

Douglas Cable Advisory Committee
Douglas Municipal Center
Agenda
Monday February 29, 2016

1. **Call to order:**
2. **Committee Vacancy:**
3. **Financials:** *Report from Town Financial Director attached.*
4. **Meeting Minutes:** 1/11/16
5. **Correspondence:**
6. **School Committee Recording:**
7. **Budget FY17:**
8. **Cable Policy Review:**
9. **Coordinator's Report:**
10. **Equipment:**
11. **Other Business:** Open session for topics not reasonably anticipated 48 hours in advance of meeting.
12. **Next Meeting:** Scheduled for Monday, March 14, 2016
13. **Adjourn:**

FOR 2016 07

	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	0	16,153.75	2,205.16	.00	-16,153.75	100.0%*
2836951 51200 P/T Wages	0	516	5,198.20	626.50	.00	-4,682.57	1008.1%*
2836951 52400 REPAIRS AND MAINT AG	0	0	636.63	93.15	.00	-636.63	100.0%*
2836951 53012 EMPLOYEE TRAIN SEM/C	0	0	160.00	.00	.00	-160.00	100.0%*
2836951 53401 POSTAGE	0	0	53.49	.00	.00	-53.49	100.0%*
2836951 54200 OFFICE SUPPLIES	0	0	122.30	.00	.00	-122.30	100.0%*
2836951 55800 OTHER SUPPLIES	0	0	66.98	.00	.00	-66.98	100.0%*
2836951 57100 IN-STATE TRAVEL	0	0	32.52	.00	.00	-32.52	100.0%*
2836951 57150 TRAINING AND EDUCATI	0	0	191.82	.00	.00	-191.82	100.0%*
2836951 57300 DUES AND MEMBERSHIPS	0	0	250.00	.00	.00	-250.00	100.0%*
2836951 58500 CABLE - ADDITIONAL E	0	0	3,625.14	.00	.00	-3,625.14	100.0%*
TOTAL CABLE ADVISORY REVOLVING FU	0	516	26,490.83	2,924.81	.00	-25,975.20	5137.6%
TOTAL CABLE ADVISORY COMMITTEE	0	516	26,490.83	2,924.81	.00	-25,975.20	5137.6%

Douglas Cable Advisory Committee

Douglas Municipal Center

Meeting Minutes

Monday January 11, 2016

Mitch Cohen called the meeting to order at 7:04pm

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 or call 508-476-4000 ext 122 if interested.
2. **Financials:** *Report from Town Finance Director Attached.*
3. **Meeting Minutes:** *Tom motioned to accept the minutes of 11/9/15 as presented, Bob 2nd, unanimous favor.*
4. **Web Hosting Software:** The Town website hosting software (Expression Engine version 2) was originally donated by Mitch Cohen, but the software will be upgrading to version 3, so the Town website will need to be updated. Mitch asked if Cable would pick up the expense of updating the software license to the newest version, as Cable uses the site for various reasons. *Tom motioned not to exceed \$450.00 for the upgrade of the Town Web Hosting Software License, Chris 2nd, unanimous favor.* Mitch will coordinate with Town Administrator.
5. **Correspondence:** Mike Guzinski "Capital Projects" request form memo, Mitch filled out Project request forms for "2nd Floor Studio Buildout" (priority 2) and "Playback Equipment" (priority 1). 2nd floor buildout depends on Mike Guzinski obtaining a fire suppression system waiver from the state. Charter "effective competition" filing with the state regarding rate regulation. Charter price increase of subscriber fees. TelVue's official quote for new playback equipment, to be compared with other vendors as we go forward. Some discussion about broadcast servers and our needs.
6. **Cable Policy Review:** Third reading. Discussion about Pat's recommendations. Since there was a large time gap between readings, the Committee will take more time to review suggested changes and discuss next meeting.
7. **Coordinator's Report:** *Pat's Report Attached.*
8. **Next Meeting:** 2/8/16
9. **Adjourn:** *Bob motioned to adjourn at 8:32pm, Chris 2nd, unanimous favor.*



