017 15:19 | Town of Douglas
9824jlov | FY17 APR17 REVENUE REPORT

| P 44
| glytdbud

FOR 2017 10

ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
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695 CABLE ADVISORY COMMITTEE

28269510 CABLE RRA

28269510 48400 MISC REV	0	.00	-61,698.60	.00	61,698.60 100.0%
TOTAL CABLE RRA	0	.00	-61,698.60	.00	61,698.60 100.0%
TOTAL CABLE ADVISORY COMMITTEE	0	.00	-61,698.60	.00	61,698.60 100.0%

Town of Douglas
Schedule of Departmental Bills Payable

To the Acc Date: 5/15/2017
Departme Cable 01695200

The followi \$130.03 Dollars
have been a Cable Advisory Committee
and you are

Approved

John M. Decker

Town of Douglas
Schedule of Departmental Bills Payable

To the Acc Date: 5/24/2017
Departme Cable 01695200

The following amounts are paid to the **Cable Advisory Committee** for services rendered.
have been a
and you are

Approved

Thomas M. Deeney

Douglas Cable Advisory Committee

Douglas Municipal Center

Meeting Minutes

Monday May 8, 2017

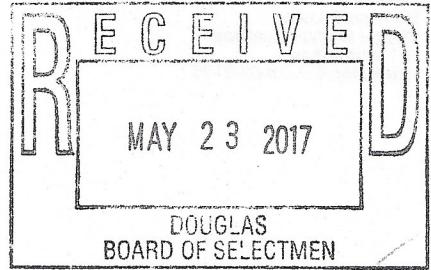
Tom Devlin called the meeting to order at 7:07pm

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 4/24/17 with office supplies.
4. **Meeting Minutes:** *Bob Werme moved to accept the minutes of the 4/10/17 meeting as written, Chris 2nd, unanimous favor.*
5. **Correspondence:** Charter channel changes, Memorial Day parade and ceremonies schedule for 2017.
6. **Coordinator's Report:** Meetings report for April 2017. Upcoming Event: Memorial Day Parade 5/28/17. Tightrope CableCast and Carousel software has been updated. Annual Town Meeting 5/1/17 was recorded and is broadcasting, online. 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.
7. **Equipment:** Aja Ki Pro Rack Quote from Integrated Solutions, postponed until next meeting while Pat explores another option. Discussion about various equipment details in relation to our recording capabilities.
8. **Next Meeting:** Monday, June 12, 2017 @ 7pm
9. **Adjourn:** *Bob motioned to adjourn at 7:33pm, Chris 2nd, unanimous favor.*



May 19, 2017

Dear Municipal Official:

This will give notice that on or about June 20, 2017, the following Music Choice Channels will be added:

- Love Songs on channel 1920
- Romances on channel 1940
- Stage & Screen on channel 1942
- Classical Masterpieces on channel 1949

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

Sincerely,

Anna P. Lucey
Director, Government Affairs
Charter Communications



TOWN OF DOUGLAS

OFFICE OF THE SELECTMEN 29 Depot Street • Douglas, MA 01516

508-476-4000
Fax: 508-476-1070
TTY 508-476-1619

Kevin D. Morse – Chairman
David P. Cortese – Vice Chairman
Timothy P. Bonin
Harold R. Davis
Michael D. Hughes

James P. Purcell
Interim Town Administrator

Suzanne L. Kane
Administrative Assistant

June 7, 2017

Mr. Thomas Devlin, Jr.
417 NE Main St.
P.O. Box 919
Douglas, MA 01516

Dear Mr. Devlin,

On behalf of the Board of Selectmen, it is my pleasure to inform you that you have been appointed to the Cable Advisory Committee for the term June 30, 2020.

The Board of Selectmen sincerely appreciates your interest in serving the Town and wish to offer you their congratulations.

Please contact the Office of the Town Clerk within 30 days in order to be sworn in to the duties of your office.

Sincerely,

Suzanne Kane
Administrative Assistant

Cc: Town Clerk
Cable Advisory Committee ✓



TOWN OF DOUGLAS

OFFICE OF THE SELECTMEN 29 Depot Street • Douglas, MA 01516

508-476-4000
Fax: 508-476-1070
TTY 508-476-1619

Kevin D. Morse – Chairman
David P. Cortese – Vice Chairman
Timothy P. Bonin
Harold R. Davis
Michael D. Hughes

James P. Purcell
Interim Town Administrator

Suzanne L. Kane
Administrative Assistant

June 7, 2017

Mr. Robert Werme, Jr.
44 Locust Street
Douglas, MA 01516

Dear Mr. Werme,

On behalf of the Board of Selectmen, it is my pleasure to inform you that you have been appointed to the Cable Advisory Committee for the term June 30, 2020.

