

Douglas Cable Advisory Committee  
Douglas Municipal Center  
Agenda  
Monday January 11, 2016

1. **Call to order:**
2. **Committee Vacancy:**
3. **Financials:**
4. **Meeting Minutes:** 11/9/15
5. **Web Hosting Software:**
6. **Correspondence:**
7. **Cable Policy Review:**
8. **Coordinator's Report:**
9. **Equipment:**
10. **Other Business:** Open session for topics not reasonably anticipated 48 hours in advance of meeting.
11. **Next Meeting:** Scheduled for 2/8/16
12. **Adjourn:**

FOR 2016 04

	ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
-----						
695 CABLE ADVISORY COMMITTEE						
-----						
2836951 CABLE ADVISORY REVOLVING FUND						
-----						
2836951 48400 CABLE - MISCELLANEO	0	.00	-515.63	.00	515.63	100.0%
TOTAL CABLE ADVISORY REVOLVING	0	.00	-515.63	.00	515.63	100.0%
TOTAL CABLE ADVISORY COMMITTEE	0	.00	-515.63	.00	515.63	100.0%

FOR 2016 04

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
-----							
695 CABLE ADVISORY COMMITTEE							
-----							
2836951 CABLE ADVISORY REVOLVING FUND							
-----							
2836951 51110 F/T WAGES	0	.00	9,538.27	2,205.16	.00	-9,538.27	100.0%*
2836951 51200 P/T Wages	0	515.63	3,280.20	661.35	.00	-2,764.57	636.2%*
2836951 52400 REPAIRS AND MAINT AG	0	.00	424.08	338.62	.00	-424.08	100.0%*
2836951 53012 EMPLOYEE TRAIN SEM/C	0	.00	160.00	160.00	.00	-160.00	100.0%*
2836951 53401 POSTAGE	0	.00	53.49	.00	.00	-53.49	100.0%*
2836951 57100 IN-STATE TRAVEL	0	.00	21.68	.00	.00	-21.68	100.0%*
2836951 57150 TRAINING AND EDUCATI	0	.00	70.02	.00	.00	-70.02	100.0%*
2836951 57300 DUES AND MEMBERSHIPS	0	.00	250.00	250.00	.00	-250.00	100.0%*
2836951 58500 CABLE - ADDITIONAL E	0	.00	3,197.00	.00	.00	-3,197.00	100.0%*
TOTAL CABLE ADVISORY REVOLVING	0	515.63	16,994.74	3,615.13	.00	-16,479.11	3295.9%
TOTAL CABLE ADVISORY COMMITTEE	0	515.63	16,994.74	3,615.13	.00	-16,479.11	3295.9%

FOR 2016 05

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
695 CABLE ADVISORY COMMITTEE							
2836951 CABLE ADVISORY REVOLVING FUND							
2836951 51110 F/T WAGES	0	.00	11,743.43	2,205.16	.00	-11,743.43	100.0%*
2836951 51200 P/T Wages	0	515.63	4,005.30	725.10	.00	-3,489.67	776.8%*
2836951 52400 REPAIRS AND MAINT AG	0	.00	543.48	119.40	.00	-543.48	100.0%*
2836951 53012 EMPLOYEE TRAIN SEM/C	0	.00	160.00	.00	.00	-160.00	100.0%*
2836951 53401 POSTAGE	0	.00	53.49	.00	.00	-53.49	100.0%*
2836951 54200 OFFICE SUPPLIES	0	.00	122.30	122.30	.00	-122.30	100.0%*
2836951 55800 OTHER SUPPLIES	0	.00	66.98	66.98	.00	-66.98	100.0%*
2836951 57100 IN-STATE TRAVEL	0	.00	21.68	.00	.00	-21.68	100.0%*
2836951 57150 TRAINING AND EDUCATI	0	.00	70.02	.00	.00	-70.02	100.0%*
2836951 57300 DUES AND MEMBERSHIPS	0	.00	250.00	.00	.00	-250.00	100.0%*
2836951 58500 CABLE - ADDITIONAL E	0	.00	3,625.14	428.14	.00	-3,625.14	100.0%*
TOTAL CABLE ADVISORY REVOLVING	0	515.63	20,661.82	3,667.08	.00	-20,146.19	4007.1%
TOTAL CABLE ADVISORY COMMITTEE	0	515.63	20,661.82	3,667.08	.00	-20,146.19	4007.1%



01/07/2016 18:13 |Town of Douglas  
9824jlov |FY16 EXPENDITURE REPORT THRU 12/31/15

FOR 2016 06

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
-----							
695 CABLE ADVISORY COMMITTEE							
-----							
2836951 CABLE ADVISORY REVOLVING FUND							
-----							
2836951 51110 F/T WAGES	0	.00	13,948.59	2,205.16	.00	-13,948.59	100.0%*
2836951 51200 P/T Wages	0	515.63	4,571.70	566.40	.00	-4,056.07	886.6%*
2836951 52400 REPAIRS AND MAINT AG	0	.00	543.48	.00	.00	-543.48	100.0%*
2836951 53012 EMPLOYEE TRAIN SEM/C	0	.00	160.00	.00	.00	-160.00	100.0%*
2836951 53401 POSTAGE	0	.00	53.49	.00	.00	-53.49	100.0%*
2836951 54200 OFFICE SUPPLIES	0	.00	122.30	.00	.00	-122.30	100.0%*
2836951 55800 OTHER SUPPLIES	0	.00	66.98	.00	.00	-66.98	100.0%*
2836951 57100 IN-STATE TRAVEL	0	.00	32.52	10.84	.00	-32.52	100.0%*
2836951 57150 TRAINING AND EDUCATI	0	.00	191.82	121.80	.00	-191.82	100.0%*
2836951 57300 DUES AND MEMBERSHIPS	0	.00	250.00	.00	.00	-250.00	100.0%*
2836951 58500 CABLE - ADDITIONAL E	0	.00	3,625.14	.00	.00	-3,625.14	100.0%*
TOTAL CABLE ADVISORY REVOLVING	0	515.63	23,566.02	2,904.20	.00	-23,050.39	4570.3%
TOTAL CABLE ADVISORY COMMITTEE	0	515.63	23,566.02	2,904.20	.00	-23,050.39	4570.3%

**Douglas Cable Advisory Committee**

**Douglas Municipal Center**

**Meeting Minutes**

**Monday November 9, 2015**

Mitch Cohen called the meeting to order at 7:03pm

**Attendance:**

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

**Staff:** Pat Aldrich

1. **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.
2. **Financials:** *Report from Town Finance Director Attached.*
3. **Correspondence:** DPD bill was for an extra cable box. Division of Local Services letter about cable enterprise account which will force towns to adopt the State Law officially at Town Meeting, legal counsel is supportive. Charter channel lineup change and price adjustments. Town of Douglas full warrant for Town Meeting, article 11, named "MGL Ch. 44 section 53F3/4 - PEG Access and Cable Related Fund" is cable account change. Morris email about installation issues & Mitch's response, Charter will temporarily provide cable service until they can work out an install. Mitch draft press release "Douglas TV App" will be available on Apple TV App Store, press release will go on website and to local media.
4. **Meeting Minutes:** *Tom motioned to accept the minutes of 7/27/15 as presented, Bob 2nd, unanimous favor.*
5. **Cable Policy Review:** Held for next meeting, Pat will email out copies with notations previous to the next meeting.
6. **Coordinator's Report:** *Pat's Report Attached.*
7. **Other Business:** A few meetings recently in the Community room were almost lost. Pat solved the problem using a new digital conversion protocol and saved the meetings. A large TV in the Resource room was suggested for presentation purposes, Cable Committee is supportive, will contact an installer for an upcoming meeting, as well as checking with Mike Guzinski. Mike Guzinski is planning to go before a State appeals board regarding fire suppression code issues for the 2nd floor of the Municipal Center. If he can get a waiver, an article could be on next May town meeting warrant for renovation funding, and we could start building studio space there.
8. **Next Meeting:** 12/14/15
9. **Adjourn:** *Tom motioned to adjourn at 7:47pm, Bob 2nd, unanimous favor.*



## Selectmen's Office Town of Douglas

# MEMO

To: All Boards, Committees, and  
Department Heads

From: Michael Guzinski  
Town Administrator

Date: December 11, 2015

Re: Capital Project Forms

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Attached to this e-mail is a one page "Capital Acquisition or Improvement Request Form" to be used in preparing any capital request exceeding \$10,000. The form has been reviewed and approved by the Capital Improvement Committee. Please submit your completed forms to my office no later than Wednesday, January 6, 2016. This form is available as a word template and I strongly encourage you to submit your proposed projects by e-mail.

In completing these request forms, try to provide as much information as possible. More complete responses make it easier for the Capital Improvement Committee to understand and accurately rank the priority of your project. Projects presented with incomplete information may be returned for more information or ranked lower than they may merit with full explanations (see attached instructions).

**The Capital Committee is strongly encouraging all department heads to develop a capital plan which maps out all capital departmental needs at least five years into the future.** Please be aware that planning ahead will improve the ranking of your projects as it will illustrate a well thought out and developed capital plan for your department.

Please contact me if you have any questions in regards to this important matter.

## **Instructions**

**Project Title:** Choose a unique Project Title. If you have several identical projects scheduled for different years, make each Project Title slightly different and submit separate request forms.

**Project Cost:** The Town's Capital Improvement Plan includes only projects exceeding \$10,000 in cost.

**Department's Priority:** If your department has more than one proposed capital project, please indicate which ones are more important to you over the planning period —rank your projects in order of priority.

**Project Type:** Choose one of the four (4) project types – equipment, vehicle, land acquisition, or capital improvement. A capital improvement is generally a structural improvement to a building or town infrastructure, including renovation, repair, replacement, or new construction.

**Brief Description of Project:** This is more than the Project Title. Give a basic description, including such descriptors as function, size/capacity, model, and location if appropriate.

**Proposed Method or Source of Funding:** In general, funding for capital projects exceeding \$10,000 will be through the Capital Improvement Committee within the General Fund budget appropriation – not through individual departmental budgets. There are several exceptions, as follows: (a) projects financed with water/sewer enterprise funds, (b) projects funded with transfer station enterprise funds, (c) projects funded within the School Department budget, (d) vehicles or equipment leases which are funded within department budgets but which should also be submitted as projects to the Capital Improvement Committee, and (e) projects proposed for borrowing and/or debt or capital exclusions which should also be submitted as projects to the Capital Improvement Committee. If you know of a source of grant funding or other method/source of funding for which all or a portion of the project cost may be eligible, please indicate the source and potential level of funding.

**Deadlines:** If your project has a critical deadline either for implementation or funding, please indicate the target date(s) and explain how they relate to the planning for the project.



**Costs:** In preparing cost estimates, use present day cost values – do not include cost inflation factors for future year projects. If a project is expected to be completed over more than one fiscal year, use more than one fiscal year column only if more than one contract is expected. For example, if a design services contract and a construction contract are originated in different fiscal years, or if construction is to be phased and may involve separate contracts. The Capital Improvement Committee expects some cost detail and will be interested in how you developed your cost estimates. A well documented cost proposal is more likely to be recommended for funding than is a project with cost estimates submitted without supporting documentation. For Capital Improvement projects, there is an opportunity to provide more cost detail; for FY16 projects, you should have costs broken down to this level. For projects scheduled for latter years, you are not likely to have the full cost detail and you should provide at least the “Total Cost” line.

**Attachments:** Attach anything which will help the Capital Improvement Committee to better understand the project and represent the project to town meeting.

**Funding Impact:** Read the instructions on the form carefully. Projects rarely stand alone without making some operational impact. Think about it and try to quantify reasonably expected impacts.

**Public Safety Impact:** Please describe any public safety impact that the capital project will have on the community.

**Comments:** This is your opportunity to add detail, including arguments for funding, which may not be called for by the request form. You will have an opportunity to make your case personally at a meeting of the Capital Improvement Committee, but you should use this “Comments” section to also make your case.

**Original Request Year:** Please fill in this section to notify the Capital Improvement Committee as to the number of years that you have submitted the project.