Informational Guideline Release

Bureau of Accounts
Informational Guideline Release (IGR) No. 16-102
January 2016

CABLE TELEVISION PUBLIC, EDUCATIONAL AND GOVERNMENTAL ACCESS SPECIAL REVENUE FUNDS

(G.L. c. 44, § 53F½; G.L. c. 44, § 53F¾)

This Informational Guideline Release (IGR) explains to local officials the procedures and requirements for establishing an enterprise fund to account for monies received and spent for cable television public, educational and governmental (PEG) access facilities and operations, or alternatively, for creating a receipts reserved fund known as the PEG Access and Cable Related Fund to fund PEG access programming, as well as certain other municipal cable-related expenses.

Topical Index Key:

Accounting Policies and Procedures
Special Funds

Distribution:

Treasurers
Clerks
Accountants/Auditors
Mayors/Selectmen
Managers/Administrators/Exec. Secys.
Finance Directors
City Solicitors/Town Counsels

**CABLE TELEVISION PUBLIC, EDUCATIONAL AND GOVERNMENTAL ACCESS
SPECIAL REVENUE FUNDS**

(G.L. c. 44, § 53F½; G.L. c. 44, § 53F¾)

SUMMARY:

These guidelines explain two options now available to cities and towns to separately account for cable franchise fees collected from customers by cable companies and other cable-related monies negotiated in cable television agreements between the municipality and the cable television operator.

Those monies include fees collected from customers by the cable operator in connection with the franchise and in support of public, educational and government (PEG) programming. In addition to the imposition of these franchise fees, cable licensing agreements typically require that cable companies provide services, facilities and equipment for PEG channels, deliver cable television programming to municipal buildings, and maintain customer service quality. Under state law, cable operators also pay the municipality an annual license fee, which is based on the number of cable customers. All of these monies are general fund revenues, absent a special act treating them otherwise. [G.L. c. 44, § 53](#).

Cities and towns may now designate cable PEG access operations or services as an enterprise and separately account for all franchise fees and other revenues derived from enterprise activities in the same manner as other enterprise funds. [G.L. c. 44, § 53F½](#).

Alternatively, cities and towns may reserve the franchise fees and other cable related revenues for appropriation to support PEG access services, monitor compliance with the franchise agreement or prepare for license renewal by accepting [G.L. c. 44, § 53F¾](#) and establishing a PEG Access and Cable Related Fund.

This statute may be accepted to take effect for fiscal years beginning on or after July 1, 2015.

GUIDELINES:

I. TRANSITION TO SPECIAL REVENUE FUND

As part of the certification of general fund free cash, the Director of Accounts will close any reservations of cable franchise fees or other cable-related funds that appear on a city or town balance sheet on or after June 30, 2016 unless:

BUREAU OF ACCOUNTS

MARY JANE HANDY, DIRECTOR

- A. The city or town has accepted one of the special revenue funds, as explained in Sections II and III below, and
- B. The legislative body of the city or town has voted to have the accounting officer transfer any balance to the accepted fund at the beginning of the fiscal year the fund will start operation. The transfer may be voted as part of the acceptance or separately.

II. **CABLE PUBLIC ACCESS ENTERPRISE FUND**

Cities and towns may accept [G.L. c. 44, § 53F¹/₂](#) and establish an enterprise fund to separately account for all revenues and expenditures in connection with operating cable PEG access service for city or town residents, whether the service is operated by a city or town department or a contractor.

For detailed guidance on adoption of an enterprise fund, setting the annual enterprise budget, accounting for enterprise activities and operation of the fund, see the [Enterprise Funds Guidelines](#) issued by the Bureau of Accounts.

III. **PEG ACCESS AND CABLE RELATED FUND**

A. **Local Acceptance**

1. **Acceptance Procedure**

Acceptance of [G.L. c. 44, § 53F³/₄](#) for a PEG Access and Cable Related Fund (Fund), is by majority vote of the municipality's legislative body, subject to charter. [G.L. c. 4, § 4](#). (See attached sample acceptance vote.)

2. **Revocation of Acceptance**

Acceptance may be revoked, but the city or town must wait until at least three years after acceptance. Revocation is also by majority vote of the municipality's legislative body, subject to charter. [G.L. c. 4, § 4B](#).

