

Douglas Cable Advisory Committee
Douglas Municipal Center
Agenda
Monday March 14, 2016

1. **Call to order:**
2. **Committee Vacancy:**
3. **Financials:** *Report from Town Financial Director attached.*
4. **Meeting Minutes:** 2/29/16
5. **Correspondence:**
6. **Budget FY17:**
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 Monday, April 11, 2016
12. **Adjourn:**

FOR 2016 08

	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	18,358.91	2,205.16	.00	-18,358.91	100.0%*
2836951 51200 P/T Wages	0	516	5,874.90	676.70	.00	-5,359.27	1139.4%*
2836951 52400 REPAIRS AND MAINT AG	0	0	735.63	99.00	.00	-735.63	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	202.29	79.99	.00	-202.29	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	29,551.68	3,060.85	.00	-29,036.05	5731.2%
TOTAL CABLE ADVISORY COMMITTEE	0	516	29,551.68	3,060.85	.00	-29,036.05	5731.2%

Douglas Cable Advisory Committee

Douglas Municipal Center

Meeting Minutes

Monday February 29, 2016

Mitch Cohen called the meeting to order at 7:09pm

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:** Small change on Cable Policy Review, removed "Third Reading" as the timeline is somewhat vague. *Bob motioned to accept the minutes of 1/11/16 as amended, Tom 2nd, unanimous favor.* Mitch made a note on the Web Hosting Software that there was a sale on this item, so will be less than previously authorized.
4. **Correspondence:** Informational guideline release on the recent cable revenue bylaw, effects Cable budget protocol moving forward, some discussion. Charter Annual Form 500 discussing outages and complaints.
5. **School Committee Recording:** Mitch discussed details of a plan in which cable can take over the recording and payments for School Committee meetings, in an attempt to take it off the school budget. So far, it's not looking good, as this may present issues with Town Finance Director, in which case, we will not move forward. Mitch will discuss more with Finance and Town Administrator.
6. **Budget FY17:** Mitch explained the details of the proposed budget. There will be changes to the protocol when approving a budget, now that there are some new steps in accordance with the cable fund bylaw. A simple budget, consisting of "Salary & Expenses" will need to be approved at Town Meeting. Minimum wage will be increasing as well, which will affect our part time salary numbers. Committee was supportive of moving forward with the current draft budget and pending a meeting with the Town Finance Director, will be back in March to approve an official budget request.
7. **Cable Policy Review:** Pat went through the changes to date. Will read again next meeting.
8. **Coordinator's Report:** *Pat's Report Attached.* Pat will pursue a quote from Gary Pink at the Camera Company for Resource Room monitors project.
9. **Next Meeting:** 3/14/16
10. **Adjourn:** *Bob motioned to adjourn at 8:04pm, Tom 2nd, unanimous favor.*

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.

Open Meeting Recording and Broadcast

The policy of the Cable Advisory Committee is to video record all open meetings for broadcast playback on the government access television channel, as well as online streaming and download through the Town website. New meeting groups will be notified prior to the first recording. Exceptions will only be allowed by a Cable Advisory Committee vote.

The Cable Advisory Committee will also cooperate with other entities in order to record government agencies which impact Douglas.

Attached

- February Meetings Report
- Cable Newsletter April 2016

Public

- Sr. Center has been creating regular programming with their CPI equipment.
- Alliance for Community Media 2016 Annual Conference August 18-20 in Boston, \$175 for a one day pass.

Equipment & Protocol

- Pat has contacted Gary Pink for a quote on Resource Room monitoring equipment project, booked for Wednesday 3/16 @ 10am if anyone would like to join.