# Capital Improvement Committee –Project Request Form

Department	Project Title	Year	Project Cost	Dept. Priority
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Requestor	<input type="text"/>			
Project Manager	<input type="text"/>		Submittal or Revision Date	<input type="text"/>
Description		Town Meeting Funds	<input type="text"/>	
		Debt Exclusion Funds	<input type="text"/>	
		Grant Funds	<input type="text"/>	
		Other Funds	<input type="text"/>	
		Useful Life	<input type="text"/>	
State/Federal Deadlines/Requirements	<input type="text"/>			
Related documents	<input type="text"/>			
Funding impact	<input type="text"/>			
Public Safety Impact	<input type="text"/>			
Original Request Year	<input type="text"/>			
Comments	<input type="text"/>			
Capital Improvement Committee				
Ranking	<input type="text"/>			<input type="text"/>
Comments	<input type="text"/>			
Current status	<input type="text"/>			

## Capital Improvement Committee –Project Request Form

Department	Project Title	Year	Project Cost	Dept. Priority
Cable	Studio equipment	FY17	\$50,000	2
Requestor	Cable Committee			
Project Manager	Cable Coordinator/Committee		Submittal or Revision Date	1/2016
Description		Town Meeting Funds	0	
Equipment and materials for studio build-out, most likely to be on the second floor of the Municipal Center once renovations are complete. Equipment will include digital recording, lighting, and related equipment, plus furniture, acoustic curtains, and other items, and some installation costs.		Debt Exclusion Funds	0	
		Grant Funds	\$50,000	
		Other Funds	0	
		Useful Life	10	
State/Federal Deadlines/Requirements				
Related documents				
Funding impact	None			
Public Safety Impact	None			
Original Request Year	FY14			
Comments	Funding has already been received for this project through the Town's license agreement with Charter Communications.			
Capital Improvement Committee				
Ranking				
Comments				
Current status				

## Capital Improvement Committee –Project Request Form

Department	Project Title	Year	Project Cost	Dept. Priority
Cable	Playback equipment	FY17	\$45,000	1
Requestor	Cable Committee			
Project Manager	Cable Coordinator/Committee		Submittal or Revision Date	1/2016
Description		Town Meeting Funds	0	
Playback equipment, to replace existing playback equipment purchased in 2005. This equipment provides all video playback for the Town's Public and Government channels. Existing equipment is outdated and difficult to manage. The Cable Committee is currently meeting with potential vendors, with one quote attached.		Debt Exclusion Funds	0	
		Grant Funds	\$45,000	
		Other Funds	0	
		Useful Life	10	
State/Federal Deadlines/Requirements				
Related documents	Quote – TelVue			
Funding impact	None			
Public Safety Impact	Likely to include Public Safety "emergency" message capability			
Original Request Year	FY14			
Comments	Funding has already been received for this project through the Town's license agreement with Charter Communications.			
Capital Improvement Committee				
Ranking				
Comments				
Current status				





# COMMONWEALTH OF MASSACHUSETTS

## Department of Telecommunications and Cable

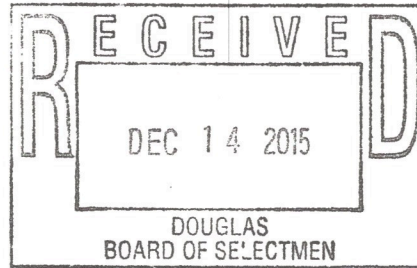
1000 Washington Street, Suite 820, Boston, MA 02118

(617) 305-3580

[www.mass.gov/dtc](http://www.mass.gov/dtc)

CHARLES D. BAKER  
GOVERNOR

KARYN E. POLITO  
LIEUTENANT GOVERNOR



cc: cable

JAY ASH  
SECRETARY OF HOUSING AND  
ECONOMIC DEVELOPMENT

JOHN C. CHAPMAN  
UNDERSECRETARY

KAREN CHARLES PETERSON  
COMMISSIONER

December 8, 2015

RE: Cable Rate Regulation

Dear Issuing Authority:

The Federal Communications Commission ("FCC") recently adopted an Order affecting the regulation of basic service tier cable rates in Massachusetts communities.<sup>1</sup> Specifically, the FCC reversed the longstanding presumption that cable companies are not subject to effective competition, creating instead a rebuttable presumption that cable companies *are* subject to effective competition.<sup>2</sup> When a cable company is deemed subject to effective competition in a community, basic service tier cable rates in that community are no longer subject to rate regulation.

Under the new FCC rule, a franchising authority that wishes to retain its cable rate regulation authority must file a new certification ("FCC Form 328") with an attachment rebutting the presumption of effective competition by December 8, 2015. The Department of Telecommunications and Cable ("Department") is the certified franchising authority for regulating basic service tier rates and associated equipment costs in Massachusetts communities. As such, the Department has filed the attached FCC Form 328 for communities for which sufficient data exist to rebut the presumption of effective competition. The Department's attachment to the FCC Form 328 can be viewed here: <http://apps.fcc.gov/ecfs/proceeding/view?name=INBOX-76.910>.

If you have any questions regarding this filing, please feel free to contact the Department.

Sincerely,

*Sara Clark*

Sara Clark  
Secretary of the Department  
1000 Washington Street, Suite 820  
Boston, MA 02118-6500  
(617) 305-3580

<sup>1</sup> The FCC's Order can be found here: [https://apps.fcc.gov/edocs\\_public/attachmatch/FCC-15-62A1.pdf](https://apps.fcc.gov/edocs_public/attachmatch/FCC-15-62A1.pdf).  
<sup>2</sup> More information on effective competition can be found on the Department's website: <http://www.mass.gov/ocabr/government/oca-agencies/dtc-lp/competition-division/cable-tv-division/statistics-and-general-info/effective-competition.html>.



Better businesses. Smarter consumers.



For FCC Use Only

FCC 328

**CERTIFICATION OF FRANCHISING AUTHORITY TO REGULATE BASIC CABLE SERVICE  
RATES AND INITIAL FINDING OF LACK OF EFFECTIVE COMPETITION**

1. Name of Franchising Authority <b>MA Dep't of Telecommunications and Cable</b>		
Mailing Address <b>1000 Washington Street, Suite 820</b>		
City <b>Boston</b>	State <b>MA</b>	ZIP Code <b>02118-6500</b>
Telephone No. (include area code): <b>(617) 305-3580</b>		
Person to contact with respect to this form: <b>Sean Carroll</b>		

- 2a. Name(s) and address(es) of cable system(s) and associated FCC Community unit identifier(s) within your jurisdiction. (Attach additional sheets if necessary)

Cable System's Name <b>See Attachment 1</b>		
Mailing Address		
City	State	ZIP Code
Cable System's FCC Community Unit Identifier:		
Cable System's Name		
Mailing Address		
City	State	ZIP Code
Cable System's FCC Community Unit Identifier:		

- 2b. Name(s) of system(s) and associated community unit identifier(s) you claim are subject to regulation and with respect to which you are filing this certification. (Attach additional sheets if necessary.)

Name of System <b>See Attachment 2</b>
Name of System

- 2c. Have you served a copy of this form on ☒ Yes ☐ No all parties listed in Item 2?

3. Will your franchising authority adopt (within 120 days of certification) and administer regulations with respect to basic cable service that are consistent with the regulations adopted by the FCC pursuant to 47 U.S.C Section 543(b)? ☒ Yes ☐ No

4. With respect to the franchising authority's regulations referred to in question 3,

a. Does your franchising authority have the legal authority to adopt them? ☒ Yes ☐ No

b. Does your franchising authority have the personnel to administer them? ☒ Yes ☐ No

5. Do the procedural laws and regulations applicable to rate regulation proceedings by your franchising authority provide a reasonable opportunity for consideration of the views of interested parties? ☒ Yes ☐ No

- 6a. The Commission presumes that the cable system(s) listed in 2b is (are) subject to competing provider effective competition. Based on definition (b) below, do you have reason to believe that this presumption is incorrect? If so, you must provide an attachment containing evidence adequate to satisfy your burden of rebutting the presumption with specific evidence. ☒ Yes ☐ No

- 6b. The Commission presumes that the cable system(s) listed in 2b is (are) not subject to any other type of effective competition. Based on definitions (a), (c), and (d) below, do you have reason to believe that this presumption is correct? ☒ Yes ☐ No

(Effective competition means that (a) fewer than 30 percent of the households in the franchise area subscribe to the cable service of a cable system; (b) the franchise area is (i) served by at least two unaffiliated multichannel video programming distributors each of which offers comparable video programming to at least 50 percent of the households in the franchise area, and (ii) the number of households subscribing to programming services offered by multichannel video programming distributors other than the largest multichannel video programming distributors exceeds 15 percent of the households in the franchise area; (c) a multichannel video programming distributor operated by the franchising authority for that franchise area offers video programming to at least 50 percent of the households in the franchise area; or (d) a local exchange carrier or its affiliate (or any multichannel video programming distributor using the facilities of such carrier or its affiliate) offers video programming services directly to subscribers by any means (other than direct-to-home satellite services) in the franchise area of an unaffiliated cable operator which is providing cable service in that franchise area, but only if the video programming services so offered in that area are comparable to the video programming services provided by the unaffiliated cable operator in that area. 47 C.F.R. § 76.905.)

Signature
Title
Counsel
Date
12/8/15

**WILLFUL FALSE STATEMENTS MADE ON THIS FORM  
ARE PUNISHABLE BY FINE AND / OR IMPRISONMENT  
(U.S. CODE TITLE 18, SECTION 1001).**

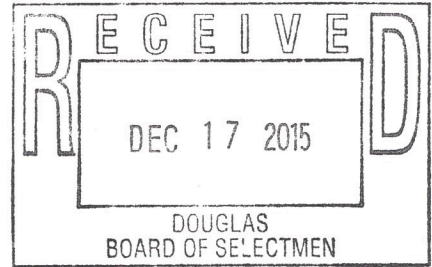
Return the original and one copy of this certification form (as indicated in the Instructions for FCC 328), along with any attachments, to:

Federal Communications Commission  
Attn: Media Bureau, Policy Division  
FCC Form 328 Cable Franchising Authority Certification  
445 12th Street, SW  
Washington, DC 20554





**Via Certified Mail**  
**Return Receipt Requested**



cc: cable

December 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 December 15, 2015:

- *Effective on February 15, 2016 pricing will be adjusted for the Change of Service Computerized Fee from \$2.99 to \$4.99.*

Charter continues to provide significant product enhancements, including adding new HD channels at no additional cost, and providing more than 10,000 On Demand choices, more than 1,500 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.

Charter remains 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 these changes, 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  
Charter Communications

From: **Charles Paige** cpaige@telvue.com  
Subject: TelVue  
Date: December 16, 2015 at 2:42 PM  
To: cable@douglasma.org



Pat

Chris and I want to thank you for allowing us to present TelVue's suite of products, services and applications to you, and your board.

Attached is a brief description of all of the items listed in the preliminary quote along with detail one sheets for each of the products. One sheets can be found here <https://www.dropbox.com/sh/5vzbz8kf3jf1q93d/AADKDxpCad2CgKGr3Fgztb3sa?dl=0>

In addition to the basic 2 channel HD playback system, we've included some options that can be added to the quote, or added to the system at any time.

**Option---1 CloudCast VOD \$2410**

**CloudCast** is our internet-based streaming video/VOD (mp4) service which requires no additional hardware, nor does it use your local bandwidth, and can be linked off your website. Most importantly, you can brand the site as yours and you own all the content you upload to the 'cloud', unlike popular social networking sites (YouTube, Facebook.) Here are some examples of TelVue clients...  
<http://cloudcast.telvue.com/pegvtv>

**Option---2 InfoVue Digital Signage \$2780.90 (minus an encoder)**

**InfoVue** is TelVue's state-of-the-art, digital signage solution and message board system that easily helps you provide valuable local information services to your viewers. InfoVue supports streamlined delivery of local community news and information, weather and traffic, along with up to the minute RSS feeds and program schedules. Check out our website <http://www.telvue.com/products/infovue/>

(The net expenditure would be \$2780.90 because the InfoVue has an IP output and would not require an encoder, needed for other signage solutions.)

**Option---3 School Channel Addition \$6290**

This would be an additional ProVue, ProVue Graphics and a Teradek encoder to get the live video signal from the high school to the server. The school programmers would be able to upload content remotely as well as manage the program schedule over the internet.