3. **Notification of Acceptance or Revocation**

The city or town clerk must notify the Municipal Databank if it accepts or revokes [G.L. c. 44, § 53F³/₄](#). (See "[Notification of Acceptance or Revocation](#).") The notification should be made **as soon as possible** after the vote.

4. Effective Date

The Fund will begin operation for the fiscal year that begins the next July 1, unless a later fiscal year is designated in the acceptance. Revocation of the statute terminates the Fund at the end of the fiscal year in which the revocation is voted.

B. Special Revenue Fund

The Fund is a receipts reserved for appropriation special revenue fund.

1. Receipts

The following revenues received in connection with the municipality's franchise agreements may be credited to the Fund:

- a. Cable franchise fees collected by the cable operator for PEG access and received by the city or town.
- b. Annual license fees paid by the cable operator. [G.L. c. 166A, § 9](#).
- c. Other revenues received in connection with the franchise agreement.

2. Investment

The treasurer is the custodian of the Fund. The treasurer may invest the monies of the Fund in the same manner as general funds under [G.L. c. 44, §§ 55, 55A](#) and [55B](#). The treasurer may pool the cash and does not have to establish a separate bank account for the Fund.

Interest earned on Fund monies belongs to the general fund.

C. Expenditures

An appropriation is required to spend any monies in the Fund. Appropriations are by majority vote of the legislative body and are limited to the actual unencumbered balance of the Fund at the time of the appropriation. Anticipated receipts cannot be appropriated.

Monies from the Fund may be appropriated consistent with the cable franchise agreement to:

1. Support cable PEG access service or programming for city or town residents, whether operated by a city or town department or a contractor.
2. Monitor the cable operator's compliance with the franchise agreement.
3. Prepare for renewal of the cable franchise license, including any associated expert and legal services.

Payment of bills charged to appropriations from the Fund must follow the same process used for payment of other municipal expenses. G.L. c. 41, §§ 52 and 56. A payment voucher with appropriate supporting documentation is submitted to the accounting officer for placement of the bill on the treasury warrant.

D. Accounting

The accounting officer must establish and maintain the Fund as a separate account and record all activity in the Fund.

1. Receipts are recorded directly into the Fund.
3. Expenditures are recorded as direct expenditures in the Fund.
4. The unspent and unencumbered balance of an appropriation for a particular cable-related purpose is closed to the Fund.
5. The balance in the Fund at the end of a fiscal year carries forward to the next fiscal year.

E. Supplemental Appropriations

Appropriations may be made from other municipal funding sources, such as the tax levy, free cash or other available funds, to supplement and carry out cable-related purposes funded by the Fund. However, monies from these sources may not be appropriated directly into the Fund. Depending on the purpose, appropriations from the Fund could be operating or special purpose appropriations and the accounting officer would close them out in the same manner as other such appropriations.

F. Fund Revocation

If the city or town revokes its acceptance of G.L. c. 44, § 53F³/₄, the accounting officer is to close the fund balance to the general fund at the end of the fiscal year.

Hi Pat,

Just an FYI.
553F³/₄ was accepted last Nov.
Mike

SAMPLE

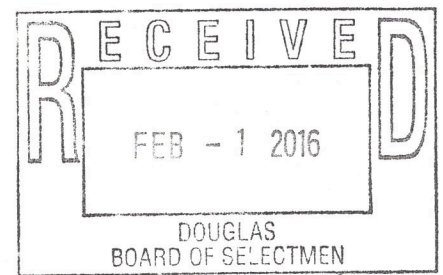
(Sample should not be used without the advice of municipal counsel.)

PEG ACCESS AND CABLE RELATED FUND ACCEPTANCE

Legislative Body Vote

ARTICLE/ORDER. To see if the city/town will accept [General Laws Chapter 44, Section 53F¾](#), which establishes a special revenue fund known as the PEG Access and Cable Related Fund, to reserve cable franchise fees and other cable-related revenues for appropriation to support PEG access services and oversight and renewal of the cable franchise agreement, the fund to begin operation for fiscal year _____, which begins on July 1, _____ or take any other action relative thereto.

