

Douglas Cable Advisory Committee

Douglas Municipal Center

Meeting Minutes

Monday July 21, 2014

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

Attendance:

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

Staff: Pat Aldrich



1. **FY15 Re-organization:** Tom nominated Mitch Cohen for Chair, Bob 2nd, unanimous favor. Bob nominated Tom Devlin for Vice Chair, Chris 2nd, unanimous favor.
2. **Financials:** Thru 6/14: F/T Wages: YTD: \$7,218.68, P/T Wages: YTD: \$21,243.15, Repairs and Maintenance: YTD: \$434.44, Advertising: YTD: \$117.90, Legal: YTD: \$7,745.00, Engineering/Architecture: YTD: \$337.50, Office Supplies: YTD: \$891.11, Other Supplies: YTD: \$49.98, In-state Travel: YTD: \$160.40, Dues and Membership: YTD: 600.00, Equipment: YTD: \$2,447.50. Total YTD: \$41,245.66. Pat went through End of FY14 spreadsheet.
3. **Correspondence:** Charter sample bill, Open Meeting Checklist, Bob and Tom reappointment letters, Comcast/Charter transfer notices. Mitch explained the Comcast takeover of Central MA from Charter. He spoke to Atty Solomon and Tom Cohan of Charter and both said the newly signed license will transfer as-is to Comcast. The Town has a right to an open hearing about the matter to discuss possible issues, but Atty Solomon said that would be unnecessary, as Comcast can clearly maintain service appropriately to Douglas and abide by the current contract. Mitch will pass the recommendation to *not hold a public hearing* on to the Board of Selectmen, as they have this issue listed on their Agenda.
4. **FY16 Revenue:** The Board of Selectmen approved the FY16 revenue request of a 3% increase, to be received in March 2015. A discussion about the fiber lines to be installed in accordance with the new license, how they will be laid out at the Municipal Center, and any new equipment that is to be installed.
5. **Meeting Minutes:** 5/12/14: Tom motioned to accept as presented, Bob 2nd, unanimous favor.
6. **Job Description "Cable Coordinator":** The Coordinator position was changed from part time to full time, and the Personnel Board wanted the DCAC to take another look at the current job description. Tom motioned to approve the Cable Coordinator job description as written with one change from "Part time" to "Full time", Bob 2nd, unanimous favor. Mitch will forward to the Personnel Board.
7. **Cable Coordinator Benefits:** Pat explained a sheet from Jeanne explaining the

calculations of the new benefits attached to the full time Coordinator position, including how she calculates sick, vacation, and personal days. Pat also submitted a memo to the Town describing his wish to surrender all holidays except for the "big four" holidays: New Years, July 4th, Thanksgiving, and Christmas - in order to have optimal flexibility. Tom motioned to appoint Mitch Cohen to sign off on the presented time off and holiday provisions for Cable Coordinator "full time" benefits as presented, Chris 2nd, unanimous favor.

8. **Coordinator Review:** Placed on the Agenda for next meeting.
9. **Coordinator's Report:** Pat submitted May & June 2014 meetings report. Pat acknowledged that he needs to go back through and take out "public" events from the meeting report and create a Public sheet as well. Douglas Cable Access has been "Google Verified" in business listings. Memorial Day 2014 video was good, stickypod was great, shotgun mics worked well. Video is on YouTube and Channel 11. YouTube archive has been completely transferred to the new YouTube account: <http://www.youtube.com/DouglasCableAccess>. New programs: Skin Talk was submitted, KidMissing episode 6 is on YouTube and broadcast, Douglas Farmer's Market opening day video on YouTube and broadcast. Digital Video Training Summer 2014 has begun, students in production phase. Judged a video contest for ACM-NE, Video festival is in NH October 9-11, 2014. Pat visited the High School Room 208 to audit their equipment, will have some equipment recommendations. Pat submitted some equipment research for "field" production, and will narrow it down further. Some discussion about equipment needs.
10. **Equipment:** Bob motioned to spend up to \$300.00 for an EZ-Up tent, a folding table, and a couple folding chairs, Tom 2nd, unanimous favor.
11. **Other Business:** Need more space on GoogleDrive. Pat will email John Ducharme.
12. **Adjourn:** Bob motioned to adjourn at 8:07pm, Chris 2nd, unanimous favor.