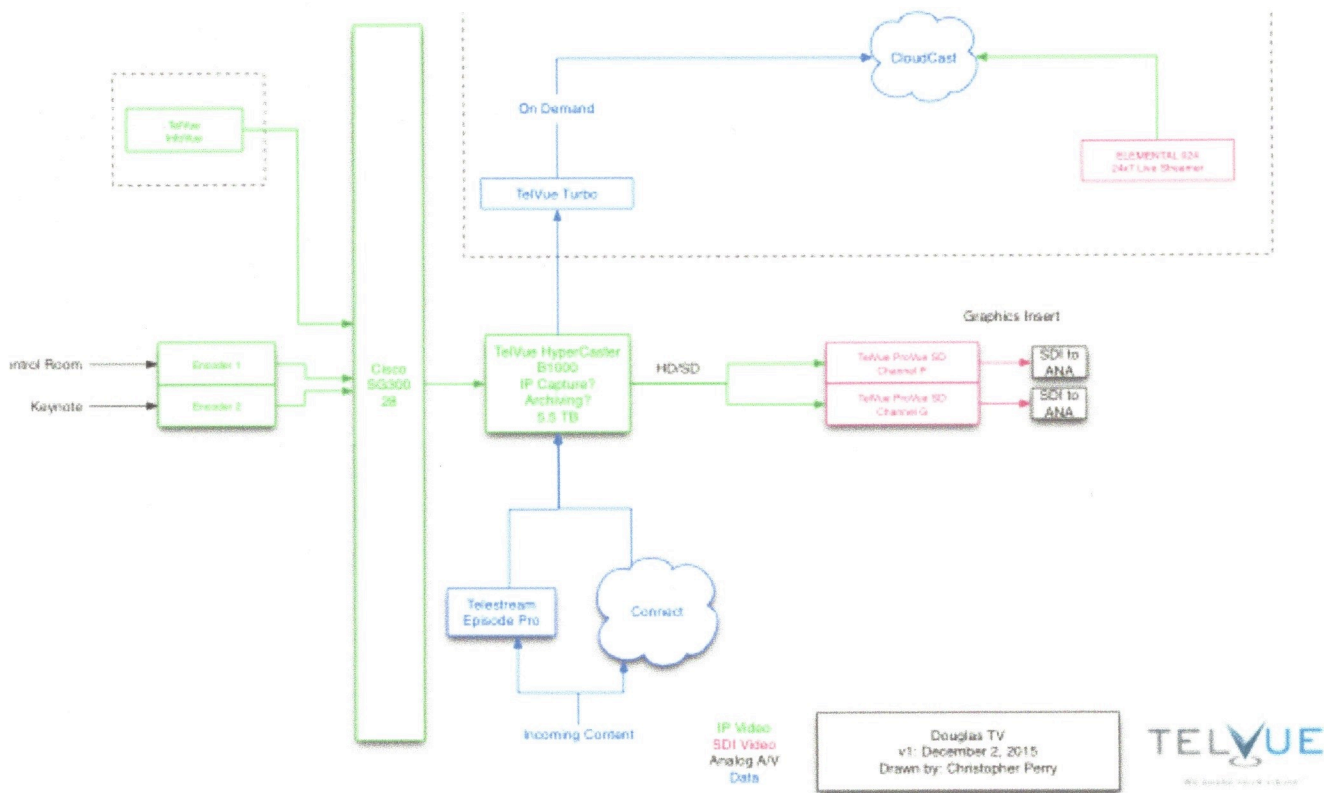
Please call me when you've had a chance to go over the quote and we can discuss each line item, and the options.

All the best,

Charley

--  
Charles Paige  
Regional Sales Representative  
267.259.2951 (Direct)  
800.885.8886, ex. 122 (Toll Free)  
7 Davis Road  
Hudson, MA 01749





TelVue System Overview  
-Douglas, MA.doc



Douglas HD  
Upgrade+O...-15-15.pdf



The TelVue Advantage  
v2.pdf

**TelVue Quotation - Confidential**

Created Date	12/16/2015
Quote Number	Q-012071
Account Name	Douglas Cable Access
Name	Pat Aldrich
Title	Cable Coordinator
Phone	(508) 476-4000 x122
Email	cable@douglasma.org



***Quote Terms Expire 30 Days from Issue Date***

**TelVue Contact Information**

Prepared By	Charles Paige
Email	cpaige@telvue.com
Phone	(800) 885-8886
Fax	(856) 866-7411

**< USE FAX No. TO SUBMIT SIGNED QUOTE**

**Customer Address Information**

Account Name	Douglas Cable Access	Ship To Name	Douglas Cable Access
Billing Address	29 Depot St Douglas, MA 01516		

Special Terms	20% Government discount applied to all TelVue products
	First year of Connect is FREE--annual fee \$2000
	First year of CloudCast is FREE with purchase of Turbo--annual fee \$2400
	First year of TelVue Care is FREE--4 additional years included with discount for purchasing with the equipment

The following page contains a quote for TelVue products and services.

Prior to signing the quote in indication of your acceptance as a purchase order, please confirm the billing contact information and shipping information above.

If you have any questions please contact your Telvue contact (identified above).

Product	TC Elig	Line Item Description	List Price	Quantities	Discount	Sales Price	Unit Net Price	Ext Net Price
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Company Name TelVue

HyperCaster B1000-IPTV	Yes	IP Video Server (1RU), 1 x 120 GB SSD For Linux OS, 4 x 2TB HD RAID5 For Media, 4 x GigE, CBR or VBR MPEG-2 TS, 4 x IP Channels enabled (20 Max), IP StreamThru, Redundant PS, ATSC & CableLabs SD&HD, Media Storage: 5.5TB	\$16,950.00	1	20.00%	\$16,950.00	\$13,560.00	\$13,560.00
HyperCaster IP Capture	Yes	IP Capture Option - Capture an HD / SD MPEG-2 TS on schedule and store as a file. The captured file can be played out locally or transferred to another device.	\$1,500.00	1	20.00%	\$1,500.00	\$1,200.00	\$1,200.00
HyperCaster Channel - H264	Yes	Option - Add H.264 Support To HyperCaster Series, All Channels On HyperCaster MUST Be Upgraded To H.264 At The Same Time	\$500.00	1	100.00%	\$500.00	\$0.00	\$0.00
HyperCaster Archiving	Yes	HyperCaster Archiving Module enables integration with any standard NAS running SMB or FTP for advanced archiving workflow. This extends the HyperCaster content management to content on networked Archive Servers including metadata, thumbnails, search, & au	\$2,000.00	1	20.00%	\$2,000.00	\$1,600.00	\$1,600.00
A140M	No	Amino A140 MPEG-2 and MPEG-4 HD IP-set-top Box with Remote Control./TPCL	\$299.00	1	10.00%	\$299.00	\$269.10	\$269.10
Black Magic - MINI-SDI-TO-ANALOG	No	Black Magic SDI to Analog Mini-Converter/TPCL	\$295.00	2	10.00%	\$295.00	\$265.50	\$531.00
SG300-28	No	Cisco SG300-28 28-Port Gigabit Managed Switch/TPCL	\$699.99	1	10.00%	\$699.99	\$629.99	\$629.99
PEG-NE24-IP-C	No	Drake MPEG2/H.264 Encoder with SDI and Composite Video/Analog Audio inputs. Shipped with a gigabit copper SFP.	\$2,199.00	3	10.00%	\$2,199.00	\$1,979.10	\$5,937.30
PEG-RK-KIT	No	Drake PEG-RK-KIT for NE-24 series of encoders. Includes rack panel for 3 encoders, triple power supply, and power supply mounting bracket.	\$239.00	1	10.00%	\$239.00	\$215.10	\$215.10
Episode Pro 6 - Mac	No	Episode is a multi-format encoding application for Mac that encodes video to all major Web, DVD authoring, mobile, portable device formats, and pro formats (MXF, GXF, IMX, MPEG-2/-4 TS). If using for HyperCaster, then Episode Pro Audio is Required /TPCL	\$1,195.00	1	10.00%	\$1,195.00	\$1,075.50	\$1,075.50
ProVue HD - Digital	Yes	Professional IP Decoder, 1 RU, Dual GigE Interfaces, Integrated MPEG-2 and H.264 NTSC (PAL) Output Channel, HD/SD on HD-SDI.	\$3,950.00	2	20.00%	\$3,950.00	\$3,160.00	\$6,320.00
ProVue Graphics - Basic	Yes	Optional Basic Graphics for ProVue 1RU or HyperCaster ProVue Inside - Adjustable On-Screen Text Crawl and Logo Insertion	\$1,000.00	2	20.00%	\$1,000.00	\$800.00	\$1,600.00



Connect - Start Up	No	Hosted Video Contribution Service - One-time Account Set-up/TPCL	\$1,000.00	1	100.00%	\$1,000.00	\$0.00	\$0.00
Connect - Organization Account	No	Hosted Video Contribution Service - Browser Based Content Uploading with MetaData, Transcoding to SD MPEG-2 PS (50GB per month included), One Broadcast Channel with Advanced Channel Scheduling, 10 User Licenses (seats), Annual License/TPCL	\$3,000.00	1	100.00%	\$3,000.00	\$0.00	\$0.00
HyperCaster B1000-SHIP	No	Shipping Charge - B1000 Series /TPCL	\$75.00	1		\$75.00	\$75.00	\$75.00
ProVue Ship	No	ProVue Shipping /TPCL	\$50.00	2		\$50.00	\$50.00	\$100.00
MISC-SHIP	No	Shipping Charge - Miscellaneous/TPCL	\$0.00	1		\$150.00	\$150.00	\$150.00
MISC-CBL	No	Misc. Cables / Connectors / Parts	\$0.00	1		\$250.00	\$250.00	\$250.00
Installation and Training Services	No	Daily Installation Rate/TPCL	\$1,500.00	1		\$1,500.00	\$1,500.00	\$1,500.00
TELVUE CARE Through Year 5	No	TelVue Care warranties for 5 years TelVue hardware and provides on-going access to on-line software upgrades and basic application feature enhancements. A \$500 reactivation fee will apply to a lapsed TelVue Care warranty.\TPCL	\$0.00	1	20.00%	\$13,657.50	\$10,926.00	\$10,926.00
Trade-In Credit	No	Credit For Trade-in Equipment	\$0.00	1		(\$1,500.00)	(\$1,500.00)	(\$1,500.00)
CUSTOM-EQUIP	No	*****CloudCast VOD*** \$2410	\$0.00	1		\$0.00	\$0.00	\$0.00
CloudCast CMS	No	1st Yr FREE with Turbo-CloudCast CMS supports H.264 Live & VoD, includes CloudCast HTML5 player &100GBs of on-line storage. CloudCast VoD & Live bandwidth use is pooled & metered in terms of total GBs of delivered content. Includes 250 GB of monthly CDN.	\$3,000.00	0	100.00%	\$3,000.00	\$0.00	\$0.00
Turbo-T100	Yes	1 RU Turbo Workflow Accelerator, Quad Core Xeon CPU, 4 GB RAM, 1 x 500 GB Internal Hard Drive, Dual GigE Interfaces, Network Share Ready, Automatic FTP File Transfer	\$2,950.00	0	20.00%	\$2,950.00	\$2,360.00	\$0.00
Turbo-T100-SHIP	No	Shipping Charge - T100 Series/TPCL	\$50.00	1		\$50.00	\$50.00	\$50.00
CUSTOM-EQUIP	No	*****InfoVue digital Signal**** \$2780.90 (minus encoder)	\$0.00	1		\$0.00	\$0.00	\$0.00
InfoVue Pro	Yes	Professional InfoVue digital signage player. 1 Ru rack mount chassis, Core i7 3.2GHz, 4GB RAM, 120GB SSD storage, HDMI & IP output up to 1080p. Includes access to cloud-based InfoVue signage application for full design, management, and scheduling of one o	\$4,950.00	0	20.00%	\$4,950.00	\$3,960.00	\$0.00
InfoVue Ship	No	InfoVue Shipping /TPCL	\$50.00	1		\$50.00	\$50.00	\$50.00

InfoVue Stick - Preview	Yes	InfoVue Stick - Digital Signage preview player. HDMI output with up to 1080p output. WiFi access for content loading. For previewing only - not for production use.	\$195.00	1	100.00%	\$195.00	\$0.00	\$0.00
BARIX	No	BARIX Instreamer encodes analog audio sources in real time in a configurable format (MP3, PCM, G.711,G.722) and streams via TCP, UDP and Multicast RTP format to configurable destinations. For use with InfoVue HD.	\$379.00	1	10.00%	\$379.00	\$341.10	\$341.10
Trade-In Credit	No	InfoVue has IP output, does not require Drake encoder	\$0.00	1		(\$1,979.10)	(\$1,979.10)	(\$1,979.10)
Installation and Training Services	No	Daily Installation Rate/TPCL	\$1,500.00	0		\$750.00	\$750.00	\$0.00
CUSTOM-EQUIP	No	*****School Channel Addition--- \$6290	\$0.00	1		\$0.00	\$0.00	\$0.00
CUSTOM-3P EQUIP	No	Teradek Cube 105 is an HD video encoder for HD-SDI sources via Ethernet or a single 3G/4G LTE USB dongle to content delivery networks, comprehensive transport protocol support (RTP / RTSP / RTMP / MPEG-TS*)	\$0.00	0	10.00%	\$1,700.00	\$1,530.00	\$0.00
ProVue Graphics - Basic	Yes	Optional Basic Graphics for ProVue 1RU or HyperCaster ProVue Inside - Adjustable On-Screen Text Crawl and Logo Insertion	\$1,000.00	0	20.00%	\$1,000.00	\$800.00	\$0.00
ProVue HD - Digital	Yes	Professional IP Decoder, 1 RU, Dual GigE Interfaces, Integrated MPEG-2 and H.264 NTSC (PAL) Output Channel, HD/SD on HD-SDI.	\$3,950.00	0	20.00%	\$3,950.00	\$3,160.00	\$0.00
ProVue Ship	No	ProVue Shipping /TPCL	\$50.00	1		\$50.00	\$50.00	\$50.00
Installation and Training Services	No	Daily Installation Rate/TPCL	\$1,500.00	0		\$750.00	\$750.00	\$0.00

Quote Sub-total \$42,950.99

Additional Services

Fee \$0.00  
Services Extras \$0.00  
Sub-Total \$0.00  
Quote Total \$42,950.99

**Terms are net 30. A finance / late fee of 1% per month will be added to an unpaid balance each month thereafter. Purchases of equipment outside of the United States require advance payment or letter of credit.**

By Signing Below Customer Accepts Quote as Purchase Order on the above terms:

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Fax to TelVue at: 856-866-7411, or Email to: orders@telvue.com)