MOTION. Moved/ordered that the city/town accept [General Laws Chapter 44, Section 53F¾](#), which establishes a special revenue fund known as the PEG Access and Cable Related Fund, to reserve cable franchise fees and other cable-related revenues for appropriation to support PEG access services and oversight and renewal of the cable franchise agreement, the fund to begin operation for fiscal year _____, which begins on July 1, _____.



cc: Cable ✓

CERTIFIED MAIL
Return Receipt Requested

January 29, 2016

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

Dear Issuing Authority:

Attached you will find the Annual Form 500 (Complaint/Outage Report) for 2015 as filed by Charter Communications with the Massachusetts Department of Telecommunications and Cable. Due to the software limitations of the MA DTC's form, the number of subscribers in your town or city appears only at the top of the Service Interruption Data form. On the Complaint Data form, the subscriber number auto-populates as a zero, which is clearly not correct.

If you have any questions, please contact me at 774-243-9735 or at Tom.Cohan@charter.com.

Sincerely,

Thomas P. Cohan
Director of Government Affairs

Form 500 Service Interruption Data

29-Jan-16

Code Key: Duration of Service Interruption

<1> Less than 1 Day <2> 1-3 Days <3> 4-7 Days <4> 8-14 Days <5> 15-30 Days <6> >30 Days

Town	Year	Date of Service Interruption	Subscribers	Duration of Service Interruption (see Code Key above)
Douglas	2015	11/12/2015	2372	<0>
Douglas		11/05/2015		<0>
Douglas		11/01/2015		<0>
Douglas		10/09/2015		<0>
Douglas		09/28/2015		<0>
Douglas		09/23/2015		<0>
Douglas		09/16/2015		<0>
Douglas		08/30/2015		<0>
Douglas		08/01/2015		<0>
Douglas		05/09/2015		<0>
Douglas		02/23/2015		<0>
Douglas		02/19/2015		<0>
Douglas		02/03/2015		<0>
Douglas		01/08/2015		<0>

Form 500 Complaint Data

29-Jan-16

Code Key: Avg. Resolution Time

<1> Less than 1 Day <2> 1-3 Days <3> 4-7 Days <4> 8-14 Days <5> 15-30 Days <6> >30 Days

Code Key: Manner of Resolution

A. Resolved to the satisfaction of both parties.
B. Resolved, customer dissatisfied. C. Not Resolved.

Town	Douglas				
Year	2015	Total Complaints			
Subscribers	0	Avg Resolution Time (see code above)			
Installation					

Manner of Resolution (see code key above for the manner represented by the letters below) The number below each letter indicates the number of complaints resolved in that manner.

A.	1	B.	0	C.	0
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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, 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.

Electronic Bulletin Board

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. **All programs must have a sponsor.**

The person who ~~If a person~~ created a program ~~is, 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 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 ~~incompatible 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 those who wish to become “Producers” in order 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.

Producer Requirements

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

- 1. Under 18: Guardian must sign off on all documents.**
- 2. Under 16: Guardian must be present.**
- 3. Open to Douglas: Residents, Municipal Employees, Business Owners and their 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 Access will provide, upon meeting the above requirements:

- 1. Douglas Cable will get your show up and running, but producers will ultimately be responsible for their own production.**
- 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 the Public channel and optionally YouTube.**

~~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.

Compensation Stipends

Compensation 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.

Compensation 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.~~

~~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.~~
-

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.

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.

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.

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.

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:

~~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.

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 ~~Cable Chair 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.

~~Video Recording~~Videotaping and editing of these events shall be coordinated by the Cable Coordinator, and may include the use of cable staff. ~~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 ~~video recorded~~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.