The Board of Selectmen sincerely appreciates your interest in serving the Town and wish to offer you their congratulations.

Please contact the Office of the Town Clerk within 30 days in order to be sworn in to the duties of your office.

Sincerely,

Suzanne Kane
Administrative Assistant

Cc: Town Clerk
Cable Advisory Committee ✓

29 Depot Street
Douglas, MA 01516

Memo

To: Jeanne Lovett

From: Pat Aldrich, Cable Coordinator

Date: March 15, 2017

Re: Additional Equipment FY18

The Cable Committee has approved our budget proposal for FY18 including \$31,604 for "Additional Equipment". We are planning to upgrade all of our meeting recording stations throughout the town, including the High School, along with our traveling camera kits for meetings outside of those stations. Meeting capture is our foremost priority and our locations are all outdated and need serious work.

Please let me know if you need any further information on this matter.

Thank you,

Patrick Aldrich
Cable Coordinator, Town of Douglas

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.

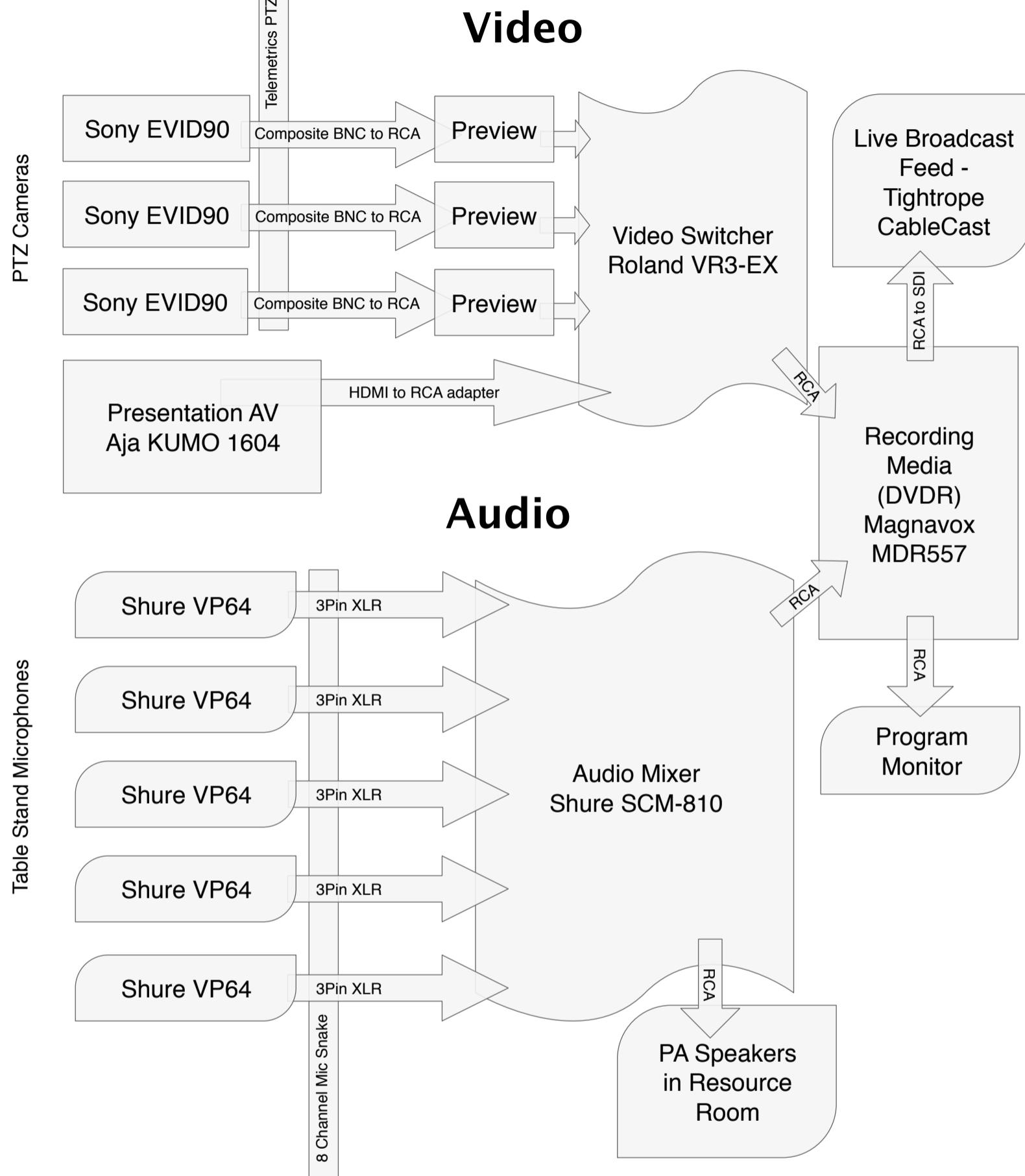
No products and service contracts pending or expiring.