Noted Service Options

**TelVue Care is quoted as 15% of the value at sale of TelVue Care eligible equipment for year 2 coverage, declining (straight line) to 7.5% in the 5th year coverage if prepaid.**

\$0.00  
\$0.00  
\$0.00  
\$0.00

TelVue Terms & Conditions

The products ("Products") and services ("Services") provided by TelVue Corporation (TELVUE) to you ("Customer") are subject to the following terms and conditions ("Terms and Conditions"). By placing an order with TELVUE, Customer agrees to be bound by these Terms and Conditions. These Terms and Conditions shall apply to all quotations and offers made and accepted by TELVUE. Customer agrees that these Terms and Conditions may in some instances conflict with some of the terms and conditions affixed to the purchase order or procurement document issued by the Customer. In that case, the Terms and Conditions contained herein shall govern and acceptance of Customer's order is expressly conditioned upon Customer's acceptance of these Terms and Conditions whether the Customer accepts the Terms and Conditions by written acknowledgment, implication, or acceptance and payment of Products or Services purchased. TELVUE's failure to object to provisions contained in any communication from Customer to the contrary shall not be deemed a waiver of the provisions of these Terms and Conditions. TELVUE will use commercially reasonable efforts to ship Products to Customer's address listed on the TELVUE Quote Form, and to provide Services to Customer's authorized users in accordance with the scheduled date specified by TELVUE. Customer acknowledges and agrees that delivery schedules are subject to change. TELVUE will notify Customer of any anticipated delay of thirty (30) or more days in delivery of the Products or Services purchased. Products are delivered F.O.B. TELVUE shipping point. Customer shall pay all shipping charges, including without limitation, transportation charges and insurance premiums, and shall be responsible for all taxes, duties and other government assessments. Customer shall pay TELVUE for any product or service fee (collectively, "FEES") set forth on TELVUE's Quote Form. Payment shall be made in U.S. dollars in the U.S. where Customer has established credit, and the terms of payment will be "NET 30" -- thirty (30) days from invoice date unless otherwise indicated on the invoice. Any FEES not paid by Customer when due shall bear interest until paid at a rate of one and one-half percent (1.5%) per month (eighteen percent (18%) per annum), or the maximum rate permitted by law, whichever is less. Customer shall be responsible for the costs, including without limitation, attorneys' fees and court costs, incurred by TELVUE in connection with TELVUE's collection of any past-due FEES. Customer shall bear and be solely responsible for the payment of all taxes levied or assessed in connection with the Products and Services, if any, including without limitation, all sales, use, rental receipt, personal property, import and monthly or other taxes (but excluding taxes based solely upon TELVUE's income). In addition to any other remedy available to it, TELVUE may suspend or terminate the Services, in whole or in part, upon Customer's failure to timely pay the FEES without incurring any liability to Customer or others associated with Customer. All FEES paid and charges made prior to any termination as provided herein are nonrefundable. Termination of the Services shall not release Customer from any obligation to pay accrued charges on FEES. TELVUE may increase its FEES for any TELVUE-provided content and third-party software to the extent that its licensors raise their fees to TELVUE upon not less than thirty (30) days prior written notice to the Customer. If the increases exceed ten percent (10%) of the then current FEES, Customer may choose to delete the TELVUE-provided content or third-party software, as applicable. TELVUE reserves the right to begin charging Services FEES if the Services are not launched by Customer within one hundred twenty (120) days of the order date through no fault of TELVUE. Customer shall comply with all export laws and restrictions and regulations of the Department of Commerce or other United States or foreign agency or authority, and shall not export, or allow the export or re-export of the Products or any Confidential Information or any direct product thereof in violation of any such restrictions, laws or regulations,

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If any provision of these Terms and Conditions is held unenforceable by a court of competent jurisdiction, that provision shall be limited or eliminated to the minimum extent necessary so that the Terms and Conditions shall otherwise remain in full force and effect and enforceable. These Terms and Conditions shall be governed by and construed under the laws of the State of New Jersey and the United States without regard to the conflicts of laws provisions thereof and without regard to the United Nations Convention on Contracts for the International Sale of Goods. The parties agree that venue for any action of any kind shall be Burlington County, New Jersey. Any waiver or amendment to these Terms and Conditions shall be effective only if made in writing and signed by a representative of the respective parties, authorized to bind the parties. The prevailing party in any action to enforce these Terms and Conditions shall be entitled to recover costs and expenses, including, without limitation, attorneys' fees. Notices given under these Terms and Conditions shall be in writing and considered to be received upon the earlier of actual receipt or five (5) days after mailing if mailed postage prepaid by regular mail, or one (1) day after such notice is sent by major commercial rapid delivery courier or facsimile transmission. Any delay or failure by either party to exercise any right or remedy will not constitute a waiver of that party to thereafter enforce such rights

INFOVUE - Terms & Conditions: InfoVue is sold under additional terms and conditions which relate to various information services which it includes. These terms and conditions are contained on the TelVue web site. It is the responsibility of the Customer/User to review those terms and conditions and to ensure compliance with them. The terms and conditions for InfoVue can be found at:

<http://www.telvue.com/wp-content/uploads/InfoVue-End-User-Licensing-Terms-and-Conditions-2015-5-4.pdf>

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MT. LAUREL, NJ 08054

## **Product Overview for Douglas Cable TV**

12-4-15

As PEG facilities begin to shoot, edit and produce programming in HD, TelVue offers a comprehensive upgrade path. Recently, TelVue's Donna Liu presented a webinar on "**The Heart of IP**", showing how TelVue products and services can allow PEG stations to produce content in HD, distribute HD content to VOD, Live Streaming, mobile devices and on Roku while providing the cable headend with an SD signal, until they are ready for HD. The TelVue system is 'future proof' in being able to provide any kind of format for any kind of viewing device. Chris Perry also showed how the up-down-letter box-side pillar-postage stamp issue is handled. Not only can your viewers enjoy great HD content right away, but when your carrier decides to give you an HD channel, you'll be ready!

Please take a moment and check out the webinar... <http://vp.telvue.com/preview?id=YourTown&video=178671>

### **TelVue Products**

TelVue's award winning **HyperCaster B1000** provides IP origination for up to 10 independent HD broadcast channels or 20 SD channels. (The **Hypercaster B100** will serve 2 HD channels or 4 SD channels.) The server supports MPEG-2 Transport with MPEG-2 and optional H.264 video codecs in standard or high definition formats. The Cable Labs compliant IP origination capability of the server enables file-based workflows and all- digital outputs; eliminating costly, per channel real-time encoders while maintaining your content's original quality. Content is scheduled via a simple drag and drop interface. The server can publish a searchable program guide for your website or provide schedule data to 3rd party guide services. To find out more, click here: [TelVue Hypercaster](#).

The built in **IP Capture** module allows streaming content to be recorded directly to the server as it is being played out live for playback later.

A module for **Archiving** content to remote storage device is included.

**ProVue** Encoders convert the IP steam back to SDI, either HD or SD, for delivery to the cable company or for live streaming. The ProVue also formats the video for the appropriate output...SD or HD. The **Basic Graphics** package provides true downstream keying for bugs, logos, crawls, RSS feeds and lower thirds.

<http://www.telvue.com/2014/03/04/add-bugs-tickers-hypercaster/>

TelVue's new cloud-based file sharing/transcoding/content management service called **Connect**, a hosted solution that streamlines and simplifies workflow for



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WE SHARE YOUR VISION™

multiple contributors to a station or channels. Connect allows anyone with a valid User Name /Pass Word to upload a video file (any format-- .avi, .mov, mpeg, etc) to the 'cloud', where the file is transcoded and placed into your local TelVue server's playlist for scheduling. This application is great for producers who post their shows off site, for producers who bring in funky formats or acquiring video from multiple locations. Here's a webinar overview... <http://vp.telvue.com/player?height=300&id=YourTown&noplaylistskin=1&video=146090&width=400>

All hardware is covered under factory warranty for the first year of ownership. **TelVue Care**, extended product maintenance, for 24/7/365 email/phone tech support, bug fixes, hardware failure, unlimited phone training, all software upgrade releases (3 to 5 per year), etc., can be purchased for an additional 12-48 months and is calculated on a percentage of the total original purchase price: 15% (yr. 2 of ownership), 12.5% (yr. 3 of ownership), 10% (yr. 4 of ownership), 7.5% (yr. 5 of ownership.) Additional discounts can be applied at the time of major equipment purchase.

### **Non-TelVue Manufactured Products**

The **Drake PEG-NE24-IP-C Encoder** is a stand-alone MPEG-2 or H.264 digital video PEG Channel encoder with a single HD-SDI or composite video with left and right audio input and an IP-encapsulation output via a single SFP Ethernet port. A separate RJ45 10/100 Ethernet port is provided for control and monitoring. Video encoding is available in MPEG-2 or H.264.

**Amino A140** MPEG-2 and MPEG-4 High Definition IP-set-top Box for monitoring server HD playout

**SG300 series Cisco Managed Switch**-- 28-port 10/100/1000 + 4 combo Gigabit SFP, layer 3 switching, Layer 2 switching, DHCP support, VLAN support, IGMP snooping, Syslog support, DoS attack prevention, port mirroring, DiffServ support, Weighted Round Robin (WRR) queuing, Broadcast Storm Control, IPv6 support, Multicast Storm Control, Unicast Storm Control, firmware upgradable, STP support, RSTP support, MSTP support, TFTP support, ACL support, QoS, Jumbo Frames support, MLD snooping

### **VOD Option**



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**CloudCast** (formerly known as PEG.TV) is our internet-based streaming video/VOD (mp4) service which requires no additional hardware, nor does it use your local bandwidth, and can be linked off your website. Most importantly, you can brand the site as yours and you own all the content you upload to the 'cloud', unlike popular social networking sites (YouTube, Facebook.) We've added Banner Ad Management to the tools that can support this service, enabling customers to potentially pursue sponsorship opportunities for the portal. CloudCast is I-Device compatible, and our clients' players are provisioned on our Roku channel as well. Here are some examples of TelVue clients... <http://cloudcast.telvue.com/pegv>

**TelVue Turbo** is a powerful digital video transcoding appliance that rapidly converts broadcast format MPEG-2 files in to web-friendly H.264 files and transfers them directly to existing TelVue CloudCast accounts along with metadata and categories. The streamlined integration of the TelVue Turbo enables single click workflow benefits; accelerating the process of video transcoding and transferring files between the video server and TelVue CloudCast internet video on demand service.

### **Digital Signage Option**

**TelVue InfoVue** digital signage system -- Manage five types of media: Videos, Flash, Images, HTML, TV Tuner and Streaming Video, Live Data Feeds (RSS,XML), Templates, Tickers and Titling. Template and ticker designer is accessible for multiple users, each with their own rights, who can manage templates, designs and content from the web based interface on PC or Mac running IE9 or Safari or Firefox. The InfoVue has an integrated MPEG2 / H.264 encoder with IP output requiring not external encoder.

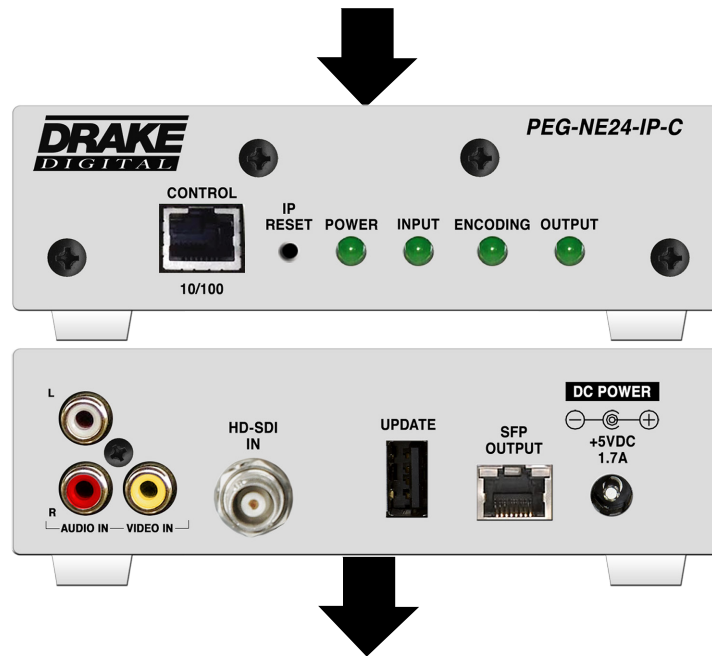


# PEG-NE24-IP-C

HD PEG Channel Encoder with HD-SDI or Composite Video, L+R Audio Input / IP Output

## 1 Source of MPEG-2/H.264 Content

*via HD-SDI or Composite Video with Left + Right Audio*



## 1 IP-Encapsulated Data Stream

*via Ethernet Cable (RJ45 Port)*

2014 Winner  
Multichannel  
**INNOVATOR**  
Awards

### PRODUCT DESCRIPTION

The Drake PEG-NE24-IP-C Encoder is a stand-alone MPEG-2 or H.264 digital video PEG Channel encoder with a single HD-SDI or composite video with left and right audio input and an IP-encapsulation output via a single SFP Ethernet port. A separate RJ45 10/100 Ethernet port is provided for control and monitoring. Video encoding is available in MPEG-2 or H.264 whereas PCM-embedded audio encoding can be encoded to either Dolby® Digital, MPEG1-Layer 2 stereo, or AAC stereo. The PEG encoder is capable of outputting resolutions of 480i, 720p, and 1080i. Powered by a separate 110V AC power unit, the PEG-NE24-IP-C is a small, modular, desktop model.