Attached

- January Meetings Report
- Cable Newsletter February 2016

Public

- KidMissing "Special" Episode recorded, edited, broadcasting and on YouTube, along with a plug that I uploaded immediately after the shoot and put on YouTube.
- KidMissing had tried to record 4 different times and had to be rescheduled; once from the host being sick, once from the snowstorm, and twice because of interference in the Resource Room. Just a reminder of how difficult it can be to offer productions without a production space.
- Online class continues, waiting for a response in order to assess.
- Google "Forms" now updated, would easily be able to create questionnaires on website for surveys, and replace current sign up forms. Any particular questions? (Example attached)

Equipment & Protocol

- Per instruction from last meeting, I contacted Gary Pink about the Resource Room "Monitoring" equipment buildout, email attached with some general questions. Project may be too big to do in house, so it may be worth seeking a quote.
- Community Room meetings have been quiet, partially due to a small "limiter" switch, and partially due to the layout of the microphones. I have created a step in the transcoding process to boost the audio, and upon request I can retroactively re-process anything that is quiet.
- Tightrope rep can give an online demo, we just need to find a date.
- Leightronix sent some general info on their HD UltraNexus.

Date	Day	Meeting	Time	Room	Staff	Paid	Canc	Wages	Notes		
1/4/2016	MON	ConCom	7:00 PM	COM	Steve Zisk	0	0	\$0.00	They Do	MON	4
1/5/2016	TUE	BOS	7:00 PM	RES	Pat Aldrich	0	0	\$0.00	Covered	TUE	11
1/5/2016	TUE	EDC	7:00 PM	KIT	Arthur Griffin	1	0	\$54.45		WED	4
1/6/2016	WED	SC	7:00 PM	DHS	Scott Vallemier	0	0	\$0.00	They Do	THU	1
1/6/2016	WED	ZBA	7:00 PM	COM	Kay Bowen	1	0	\$50.00		FRI	0
1/11/2016	MON	Cable	7:00 PM	COM	Pat Aldrich	0	0	\$0.00		9am-12noon	0
1/11/2016	MON	FinCom	7:00 PM	RES	Sarah Guimond	1	0	\$50.00		12noon-6pm	3
1/12/2016	TUE	Personnel	2:30 PM	COM	Sarah Guimond	1	0	\$50.00		7:00 PM	17
1/12/2016	TUE		7:00 PM	COM	Angela Coe	1	1	\$54.45	5:30 cancel	COM	8
1/12/2016	TUE	Sewer	7:00 PM	SEW	Arthur Griffin	1	0	\$54.45		RES	5
1/12/2016	TUE	St Budget	7:00 PM	KIT	Kay Bowen	1	1	\$50.00	5:30 cancel	MISC	7
1/19/2016	TUE	BOS	7:00 PM	RES	Sarah Guimond	1	0	\$50.00		Recorded	17
1/19/2016	TUE	EDC	7:00 PM	COM	Arthur Griffin	1	1	\$54.45	No Quorum	Not R/Paid	3
1/20/2016	WED	Building	7:00 PM	COM	Angela Coe	1	0	\$54.45		Don't Do	3
1/20/2016	WED	SC	7:00 PM	DHS	Scott Vallemier	0	0	\$0.00	They Do	Cancelled	3
1/21/2016	THU	Capital	1:00 PM	RES	Sarah Guimond	1	0	\$50.00		MEETINGS	20
1/25/2016	MON	BOH	6:00 PM	BOH	Sarah Guimond	1	0	\$50.00			
1/26/2016	TUE	Library	7:00 PM	RES	Sarah Guimond	1	0	\$50.00			
1/26/2016	TUE	PB	7:00 PM	COM	Angela Coe	1	0	\$54.45			
1/26/2016	TUE	Sewer	7:00 PM	SEW	Arthur Griffin	1	0	\$54.45			
					Totals	15	3	\$781.1			

For Immediate Release:

Contact: Pat Aldrich, Cable Coordinator

Phone: 508-476-4000 ext 122

Email: cable@douglassma.org

Re: Monthly Newsletter February 2016

Douglas Cable Access Monthly Newsletter, February 2016

Douglas, MA - Douglas Cable Access is dedicated to 100% coverage of Open Meetings to ensure Government Transparency. Tune in to Channel 192 for 24/7 broadcast of recent meetings, or go to the Town website: DouglasMa.org/Cable for information about our program and our streaming, downloadable video archive. Meeting videos can also be accessed through the iTunes Podcast directory, search "Town of Douglas" and subscribe.

