

Douglas Cable Advisory Committee

Douglas Municipal Center

Agenda

Monday November 9, 2015

- **Call to order:**
- **Committee Vacancy:**
- **Financials:** *Report from Town Financial Director attached.*
- **Correspondence:**
- **Meeting Minutes:** 7/27/15
- **Coordinator's Report:**
- **Equipment:**
- **Other Business:**  
Open session for topics not reasonably anticipated 48 hours in advance of meeting.
- **Next Meeting:**
- **Adjourn:**

09/04/2015 10:37 |Town of Douglas  
9824jlov |FY16 AUG15 EXPENDITURE REPORT

|P 109  
|glytdbud

FOR 2016 02

| ORIGINAL<br>APPROP | REVISED<br>BUDGET | YTD EXPENDED | MTD EXPENDED | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|--------------------|-------------------|--------------|--------------|--------------|---------------------|-------------|
|--------------------|-------------------|--------------|--------------|--------------|---------------------|-------------|

695 CABLE ADVISORY COMMITTEE

2836951 CABLE ADVISORY REVOLVING FUND

|                                |   |        |          |          |     |           |         |
|--------------------------------|---|--------|----------|----------|-----|-----------|---------|
| 2836951 51110 F/T WAGES        | 0 | .00    | 4,025.37 | 2,205.16 | .00 | -4,025.37 | 100.0%  |
| 2836951 51200 P/T Wages        | 0 | 515.63 | 1,436.25 | 815.40   | .00 | -920.62   | 278.5%  |
| TOTAL CABLE ADVISORY REVOLVING | 0 | 515.63 | 5,461.62 | 3,020.56 | .00 | -4,945.99 | 1059.2% |
| TOTAL CABLE ADVISORY COMMITTEE | 0 | 515.63 | 5,461.62 | 3,020.56 | .00 | -4,945.99 | 1059.2% |

08/06/2015 11:05  
9824jlov

|Town of Douglas  
|FY16 EXPENDITURE REPORT

|P 95  
|glytdbud

(NEED TO RECORD ENC & C/F BUDGET)

FOR 2016 01

| ORIGINAL<br>APPROP | REVISED<br>BUDGET | YTD EXPENDED | MTD EXPENDED | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|--------------------|-------------------|--------------|--------------|--------------|---------------------|-------------|
|--------------------|-------------------|--------------|--------------|--------------|---------------------|-------------|

695 CABLE ADVISORY COMMITTEE

2836951 CABLE ADVISORY REVOLVING FUND

|                                |   |        |          |          |     |           |         |
|--------------------------------|---|--------|----------|----------|-----|-----------|---------|
| 2836951 51110 F/T WAGES        | 0 | .00    | 1,820.21 | 1,820.21 | .00 | -1,820.21 | 100.0%  |
| 2836951 51200 P/T Wages        | 0 | .00    | 620.85   | 620.85   | .00 | -620.85   | 100.0%  |
| TOTAL CABLE ADVISORY REVOLVING | 0 | .00    | 2,441.06 | 2,441.06 | .00 | -2,441.06 | 100.0%  |
| TOTAL CABLE ADVISORY COMMITTEE | 0 | .00    | 2,441.06 | 2,441.06 | .00 | -2,441.06 | 100.0%  |
| TOTAL TOWN REVOLVING FUNDS     | 0 | 101.90 | 2,441.06 | 2,441.06 | .00 | -2,339.16 | 2395.5% |
| TOTAL EXPENSES                 | 0 | 101.90 | 2,441.06 | 2,441.06 | .00 | -2,339.16 |         |

10/08/2015 14:38 |Town of Douglas  
9824jlov |AUG15 REVENUE REPORT

|P 42  
|glytdbud

FOR 2016 02

|                                   | ORIGINAL<br>ESTIM REV | REVISED<br>EST REV | ACTUAL YTD<br>REVENUE | ACTUAL MTD<br>REVENUE | REMAINING<br>REVENUE | PCT<br>COLL |
|-----------------------------------|-----------------------|--------------------|-----------------------|-----------------------|----------------------|-------------|
| 32 MISC NONRECURRING              |                       |                    |                       |                       |                      |             |
| 695 CABLE ADVISORY COMMITTEE      |                       |                    |                       |                       |                      |             |
| 2836951 48400 CABLE - MISCELLANEO | 0                     | .00                | -515.63               | -515.63               | 515.63               | 100.0%      |
| TOTAL CABLE ADVISORY COMMITTEE    | 0                     | .00                | -515.63               | -515.63               | 515.63               | 100.0%      |
| TOTAL MISC NONRECURRING           | 0                     | .00                | -515.63               | -515.63               | 515.63               | 100.0%      |
| TOTAL TOWN REVOLVING FUNDS        | 0                     | .00                | -7,207.30             | -4,755.40             | 7,207.30             | 100.0%      |
| TOTAL REVENUES                    | 0                     | .00                | -7,207.30             | -4,755.40             | 7,207.30             |             |

10/08/2015 15:03 | Town of Douglas  
9824jlov | SEP15 EXPENDITURE REPORT

| P 128  
| glytdbud

FOR 2016 03

|  | ORIGINAL<br>APPROP | REVISED |              |              | ENCUMBRANCES | AVAILABLE<br>BUDGET | PCT<br>USED |
|--|--------------------|---------|--------------|--------------|--------------|---------------------|-------------|
|  |                    | BUDGET  | YTD EXPENDED | MTD EXPENDED |              |                     |             |

2836951 CABLE ADVISORY REVOLVING FUND

695 CABLE ADVISORY COMMITTEE

|                                    |   |        |           |          |     |            |         |
|------------------------------------|---|--------|-----------|----------|-----|------------|---------|
| 2836951 51110 F/T WAGES            | 0 | .00    | 7,333.11  | 3,307.74 | .00 | -7,333.11  | 100.0%  |
| 2836951 51200 P/T Wages            | 0 | 515.63 | 2,618.85  | 1,182.60 | .00 | -2,103.22  | 507.9%  |
| 2836951 52400 REPAIRS AND MAINT AG | 0 | .00    | 85.46     | 85.46    | .00 | -85.46     | 100.0%  |
| 2836951 53401 POSTAGE              | 0 | .00    | 53.49     | 53.49    | .00 | -53.49     | 100.0%  |
| 2836951 57100 IN-STATE TRAVEL      | 0 | .00    | 21.68     | 21.68    | .00 | -21.68     | 100.0%  |
| 2836951 57150 TRAINING AND EDUCATI | 0 | .00    | 70.02     | 70.02    | .00 | -70.02     | 100.0%  |
| 2836951 58500 CABLE - ADDITIONAL E | 0 | .00    | 3,197.00  | 3,197.00 | .00 | -3,197.00  | 100.0%  |
| TOTAL CABLE ADVISORY COMMITTEE     | 0 | 515.63 | 13,379.61 | 7,917.99 | .00 | -12,863.98 | 2594.8% |
| TOTAL CABLE ADVISORY REVOLVING     | 0 | 515.63 | 13,379.61 | 7,917.99 | .00 | -12,863.98 | 2594.8% |

MITCH,

is this something Charter  
will waive?

DPD

Thanks  
JLone

## Spectrum BUSINESS

July 6, 2015  
Account: 8350 12 036 0002401  
Phone Number: (508) 476-3333  
Security Code: 3460  
Service At 29 DEPOT ST BSMT  
DOUGLAS MA 01516-2323

### Charter Business is now Spectrum Business.

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

#### Summary

Service from 07/15/15 through 08/14/15  
details on following pages

|                              |                |
|------------------------------|----------------|
| Previous Balance             | 7.00           |
| Payments Received            | 0.00           |
| <b>Remaining Balance</b>     | <b>7.00</b>    |
| Spectrum Business™ TV        | 7.00           |
| Current Charges              | 7.00           |
| <b>Total Due by 07/26/15</b> | <b>\$14.00</b> |

Thank you for choosing Spectrum Business.  
We appreciate your prompt payment and value you as a  
customer.