### FEATURES

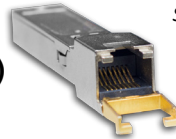
- MPEG-2 and/or MPEG-4 / H.264 video encoding
- Encodes a HD and SD stream of the same content in either MPEG-2 or MPEG-4 / H.264 formats
- Resolutions of 480i, 720p, or 1080i
- Dolby® Digital, AAC stereo audio, or MPEG1-Layer 2 stereo audio encoding from PCM-embedded audio source
- HD-SDI or composite video with L+R audio input
- IP output via SFP port (SFP optional-see back)
- Unicast and multicast capable
- Built-in watchdog timer with system reboot capability
- Field-upgradable firmware
- Configuration and shutdown control via HTTP server UI and programmable API
- Desktop model

Model	Item #	Description
PEG-NE24-IP-C	1002613	HD PEG Encoder with HD-SDI or Composite Video with Left + Right Audio and IP Output

# TECHNICAL DATA and SPECIFICATIONS

## PEG-NE24-IP-C HD PEG Encoder with HD-SDI or Composite Video with L/R Audio and IP Output Item # 1002613

INTERFACE		AUDIO OPTIONS	
VIDEO INPUTS:	SDI/HD-SDI BNC Type Input Connection Composite Video RCA Input Connector Closed Caption Support (embedded only)	ENCODER FORMAT:	Dolby® Digital or MPEG1-Layer 2
AUDIO INPUTS:	SDI/HD-SDI Embedded Audio Analog Audio (L, R) 2xRCA Input Connectors Supports Audio Gain Adjustment	OUTPUT BITRATE:	128-320 kbps
		Manufactured under license from Dolby Laboratories	
VIDEO OPTIONS		OUTPUT	
INPUT VIDEO MODES:	480i (640x480/720x480 @ 30FPS) 720p (1280x720 @ 60FPS) 1080i (1920x1080 @ 30FPS) AUTO-SCAN for Input Resolution	VIDEO OUTPUT:	SFP Port IP SPTS (SFP module is optional)
VIDEO FORMAT:	MPEG-2 OR H.264	PACKET FORMAT:	UDP SPTS (1xHD, 1xSD)
VIDEO ADJUSTMENTS:	BRIGHTNESS CONTRAST HUE SATURATION		
H.264 PROFILE SUPPORT:	BASELINE MAIN HIGH		
		PHYSICAL SPECIFICATIONS	
		TEMPERATURE RATING:	0 - 50° C Ambient
		FORM FACTOR:	Desktop Modulator
		DIMENSIONS:	Approximately 7.5” D X 1.15” H X 3.5” W
		WEIGHT:	1.15 lbs
		POWER REQUIREMENTS:	110 VAC/60 Hz or 220 VAC/50 Hz



Specifications, price, and availability are subject to change without notice or obligation.

### Optional SFP Plug-ins (1000 BT copper)

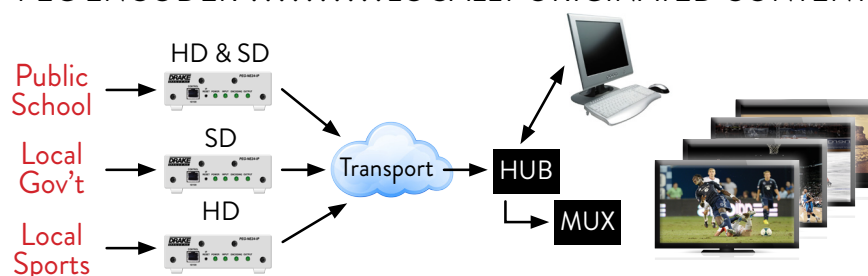
STOCK#	MODEL	DESCRIPTION
1002620	SFP-C-10/100/1000 TRANSCEIVER	10/100/1000BASE-T SFP, RJ-45, 100M, COPPER
1002621	SFP-MM-850-550M	1000BASE-SX SFP, 850NM, 550M, MMF, DDM
1002622	SFP-SMF-1310-10KM	1000BASE-LX SFP, 1310NM, 10KM, SMF, DDM
1002623	SFP-SMF-1550-80KM	1000BASE-ZX SFP, 1550NM, 80KM, SMF, DDM
1002624	SFP-SMF-CWDM-1470NM-80KM	1.25GBASE-CWDM-SFP, 1470NM, 80KM, SMF, DDM
1002625	SFP-SMF-CWDM-1490NM-80KM	1.25GBASE-CWDM-SFP, 1490NM, 80KM, SMF, DDM
1002626	SFP-SMF-CWDM-1510NM-80KM	1.25GBASE-CWDM-SFP, 1510NM, 80KM, SMF, DDM
1002627	SFP-SMF-CWDM-1530NM-80KM	1.25GBASE-CWDM-SFP, 1530NM, 80KM, SMF, DDM
1002628	SFP-SMF-CWDM-1550NM-80KM	1.25GBASE-CWDM-SFP, 1550NM, 80KM, SMF, DDM
1002629	SFP-SMF-CWDM-1570NM-80KM	1.25GBASE-CWDM-SFP, 1570NM, 80KM, SMF, DDM
1002630	SFP-SMF-CWDM-1590NM-80KM	1.25GBASE-CWDM-SFP, 1590NM, 80KM, SMF, DDM
1002631	SFP-SMF-CWDM-1610NM-80KM	1.25GBASE-CWDM-SFP, 1610NM, 80KM, SMF, DDM
1002632-XX	SFP-SMF-DWDM-CHXX-40KM	1.25GBASE-DWDM-SFP, CH. 20-59 ,40KM, SMF, DDM
1002633-XX	SFP-SMF-DWDM-CHXX-80KM	1.25GBASE-DWDM-SFP, CH. 20-59, 80KM, SMF, DDM

Last 2 numbers indicate channel number (20-59).

### Application Example:

### MULTI-POINT DISTRIBUTION

PEG ENCODER ..... LOCALLY ORIGINATED CONTENT



# B1000 HyperCaster®

## The IP Way To Broadcast™



Broadcast high-quality digital video TV channels with the **TelVue HyperCaster IP Broadcast Server**. Discover the benefits of a 100% digital workflow, from content ingest to output. IP video origination is efficient, flexible, user-friendly, and future-proof.

### APPLICATIONS

- Local Origination & Leased Access
- Digital CATV Origination
- Hyperlocal Programming
- Long-form Advertising Channels
- Black-out Management
- Program Substitution

### FEATURES

- Up To 20 SD or HD Channels in 1 RU
- IP StreamThru™ Switching
- PID Remapping
- Support for ATSC, CableLabs® Formats
- DVD, MPEG-2 PS, & H.264 Import
- Operate Remotely from any Web Browser
- Middleware Integration

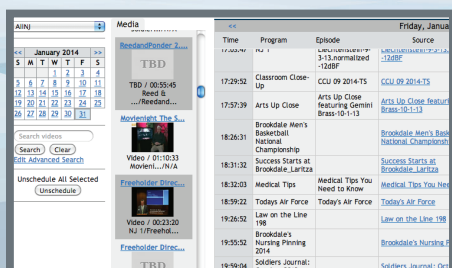
### OPTIONS

- H. 264 Support
- Traffic & Billing via CCMS
- Multi-IP Capture
- Time Shifting

### OPTIONAL PROVUE DECODER

- HD-SDI, HDMI, Composite or Component Out
- Integrated Graphics
- Up & Down Conversion

## HYPERCASTER



**Browser-based Scheduling & Content Management**

## + SEAMLESS INTEGRATION WITH PROVUE IP DECODER



**Optional Integrated Graphics for Channel Branding, Tickers & Snipes**



**Cropping Option for HD to SD Down-conversion**

# B1000 HyperCaster® Specifications

Engineered for simplicity and reliability, the TelVue B1000 HyperCaster® seamlessly integrates a powerful, compact hardware platform, Linux operating system, and proprietary real-time video processing and application software. Because it is IT-friendly and supports industry standard codecs and formats, the B1000 HyperCaster easily interfaces with popular third-party software and devices to automate your IP broadcast workflow from scheduling, traffic, and billing through content ingest, management, and play-out.

## Video Payout

Output	MPEG-2 or H.264 TS over IP (Gigabit Ethernet)
Optional	ProVue decoder integration
Channels	Option to Expand up to 20 SD or HD channels (depending on bitrate)

## Program Scheduling

Interface	Integrated HTML Browser Based (Secure)
Scheduling	Drag & Drop Scheduling
Recurring	Scheduled Recurring Layout
Station Timing	Locked to NTP Standard
Continuity	Auto-play Default File, Playlist or IP Stream on Program Gaps

## Storage

Capacity	8TB Standard, 5.5 TB Usable. Option: 11.5 TB Usable
Drives	4 x 2 TB, OS on SSD. Option: 4 x 4 TB
RAID Levels	RAID 5 for Media Storage
Archive	To Remote Storage

## Physical

Power	100 - 240 VAC / 650 Watts
Dimension	17.2" x 1.7" x 25.2" (W x H x D)
Weight	46 lbs
Form Factors	1 RU 19" Standard

## External Interfaces & Connections (Typically Used)

Front Panel	Power/Fail/Drive LEDs, Power/Reset Switch, LCD
Rear Panel	Quad 10/100 BT/1000 BT, Link/Data LEDs, Console
Output	MPEG-2 TS Over IP (Gigabit Ethernet)

## Content

Formats	MPEG-2 Transport Stream; MPEG-2 or H.264 (Optional) Video Constant Bit Rate (CBR), ATSC, CableLabs® HD & SD Compatible
Bit Rates	Up to 200 Mbps Total Output
Management	Custom Searchable Metadata & Categories, Thumbnails

## Content Introduction

Protocols	FTP & SMB
Interface	10/100/1000 BT x 4
Capture	Optional IP stream capture

## Network Management

Interfaces	Web Browser
Protocols	SMB, HTTP, NTP
Features	Environment Monitoring, Firewall Remote Management & Software Upgrades

## High Availability

	Watchdog Timer
	Solid State System Drive, RAID 5 Content Storage
	System Health Notification
	Redundant Power Supplies

## Firmware

OS	Linux
Device Drivers	All Standard Drivers
API Features	Website Program Guide Automatic Generation XMLTV & Minerva/ TV Guide Metadata Optional CCMS Traffic APIs Content Analysis & Validation Missing File Notifications: XML, Email CableLabs® ADI Metadata (Optional)

## Optional Integrated ProVue™ Decoder

Video	MPEG-2/H.264/SD/HD/Up-Down Convert
Audio	MPEG-1 Layer 2/AC3/2 CH & 5.1 Downmix
Outputs	Up to 4 x SD/HD-SDI
Graphics	Text Crawl, Logo/Bug Insertion & Snipes
Ext. Reference	SD-Blackburst/HD - Tri-Sync In Any Format

Note: Specifications are subject to change without notice.

**TelVue® Corporation** is a broadcast technology innovator and leader that helps video broadcasters automate their channels, expand their audiences across multiple screens, and broaden their ability to monetize their content. TelVue's professional quality broadcast equipment and cloud video services include all-in-one digital broadcast servers, ad servers, live and VOD Internet streaming, multi-user contribution and transcoding, hosted broadcast, broadcast program sharing, and web-based digital signage. TelVue serves the local origination and leased access needs for 9 of the top 10 MSOs and over 100 cable & telco TV operators, powers over 2,500 hyperlocal and PEG channels, and delivers local programming to over 50 million households.



WE SHARE YOUR VISION™



Ask About  
**4K Option**



**TelVue ProVue** provides a valuable gateway between the IP networking & baseband video worlds. This reliable, user-friendly **IP video decoder** converts MPEG-2 transport streams into broadcast quality SD/HD-SDI video for SDI integration, processing, & broadcast – or choose the ProVue HD analog model for composite/component/HDMI output.

Automatically detect format  
changes in the source  
IP stream



Letterbox HD content  
for SD channel

Seamlessly transition between  
source formats

Up- and down- convert to  
your output settings

Optional Graphic Overlay  
controlled through the  
HyperCaster® UI



Pillarbox SD content  
for HD channel

#### APPLICATIONS

- Networked IP Broadcast Decoder
- IP Video Decoder
- MPEG-2 Transport Decoder
- SD/HD & Digital/Baseband Simulcast

#### FEATURES

- Seamless On-The-Fly Format Switching
- Automatic Up & Down Conversion
- SD & HD Up To 1080p
- Unicast, Multicast, SSM, UDP, RTP
- Auto-fade
- MPEG-2 TS, MPEG-1 Layer II & AC-3 Audio
- MPEG-2 & H.264 video input
- SD/HD-SDI or Analog/HDMI output
- Optional Integrated Graphics with Tickers, Bugs and Snipes

# TelVue® ProVue™ HD Specifications

The innovative TelVue ProVue IP broadcast decoder has been designed to enable an IP distribution model while providing standard or high definition digital broadcast quality output for integration with Digital Baseband Video distribution chains.