Douglas Public Access runs locally made programs on Channel 191, as well as online at YouTube.com/DouglasCableAccess. Currently, we produce a show called "KidMissing" with Angelina Wilson which focuses on past and current cases of missing children.

Contact Douglas Cable Access by email: cable@douglassma.org, or call us at 508-476-400 ext. 122. Find us on Twitter & Facebook @DouglasCableTV.

Douglas Cable Access Assessment

Researching the general needs of the Residents of Douglas to assess our Cable Access program plans.

* Required

Do you have Charter Cable? *

☐ Yes

☐ No

How often do you watch Douglas Public Access Channel 191? *

☐ Often

☐ Sometimes

☐ I've seen it, but don't regularly watch

☐ Never

Would you be interested in more public programming coverage of local events and culture in Douglas? *

☐ Yes

Yes

☐ No

How often do you watch Douglas Government Access Channel 192? *

☐ Often

☐ Sometimes

☐ I've seen it, but don't regularly watch

☐ Never

Do you watch any specific meetings on Channel 192? *

☐ Yes

☐ No

If yes to above, what meeting(s) do you watch?

Your answer

How often do you watch "Tiger TV" Douglas Educational Access Channel 194? *

☐ Often

☐ Sometimes

☐ I've seen it, but don't regularly watch

☐ Never

Positive: Do you have any comments or suggestions for our Cable Access program?

Your answer

Negative: Do you have any particular complaints about the Cable Access program in Douglas? Not Charter, but the Cable Access program in particular?

Your answer

SUBMIT

Never submit passwords through Google Forms.

This form was created inside of Douglasma.org. [Report Abuse](#) - [Terms of Service](#) - [Additional Terms](#)

Google Forms

From: Gary Pink gpink@isgboston.com
Subject: RE: Douglas Resource Room Monitoring
Date: February 22, 2016 at 7:44 PM
To: Douglas Cable cable@douglasma.org

GP

Hi Pat,

Things are well with me and I hope they are the same for you!

We certainly do what you are asking for many times a month so accomplishing it isn't too big a deal. A couple of questions:

- 1) Is the resource room the selectmen meeting room?
- 2) Who is going to handle the switching of the monitors between the presentation and the live show?
- 3) Do they want the system to be active even when not taping?
- 4) Do you mind plugging in an apple tv, Chromecast or whatever or do you need all always available with a switch?
- 5) Will the plug in location for a laptop be in a fixed location?
- 6) Will the town take care of the electrical for the TVs or do we need to bring in our own?
- 7) How many TVs total are you looking at?

I can tell you without even digging into this you are looking at 5K at the very baseline to do this project but it will almost certainly be more.

One of the big issues is being able to send Chromecast and Apple TV into your recorder. These devices have copy protection (HDCP) and do not play well with video production gear.

We can do a basic system with a basic scaler that you unplug one input and plug in another, we can upgrade that to a scaler with a built in switcher (better way to go but a little more money) or we can go all the way to having an ipad with controls to turn on TVs and switch the inputs (a lot more money). Every options adds up so we need to narrow down what you are looking for.

Do you have a budget at all?

Thanks,

Gary Pink
Account Executive/Systems Engineer
Integrated Solutions Group
858 Providence Highway
Norwood, MA 02062
781-769-7810 Office
781-349-8823 Direct

-----Original Message-----

From: Douglas Cable [mailto:cable@douglasma.org]
Sent: Sunday, February 21, 2016 5:30 PM
To: Gary Pink
Subject: Douglas Resource Room Monitoring

Hi Gary,

Hope everything is well. We are looking to do some things here at the Douglas Municipal Center in terms of creating some playback and presentation monitors for folks at meetings in the Resource Room.

Mainly, a large screen TV for one of the walls, possible monitor setups for a screen visible to the board members, and some sort of multi-media connector for Apple TV, Roku, Chromecast, and hoping to include any and all possible connections for guests to plug in or connect over wi-fi and present to the audience.

The presentation would also have to run into our recording rack for inclusion in meeting recordings. Also, the Committee would ideally be able