### Spectrum Business News

**Privacy Notices** - Charter's current Business Privacy Policy is enclosed in this month's statement.

**Annual Notices** - Pursuant to FCC customer notification requirements, please see the enclosed Annual Notice, which provides important standard terms and conditions for Spectrum Business™ TV service.

**Charter Store Hours** - Effective Monday, June 15, 2015, the Charter store located at 296 Providence St, Grafton, MA 01560 will have new hours, Monday - Friday 9:00am-6:00pm and closed Saturday and Sunday. Customers may also make payments, upgrade their services and receive support at [charter.com/myaccount](http://charter.com/myaccount).

**Charter Business® is now Spectrum Business™** - Charter Spectrum, America's fastest growing TV, Internet, and Phone company now brings your business an upgraded, advanced network that delivers reliable, fully-loaded business services for less.

Douglas Police Dept  
 Account: 8350 12 036 0002401  
 Security Code: 3460

# Spectrum

## BUSINESS

### Contact Us

Questions about your bill or services?  
 Visit [spectrumbusiness.net](http://spectrumbusiness.net) or call 800.314.7195  
 8634 0080 NO RP 06 07072015 NNYNNYNN 01 002803 0011

### Charge Details

|                   |        |
|-------------------|--------|
| Previous Balance  | 7.00   |
| Remaining Balance | \$7.00 |

Payments received after 07/06/15 will appear on your next bill.

Service from 07/15/15 through 08/14/15

### Spectrum Business™ TV

|                              |                |
|------------------------------|----------------|
| Basic                        | 0.00           |
| Expanded Basic               | 0.00           |
| Digital Receiver             | 7.00           |
| Service Discount             | -7.00          |
| Addl Digital Receiver        | 7.00           |
|                              | \$7.00         |
| Spectrum Business™ TV Total  | \$7.00         |
| <b>Current Charges</b>       | <b>\$7.00</b>  |
| <b>Total Due by 07/26/15</b> | <b>\$14.00</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 [www.charter.com/taxesandfees](http://www.charter.com/taxesandfees) for more information.

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

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

**Video Closed Captioning Issues** - For closed captioning concerns, call 888 GET CHARTER (888-438-2427), or email [PriorityEscalationTeam@chartercom.com](mailto:PriorityEscalationTeam@chartercom.com). Send written complaints via US Mail to Executive Escalation Manager, 2 Digital Place, Simpsonville, SC 29681.

**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.

**Service Interruptions** - We must restore loss of cable service within 24 hours of being notified, unless prevented by situations beyond our control. You may obtain credit for loss of cable service for more than 24 continuous hours by notifying us of your service loss.

**Music Rights Fees** - In all cases, you are responsible for and must secure any music rights and/or pay applicable fees required by the American Society of Composers, Authors & Publishers ("ASCAP"), Broadcast Music, Inc. ("BMI") and SESAC, Inc. ("SESAC") or their respective successors, and any other entity, or governmental authority from which a license is necessary in connection with your retransmission, distribution, performance or other such use of Charter's services.

**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

**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.



To: City Auditors, Town and Special Purpose District Accountants  
From: Anthony A. Rassias, Deputy Director of Accounts  
Date: July, 2015

This letter sets forth the requirements for certification of General Fund free cash, certification of enterprise fund retained earnings, submission of Schedule A, submission of the Snow and Ice report and certain other related matters.

M.G.L. Chapter 59, § 23 clearly contemplates only one certification, based on the balance sheet submitted by the city auditor, town or district accountant, or supported by audited financial statements if required by the Director. Requests for a revision, apart from a free cash update, are unlikely to be approved. Appropriation is allowed after Bureau certification; appropriation prior to certification will be considered defective, requiring additional local action.

For jurisdictions required to submit audited financial statements prior to free cash certification, the Director may decide not to certify an amount if the independent auditor's opinion is adverse or if the opinion is disclaimed.

*New this year*

- ERIP – The State's Early Retirement Incentive Program

At the close of business on June 30, the Bureau of Accounts lost the permanent services of 7 colleagues, both supervisors and staff, who together had over 200 years of service to the Bureau, the Commonwealth's cities, towns and districts and to the Commonwealth's taxpayers. Their jobs were well done and the Bureau wishes them all the best in their retirement.

As you can imagine, this loss of personnel will undoubtedly impact Bureau operations for the near future. Nonetheless, the Bureau intends to:

- maintain its certification standards for free cash and tax rates;
- maintain its approval standards for Schedule A;
- complete its work as efficiently as possible; and
- maintain its field representative model.

*Supporting a Commonwealth of Communities*  
[mass.gov/DLS](http://mass.gov/DLS)

We will make every effort to complete our balance sheet review and to certify free cash and retained earnings for those cities, towns and districts in need of certification for an impending city/town council or town meeting. Depending upon workload, balance sheets for communities where certification is not immediately necessary will be reviewed as soon as possible. Please be certain that your balance sheet presentation will allow us to perform our calculation with a minimum of additional questions. Otherwise we must set the submission aside for review at a later date.

- **Grant Reimbursements**

Expenditures made in anticipation of State grant reimbursements that were subsequently reduced or eliminated in FY2015, which caused a deficit in the grant account as of June 30, 2015, and for which reimbursement is no longer anticipated must be provided for or else included on page 2 of the FY2016 Tax Rate Recap as an "Other Amount to be Raised."

- **Distribution of Winter Recovery Assistance (Pothole Money)**

DLS Bulletin 2015-06B addresses the accounting and reporting treatment for expenditure and subsequent receipts under the WRAP program. Please be reminded that work must have been completed by June 30, 2015 and that requests for reimbursement must be submitted to the Highway Division of MassDOT by July 31, 2015 in order to be reimbursed.

- **Snow and Ice Deficits**

DLS Bulletin 2015-07B details the process cities and towns in certain Massachusetts counties may use to amortize their FY2015 snow and ice account deficit. Please review this Bulletin and complete the Snow and Ice Amortization Schedule if applicable.

- Only balance sheets that have been closed as of 6/30/2015 will be accepted for certification of free cash.
- Communities with PEG access accounts having not been properly adopted must do so under the provisions of G.L. c. 44, § 53F $\frac{3}{4}$  prior to June 30, 2016 or the Bureau will close these funds to the General Fund unreserved fund balance.

*The balance of information in this letter is updated and are reminders from last year's letter*

#### **Balance Sheet - Form Submission Requirements**

All procedures necessary to properly close accounting records should be completed. Pre-closing trial balances will not be accepted. Submit hard-copy documentation not already entered or uploaded into Gateway.

*Harvard*

4) continue the Revolving Fund Account, as allowed by Massachusetts General Laws Chapter 44, Section 53 E ½, to be used to fund the activities of the Fire Department's S.A.F.E. Program with the balance of this account not to exceed \$15,000 in Fiscal Year 2016, or pass any vote or votes in relation thereto.

(Inserted by Finance Committee)

FINANCE COMMITTEE RECOMMENDS -- re-authorizing these revolving funds.

**ARTICLE 33: APPLICANT FEE REVOLVING FUND**

To see if the Town will vote to establish a new revolving fund account as allowed by Massachusetts General Laws Chapter 44, Section 53E ½, to be used to fund advertising, professional and/ or legal opinions and any other activity required to be paid for by an applicant with the balance of this account not to exceed \$1,000 in Fiscal Year 2016, or pass any vote or votes in relation thereto.

(Inserted by Board of Selectmen)

FINANCE COMMITTEE RECOMMENDS - the establishment of this revolving fund in order to help facilitate the paying of advertising, professional and/or legal opinions and any other service required by various permits, licenses and the like to be paid for by the applicant

**ARTICLE 34: ESTABLISHMENT OF A TAX TITLE REVOLVING FUND**

To see if the Town will vote to accept the provisions of Chapter 390 of the Acts of 2014 to establish a tax title collection revolving fund.