Date	Day	Meeting	Time	Room	Staff	Paid	Canc	Wages	Notes		
2/1/2016	MON	ConCom	7:00 PM	COM	Steve Zisk	0	0	\$0.00	They do	MON	5
2/2/2016	TUE	BOS	7:00 PM	RES	Sarah Guimond	1	0	\$50.00		TUE	14
2/2/2016	TUE	EDC	7:00 PM	COM	Arthur Griffin	0	1	\$0.00	Did not get	WED	3
2/2/2016	TUE	Sewer	7:00 PM	SEW	Tess Werme	1	0	\$54.45		THU	3
2/2/2016	TUE	ZBA	7:00 PM	COM	Arthur Griffin	1	0	\$54.45		FRI	0
2/3/2016	WED	SC	7:00 PM	DHS	Scott Vallemier	0	0	\$0.00	They do	9am-12noon	0
2/4/2016	THU	Capital	1:00 PM	COM	Sarah Guimond	1	0	\$50.00		12noon-6pm	4
2/8/2016	MON	Cable	7:00 PM	RES	Sarah Guimond	0	1	\$0.00	LNC	7:00 PM	21
2/9/2016	TUE	Personnel	2:30 PM	COM	Sarah Guimond	1	0	\$50.00		COM	11
2/9/2016	TUE	PB	7:00 PM	COM	Arthur Griffin	1	0	\$54.45		RES	6
2/9/2016	TUE	St Budget	7:00 PM	RES	Tess Werme	0	1	\$0.00	LNC	MISC	8
2/16/2016	TUE	BOS	7:00 PM	RES	Sarah Guimond	1	0	\$50.00		Recorded	18
2/16/2016	TUE	EDC	7:00 PM	SEL	Pat Aldrich	0	0	\$0.00		Not R/Paid	0
2/16/2016	TUE	FinCom	7:00 PM	COM	Arthur Griffin	1	0	\$54.45		Don't Do	3
2/17/2016	WED	Building	7:00 PM	COM	Angie Coe	0	1	\$0.00	Cancelled	Cancelled	4
2/18/2016	THU	Sewer	3:00 PM	SEW	Sarah Guimond	1	0	\$50.00		MEETINGS	25
2/23/2016	TUE	Cemetery	7:00 PM	KIT	Arthur Griffin	1	0	\$54.45			
2/23/2016	TUE	Library	7:00 PM	SEL	Tess Werme	1	0	\$54.45			
2/23/2016	TUE	PB	7:00 PM	COM	Angie Coe	1	0	\$54.45			
2/23/2016	TUE	St Budget	7:00 PM	RES	Sarah Guimond	1	0	\$50.00			
2/24/2016	WED	SC	7:00 PM	DHS	Scott Vallemier	0	0	\$0.00	They Do		
2/25/2016	THU	OGSDC	7:00 PM	COM	Kay Bowen	1	0	\$50.00			
2/29/2016	MON	BOH	6:00	BOH	Sarah Guimond	1	0	\$50.00			
2/29/2016	MON	Cable	7:00 PM	COM	Pat Aldrich	0	0	\$0.00			
2/29/2016	MON	FinCom	7:00 PM	RES	Arthur Griffin	1	0	\$54.45			
					Totals	16	4	\$835.60			

For Immediate Release:
Contact: Pat Aldrich, Cable Coordinator
Phone: 508-476-4000 ext 122
Email: cable@douglasma.org
Re: Monthly Newsletter April 2016

Douglas Cable Access Monthly Newsletter, April 2016

Douglas, MA - Get creative! If you enjoy working with video, and would like to know more about how digital video works, check out our "Digital Video Fundamentals" workshop, which is free to Douglas residents. Learn some of the basics of digital video while working on your own project to be aired on the Douglas Public Access channel 191.

Stay informed! Douglas Government Access channel 192 features 24/7 playback of the most recent open meetings. Keep up to date by streaming or downloading meeting videos online from the Douglas website, or search the iTunes podcast listing for "Town of Douglas" and subscribe. Douglas Government Access also now offers our very own Apple TV app, so don't forget to check that out next time you browse the app store.

Get involved! The Douglas Cable Advisory Committee currently has an opening. The role of the Committee is to regulate policy, oversee the cable access program, and to represent Douglas in licensing with Charter Cable. If you are interested in joining, please let us know.

Visit our site for more details: douglasma.org/cable. Contact by email: cable@douglasma.org, or call us: 508-476-400 ext. 122. Find us on Twitter & Facebook @DouglasCableTV.