Pat

Douglas Cable Advisory Committee
Douglas Municipal Center
Agenda
Monday July 21, 2014

- Call to order:**
- FY15 Re-organization:**
- Financials:**
- Correspondence:**
- FY16 Revenue:**
- Meeting Minutes:** 5/12/14
- Job Description "Cable Coordinator":**
- Coordinator Benefits:**
- Coordinator Review:** Next Mtg.
- Coordinator's Report:**
- Equipment:** (Part of Coordinator's Report)
- Other Business:**
Open session for topics not reasonably anticipated 48 hours in advance of meeting.
- Next Meeting:**
- Adjourn:**

7/03/2014 10:06 | Town of Douglas
824jlov | FY14 JUN14 EXPENDITURE REPORT THRU 6/30

| PG 124
| glytdbud

FOR 2014 12

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

95 CABLE ADVISORY COMMITTEE

836951 CABLE ADVISORY REVOLVING FUND

:836951 51110 F/T WAGES	0	.00	7,218.68	2,062.48	.00	-7,218.68	100.0%*
:836951 51200 P/T Wages	0	147,037.00	21,243.15	777.40	.00	125,793.85	14.4%
:836951 52400 REPAIRS AND MAINT AG	0	.00	434.44	.00	.00	-434.44	100.0%*
:836951 53001 ADVERTISING	0	.00	117.90	.00	.00	-117.90	100.0%*
:836951 53002 LEGAL SERVICES	0	.00	7,745.00	.00	.00	-7,745.00	100.0%*
:836951 53004 ENGINEERING/ARCHITEC	0	.00	337.50	.00	.00	-337.50	100.0%*
:836951 54200 OFFICE SUPPLIES	0	.00	891.11	8.85	.00	-891.11	100.0%*
:836951 55800 OTHER SUPPLIES	0	.00	49.98	.00	.00	-160.40	100.0%*
:836951 57100 IN-STATE TRAVEL	0	.00	160.40	.00	.00	-600.00	100.0%*
:836951 57300 DUES AND MEMBERSHIPS	0	.00	600.00	.00	.00	-2,447.50	100.0%*
:836951 58500 CABLE - ADDITIONAL E	0	.00	2,447.50	.00	.00	105,791.34	28.1%
TOTAL CABLE ADVISORY REVOLVING	0	147,037.00	41,245.66	2,848.73	.00	105,791.34	28.1%
TOTAL CABLE ADVISORY COMMITTEE	0	147,037.00	41,245.66	2,848.73	.00	105,791.34	28.1%

Douglas Cable	FY14 Reconcile	Repairs	Advertise	Legal	Architect	Supplies	Other Supp	Travel	Training	Dues	Equipment	51200 Payroll	Wages
Date	Vendor	52400	53001	53002	53004	54200	55800	57100	57150	57300	58500	7/17/2013	\$738.72
6/24/2013	American Alarm	\$78.76										7/31/2013	\$919.32
9/9/2013	T&G		\$51.75									8/14/2013	\$767.34
9/9/2013	Panic						\$34.00					8/28/2013	\$858.74
9/9/2013	PA Reimburse						\$6.37					9/11/2013	\$900.20
9/24/2013	Amazon						\$100.24					9/25/2013	\$1,000.67
9/24/2013	Amazon						\$79.99					10/9/2013	\$1,124.60
9/24/2013	American Alarm	\$78.76					\$102.85					10/23/2013	\$1,091.46
9/24/2013	Amazon		\$66.15									11/6/2013	\$1,098.93
10/8/2013	Stonebridge								\$225.00			11/20/2013	\$998.64
	ACM-NE											12/4/2013	\$1,038.00
	Wal-Mart											12/18/2013	\$986.34
11/15/2013	Amazon											12/31/2013	\$695.57
	DreamHost	\$119.40										1/15/2014	\$807.04
12/4/2013	Amazon (credit)											1/29/2014	\$1,130.04
12/9/2013	Lynda.Com											2/12/2014	\$830.73
12/17/2013	Amazon											2/26/2014	\$956.22
	American Alarm	\$78.76										3/12/2014	\$1,142.38
	Apple Atlanta											3/26/2014	\$1,196.41
	Pat Aldrich (cards)											4/9/2014	\$1,485.46
1/16/2014	Amazon											4/23/2014	\$1,402.14
2/11/2014	Atty Solomon		\$7,745.00									5/7/2014	\$1,433.64
3/10/2014	Dixon Salo Arch.						\$337.50					5/21/2014	\$1,489.74
3/18/2014	Amazon.com											6/4/2014	\$1,529.44
	Amazon.com											6/18/2014	\$1,354.24
3/20/2014	American Alarm	\$78.76										7/2/2014	\$1,485.64
4/17/2014	Mitch Cohen REIM											Total FY14 Wages	\$28,461.65
	Amazon.com											Total FY14 Exp	\$13,244.71
4/30/2014	Pat Aldrich											Expenditure Total	\$41,706.36
5/22/2014	Pat Aldrich											FY14 Budget	\$45,667.06
	Amazon.com											Over/Under	\$3,960.70
6/17/2014	Amazon.com											Revenue	
7/15/2014	Amazon.com											Deposit	3/4/2014 \$47,037.00
	B&H											Deposit	12/3/2013 \$100,000.00
												Total New Revenue	6/16/2014 \$147,037.00
												Revolving Account	6/30/2013 \$206,096.37
												FY14 Total	\$353,133.37
												Less Total Exp	FY14 Exp. \$41,706.36
												Ending Balance	6/17/2014 \$311,427.01
		Repairs	Adv	Legal	Arch	Supplies	Other Supp	Travel	Training	Dues	Equipment		
	Totals	\$434.44	\$117.90	\$7,745.00	\$337.50	\$966.58	\$49.98	\$160.40	\$0.00	\$600.00	\$2,832.91		