This user-friendly, Linux-based video appliance features a front panel LCD interface that lets you “set it and forget it.” Engineered to be future-proof, the TelVue ProVue IP broadcast decoder provides SD and HD broadcast decoding up to 1080p resolution, Genlock, and an internal Solid State Drive (SSD) for high reliability and 24x7 performance.

Input	
Video/Audio	IP via 10/100/1000 Ethernet
Stream Type	Unicast, Multicast, SSM, UDP, RTP
Genlock (ProVue HD - Digital model only)	1 x Sync Input Blackburst in SD 720p 50 fps 720p 59.94 fps 1080i 50fps 1080i 59.94 fps Tri-Sync in any HD format

Formats	
Video	MPEG-2 (ISO/IEC 13818-2) H.264 MPEG-2 TS, CableLabs, ATSC SD & HD Standards PAL/NTSC/Cinema Support 4:2:0 and 4:2:2
Audio	MPEG-1 Layer II Dolby Digital (AC-3) Decode 2.0 & 5.1 Downmixed

Output		
ProVue HD - Digital	Video	SMPTE 292M (HD) & SMPTE 259M (SD)
	Audio	Digital Embedded
ProVue HD - Analog	Video	Composite/Component/HDMI
	Audio	Stereo RCA, HDMI Audio

General	
Storage	OS & System Software on Solid State Drive
OS	Linux
Features	Seamless On-The-Fly Format Switching Automatic Up & Down Conversion Save & Restore Stream Preset

Display Resolutions	
SD Resolutions	480i 29.97 fps
	480i 23.98 fps
	576i 25 fps
HD Resolutions	1080p 23.98 fps
	1080p 24 fps
	1080p 25 fps
	1080p 29.97 fps
	1080p 30 fps
	1080i 25 fps
	1080i 29.97 fps
	1080i 30 fps
	720p 50 fps
	720p 59.94 fps
	720p 60 fps

External Interfaces & Connections (Typically Used)	
Front Panel	Power/Fail/Drive LEDs Power/Reset Switch 2 Line LCD 6 Button Interface for Setup
Rear Panel	Dual 10/100 BT/1000 BT Link Data LEDs

Physical	
Power	100 – 240VAC/200 Watts
Dimension	17.2" x 1.7" x 10 (W x H x D)
Weight	10 lbs
Form Factors	1 RU 19" Standard

Note: Specifications are subject to change without notice.

**TelVue® Corporation** is a broadcast technology innovator and leader that helps video broadcasters automate their channels, expand their audiences across multiple screens, and broaden their ability to monetize their content. TelVue's professional quality broadcast equipment and cloud video services include all-in-one digital broadcast servers, ad servers, live and VOD Internet streaming, multi-user contribution and transcoding, hosted broadcast, broadcast program sharing, and web-based digital signage. TelVue serves the local origination and leased access needs for 9 of the top 10 MSOs and over 100 cable & telco TV operators, powers over 2,500 hyperlocal and PEG channels, and delivers local programming to over 50 million households.



WE SHARE YOUR VISION™



**Our TelVue® Care™ Maintenance Warranty is a comprehensive support and maintenance program for your TelVue Hardware.**

**TelVue Care Gives Your System:**

- Access To Application Software Updates
- Hardware Support & Maintenance
- Application Software Technical Support
- Email Support – Business Hours
- Call-Back Telephone Support – Business Hours
- Emergency After-Hours Telephone Support
- Self Install Support
- Online Trouble Ticketing

All TelVue hardware includes a one-year server hardware warranty.\*  
With TelVue Care, you can get four more years of the same worry-free warranty.

**Contact your TelVue representative today to sign up and get the backing of an industry leader behind your system!**

\*Some conditions apply, see reverse for details.





# TelVue® Care™

\*TelVue Corporation (TelVue) will at its option, either repair, replace or upgrade software and/or firmware on any product manufactured by TelVue which proves to be defective in materials or workmanship or fails to meet the specifications which are in effect on the date of shipment or such other specifications as may have been expressly agreed upon in writing for a period of one (1) year from the date of original purchase. With TelVue Care, you can extend these terms for up to four additional years. Certain products that are not manufactured but are resold by TelVue will carry the original OEM warranty for that product. The customer will be responsible for shipping costs to TelVue and up to a \$500 maximum factory repair service deductible.

This warranty does not cover damage resulting from (i) use or installation other than in strict accordance with manufacturer's written instructions, (ii) disassembly or repair by someone other than the manufacturer or a manufacturer-authorized repair center, (iii) misuse, misapplication or abuse, (iv) alteration, (v) lack of reasonable care or (vi) acts of God.

A \$500 reactivation fee will apply to a lapsed warranty for TelVue Care on equipment.

TelVue Care	
Access To Application Software Updates	
Hardware Support & Maintenance	
Application Software Technical Support	
Email Support – Business Hours	
Call-Back Telephone Support – Business Hours	
Emergency After-Hours Telephone Support	
Self Install Support	
Online Trouble Ticketing	

**TelVue® Corporation** is a broadcast technology innovator and leader that helps video broadcasters automate their channels, expand their audiences across multiple screens, and broaden their ability to monetize their content. TelVue's professional quality broadcast equipment and cloud video services include all-in-one digital broadcast servers, ad servers, live and VOD Internet streaming, multi-user contribution and transcoding, hosted broadcast, broadcast program sharing, and web-based digital signage. TelVue serves the local origination and leased access needs for 9 of the top 10 MSOs and over 100 cable & telco TV operators, powers over 2,500 hyperlocal and PEG channels, and delivers local programming to over 50 million households.



POWERING IP BROADCAST®



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## Cable Committee

### Cable Advisory Committee - Policy Development

The Cable Advisory Committee adopted the following as its Mission Statement on September 25, 2006:

#### To inform and educate the residents of Douglas by:

- The recording and broadcast of local government meetings
- Fostering the production of local events of special interest
- Develop and enforce cable licenses in the best interest of the community
- Make available video production technology and training to the public
- Provide cable broadcast access to every Douglas resident

Following are the policies of the Douglas Cable Advisory Committee. If you have any comments or questions, on these policies, please contact us at [cable@douglasma.org](mailto:cable@douglasma.org), 508-476-4000 x122, or by mail at 29 Depot St., Douglas, MA 01516.

### Policy and Procedure Development

The Cable Advisory Committee shall develop policies and procedures that are consistent with its mission statement and the Charge of the Board of Selectmen.

All policies and procedures will be subject to public review for a period of no less than twenty-one days from first Committee discussion to Committee vote. Policies shall be in effect once approved by a majority of members present at an open meeting.

Policies and procedures of an emergency nature may be adopted by a two-thirds majority vote of members present at an open meeting. All emergency policies and procedures take effect immediately and must be reported with explanation to the Board of Selectmen within seven days. Emergency policies and procedures will expire unless ratified by the Committee within sixty days of the date of adoption.

The Cable Advisory Committee shall notify the public of ongoing policy and procedure discussions through the use of an electronic web page, town mailings, bulletin board postings, and/or other reasonable means.

The Cable Advisory Committee shall maintain a current collection of policies and procedures available for public inspection in the Cable office, in both hard copy and electronic form.

[Agendas & Meeting Minutes](#)

[Meeting videos](#)

#### Upcoming Meetings

##### **Monday, May 25**

08:30 AM, TOWN HALL  
CLOSED

##### **Tuesday, May 26**

7:00 PM, Library Board of  
Trustees  
7:00 PM, Planning Board

##### **Wednesday, May 27**

7:00 PM, Building & Facility  
Const. Com.

##### **Monday, June 1**

6:15 PM, Council on Aging  
7:00 PM, Conservation  
Commission

##### **Tuesday, June 2**

7:00 PM, Water/Sewer Com.

##### **Wednesday, June 3**

7:00 PM, Board of Selectmen  
7:00 PM, School Committee  
7:00 PM, Zoning Board of  
Appeals

##### **Thursday, June 4**

6:00 PM, Board of Assessors

##### **Monday, June 8**

7:00 PM, Cable Advisory Com.  
7:00 PM, Economic Dev. Com.

##### **Tuesday, June 9**

7:00 PM, Planning Board

##### **Thursday, June 11**

6:00 PM, Board of Assessors  
7:00 PM, Old Grammar School  
Disp. Committee

##### **Monday, June 15**

7:00 PM, Conservation  
Commission

*Meetings crossed out were  
previously scheduled and have*



## Electronic Bulletin Board

since been cancelled

### Full meeting calendar

The Cable Advisory Committee shall maintain an electronic "Bulletin Board" of items of interest to the general public. The Bulletin Board shall be displayed on one or more Cable channels for at least four hours between midnight and noon, and at least four hours between noon and midnight, with such times to be either contiguous or non-contiguous.

All local government, non-profit, and informal not-for-profit organizations may submit items for the Bulletin Board. Use of the Bulletin Board by for-profit organizations and purposes is prohibited under any circumstances.

Use of the Bulletin Board to advocate any position of a political nature or candidate for elective office is prohibited. General non-advocacy notices, such as those announcing a local party caucus, shall not be construed as prohibited by this policy.

The Committee shall develop a form to provide clear instructions and process for the submission of items for the Bulletin Board. This form shall provide instructions on the amount of submittal time required, the maximum length of a message, and the maximum time a message shall appear.

The public shall be encouraged to submit items electronically. Printed submittals otherwise consistent with the electronic form shall also be accepted.

---

## Channel Availability

The Cable Advisory Committee shall be responsible for maintaining two cable channels, referred to as the Public and Government channels. The School Department programs the Education channel. The Cable Advisory Committee shall work cooperatively with the School Department as needs warrant.

The Public channel shall be primarily for programming submitted by residents of the Town and organizations based in the Town as defined in the Public Access Programming submissions policy.

The Government channel shall be primarily for programming produced by and about town government, such as Committee meetings, Town Meetings, and any official government productions.

---

## Public Channel Programming - Submission

Any person who is a resident of the Town of Douglas shall be provided the right to submit programming for broadcast on the Public Channel. Non-residents are encouraged to seek a sponsor within the town to submit their programming.

*The person who created is*  
~~If a person created a program, they are~~ considered the Producer. If a person did not create a program, but are requesting that program to be aired, they are considered the Sponsor. No program shall air unless requested to be aired by either a Producer or a Sponsor. The Cable Advisory Committee shall not be the Producer or Sponsor of any program, although individual members of the Committee can be either.

Under no circumstance shall the Cable Advisory Committee refuse to air any program based on the content of that program, unless the content is pornographic or otherwise prohibited by state or federal laws.

Programs which are understood to be of an adult nature shall be aired only

What about programming offered directly to coordinator?  
What about programming requested by coordinator?  
In times of lack of programming, I may seek programs.

Every program  
will have a  
"sponsor"  
(sponsor form)  
Even if Producer  
is the  
Sponsor.

between the hours of 10:00pm and 5:00am [*Editorial note: check times with FCC rulings*].

The Cable Advisory Committee shall establish forms and procedures for the submittal of programming for the Public Channel. These forms shall indemnify the Town of Douglas regarding the content of programming. By signing the submission form, the program sponsor assumes any and all legal liability relating to the program.

No program shall be aired without a ~~properly~~ completed submission form.

The Cable Advisory Committee may refuse submissions of non-approved formats or of poor image or sound quality.

---

### **Public Channel Programming – Scheduling**

Programs submitted to the Public Channel shall be aired on a fair and unbiased schedule. No person or program shall be given special privileges or priority for the broadcast based on their position in the community or for any other reason.

The specific schedule shall be determined by the Cable Access Coordinator or other person assigned the responsibility of maintaining the schedule by the Cable Advisory Committee.

The Producer or Sponsor of a Program may request a specific schedule. Those requests shall be taken under advisement but cannot be guaranteed

---

### **Public Channel Programming – Production Assistance**

The Cable Advisory Committee shall provide assistance at no charge to Producers who wish to create programming for the Public Channel. Priority shall be given to residents of Douglas.

The objective of this assistance shall be to provide Producers with the knowledge to become independent in their productions. Assistance shall be provided based on staff and volunteer availability, and priority will be given to generate new programming.

---

### **Public Channel Programming – Training**

The Cable Advisory Committee shall offer periodic classes in television production. Priority shall be given to residents of Douglas.

The Cable Advisory Committee shall offer other training opportunities to the public, such as making available books, product manuals, and online courseware.

All training shall be offered free of charge to residents of Douglas.

---

### **Public Channel Programming – Equipment Availability**

The Cable Advisory Committee shall make equipment available to Producers who wish to create programming. Equipment may be designated as non-removable from the Cable studio area. Certain equipment may require additional training as determined by the Cable Advisory Committee or their designee.

No equipment shall be borrowed from the Cable studio without the Producer completing a sign-out form.



The Cable Advisory Committee shall also make available appropriate recording media at no charge for the production of programming.