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.

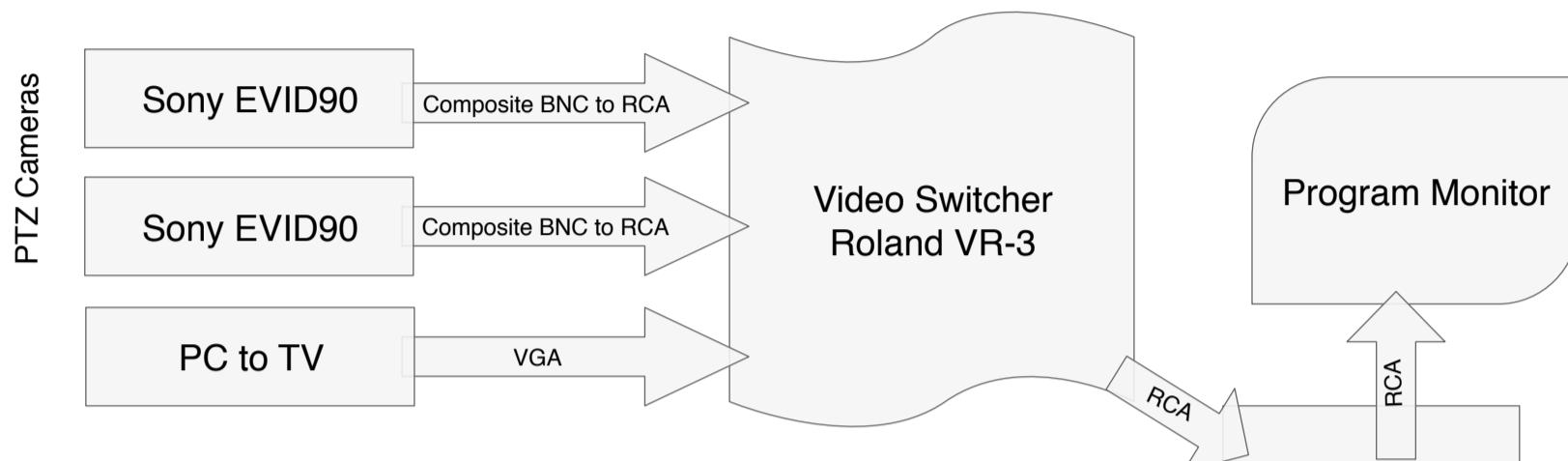
Resource Room

Signal Flow

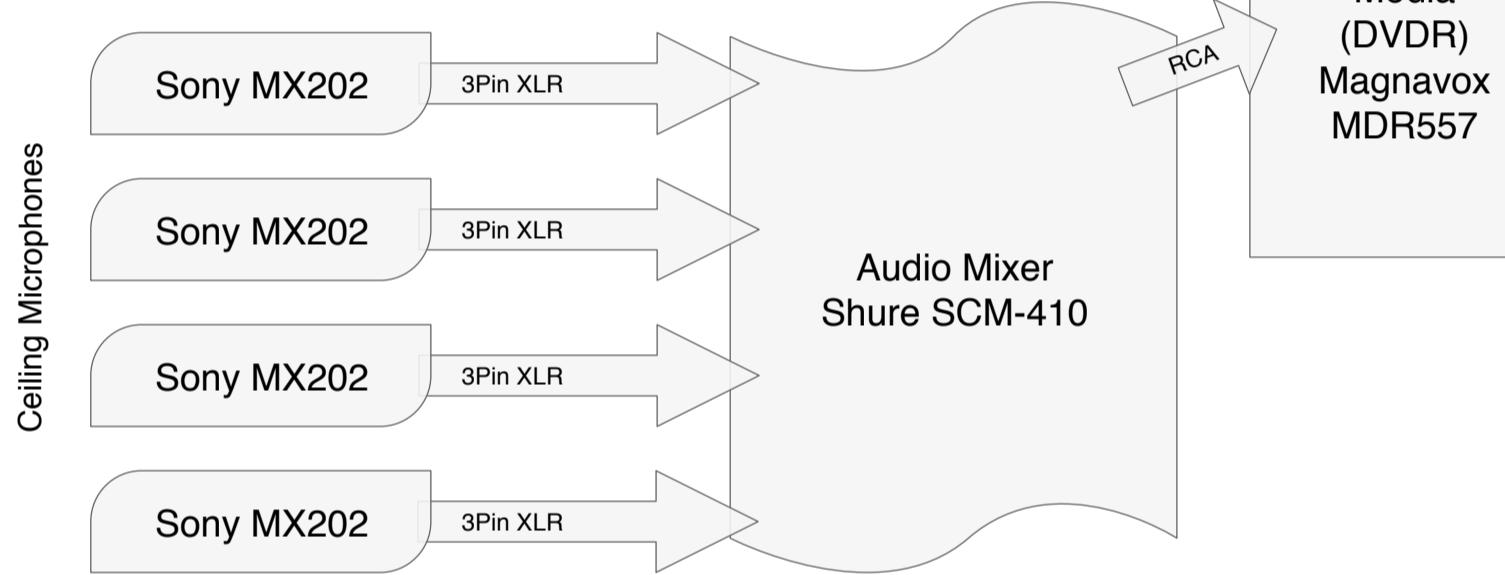


Community Room Signal Flow

Video



Audio



Attached: May Meetings Report

Updates:

- 5/15/17 an error was brought to my attention regarding online videos not playing in various browsers. Tracked it to a settings issue in Compressor (transcoding software) and re-transcoded the affected 16 files, re-uploaded fixed files.
- 5/16/17 recording assistant called with issues in the Community Room rack, had to set up a travel kit. Traced the problem to the Kramer video switch which had died. I removed and installed our Roland VR3, which has PC to AV built in so I removed the old adapter.
- Memorial Day Parade 5/28/17 was recorded and now broadcast, YouTube.
- Open Mic Night was recorded 6/3/17 at the Jenkes, in post production.
- A staff member asked if we would consider purchasing basic laptops for each recording station that has presentation screens for easy access.

Equipment:

1. 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

Apple Time Capsule (Apple Quote)

- Wifi access point
- 3TB internal storage for backing up office computers
- Old one has had a few issues, has needed to be factory reset recently, has no storage capacity.

■ Total \$379.00

3rd Octoberfest Camera Kit (B&H Quote)

- Sony PXW-X70 Camera, shotgun mic, batteries, rain slicker, tripod.