(Inserted by Board of Selectmen)

FINANCE COMMITTEE RECOMMENDS - the establishment of this revolving fund as it creates the account necessary to facilitate the tax title process.

**ARTICLE 35: ACCEPT MASSACHUSETTS GENERAL LAW CHAPTER 449 SECTION 53F3/4 - PEG ACCESS and CABLE RELATED FUND**

To see if the Town will vote to accept the provisions of Massachusetts General Law Chapter 44, Section 53F 3/4 in order to establish a separate revenue account to be known as the "PEG Access and Cable Related Fund", into which will be deposited funds received in connection with a franchise agreement between the Town's cable Operator and the Town and from which monies shall only be appropriated for cable-related purposes consistent with the franchise agreement, including, but not limited to: (i) support of public, educational or governmental access cable television services; (ii) monitoring compliance of the cable operator with the franchise agreement; or (iii) preparing for renewal of the franchise license, or pass and vote or votes in relation thereto.

(Inserted by the Board of Selectmen)

FINANCE COMMITTEE RECOMMENDS - accepting MGL Chapter 44, Section 53F 3/4 as well as establishing the PEG Access and Cable Related Fund.

**ARTICLE 36: AUTHORIZATION FOR AN EMPLOYMENT CONTRACT FOR THE DPW DIRECTOR**

To see if the Town will vote to authorize the Board of Selectmen to enter into and execute a written employment contract with the individual that holds the position of Department of Public Works Director, which contract may contain terms and conditions including, but not limited to term of appointment, salary, fringe benefits, severance pay, relocation expenses, reimbursement for expenses

### Article 29 - Cable License Proceeds.

Town Administrator spoke to the purpose of Article 29. Town accepts MGL Chapter 44, Section 53F3/4 establishing separate revenue account "PEG Access and Cable Related Fund" for the deposit of cable television license fees in a manner recognized by the Department of Revenue. All revenues are fees and are required to be reported in the General Fund. Town is allowed to maintain a receipt reserved account for appropriation, however, the law requires that Town Meeting authorize the formation of this fund. Present balance in the PEG Access Fund is \$826,862 and the Town has to adopt this section of the law in order to utilize the cable funds collected for cable related uses. If the law is not accepted the Town may be forced to transfer all cable funds in the General Fund at the close of the fiscal year.

Town Administrators spoke to anticipating that the funds will go towards the purchase of equipment and the repurposing of a small section of Walpole High School, where the current cable television classroom is. WCTV will be housed at the High School with a separate and secure entrance. This article has no money it, but it will be a requirement to go before Town Meeting to request an appropriation and present a budget to the FinCom, in an article sponsored by the Board of Selectmen each year. There will be an article presented at the Fall Town Meeting to spend these funds. Mr. Johnson spoke to still having a lot of questions regarding the bidding, procurement money, and town resources, etc.

**MOTION MADE** by D. Crowley, Seconded by T. Williams for Favorable Action on Article 29, Motion Passed (12-0-1) (S. Lawson abstained) (13 voting)

### Budgets

Town Administrator presented an updated FY2015 Budget summary with his adjustments/recommendations.

### Administration

Administration – Adjustment in Administration and professional salaries due to the Town Administrator's salary being set per contract. Professional adjustment is \$10,000 in order to provide extra training of personnel when coverage is needed in a department and a reduction in the salary for the Assistant Town Administrator to \$118,000) previously \$132,000

**MOTION MADE** by J. Denneen, Seconded by P. Hinton for Favorable Action on the Town Administrator's Budget in the amount of \$474,110, Motion Passed (13-0-0) (13 voting) Unanimous

### Town Accountant

Acts

2014

**Chapter 352 AN ACT RELATIVE TO CABLE PEG ACCESS ENTERPRISE FUND**

Xtra Copy

*Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:*

**SECTION 1.** Section 53F $\frac{1}{2}$  of chapter 44 of the General Laws, as appearing in the 2012 Official Edition, is hereby amended by inserting after the word "utility", in line 4, the following words:- , cable television public access.

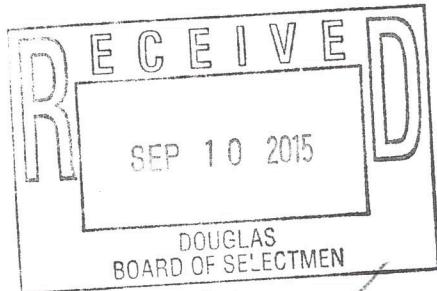
**SECTION 2.** Said chapter 44 is hereby further amended by inserting after section 53F $\frac{1}{2}$  the following section:-

Section 53F $\frac{3}{4}$ . Notwithstanding section 53 or any other general or special law to the contrary, a municipality that accepts this section may establish in the treasury a separate revenue account to be known as the PEG Access and Cable Related Fund, into which may be deposited funds received in connection with a franchise agreement between a cable operator and the municipality. Monies in the fund shall only be appropriated for cable-related purposes consistent with the franchise agreement, including, but not limited to: (i) support of public, educational or governmental access cable television services; (ii) monitor compliance of the cable operator with the franchise agreement; or (iii) prepare for renewal of the franchise license.

Approved, October 17, 2014.



COMMUNICATIONS



September 8, 2015

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

Dear Mr. Guzinski:

Charter's video lineup is continually evolving to meet the changing needs of its customers. Last fall we increased our total high-definition lineup, boosted our video on demand offering and increased our broadband speeds following our move to an All Digital platform.

From time-to-time Charter makes adjustments to its channel lineup designed to enhance and improve our video product. Effective October 1, 2015, we will be adding the following programming services to the channel line-up Charter offers in your community.

- The NBC Universo HD will be added to Channel 859 and will be included in the Latino View Tier and Digital Tier 1.
- BabyFirstTV, with Spanish audio, will be added to Channel 223 on the Latino View Tier.

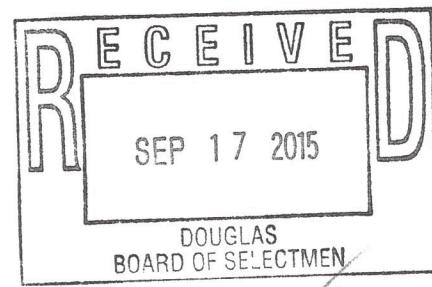
Customers with questions are encouraged to call **1-888-GET CHARTER**. To review the complete channel lineup visit: [www.charter.com/channellineup](http://www.charter.com/channellineup). I can be reached at 774-243-9735 or via email at [Tom.Cohan@charter.com](mailto:Tom.Cohan@charter.com).

Sincerely,

Thomas P. Cohan  
Director of Government Affairs

Certified Mail  
Return Receipt Requested

September 15, 2015



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

Dear Franchise Official:

Containing costs and efficiently managing our operations are critical to providing customers with the best value possible. Like every business, Charter faces rising costs that require occasional price adjustments.

As a result, customers in your community will be notified of the following price adjustments through a billing statement message on or after September 21, 2015:

- *Due to rising programming costs, effective with your November billing statement, pricing will be adjusted for the Broadcast TV Surcharge from \$5.25 to \$6.05. This reflects charges assessed to Charter by broadcast TV stations.*

The following packages will be adjusted:

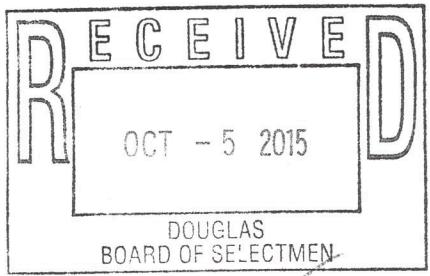
- *Digi Tier 1 a la carte will increase from \$10.00 to \$12.00 (Does not impact promotions, silver or gold tiers)*
- *Digi Tier 2 a la carte will increase from \$10.00 to \$12.00 (Does not impact promotions, silver or gold tiers)*
- *Legacy Sports View and Sports View Plus will increase from \$10.00 to \$12.00*
- *Legacy Digital View Plus will increase from \$10.00 to \$12.00*
- *Legacy Digital View will increase from \$5.00 to \$7.00*

Charter continues to add new HD channels at no additional cost; provide more than 10,000 On Demand choices, more than 1500 of them in HD. As customers continue to expand their TV viewing to alternate devices such as tablets, Charter offers downloadable channel apps that enable customers to use these devices for viewing and to access their DVRs remotely. Also, Charter TV and Internet customers can now access the Charter Spectrum TV App, providing more than 100 live TV channels inside their home on their tablet or Smartphone at no additional charge.