Equipment and recording media may only be used for the production of programming for broadcast on the Douglas PEG channels, or for the support of Douglas government operations. The use of equipment or media for any other purpose is prohibited, without the formal approval of the Cable Advisory Committee.

---

### **Producers**

Any person that has completed a video production course offered by the Cable Advisory Committee will be approved as a Producer. A person may also be named a Producer by demonstrating equivalent knowledge at the discretion of the Cable Advisory Committee or its designee.

The Cable Advisory Committee shall maintain a list of Producers. A list of volunteer Producers shall be made available for assistance in programming production.

---

### **Violations**

The Cable Advisory Committee or its designee is authorized to issue warnings and suspensions.

Major violations will result in an immediate 90-day suspension of equipment use privileges and may be brought to the attention of Douglas Police Department. These may include, but are not limited to:

- Violence, threat of violence, or verbal abuse towards staff or volunteers.
- Commercial or profit-making use of Douglas facilities or equipment.
- Misrepresentation of Douglas residency.
- Falsifying forms.
- Unauthorized use or access of production facilities and/or equipment.
- Abuse of equipment.
- Facility reconfiguration.
- Misrepresenting program content.
- Refusal to return equipment.

Any subsequent major violation will result in the immediate and permanent loss of equipment and facilities privileges.

---

### **Stipends**

Stipends may be offered for the following purposes ~~where volunteers are not available;~~

- To persons who are deemed to be qualified to conduct course offerings.
- To persons appointed to produce local ~~government~~ programming. *my rec'd*

Stipends must be approved by prior vote of the Cable Advisory Committee and is subject to the availability of funds.

This policy shall not be in effect unless approved by the Board of Selectmen.

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Taking out -

### **New Recurring Meeting Recording – Approved October 15, 2007**

This policy refers to the regular recording of future public meetings of any specific Committee.

The Cable Advisory Committee (CAC) will determine the date upon which it will begin recording the new meetings.

Upon the decision of the CAC to record the meetings of another Committee, the CAC shall send a letter to the Chair of the effected Committee stating:

- The decision to record their meetings
- The first date after which the CAC proposes to initiate the video recording. This date shall be no sooner than 30 days following this decision.
- A list of common questions and answers regarding recording and distribution, which the Committee shall establish under regular business and modify as necessary
- It is the intent of the CAC to work cooperatively with every Board and Committee.

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### **Individual Meeting Requests – Approved October 15, 2007**

Consistent with the Charge to the Cable Advisory Committee (CAC), the CAC shall record and broadcast any meeting or event so requested by the Board of Selectmen, Executive Administrator, or required by Town Bylaws, subject to the availability of staffing and resources. Further, the Chair of any Committee may request that an individual meeting of their own Committee may be recorded and broadcast. These requests shall not require formal vote of the CAC, and can be decided upon by the Chair or the Cable Coordinator.

Individual meetings otherwise recorded by any person will be considered Public Access programming and if requested, broadcast under appropriate Public Channel policies.

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### **Government Programming – Distribution – Approved October 15, 2007**

All Government programming shall air on the Government Channel, and shall also be made available on the online archive of Government programs.

The Cable Advisory Committee shall establish a minimum regular schedule of programs to be broadcast on the Government channel. This shall include, at a minimum, standard playback times for Board of Selectmen meetings. It is recognized that programs regularly vary in length and quantity, thus any permanent full schedule of all Government programs is difficult to produce.

The Cable Coordinator or his/her designee shall schedule meetings not covered by the minimum schedule defined above. Schedules should vary daily. All Government meetings shall air at least three times during the hours of 9am to 11pm within two weeks following the meeting.

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### **Video Copy Requests - Approved April 9, 2008**

Although the Cable Advisory Committee is not the keeper of the records, we will make copies of programs as requested for a fee to be determined by the Cable Advisory Committee.

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## **Recording Assistants' Participation in Meetings - Approved May 12, 2014**

A Recording Assistant is scheduled, as a representative of the Cable Advisory Committee, to an assigned meeting to record that meeting for Cable. All Recording Assistants must be respectful of the assigned meeting without interrupting. This includes the setup time previous to the meeting, during the meeting, after the meeting concludes, and while breaking down equipment.

If a Recording Assistant anticipates the need to participate in, or has business before an assigned meeting, the Recording Assistant must contact the Cable Coordinator to schedule someone else for that meeting.

If an unanticipated need for the Recording Assistant to participate arises, step away from the Cable equipment and sit/stand in the attendee area to clarify that your participation will not be coming from your position as Recording Assistant. You will need to wait to be recognized by the Chair before participating in the meeting.

Unforeseen technical issue(s) that arise during the meeting that can impede with the recording of the meeting may respectfully be brought to the attention of the chair.

---

## **Recording Assistants Late Notification Alert - Approved May 12, 2014**

All Recording Assistants must provide a method of contact to be used by the Cable Coordinator as a "Late Notification Alert". The Recording Assistant must check their Late Notification Alert contact 2 hours before an assigned meeting for changes or cancellations.

No payment will be made if a Recording Assistant reports to record a meeting that has been cancelled using the Late Notification Alert.

Late Notification Contacts can be one of the following and must be agreed upon with the Cable Coordinator: Cell or home phone with voicemail, cell phone text, or email.

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## **Cable Advisory Committee Guidelines**

Guidelines are instructions to Cable Advisory Committee staff and volunteers that by necessity are more fluid and flexible than policies.

---

## **Government Programming Guidelines – Schedule – Approved October 15, 2007**

This minimum schedule shall be followed whenever possible:

*my rule* → ~~Finance Committee: Monday 7pm, Wednesday 1pm~~

~~Board of Selectmen: Tuesday 7pm, Thursday 1pm~~

~~Planning Board: Wednesday 7pm, Friday 1pm~~

~~Conservation Commission: Thursday 7pm, Monday 1pm~~

~~Zoning Board of Appeals: Friday 7pm, Tuesday 1pm~~

The Cable Advisory Committee may modify this schedule at any time.

Meetings listed above should be broadcast at additional times as well. Meetings not listed above shall be aired in a frequency and duration to be determined by the Cable Coordinator. Such additional meetings will be broadcast during prime



time (6-11pm) at least once per week and thereafter as equitably as possible.

Meetings should be broadcast for a maximum of two weeks following the first broadcast of the meeting. Meetings can be repeated more frequently or longer than two weeks upon request of any person if the meeting is of significant value and does not materially impact the scheduling of other programming.

The Cable Coordinator's decisions on scheduling shall be final, and can only be superceded by vote of the Cable Advisory Committee. The Coordinator or Committee may assign the implementation of the programming schedule to any other qualified person or persons in the event the Coordinator or his/her designee is unavailable to perform such duty.

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#### **Video Copy Requests fee structure - Approved April 9, 2008**

Requests for DVD duplication: No charge for up to three DVD's per week; \$5.00 each DVD thereafter.

Requests for VHS duplication: \$10.00 per copy.

These fees can be waived by a vote of the Committee.

---

#### **Public Event Recording - Approved December 20, 2010**

The Cable Coordinator shall periodically identify public events of community interest of which videotaping and broadcasting of those events may be beneficial to the community. For example, Douglas Octoberfest, the Memorial Day Parade, political candidate debates, etc. For-profit events are not permitted, although paid fundraisers for not-for-profit organizations are permitted. Political events not open to participation by all equivalents (such as single-party or single-candidate events) are not permitted.

Meetings or presentations of a Town Government body or personnel are classified as Government Programming thus not applicable to this policy.

A calendar of annual events shall be maintained by the Cable Coordinator. Additional one-time events may be added as appropriate and presented periodically to the Cable Committee and posted on the Town Web Site.

Videotaping and editing of these events shall be coordinated by the Cable Coordinator, and may include the use of staff <sup>Cable</sup> paid their usual rates in the absence of volunteers. A maximum of four events utilizing paid staff per month are permitted without prior consent of the Cable Committee Chair, Vice Chair, or vote of the Committee.

Recognizing public events are not necessarily acceptable to be videotaped, the Coordinator shall obtain permission from the event management prior to videotaping the event. The Town of Douglas Cable Advisory Committee is the owner of both the raw and produced programming.

The event management shall be provided up to three DVD copies of produced event programming; additional copies may be provided upon request and based on available resources. This programming shall be broadcast on the Public Channel.

---

From: Mitch Cohen, Vice Chair, Douglas Cable Advisory

Committee

To: Douglas Cable Advisory Committee  
CC: Douglas Board of Selectmen  
Executive Administrator Michael Guzinski  
Re: Cable policy sampler  
Date: July 12, 2006

The Cable Advisory Committee has been formally tasked with defining policies. To begin this process I have merged the policy documents I have collected into one large "sampler" document. The entire file, in PDF format, is 448 pages. In an effort to save trees I will arrange for the printing of a single copy of this large volume to be stored in Town Hall, and will make the PDF file available to you and all other interested parties via the town web site. It will be placed in the Cable Programming section, or directly at <http://www.douglasma.org/cable/>.

All documents are current as of today, in that I gathered (or re-gathered) them today from the web sites today and some via email very recently.

Information contained in this document represents a significant range in information and approach. Included are formal policy manuals, informal web pages, forms for airing programming, mission statements, etc. Also included are organizational bylaws for those communities who operate their Public Access programming through a 501c3 non-profit. While the bylaws as a whole are not applicable to us, some items within may be of benefit.

Information in this document has been gathered from the Public Access stations of Athol-Orange, Beverly, Billerica, Cape Cod, Carver, East Bridgewater, Falmouth, Framingham, Franklin, Hadley, Holliston, Newton, Plymouth, Shrewsbury, Westborough, and Wilmington. They are presented in this order within the PDF file.

If you wish to focus on specific station's documents, I suggest starting with Shrewsbury, Newton, Plymouth, and Cape Cod – all stations of which are very highly regarded. I've had the pleasure of meeting all of these stations directors.

If you wish to review the web sites of these or any other Public Access station, an excellent starting point is <http://www.bevcam.org/peg/>. You may also wish to visit <http://www.alliancecm.org/> and <http://www.massaccess.org/>, two organizations of which we are members and that I've become involved in personally.

Before our next meeting we should all take a cursory review of these documents so we can begin to plan our own policy structure and development approach.

Please let me know if you have any questions.

The Town of Douglas is an Equal Opportunity Provider, and Employer

Short link to this page: <http://douglasma.org/s/Xnp8z>

**Current: Public Channel 191 Programming – Production Assistance Policy**

The Cable Advisory Committee shall provide assistance at no charge to Residents of Douglas to become "Producers" who wish to create programming for the Public Channel. The objective of this assistance shall be to provide Producers with the knowledge to become independent in their productions. Assistance shall be provided based on staff and volunteer availability, and priority will be given to generate new programming.

Douglas Cable 5/22/15 10:46 PM

Comment: remove

**Producer Requirements**

*In order to create your own program with Douglas Cable Access equipment for air on Douglas Cable Access Public Channel 191 and optionally the Douglas Cable Access YouTube channel, there are some minimum requirements.*

Douglas Cable 5/22/15 10:46 PM

Comment: remove

1. Under 18: Guardian must sign off on all documents.
2. Under 16: Guardian must be present.
3. Open to Douglas: Residents, Business Owners, and Staff.
4. Successful Completion of the Digital Video Fundamental Training.
5. \*Provide a Production Crew: Writer, Director, Designer, Engineer, Talent, Editor.  
\*You can fill any and all roles yourself, but they need to be filled by the Producer.
6. "Program Idea" Submission Form (will be available online).
7. Signed Producer's Indemnification Form (will be available online).

Douglas Cable 5/22/15 10:47 PM

Comment: Municipal Employees,

Douglas Cable 5/22/15 10:47 PM

Comment: their

**Douglas Cable Access will provide, upon meeting the above requirements:**

1. Douglas Cable will get your show up and running, but producers will be responsible for all their own leg work per program.
2. Room Reservation at the Municipal Center for producer meetings, read-throughs, rehearsals, and filming.
3. Camera, lighting, and audio equipment on loan as needed.
4. Video Editing Bay time upon reservation.
5. Training on all equipment.
6. Broadcast of final program on channel 191 and optionally YouTube.

Douglas Cable 5/22/15 10:48 PM

Comment: ultimately

Douglas Cable 5/22/15 10:49 PM

Comment: their own production.