■ Total \$2,819.53

Grand Total: \$11,392.28

Available FY17 Equipment: \$14,602.26

Leftover: \$3,209.08

May FY17											
Date	Day	Meeting	Time	Room	Staff	Paid	Canc	Wages	Notes		
5/1/2017	MON	ATM	6:00 PM	DHS	SG, KB, TW	3	0	\$165.65		MON	7
5/2/2017	TUE	BOS	7:00 PM	RES	Sarah Guimond	1	1	\$55.00	No Show	TUE	8
5/2/2017	TUE	EDC	7:00 PM	COM	Angie Coe	1	1	\$55.65	No Show	WED	4
5/2/2017	TUE	Sewer	7:00 PM	SEW	Arthur Griffin	1	0	\$55.65		THU	1
5/3/2017	WED	ZBA	7:00 PM	COM	Kay Bowen	0	1	\$0.00	missed	FRI	0
5/8/2017	MON	BOH	6:00 PM	BOH	Sarah Guimond	1	0	\$55.00		9am-12noon	0
5/8/2017	MON	Cable	7:00 PM	RES	Kay Bowen	1	0	\$55.00		12noon-6pm	6
5/8/2017	MON	Octoberfest	7:00 PM	COM	Arthur Griffin	1	0	\$55.65		7:00 PM	15
5/10/2017	WED	PB	7:00 PM	COM	Arthur Griffin	1	0	\$55.65		COM	8
5/15/2017	MON	COA	6:00 PM	SR	Arthur Griffin	1	0	\$55.65		RES	6
5/15/2017	MON	ConCom	7:00 PM	COM	Steve Zisk	0	0	\$0.00	they do	MISC	7
5/15	MON	Octoberfest	7:00 PM	RES	Sarah Guimond	1	0	\$55.00		Recorded	22
5/16/2017	TUE	BOS	7:00 PM	RES	Sarah Guimond	1	0	\$55.00		Not R/Paid	2
5/16/2017	TUE	EDC	7:00 PM	COM	Angie Coe	1	0	\$55.65		Don't Do	1
5/17/2017	WED	BFCC	7:00 PM	COM	Kay Bowen	1	0	\$55.00		Cancelled	3
5/18/2017	THU	BVT SC	6:00 PM	BVT	Pat Aldrich	1	0	\$0.00		MEETINGS	21
5/23/2017	TUE	Cemetery	7:00 PM	KIT	Arthur Griffin	1	0	55.65			
5/23/2017	TUE	Library	7:00 PM	RES	Sarah Guimond	1	0	\$55.00			
5/23/2017	TUE	PB	7:00 PM	COM	Kay Bowen	1	0	\$55.00			
5/28/2017	SUN	MDParade	1:00 PM	DT	Sarah & Kay	2	0	\$111.00			
5/31/2017	WED	St Budget	6:00 PM	RES	Sarah	1	0	\$55.00			
					Totals	22	3	\$1,161.20			



INTEGRATED SOLUTIONS GROUP

Broadcast | Lighting | Design

Prepared For:

Pat Aldrich
Douglas Cable Access
Douglas, MA
cable@douqlasma.org

Date: 6.8.2017
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



Apple, Inc.

SHIP TO:

PAT ALDRICH
CABLE@DOUGLASMA.ORG
TOWN OF DOUGLAS

PREPARED BY:

Hai Do
sales_administration@apple.com

Quote TOWN10215-01	Quote Date 5/16/2017	Valid Until 6/15/2017	Customer #	SEA #
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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						
AirPort Time Capsule - 3TB	In Stock	ME182LL/A	\$379.00	1		\$379.00
			Subtotal			\$379.00
			Tax Exempt			
			Est Shipping			Free
			Total			\$379.00

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State and Local: biddept@bhphoton.com

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Prices Are Valid Until:

06/21/17

Bid No.: 674793540

Sold To:

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

Ship To:

Town Of Douglas
29 Depot Street
Attn: Douglas Cable Access
DOUGLAS, MA 01516

Bill Phone: **(508)476-4000**

(000)000-0000

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

Fax Phone: **(508)476-4012**

Date	Customer Code	Terms	Salesperson	Ship Via		
06/07/17	25550109	N/A	44Q	STANDARD		
Qty Ord	Item Description			SKU# MFR#	Item Price	Amount
1	SONY PXW-X70 PROFESSIONAL XDCAM CAMCORDER/REG Manufacturer's Rebate Free Item			SOPWX70 (PXWX70)	1,999.00	1,999.00
1	AUDIO-TECHNICA AT875R 7" SHORT CONDENSER SHOTGUN/REG			AUAT875R (AT875R)	165.62	165.62
1	SONY LIGHT WEIGHT TRIPOD/REG			SOVCTR100 (VCTR100)	28.15	28.15
1	ORCA SHOULDER VIDEO CAMCORDER BAG - 1/REG			OROR4 (OR4)	175.42	175.42
1	PORTA-BRACE RAIN SLICKER FOR SONY PXW X70/REG			POQRSX70 (QRSX70)	118.24	118.24
2	SONY BATTERY/REG			SONPFV100A (NPVF100A)	132.30	264.60

Continued on Next Page ...



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State and Local: biddept@bhphphoto.com

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Bid No.: 674793540

Date		Customer Code	Terms	Salesperson	Ship Via		
06/07/17		25550109	N/A	Slsm	STANDARD		
Qty Ord	Item Description			SKU# MFR#	Item Price	Amount	
2	SANDISK EXTREMEPRO SDHC 64GB - 95MB/s V30 CARD/REG			SAEPSD64GV3G (DXXG064GGN4)	34.25	68.50	
PLEASE NOTE: ----- In a RUSH? Buy online...pickup in store in 45 minutes! **** 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: 2,819.53
	Shipping:	Free STND
		Total: 2,819.53