We remain committed to providing excellent communications and entertainment services in your community and in each of the communities we serve. If you have any questions about this change, please feel free to contact me at 774-243-9735 or via email at [Tom.Cohan@charter.com](mailto:Tom.Cohan@charter.com).

Sincerely,

Thomas P. Cohan  
Director of Government Affairs



October 1, 2015

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

Dear Mr. Guzinski:

Charter's video lineup is continually evolving to meet the changing needs of its customers. Last fall we increased our total high-definition lineup, boosted our video on demand offering and increased our broadband speeds following our move to an All Digital platform.

From time-to-time Charter makes adjustments to its channel lineup designed to enhance and improve our video product. Effective October 20, 2015, we will be adding the following programming services to the channel line-up Charter offers in your community.

- RFD-TV will be added to digital channel 131 and HD channel 801 as part of the Digital Tier-2.

Customers with questions are encouraged to call **1-888-GET CHARTER**. To review the complete channel lineup visit: [www.charter.com/channellineup](http://www.charter.com/channellineup). I can be reached at 774-243-9735 or via email at [Tom.Cohan@charter.com](mailto:Tom.Cohan@charter.com).

Sincerely,

Thomas P. Cohan  
Director of Government Affairs

# SPECIAL TOWN MEETING WARRANT

## TOWN OF DOUGLAS COMMONWEALTH OF MASSACHUSETTS

Monday, November 16, 2015  
High School Auditorium  
7:00 PM

Worcester, SS

To any Constable of the Town of Douglas, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify the inhabitants of the Town of Douglas who are qualified to vote in Elections and Town affairs to meet in the Douglas High School Auditorium, 33 Davis Street, in said Douglas, on **Monday, the Sixteenth of November 2015, A.D.** for a Special Town Meeting commencing at 7:00 P.M.; for the following purposes:



|                    |   |
|--------------------|---|
| <b>Article 1.</b>  | <b>Report of Strategic Budget Committee</b>   |
| <b>Article 2.</b>  | <b>Prior Year Bills</b>   |
| <b>Article 3.</b>  | <b>Fiscal Year 2016 Budget Transfers/Amendments</b>   |
| <b>Article 4.</b>  | <b>Insurance Funds Transfer Related to Water Damage at the Intermediate Elementary School</b> |
| <b>Article 5.</b>  | <b>Transfer from Article 2 STM 6-11-12 High School Computer Network Infrastructure</b>        |
| <b>Article 6.</b>  | <b>Transfer from Free Cash to OPEB Account</b>  |
| <b>Article 7</b>   | <b>Transfer from Insurance Receipts Reserved for Appropriation to School Department</b>       |
| <b>Article 8.</b>  | <b>Transfer from Free Cash to Stabilization Account (Ambulance Payment)</b>                   |
| <b>Article 9.</b>  | <b>Senior Tax Work-off Program – Local Acceptance of MGL Ch. 59 Section 5K</b>                |
| <b>Article 10.</b> | <b>Amend Article 8 of the ATM 5-5-14 Capital Projects</b>                                     |
| <b>Article 11</b>  | <b>Accept MGL Ch. 44 Section 53F3/4 – PEG Access and Cable Related Fund</b>                   |
| <b>Article 12</b>  | <b>Economic Development Initiative</b>  |
| <b>Article 13</b>  | <b>Accept Gift of 5.49 Acres of Land on Martin Road - Map 169, Lot 10</b>                     |

### **Article 1. Report of the Strategic Budget Committee**

To hear the report of the Strategic Budget Committee, or take any other action related thereto.

### **Article 2. Prior Year Bills**

To see if the Town will vote to raise and appropriate or transfer from available funds the following sums of money to pay the following prior year's bill:

**School Department**  
Ward's Science \$263.51

**Water & Sewer Department**  
RH White \$4,209.00

Or take any other action related thereto.

**Article 3. Fiscal Year 2016 Budget Transfers/Amendments**

To see if the Town will vote to raise and appropriate or transfer from available funds such sums of money as are necessary to fund the following amendments to Article 2 of the Annual Town Meeting of May 4, 2015:

|  |           |
|--|-----------|
| Increase Selectmen's Expenses by                   | \$15,000  |
| Increase Ambulance Wages by                        | \$125,000 |
| Increase Reserve Fund by                           | \$11,500  |
| Increase Douglas Schools - Personnel & Expenses by | \$220,000 |
| Increase Public Building Maintenance Wages by      | \$7,500   |
| Decrease School Transportation by                  | \$30,000  |

Or take any other action related thereto.

**Article 4. Insurance Funds Transfer Related to Water Damage at the Intermediate Elementary School**

To see if the Town will vote to transfer from the Insurance Reimbursement Receipts Reserved for Appropriation Account the sum of **\$116,548.34** to the Intermediate Elementary School Building Project Account (Middle School Repair Project), or take any other action related thereto.

**Article 5. Transfer from Article 2 STM 6-11-12 High School Computer Network Infrastructure**

To see if the Town will vote to transfer from the High School Computer Network Infrastructure Account the sum of **\$1,986** to the New Elementary School Construction Account, or take any other action related thereto.

**Article 6. Transfer from Free Cash to the OPEB Account**

To see if the Town will vote to transfer the sum of **\$28,000** from Free Cash to the Other Post-Employment Benefits (OPEB) Account, or take any other action related thereto

**Article 7. Transfer from Insurance Receipts Reserved for Appropriation to School Department**

To see if the Town will vote to transfer from Insurance Receipts Reserved for Appropriation the sum of **\$22,872.53** to Douglas Schools – Personnel & Expenses, or take any other action related thereto.

**Article 8. Transfer from Free Cash to the Stabilization Account (Ambulance Payment)**

To see if the Town will vote to transfer the sum of **\$10,804** from Free Cash to the Stabilization Account, or take any other action related thereto.

**Article 9. Senior Tax Work-off Program – Local Acceptance of MGL Ch. 59 Section 5K**

To see if the Town will vote to adjust the exemption allowed per MGL Chapter 59 Section 5K, by allowing the maximum reduction of the real property tax bill to be based on 125 volunteer service hours in a given tax year, rather than **\$1,000**, or take any other action related thereto.

**Article 10. Amend Article 8 of the ATM 5-5-14 Capital Projects**

To see if the Town will vote to amend Article 8 of the Annual Town Meeting of May 5, 2014 by transferring the sum of \$ \_\_\_\_\_ from Free Cash to the Municipal Center HVAC Replacement, Gym Roof Replacement,

and 1st Floor Window Replacement – Capital Projects, for purposes of Environmental Remediation and other additional project costs, or take any other action related thereto.

#### **Article 11. Accept MGL Ch. 44 Section 53F3/4 – PEG Access and Cable Related Fund**

To see if the Town will vote to accept the provisions of Massachusetts General Law Chapter 44, Section 53F 3/4 in order to establish a separate revenue account to be known as the “PEG Access and Cable Related Fund”, into which will be deposited funds received in connection with a franchise agreement between the Town’s cable Operator and the Town and from which monies shall only be appropriated for cable related purposes consistent with the franchise agreement, including, but not limited to: (i) support of public, educational or governmental access cable television services; (ii) monitoring compliance of the cable operator with the franchise agreement; or (iii) preparing for renewal of the franchise license, or take any other action related thereto.

#### **Article 12. Economic Development Initiative**

To see if the Town will vote to transfer from Free Cash the sum of **\$15,000** to pay for consultants for planning, grant writing, and other services associated with economic development in the Town of Douglas, under the direction of the Board of Selectmen, or take any other action related thereto.