Douglas Cable 5/22/15 10:47 PM

Comment: the public access channel



**Douglas Cable Access - Sponsor Program Submission Sheet**

Draft 1 Submitted 6/1/15

Name:	
Address:	
Phone:	
Email:	

**Program Details**

Title:	
Program Summary:	
File Delivery Format	(DVD, online, etc)

**Douglas Cable Access - Producer Submission Sheet**

Draft 1 Submitted 6/1/15

Name:	
Address:	
Phone:	
Email:	

**Program Details**

Producer:	
Writer:	
Director:	
Camera:	
Editor:	
Talent:	
Working Title:	
Program Summary:	

## PRODUCER AGREEMENT AND INDEMNIFICATION FORM

The Producer/Program Submitter (Producer) assumes all responsibility as originator, author, or distributor of any of the Producer's programming carried by Douglas Community Cable TV access channels, as well as any online broadcast as agreed upon. The Producer agrees to indemnify, hold harmless, and defend Town of Douglas & Douglas Community Cable TV and all employees from any claim, liability, loss or damage of any nature whatsoever in connection with any material supplied by the Producer in connection with its utilization of the Douglas Community Cable TV access channels and online broadcasts as agreed upon below. The Producer warrants and represents that the program does not contain: a) Direct solicitation, advertising, bartering, or promotion of commercial products, services or transactions; b) Material that is slanderous, libelous, an invasion of privacy, or unlawfully made; c) Material that is obscene: Obscenity is defined as material that the average person, applying contemporary community standards, would find that, considered as a whole, its predominant appeal is to the prurient interest in sex and it depicts or describes in an offensive manner, actual or simulated: sexual intercourse, sodomy, sexual bestiality, masturbation, sadism, masochism, excretion, or lewd exhibition of the genitals, and considered as a whole lacks serious literary, artistic, political, and scientific value; d) Unlawful use of material requiring union, residual, or other payment including, but not limited to, the talent and crew; e) Unlawful use of material that is copyrighted or subject to ownership or royalty rights, right of publicity, or other payment. The Producer further warrants and represents that its material does not violate the provisions or rules and prohibitions set forth by the FCC, the Town of Douglas, or any public regulatory agency established by statute, administrative rule or other agreement. I hereby certify that I have read the DCAC Channel 191 Policies & Procedure and that the program submitted complies with these policies.

---

Program Title

Date

---

Producer (Print Name Legibly)

(Signature Required)

---

I additionally approve the upload and online broadcast of this program to [youtube.com/DouglasCableAccess](https://www.youtube.com/DouglasCableAccess)



**Attached**

- November, December Meetings Report
- Cable Newsletter December 2015
- BVT SC 2015 Summary

**Public**

- KidMissing 15 has been finished and uploaded for broadcast and YouTube.
- All Octoberfest 2015 videos have been uploaded to YouTube and Broadcast.
- Has been a class sign-up, difficulty locking down times, trying to work out details. Experimenting with moving some of the materials online to cut down on physical class time, sign-up is excited to try it out.

**Equipment & Protocol**

- TelVue reps gave a presentation on their broadcast server equipment. (Quote in Correspondence)
- Working on presentation from Tightrope.
- Seeking info from Leightronix as well.
- Apple Compressor working nicely for transcoding. Still need some tightening up for DVD burning, etc, but working on protocols.
- Flatscreen TV for Resource Room, Mike Guzinski is supportive.

Date	Day	Meeting	Time	Room	Staff	Paid	Canc	Wages	Notes		
11/2/2015	MON	Capital	12:00 PM	COM	Sarah Guimond	1	0	\$49.80		MON	9
11/2/2015	MON	ConCom	7:00 PM	COM	Steve Zisk	0	0	\$0.00		TUE	4
11/2/2015	MON	FinCom	7:00 PM	RES	Arthur Griffin	1	0	\$54.45		WED	6
11/3/2015	TUE	BOS	7:00 PM	RES	Angie Coe	1	0	\$54.45		THU	3
11/3/2015	TUE	Sewer	7:00 PM	SEW	Sarah Guimond	1	1	\$49.80	no show.	FRI	0
11/4/2015	WED	Building	7:00 PM	RES	Kay Bowen	1	0	\$49.80		9am-12noon	3
11/4/2015	WED	Cultural	7:00 PM	SEL	Pat Aldrich	0	0	\$0.00	recorded	12noon-6pm	5
11/4/2015	WED	SC	7:00 PM	DHS	Scott Vallierner	0	0	\$0.00		7:00 PM	14
11/4/2015	WED	ZBA	7:00 PM	COM	Sarah Guimond	1	0	\$49.80		COM	8
11/5/2015	THU	Historical	9:00 AM	COM	Sarah Guimond	0	1	\$0.00	LNC	RES	5
11/9/2015	MON	COA	6:00 PM	SR	Sarah Guimond	1	0	\$49.80		MISC	9
11/9/2015	MON	Cable	7:00 PM	COM	Pat Aldrich	0	0	\$0.00		Recorded	19
11/9/2015	MON	EDC	7:00 PM	RES	Arthur Griffin	1	0	\$54.45		Not R/Paid	1
11/10/2015	TUE	PB	7:00 PM	RES	Arthur Griffin	1	0	54.45		Don't Do	3
11/16/2015	MON	STM	6:30 PM	DHS	Arthur Griffin	1	0	54.45		Cancelled	3
11/16/2015	MON	STM	6:30 PM	DHS	Sarah Guimond	1	0	49.8		MEETINGS	23
11/17/2015	TUE	Cemetery	7:00 PM	COM	Angie Coe	0	1	0	LNC		
11/18/2015	WED	SC	7:00 PM	DHS	Scott Vallierner	0	0	0			
11/18/2015	WED	Building	7:00 PM	COM	Tess Werme	1	0	54.45			
11/19/2015	THU	BVTSC	6:00 PM	BVT	Pat Aldrich	1	0	0			
11/19/2015	THU	Historical	10:00 AM	COM	Sarah Guimond	1	0	49.8			
11/23/2015	MON	BOH	6:00 PM	BOH	Sarah Guimond	1	0	49.8			
						15	3	\$725.1			

Date	Day	Meeting	Time	Room	Staff	Paid	Canc	Wages	Notes		
12/1/2015	TUE	BOS	7:00 PM	RES	Sarah Guimond	1	0	\$49.80		MON	6
12/1/2015	TUE	Cemetery	7:00 PM	COM	Double Duty	0	0	0	Doubled	TUE	8
12/1/2015	TUE	Library	7:00 PM	KIT	Tess Werme	1	0	\$54.45		WED	4
12/1/2015	TUE	Sewer	7:00 PM	SEW	Arthur Griffin	1	0	\$54.45		THU	2
12/2/2015	WED	SC	7:00 PM	DHS	Scott Vallierner	0	0	\$0.00	They Do	FRI	0
12/2/2015	WED	ZBA	7:00 PM	COM	Sarah Guimond	1	0	\$49.80		9am-12noon	0
12/7/2015	MON	ConCom	7:00 PM	COM	Steve Zisk	0	0	\$0.00	They Do	12noon-6pm	2
12/7/2015	MON	FinCom	7:00 PM	RES	Sarah Guimond	1	0	\$49.80		7:00 PM	18
12/8/2015	TUE	Personnel	2:30: P	COM	Sarah Guimond	1	0	\$49.80		COM	7
12/8/2015	TUE	PB	7:00 PM	COM	Arthur Griffin	1	0	\$54.45		RES	8
12/10/2015	THU	Capital	7:00 PM	RES	Sarah Guimond	1	0	\$49.80		MISC	5
12/10/2015	THU	St Budget	7:00 PM	RES	Kay Bowen	1	0	\$49.80		Recorded	13
12/14/2015	MON	Cable	7:00 PM	COM	Angie Coe	0	1	\$0.00	LNC	Not R/Paid	1
12/14/2015	MON	EDC	7:00 PM	RES	Arthur Griffin	1	0	\$54.45		Don't Do	3
12/15/2015	TUE	BOS	7:00 PM	RES	Sarah Guimond	1	0	\$49.80		Cancelled	3
12/16/2015	WED	Building	7:00 PM	COM	Tess Werme	0	1	\$0.00	LNC	MEETINGS	20
12/16/2015	WED	SC	7:00 PM	DHS	Scott Vallierner	0	0	\$0.00	They Do		
12/21/2015	MON	BOH	6:00 PM	BOH	Sarah Guimond	0	1	\$0.00	Cancelled		
12/28/2015	MON	EDC	7:00 PM	RES	Sarah Guimond	1	0	\$49.80			
12/29/2015	TUE	Library	7:00 PM	RES	Arthur Griffin	1	1	\$54.45	No Quorum		
						12	3	\$616.20			

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 December 2015

Douglas Cable Access Monthly Newsletter, December 2015

Douglas, MA - Tune in to Douglas Public Access on channel 191, and Douglas Government Access on channel 192. Visit the Town Website for streaming options: [www.douglasma.org/cable](http://www.douglasma.org/cable)

There is currently an opening on the Douglas Cable Advisory Committee. The Douglas Cable Advisory Committee is responsible for the Public Access and Government channels broadcast through the town's cable TV system, operated by Charter Communications. The committee acts as the primary interface between the town and Charter on issues relating to the contract the town has with Charter. Contact Douglas Cable if you are interested, email: [cable@douglama.org](mailto:cable@douglama.org)

Douglas Cable Access is committed to providing the community with 100% transparency through coverage of open meetings, as well as enhancing the cultural awareness through public access. Connect with us on Twitter and Facebook @DouglasCableTV for updates and information.

## BVT SC 2015 - COMPLETE

**All meetings at BVT 3 Seasons Restaurant @ 6pm**

January 22	Douglas Cable
March 5	Douglas Cable
April 16	Upton Cable
May 21	Hopedale Cable
June 18	Upton Cable
August 20	Douglas Cable
September 17	Douglas Cable
October 15	Sutton Cable
November 19	Douglas Cable
December 17	Millville Cable

<http://www.valleytech.k12.ma.us/meetings/2015%20School%20Committee%20Meeting%20Calendar.pdf>

**January 22, 2015:** <http://douglasma.org/s/QYmf2F>

**March 5, 2015:** <http://douglasma.org/s/Jhj6W5>

**April 16, 2015:** <http://douglasma.org/s/Cj8RW4>

**May 21, 2015:** <http://douglasma.org/s/TITmJM>

**June 18, 2015:** <http://douglasma.org/s/aRQC99>

**August 20, 2015:** <http://douglasma.org/s/atN09d>

**September 17, 2015:** <http://douglasma.org/s/IiK0dG>

**October 15, 2015:** <http://douglasma.org/s/pslqZT>

**November 19, 2015:** <http://douglasma.org/s/i6wgNe>

**December 17, 2015:** <http://douglasma.org/s/AqhghC>

<https://drive.google.com/file/d/0B9-uNk6Cz3ShLTg1NlpKVXJOQ1U/view?usp=sharing>

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by [Samsung](#)

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
- Refresh Rate: 120CMR (Effective)
- Backlight: LED
- Smart Functionality: Yes, Built in Wi-Fi: Yes
- Dimensions (W x H x D): TV without stand: 66" x 37.8" x 2.8". TV with stand: 66" x 41.2" x 12.5"
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Connectivity

Recommended Accessories

<b>Video Inputs</b>	1 x DisplayPort 1 x HDMI 1 x DVI-D 1 x Composite on RCA connector 1 x VGA 1 x Component on 3 x RCA connectors 1 x S-video in 4-pin mini-DIN
<b>Input Resolutions</b>	<b>All Inputs:</b> NTSC (480i), PAL (576i) <b>DisplayPort, HDMI, DVI, Component, VGA:</b> 1080p (up to 60 Hz), WUXGA (1920 x 1200) <b>DisplayPort Only:</b> 2560 x 1600
<b>Audio Inputs</b>	<b>Component Video Channel:</b> 1 x Stereo analog on 2 x RCA connectors 1 x S/PDIF on RCA connector <b>S-video Channel:</b> 1 x Stereo analog on 2 x RCA connectors <b>Composite Video Channel:</b> 1 x Stereo analog on 2 x RCA connectors <b>DVI Channel:</b> 1 x Stereo analog audio on 3.5 mm mini jack <b>VGA Channel:</b> 1 x Stereo analog audio on 3.5 mm mini jack
<b>Video Outputs</b>	1 x HDMI 1 x VGA
<b>Output Resolutions</b>	<b>50 Hz Only:</b> 576p, 720p <b>60 Hz Only:</b> 480i, 480p, 920 x 1200 <b>50 or 60 Hz:</b> SVGA (800 x 600), XGA (1024 x 768), 720p, 1080p, WXGA (1280 x 800), UXGA (1600 x 1200), 1400 x 1500 <b>24 Hz:</b> 1080p <b>100 Hz:</b> 720p <b>120 Hz:</b> 720p, XGA (1024 x 768)
<b>Audio Outputs</b>	1 x S/PDIF on RCA connector 1 x Stereo analog audio on 3.5 mm mini jack HDMI-embedded audio
<b>Control</b>	1 x Ethernet on RJ-45 connector 1 x RS-232 on DB-9 female connector 1 x IR extender port on 3.5 mm mini jack
<b>Service</b>	1 x Link port on 4-pin terminal block connector (for firmware updates)
<b>DC Jack</b>	Outer Diameter: 5.5 mm Inner Diameter: 2.1 mm

## General

<b>Power Requirements</b>	Device: 12 VDC, 10 A Power Supply: 100 to 240 VAC, 50 to 60 Hz
---------------------------	---

## Cables & Cable Management

[See More >](#)


**Pearstone** - Flat High-Speed HDMI to HDMI Cable with Ethernet - 6'  
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You Pay: **\$10.95**

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## Power Accessories

[See More >](#)


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Open Market

You Pay: **\$10.99**

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