

Douglas Cable Advisory Committee

Douglas Municipal Center

Agenda

Monday May 16, 2016

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

FOR 2016 09

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

695 CABLE ADVISORY COMMITTEE

2836951 CABLE ADVISORY REVOLVING FUND

2836951 51110 F/T WAGES	0	0	21,666.65	3,307.74	.00	-21,666.65	100.0%*
2836951 51200 P/T Wages	0	60,417	7,337.20	1,462.30	.00	53,079.98	12.1%*
2836951 52400 REPAIRS AND MAINT AG	0	0	735.63	.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	.00	.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	60,417	34,321.72	4,770.04	.00	26,095.46	56.8%
TOTAL CABLE ADVISORY COMMITTEE	0	60,417	34,321.72	4,770.04	.00	26,095.46	56.8%

**Douglas Cable Advisory Committee**

**Douglas Municipal Center**

**Meeting Minutes**

**Monday March 14, 2016**

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

**Attendance:**

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

**Staff:** Pat Aldrich, Sarah Guimond

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. **Meeting Minutes:** *Tom motioned to accept the minutes of 2/29/16, Bob 2nd, unanimous favor.*
4. **Correspondence:** None.
5. **School Committee Recording:** Mitch discussed with Finance and Town Administrator and at this time it is too complicated due to personnel bylaws.
6. **Budget FY17:** Mitch and Pat met with Jeanne and Mike to tighten up the budget in accordance with the proper protocols. Some small changes were made and we are still waiting for some information, so there are a few estimated values that will be corrected once we hear back from Jeanne. New categories include FICA and retirement, new sums included in part time wages to offset the minimum wage raise. *Tom motioned to approve the budget as presented at \$85,897.00 with the understanding that the benefits/retirement line will be adjusted according to the standards of the Worcester Retirement Board, Bob 2nd, unanimous favor.* Mitch will forward the updated approved budget to the Finance Committee and the Board of Selectmen.
7. **Cable Policy Review:** 3rd reading of changes. *Bob motioned to approve updated policies as presented, Chris 2nd, unanimous favor.* A new policy is being discussed to replace “new meeting recordings” to be reviewed at the next meeting.
8. **Coordinator’s Report:** *Pat’s Report Attached.*
9. **Next Meeting:** 4/11/16
10. **Adjourn:** *Bob motioned to adjourn at 7:26pm, Chris 2nd, unanimous favor.*

**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**

- March Meetings Report
- April Meetings Report
- Cable Newsletter June 2016

**Govt.**

- Policies have been updated online.
- FinCom 3/28/16 had a small issue toward the end of the meeting, there was a problem with the DVD recorder and the Rec. Asst. had to change DVD's, problem with VHS deck as well, we lost a few minutes of the meeting.
- Protocol needs to be designed to handle DVD changeover, or general technical issues in the middle of a meeting, suggestions on how to get the attention of the chair, how to properly inform a Committee if a tech issue happens.
- BVT SC 4/14 recorded, shared with district.
- Building 4/20/16 had a tour of the boiler room, Sarah asked if she could follow with a camera, so that has been edited into the meeting. We do not usually edit meetings in any way, but this was a special presentation for the meeting body.

**Public**

- KidMissing 16 is broadcasting and online.
- Sr. Center Program "St. Patty's Day Concert", "Wildlife Presentation" and "Tai Chi" are broadcasting and online.
- Reminder: On the Town Website, there is a page for "Public Access" which has our most recent public access programming online in playlist forms.
- Upcoming: Open Mic Night 5/20, Memorial Day Parade 5/30

**Equipment & Protocol**

- Gary Pink quote for Resource Room.



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## Douglas Meeting Room

### Scope of work

A 75" professional Sony monitor will be mounted to the left of the selectmen. Near this monitor will be two jacks one of which will be a VGA input and the other will be HDMI. These signals will run back to the cable room. Inside the cable room will be a 7 input scaler consisting of 2 VGA inputs and 5 HDMI inputs. The signals from the wall jacks will occupy two of these inputs. The other 4 HDMI inputs are available for use as you see fit. Suggestions included having both AppleTV and Chromecast for wireless connectivity. Douglas cable will need to purchase these items but ISG will install them into the scaler and assist with network integration.

The scaler has two outputs and the VGA output will feed into the cable video switcher via scan converter. The scan converter will handle HDCP content. In order to pass HDCP protected content the town or the cable committee will need sign a contract with the manufacturer. The contracts will state that the town and cable committee will not use the device for any illegal activities (ie copying protected blu-ray movies). This device is key since certain items like the Chromecast have copy protection turned on all the time even if just displaying a local Google doc. The second HDMI output will feed back to the 75" monitor.

Both the VGA and HDMI signals will be converted with active boxes in order to travel the required lengths between the rooms.

There will be a 22" monitor with a cable input mounted at the rear of the room next to the cable room so that the selectmen and administration can see the channel live during meetings.



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**Prepared For:**

Pat Aldrich  
Douglas Cable Access  
Douglas, MA  
[cable@douglasma.org](mailto:cable@douglasma.org)

**INTEGRATED  
SOLUTIONS GROUP**

Date: 03.22.2016  
Quote: Meeting Room Monitor  
Valid For: 30 Days  
Terms: N30  
Prepared By: Gary Pink, Account Executive

Qty	Model	Description	Price	Ext
1	FWD75W850C	Sony 75" Professional Full HD Public Display	\$ 2,275.00	\$ 2,275.00
1	HG22NA470BF	Samsung 22" LCD Monitor w/RF input	\$ 263.25	\$ 263.25
1	LTM1U	Chief Large Micro Adjustable Mount	\$ 202.75	\$ 202.75
1	VP-734	Kramer 7-Input 4K UHD Presentation Switcher/Scaler	\$ 1,535.25	\$ 1,535.25
1	WP-571	Kramer HDMI to TP Transmitter Wall Plate	\$ 170.00	\$ 170.00
2	PT-572+	Kramer TP to HDMI Receiver	\$ 170.00	\$ 340.00
1	WP-301x1	Kramer Active HD15 "VGA" transmitter Wall Plate	\$ 228.00	\$ 228.00
1	TP-50	Kramer Active HD15 "VGA" receiver	\$ 341.75	\$ 341.75
1	PT-571	Kramer HDMI to TP Transmitter	\$ 152.25	\$ 152.25
1	BEM-4-H	Ensemble Designs Bright Eye Mitto 4 w/HDCP	\$ 1,725.00	\$ 1,725.00
		<i>Customer responsible for power for monitor (outlet or extension).</i>		
		<i>Customer responsible to purchase AppleTV and Chromecast</i>		
		<i>if needed. ISG will install.</i>		
1	Installation	Mount and install monitor, Install and wire wall plates. Wire control room connections. Test	\$ 2,400.00	\$ 2,400.00
1	CCP	Cables Connectors and Parts	\$ 260.00	\$ 260.00
1	Shipping	Shipping Charge	\$ 100.00	\$ 100.00
		<b>Package Total</b>	<b>\$ 9,993.25</b>	

**IntegratedSolutions Group**  
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