#### **Article 13. Accept Gift of 5.49 Acres of Land on Martin Road - Map 169, Lot 10**

To see if the Town will vote to accept a certain parcel of vacant land known as Map 169 Lot 10 located off of the easterly side of Martin Road more particularly bounded and described as follows:

A certain parcel of woodland situated in the easterly part of the Town of Douglas, otherwise known as the Nahum Leg lot located off the easterly side of Martin Road in the so-called village of East Douglas more particularly bounded as follows:

BEGINNING at the northwesterly corner of the premises herein described at a stake and stones;

THENCE E. 9 degrees N. by land of Warren Hung, 58 rods to a stake and stones;

THENCE S. 9 degrees E. 15 rods to heap of stones;

THENCE W. 9 degrees S. 58 rods to land of the heirs of Caleb Hill to a stake and stones;

THENCE N. 9 degrees W. 15 rods to the bounds of first named above.

Containing 5 acres and 70 rods of land more or less.

Together with all of the privileges and appurtenances to the same belonging.

The above described premises are owned by the trustees of the Walter T. Murphy Realty Trust under Declaration of Trust and will be conveyed to the Town as a gift of land, or take any other action related thereto.

**YOU ARE HEREBY DIRECTED** to serve this Special Town Meeting Warrant by posting an attested copy thereof in the Municipal Center and at least two (2) other places in the Town of Douglas to which the public has general access, at least fourteen (14) days before the time of holding said meeting.

HEREOF FAIL NOT and make due return of this Warrant with your doings thereon to the Town Clerk, the Time and Place of said meeting.

GIVEN UNDER OUR HANDS THIS TWENTY-SEVENTH DAY OF OCTOBER 2015, A.D.

**THE HONORABLE BOARD OF SELECTMEN**

---

Michael D. Hughes, Chairman

---

Kevin D. Morse, Vice-Chairman

---

Timothy P. Bonin

---

David P. Cortese

---

Harold R. Davis

I have this day posted an attested copy of the Warrant for the Special Town Meeting in the Municipal Center and at least two other places in the Town to which the public has general access as directed.

---

Carol E. Field, Constable or

Debra Blain, Constable

---

Date

From: **Scott n Kimmie** scottandkimmie@gmail.com  
Subject: Charter issues  
Date: September 20, 2015 at 11:20 AM  
To: cable@douglasma.org

SN

Hi, this message is for Mitch Cohen... I had posted on the Douglas Facebook page because we are having trouble getting charter to supply cable to our new home. You directed me to contact you if the issues continued.

We are renting an apartment on main street while our home on SE Main is being built. Once national grid supplied the electricity my husband (Scott) called charter to have them put in our cable, phone and internet. He told them we had about a 1500 foot driveway but national grid had installed poles most of the way up. They shut the cable at the apartment and sent a tech to the house. The tech told my husband he didn't have wire big enough to do the install (despite the fact they already knew the layout). He told Scott he would contact the construction department to get it redesigned. We were told someone would be in contact with us within 48 hrs. After more than 48 hours had passed Scott called them. The lady in customer service was quite rude and told him that our residence was unserviceable. Scott asked when charter planned on notifying us about this, and she said, "How's this? I'm telling you now!" Of course Scott immediately asked to talk to someone else. The new rep said it was in fact doable and gave him the number to contact the construction department directly. He called immediately and left a voicemail. A week later they sent someone to do a survey. My mother in law was there and he informed her they would be in touch within a day or so with plans and pricing.

That was almost three weeks ago. We have heard nothing. They do not answer the phone on that department and have not responded to voicemail.

We currently have no service at our apartment and can't even get a plan our time frame to get service at the house.

We have had issues with charter from day one. Many of their customer service clerks are just plain rude. We have had cable shut for no reason, been billed incorrectly and more. Now this.

We wish we had other options for cable, phone and internet. We have tried every other company including satellite and have been told we are not serviceable.

We are very frustrated at this point. I am a teacher and can not do any school work at home without internet. My children can not do their homework. My husband is a fireman and I do not have cell reception at the house. God forbid there is an accident I would not be able to be notified.

We are asking for any help or advice you can offer. Please advise.

Thank you for your time,  
Kimberly and Scott Morris

508-320-7978 (Kim)  
508-320-7866 (Scott)

**From:** **Mitch Cohen** mcohen@proactiveinteractive.com  
**Subject:** Scott Morris - Cable installation issue  
**Date:** November 5, 2015 at 9:48 AM  
**To:** Cable Committee cable@douglasma.org, Mike Guzinski mguzinski@douglasma.org



Hi,

Just FYI. I've spoken to Tom Cohan at Charter and with Scott Morris (resident) about his installation issue.

Tom has forwarded the info to his construction coordinator who will follow up directly with Mr. Morris. I've also asked Mr. Morris to call me directly when he hears from Charter (or if he doesn't very soon). I also told him if the response from Charter is inconsistent with his expectations, such as requiring pole installation (he already has poles) I can go to his house and take a look.

I anticipate this will now move pretty quickly.

Thanks,

Mitch

**From:** **Mitch Cohen** mcohen@proactiveinteractive.com  
**Subject:** Draft press release - Douglas TV app  
**Date:** November 9, 2015 at 4:34 PM  
**To:** Pat Aldrich [pataldrich77@gmail.com](mailto:pataldrich77@gmail.com), Bob Werme [rwerme@gmail.com](mailto:rwerme@gmail.com), Christopher Menn [christophermenn@gmail.com](mailto:christophermenn@gmail.com), Thomas Devlin [tmdevjr@gmail.com](mailto:tmdevjr@gmail.com), **Cable Committee** [cable@douglasma.org](mailto:cable@douglasma.org)



Hi folks,

I've written the following press release announcing the new Douglas TV app. If you have any comments, please let me know via email or at tonight's meeting.

I'll bring my Apple TV so everyone can see the app firsthand.

Thanks,

Mitch

Douglas Cable Committee releases "Douglas TV" app for new Apple TV

November 9, 2015

The Douglas Cable Committee is pleased to announce the release of the "Douglas TV" app for the new Apple TV platform. Douglas TV provides residents another way to watch local government programming, now in the convenience of their living rooms. In addition to the new app, residents can view government programming on Cable Channel 192, the web ([douglasma.org](http://douglasma.org)), and the iTunes Podcast Directory.

The Douglas Cable Committee is committed to offering open access to all public government meetings. The Committee and its staff records hundreds of meetings per year. All are broadcast on Channel 192 and made available online. The online archive dates to 2006. The 2000th meeting is anticipated to be placed online sometime in the next few months.

The Douglas TV app will be enhanced based on viewer feedback. Additional features may include live broadcasts, Public Access videos, and searching the full archive of government meeting videos.

Programming of the new app was donated by Mitch Cohen, Chair of the Douglas Cable Committee. Design and photography was donated by local photographer Phil Smith.

The free Douglas TV app became available simultaneous with the launch of the Apple TV App Store on October 29, 2015.

For more information, please contact the Douglas Cable Committee at [cable@douglasma.org](mailto:cable@douglasma.org) or by telephone at 508-476-4000 x122.

For Immediate Release:

Contact: Pat Aldrich, Cable Coordinator

Phone: 508-476-4000 ext 122

Email: [cable@douglasma.org](mailto:cable@douglasma.org)

Re: Monthly Newsletter November 2015

## Douglas Cable Access Monthly Newsletter, November 2015

Douglas, MA - This month, the Public Channel 191 is showing the following programs: Physician's Focus, North Uxbridge Baptist Church Service, KidMissing, Senior Center Programming, Blackstone Valley Community Chorus Concert, and Road to Recovery.

Douglas Government Channel 192 you will find 24/7 playback of open meetings from the previous weeks. Also available are the latest Blackstone Valley Tech School Committee meetings. Find the video archive online for streaming and/or download at [DouglasMa.org/Cable](http://DouglasMa.org/Cable).

Douglas residents join our free Digital Video Fundamentals class, offered year-round at the studio in the Douglas Municipal Center.

Sign up or read the course overview at [DouglasMA.org/Cable](http://DouglasMA.org/Cable).

Connect with us on Twitter and Facebook @DouglasCableTV for updates and information. For additional information or to connect with Douglas Cable email: [cable@douglasma.org](mailto:cable@douglasma.org).

**Douglas Cable Advisory Committee**

**Douglas Municipal Center**

**Meeting Minutes**

**Monday July 27, 2015**

Mitch Cohen called the meeting to order at 7:05pm

**Attendance:**

**Committee:** Mitch Cohen, Tom Devlin, Chris Menn

**Excused Absence:** Bob Werme

**Staff:** Pat Aldrich, Angie Coe

1. **FY16 Reorganization:** Tom nominated Mitch as Chair, unanimous favor. Chris nominated Tom as Vice Chair, unanimous favor.
2. **Vacancy:** There is an opening on the Committee, email [cable@douglasma.org](mailto:cable@douglasma.org) or call 508-476-4000 ext 122 if interested.
3. **Financials: Report from Town Finance Director Attached.** Pat submitted a final reconciliation sheet for expenditures FY15. Mitch explained some changes to minimum wage requirements in town as it affects part time staff wages.
4. **Correspondence:** Selectmen letter to reappoint Mitch Cohen to the Cable Committee. Charter letter with emergency contacts. Simon Fairfield Library funding note. Charter bill for cable office digital cable box, zeroed out.
5. **Meeting Minutes:** Mitch noted that the computer that had been approved 6/22 has been ordered. *4/13/15 & 6/22/15: Tom motioned to accept as written, Chris 2nd, unanimous favor.*
6. **Cable Policy Review:** Discussion held until next meeting.
7. **Coordinator's Report:** Cable Newsletter August 2015, Monthly Meeting Reports June 2015 and FY15 final meetings report, Cable has been reconciled with Town Finance Director for FY15, KidMissing 13 has been shot and is being broadcast, DHS Shure mixer has been fixed via warranty and is back in operation, Pre-ATM meeting discussion will be had with Mike Guzinski as the next meeting approaches, started work on a Douglas Fire Department video project highlighting their resident volunteer programs, concert on the Gazebo will be filmed August 1. Cable goals will be discussed at a future meeting.
8. **Other Business:** FY17 budget request has been approved by the Board of Selectmen. Tom asked about 2nd floor buildout, still no news.
9. **Next Meeting:** Ad-hoc for August or September, depending on need.
10. **Adjourn:** *Chris motioned to adjourn at 7:29pm, Tom 2nd, unanimous favor.*

**Attached**

- August, September, October Meetings Report
- Cable Newsletter November 2015

**Public**

- Concert on the Gazebo 8/1 EZUp frame snapped in multiple areas upon setup, cheap design.
- KidMissing 14 has been finished and uploaded for broadcast and YouTube.
- BVT Groundbreaking event was covered, edited into a short video, available on YouTube and broadcast.

**Octoberfest 2015**

- Staff shortage for Octoberfest, bad weather, some technical issues with audio, no tent, very minimal presence at Octoberfest 2015.
- Working with all batteries was nice, no cables on the ground. Audio suffered, suggestion *H2 Zoom (2x)* (attached)
- Videos are being edited for upload and broadcast.

**Equipment & Protocol**

- New iMac has been set up, running.
- New protocols for video conversions are underway.
- New flat screen monitor for broadcast rack installed.

**BVT SC**

- Aug, September, and October have been recorded, uploaded, Nov: Douglas, Dec: Millville
- What is our long term plan for this initiative? (Original Motion was only for two meetings).

| August FY16 |        |             |         |       |                |      |      |          |              |            |    |
|-------------|--------|-------------|---------|-------|----------------|------|------|----------|--------------|------------|----|
| Date        | Day    | Meeting     | Time    | Room  | Staff          | Paid | Canc | Wages    | Notes        |            |    |
| 8/3/2015    | MON    | ConCom      | 7:00 PM | COM   | Steve Z        | 0    | 0    | \$0.00   | they do      | MON        | 4  |
| 8/4/2015    | TUE    | Octoberfest | 7:00 PM | COM   | Sarah Guimond  | 1    | 0    | \$49.80  |              | TUE        | 9  |
| 8/4/2015    | TUE    | Sewer       | 7:00 PM | SEW   | Arthur Griffin | 1    | 1    | \$54.45  | Comm No Show | WED        | 4  |
| 8/5/2015    | WED    | SC          | 7:00 PM | DHS   | Scott V        | 0    | 0    | \$0.00   |              | THU        | 3  |
| 8/5/2015    | WED    | ZBA         | 7:00 PM | COM   | Kay Bowen      | 1    | 0    | \$49.80  |              | FRI        | 0  |
| 8/10/2015   | MON    | St Budget   | 5:30 PM | RES   | Sarah Guimond  | 1    | 0    | \$49.80  |              | 9am-12noon | 0  |
| 8/11/2015   | TUE    | BOS         | 7:00 PM | RES   | Sarah Guimond  | 1    | 0    | \$49.80  |              | 12noon-6pm | 4  |
| 8/11/2015   | TUE    | PB          | 7:00 PM | COM   | PAT            | 0    | 0    | \$0.00   |              | 7:00 PM    | 16 |
| 8/11/2015   | TUE    | Sewer       | 7:00 PM | SEW   | Arthur Griffin | 1    | 0    | \$54.45  |              | COM        | 10 |
| 8/11/2015   | TUE    | Cemetery    | 7:00 PM | KIT   | Kay Bowen      | 1    | 0    | \$49.80  |              | RES        | 3  |
| 8/13/2015   | THU    | OGSDC       | 7:00 PM | COM   | Kay Bowen      | 1    | 1    | \$49.80  | Comm No Show | MISC       | 7  |
| 8/17/2015   | MON    | ConCom      | 7:00 PM | COM   | Steve Z        | 0    | 0    | \$0.00   |              | Recorded   | 17 |
| 8/18/2015   | TUE    | Octoberfest | 7:00 PM | COM   | Sarah Guimond  | 1    | 0    | \$49.80  |              | Not R/Paid | 2  |
| 8/19/2015   | WED    | Building    | 7:00 PM | COM   | Arthur Griffin | 1    | 0    | \$54.45  |              | Don't Do   | 3  |
| 8/19/2015   | WED    | SC          | 7:00 PM | DHS   | Scott V        | 0    | 0    | \$0.00   |              | Cancelled  | 3  |
| 8/20/2015   | THU    | SBC         | 7:00 PM | RES   | Kay Bowen      | 0    | 1    | \$0.00   | LNC          | MEETINGS   | 21 |
| 8/20/2015   | THU    | BVT SC      | 6:00 PM | BVT   | Pat Aldrich    | 0    | 0    | \$0.00   |              |            |    |
| 8/25/2015   | TUE    | Personnel   | 2:30 PM | COM   | Sarah Guimond  | 1    | 0    | \$49.80  |              |            |    |
| 8/25/2015   | TUE    | Library     | 7:00 PM | COM   | Kay Bowen      | 1    | 0    | \$49.80  |              |            |    |
| 8/31/2015   | MON    | BOH         | 6:00 PM | BOH   | Sarah Guimond  | 1    | 0    | \$49.80  |              |            |    |
| Public      | Event  |             |         |       |                |      |      |          |              |            |    |
| 8/1/2015    | Saturd | Concert     | 1:00 PM | Gazeb | Sarah Guimond  | 1    | 0    | \$49.80  |              |            |    |
|             |        |             |         |       | Totals         | 14   | 3    | \$711.15 |              |            |    |

| Sept 15   |     |               |         |      |                |      |      |            |           |              |
|-----------|-----|---------------|---------|------|----------------|------|------|------------|-----------|--------------|
| Date      | Day | Meeting       | Time    | Room | Staff          | Paid | Canc | Wages      | Notes     |              |
| 9/1/2015  | TUE | Octoberfest   | 7:00 PM | COM  | Sarah Guimond  | 1    | 0    | \$49.80    |           | MON 4        |
| 9/1/2015  | TUE | StBudget      | 7:00 PM | RES  | Arthur Griffin | 1    | 0    | \$54.45    |           | TUE 16       |
| 9/1/2015  | TUE | Sewer         | 7:00 PM | SEW  | Cancelled      | 0    | 1    | \$0.00     | Cancelled | WED 7        |
| 9/2/2015  | WED | SC            | 7:00 PM | DHS  | Scott V        | 0    | 0    | \$0.00     | They Do   | THU 1        |
| 9/2/2015  | WED | ZBA           | 7:00 PM | COM  | Kay Bowen      | 1    | 0    | \$49.80    |           | FRI 0        |
| 9/8/2015  | TUE | BOS           | 7:00 PM | RES  | Sarah Guimond  | 1    | 0    | \$49.80    |           | 9am-12noon 0 |
| 9/8/2015  | TUE | Octoberfest   | 7:00 PM | KIT  | Arthur Griffin | 1    | 0    | \$54.45    |           | 12noon-6pm 3 |
| 9/8/2015  | TUE | PB            | 7:00 PM | COM  | Angie Coe      | 1    | 0    | \$54.45    |           | 7:00 PM 25   |
| 9/9/2015  | WED | Sewer         | 7:00 PM | SEW  | Sarah Guimond  | 1    | 0    | \$49.80    |           | COM 12       |
| 9/10/2015 | THU | OGSDC         | 7:00 PM | COM  | Kay Bowen      | 1    | 1    | \$49.80    |           | RES 6        |
| 9/14/2015 | MON | COA           | 6:15 AM | SR   | Pat Aldrich    | 0    | 0    | \$0.00     |           | MISC 10      |
| 9/14/2015 | MON | EDC           | 7:00 PM | RES  | Sarah Guimond  | 1    | 0    | \$49.80    |           | Recorded 24  |
| 9/15/2015 | TUE | FinCom/StBudg | 7:00 PM | RES  | Pat Aldrich    | 0    | 0    | \$0.00     |           | Not R/Paid 2 |
| 9/15/2015 | TUE | Octoberfest   | 7:00 PM | COM  | Sarah Guimond  | 1    | 0    | \$49.80    |           | Don't Do 3   |
| 9/16/2015 | WED | SC            | 7:00 PM | DHS  | Scott V        | 0    | 0    | \$0.00     | They Do   | Cancelled 4  |
| 9/16/2015 | WED | Building      | 7:00 PM | COM  | Angie Coe      | 0    | 1    | \$0.00     | LNC       | MEETINGS 27  |
| 9/21/2015 | MON | ConCom        | 7:00 PM | COM  | Steve Zisk     | 0    | 0    | \$0.00     | They Do   |              |
| 9/22/2015 | TUE | Personnel     | 2:30 PM | COM  | Sarah Guimond  | 1    | 0    | \$49.80    |           |              |
| 9/22/2015 | TUE | BOS           | 7:00 PM | RES  | Sarah Guimond  | 1    | 0    | \$49.80    |           |              |
| 9/22/2015 | TUE | Library       | 7:00 PM | KIT  | Tess Werme     | 1    | 0    | \$54.45    |           |              |
| 9/22/2015 | TUE | Octoberfest   | 7:00 PM | MEN  | Pat Aldrich    | 0    | 0    | \$0.00     |           |              |
| 9/22/2015 | TUE | PB            | 7:00 PM | COM  | Angie Coe      | 1    | 0    | \$54.45    |           |              |
| 9/23/2015 | WED | Building      | 7:00 PM | COM  | Sarah Guimond  | 1    | 1    | \$49.80    |           |              |
| 9/28/2015 | MON | BOH           | 6:00 PM | BOH  | Sarah Guimond  | 1    | 0    | \$49.80    |           |              |
| 9/29/2015 | TUE | Cemetery      | 7:00 PM | RES  | Tess Werme     | 1    | 0    | \$54.45    |           |              |
| 9/29/2015 | TUE | Octoberfest   | 7:00 PM | COM  | Arthur Griffin | 1    | 0    | \$54.45    |           |              |
| 9/29/2015 | TUE | StBudget      | 7:00 PM | DHS  | Sarah Guimond  | 1    | 0    | \$49.80    |           |              |
| 9/30/2015 | WED | Building      | 7:00 PM | COM  | Sarah Guimond  | 1    | 0    | \$49.80    |           |              |
|           |     |               |         |      |                | 20   | 4    | \$1,028.55 |           |              |

| Date       | Day | Meeting     | Time     | Room | Staff           | Paid | Canc | Wages    | Notes |            |    |
|------------|-----|-------------|----------|------|-----------------|------|------|----------|-------|------------|----|
| 10/5/2015  | MON | ConCom      | 7:00 PM  | COM  | Steve Zisk      | 0    | 1    | \$0.00   | LNC   | MON        | 6  |
| 10/5/2015  | MON | EDC         | 7:00 PM  | RES  | Angie Coe       | 0    | 1    | \$0.00   | LNC   | TUE        | 9  |
| 10/6/2015  | TUE | BOS         | 7:00 PM  | RES  | Sarah Guimond   | 0    | 1    | \$0.00   | LNC   | WED        | 5  |
| 10/6/2015  | TUE | Sewer       | 7:00 PM  | SEW  | Arthur Griffin  | 0    | 1    | \$0.00   | LNC   | THU        | 3  |
| 10/7/2015  | WED | SC          | 7:00 PM  | DHS  | Scott V         | 0    | 0    | \$0.00   |       | FRI        | 0  |
| 10/7/2015  | WED | ZBA         | 7:00 PM  | COM  | Sarah Guimond   | 1    | 0    | \$49.80  |       | 9am-12noon | 2  |
| 10/8/2015  | THU | OGSDC       | 7:00 PM  | COM  | Kay Bowen       | 0    | 1    | \$0.00   | LNC   | 12noon-6pm | 3  |
| 10/13/2015 | TUE | COA         | 5:45 AM  | SR   | Sarah Guimond   | 1    | 0    | \$49.80  |       | 7:00 PM    | 19 |
| 10/13/2015 | TUE | PB          | 7:00 PM  | COM  | Pat Aldrich     | 0    | 0    | \$0.00   |       | COM        | 11 |
| 10/13/2015 | TUE | StBudget    | 7:00 PM  | RES  | Arthur Griffin  | 1    | 0    | \$54.45  |       | RES        | 7  |
| 10/19/2015 | MON | ConCom      | 7:00 PM  | COM  | Steve Zisk      | 0    | 1    | \$0.00   |       | MISC       | 6  |
| 10/19/2015 | MON | Recreation  | 7:00 PM  | RES  | Sarah Guimond   | 1    | 0    | \$49.80  |       | Recorded   | 16 |
| 10/20/2015 | TUE | BOS         | 7:00 PM  | RES  | Sarah Guimond   | 1    | 0    | \$49.80  |       | Not R/Paid | 0  |
| 10/21/2015 | WED | SC          | 7:00 PM  | DHS  | Scott Vallemier | 0    | 0    | \$0.00   |       | Don't Do   | 0  |
| 10/21/2015 | WED | Building    | 7:00 PM  | COM  | Arthur Griffin  | 0    | 1    | \$0.00   | LNC   | Cancelled  | 8  |
| 10/22/2015 | THU | Cultural    | 7:00 PM  | COM  | Kay Bowen       | 1    | 0    | \$49.80  |       | MEETINGS   | 23 |
| 10/26/2015 | MON | BOH         | 6:00 PM  | BOH  | Tess Werme      | 1    | 0    | \$54.45  |       |            |    |
| 10/26/2015 | MON | FinCom      | 7:00 PM  | RES  | Sarah Guimond   | 1    | 0    | \$49.80  |       |            |    |
| 10/27/2015 | TUE | Personnel   | 2:30 PM  | COM  | Sarah Guimond   | 1    | 0    | \$49.80  |       |            |    |
| 10/27/2015 | TUE | Library     | 7:00 PM  | RES  | Arthur Griffin  | 1    | 0    | \$54.45  |       |            |    |
| 10/27/2015 | TUE | PB          | 7:00 PM  | COM  | Sarah Guimond   | 1    | 0    | \$49.80  |       |            |    |
| 10/28/2015 | WED | Building    | 7:00 PM  | COM  | Arthur Griffin  | 0    | 1    | \$0.00   | LNC   |            |    |
| 10/29/2015 | THU | Capital     | 10:00 AM | COM  | Sarah Guimond   | 1    | 0    | \$49.80  |       |            |    |
| 10/3/2015  | SAT | Octoberfest | 11:00 AM | DWTN | Sarah Guimond   | 1    | 0    | \$49.80  |       |            |    |
|            |     |             |          |      |                 | 13   | 8    | \$661.35 |       |            |    |



h2n zoom

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## Zoom H2n Handy Recorder

by Zoom

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| 80 answered questions

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**Product Description**

Zoom H2n Handy Recorder

**Product Details**Product Warranty: For warranty information about this product, please [click here \[PDF\]](#)**Product Dimensions:** 2.7 x 1.7 x 4.5 inches ; 4.6 ounces**Shipping Weight:** 1.2 pounds ([View shipping rates and policies](#))**Domestic Shipping:** Item can be shipped within U.S.**International Shipping:** This item can be shipped to select countries outside of the U.S. [Learn More](#)**Shipping Advisory:** This item must be shipped separately from other items in your order. Additional shipping charges will not apply.**ASIN:** B005CQ2ZY6**Item model number:** H2N**Batteries** 2 AA batteries required. (included)**Average Customer Review:** [\(241 customer reviews\)](#)**Amazon Best Sellers Rank:** #680 in Musical Instruments ([See Top 100 in Musical Instruments](#))#3 in [Musical Instruments](#) > [Recording Equipment](#) > [Portable Recorders](#)#693 in [Electronics](#) > [Accessories & Supplies](#) > [Home Audio Accessories](#)#1526 in [Electronics](#) > [Home Audio & Theater](#)Product Warranty: For warranty information about this product, please [click here \[PDF\]](#)**Date first available at Amazon.com:** July 14, 2011Would you like to [update product info](#), [give feedback on images](#), or [tell us about a lower price?](#)**From the Manufacturer**



## The Zoom H2n Handy Recorder

### Five microphones, four ways of recording

Zoom's H2n Handy Recorder is the only portable device to come with five built-in microphones and four different recording modes: X/Y, Mid-Side, 2-channel surround and 4-channel surround. The H2n can handle just about anything from live concert and rehearsal recording to location videography. It's also a great choice for generating lasting audio documents of important events like lectures, meetings, weddings, and parties.

- Five built-in microphones and four recording modes: Mid-Side (MS) stereo, X/Y stereo, and both 2-channel and 4-channel surround
- Records directly to SD and SDHC cards up to 32GB
- Supports up to 24-bit/96kHz WAV audio as well as a variety of MP3 formats
- Analog-type mic gain knob
- Onboard effects, including compression/limiting and low-cut filtering, plus chromatic tuner and metronome
- Auto Gain, Auto-record, and Pre-record features, plus Data Recovery function
- Requires just two AA alkaline or NiMH rechargeable battery, with up to 20 hours of battery life



### In the box

The H2n comes with everything you need to get started right away.

- 2GB SD card
- 2 x AA battery
- Steinberg WaveLab LE software
- Operation manual



### Convert and mix

The H2n allows you to easily convert WAV files to MP3 format, plus you can use its internal mixer to mix down four-channel surround files to stereo, with independent control over level and panning.



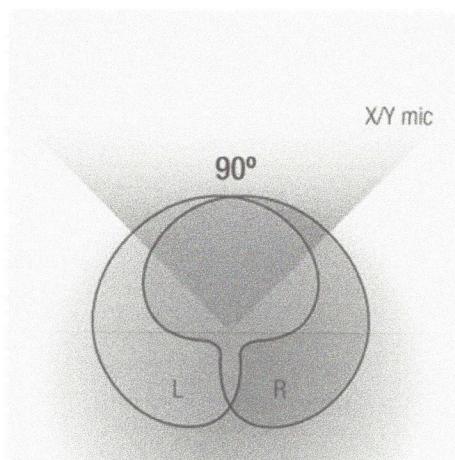
### Flexible inputs and outputs

The H2n offers a variety of inputs and outputs for flexibility in recording.

There's a Line In jack that can accept two channels of mic- and/or line-level signals (including microphones requiring plug-in power), as well as a stereo line out / headphone jack with a dedicated volume control. There's even a built-in speaker for fast monitoring without the need to make any connections.

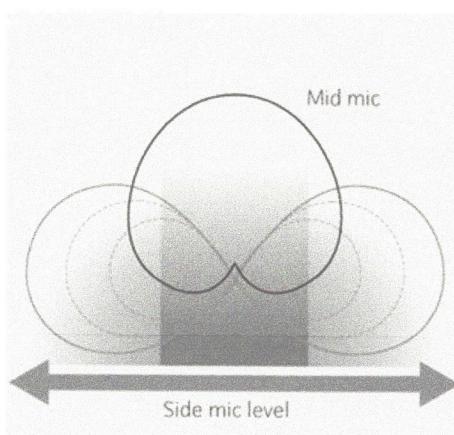
In addition, the H2n's USB port allows recorded files to be imported into computer editing software such as the supplied WaveLab LE. You can even use the H2n as a 2-in/2-out audio interface or as a USB microphone.

## H2n Microphone configurations



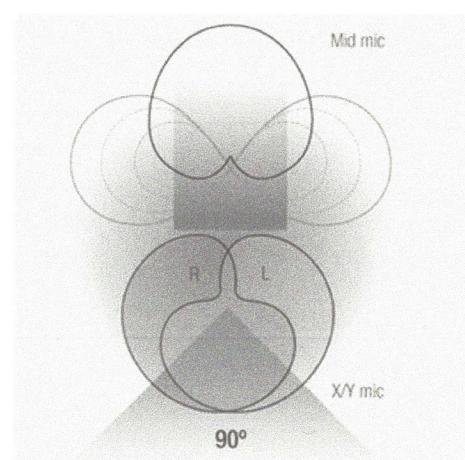
### X/Y

X/Y recording provides a great way to cover a wide area while still capturing sound sources in the center with clarity and definition. The H2n's built-in X/Y microphone provides two matched unidirectional mic elements set at a 90 degree angle relative to one another.



### Mid-Side

The 'Mid' microphone element in the H2n's MS mic picks up signal coming from directly in front, while the 'Side' mics capture the sounds coming from the left and right. You can then adjust the relative level of each, either during recording or during post-production, to alter the stereo width while still maintaining perfect mono compatibility.



### Surround

The H2n allows you to combine the signals from both the X/Y and MS microphones in order to create two- or four-channel surround sound recordings that capture everything you hear, not just those sounds coming from in front of you, but from all directions.



H2n

H1

|  |   |                                |
|--|---|--------------------------------|
| Recording modes  | Stereo X/Y, Stereo MS, 2-channel surround, 4-channel surround |                                |
| Provided microphone(s)   | X/Y, MS   | X/Y                            |
| Number of external inputs  | 2   | 2                              |
| Plug-in power (2.5 V)  | Y   | Y                              |
| Recording media  | SD/SDHC, up to 32 GB  | microSD/microSDHC, up to 32 GB |
| Auto-Record, Pre-Record, tuner, metronome, compression/limiting, variable playback pitch/speed | Y   | N                              |
| USB audio interface in/out   | 2/2   | 2/2                            |
| Battery life (Alkaline)  | 20 hours  | 10 hours                       |
| Weight   | 130 grams   | 60 grams                       |

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