May 13, 2014
Account: 8350 12 036 0177070
Phone Number: (508) 476-4000
Security Code: 6828
Service At 29 DEPOT ST
PUBLIC ACCESS
DOUGLAS MA 01516-2323

Contact Us
visit us at www.charter.com or call
1-888-GET-CHARTER (1-888-438-2427)

Summary

Service from 05/21/14 through 06/20/14
details on following pages

Previous Balance	0.00
Payments Received	0.00
Remaining Balance	0.00
Charter TV®	0.00
Current Charges	0.00
No Payment Due	\$0.00

Charter News

2014 Privacy Notices - Charter's updated Privacy Policy
is enclosed in this month's statement.

Tip of the Month - Are you planning a move? Charter
can make it a little easier with one phone call. Give us a
call and we'll transfer your services to your new address,
at no cost to you. It's that simple. To learn more, visit
charter.com/move or call 1-888-GET-CHARTER.



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



8413 EXCELSIOR DR 120 MADISON WI 53717-1970
8634 0080 NO RP 13 05142014 NNNNNNNN 01 006054 0024

DOUGLAS PUBLIC ACCESS
29 DEPOT ST
PUBLIC ACCESS
DOUGLAS MA 01516-2323



May 13, 2014

Douglas Public Access
Account: 8350 12 036 0177070
Phone Number: (508) 476-4000
Service at 29 DEPOT ST
PUBLIC ACCESS
DOUGLAS MA 01516-2323

No Payment Due **\$0.00**

CHARTER COMMUNICATIONS
PO BOX 60187
LOS ANGELES CA 90060-0187



8350120360177070000000000

Account: Douglas Public Access
8350 12 036 0177070
Security Code: 6828

Contact Us

visit us at www.charter.com or call
1-888-GET-CHARTER (1-888-438-2427)
8634 0080 NO RP 13 05142014 NNNNNNNN 01 006054 0024

Charge Details

Previous Balance	0.00
Remaining Balance	\$0.00

Payments received after 05/13/14 will appear on your next bill.

Service from 05/21/14 through 06/20/14

 **Charter TV®**

Digital Home Includes:	70.99
Basic, Expanded, Digital Receiver & Interactive Services	
Service Discount	-70.99
	\$0.00
Charter TV® Total	\$0.00
Current Charges	\$0.00
No Payment Due	\$0.00

Billing Information

Tax and Fee Notice - This statement reflects the current taxes and fees for your area; visit www.charter.com/taxesandfees for more information. For additional details, please see the standard terms and conditions for our service located at www.charter.com.

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

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

Insufficient Funds Payment Policy - Charter may charge an insufficient funds processing fee for all returned checks and bankcard charge-backs. If your check, bankcard (debit or credit) charge, or other instrument or electronic transfer transaction used to pay us is dishonored, refused or returned for any reason, we may electronically debit your account for the payment, plus an insufficient funds processing fee as set forth in your terms of service or on your Video Services rate card (up to the amount allowable by law and any applicable sales tax). Your bank account may be debited as early as the same day payment is dishonored, refused or returned. If your bank account is not debited, the returned check amount (plus fee) must be replaced by cash, cashier's check or money order.

Interactive Guide Services - Provides access to the electronic program guide - to receive program information, perform efficient channel surfing, use parental controls and access to order Pay-Per-View & On Demand (where available).

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

Franchise Authority - Town of Douglas, MA Dept of Telecommunications & Cable Consumer Division 1000 Washington St, Ste 820 Boston MA 02118-6500 Community ID: MA0323 Phone: (800) 392-6066 or (617) 305-3531

Timely Payment - If your payment is not received by the next billing statement, your account is subject to interruption of service. Addressable equipment may be rendered non-functional prior to termination. You are subject to an addressable change of service charge to reinstate your digital channels and internet service when function is restored.

Statements with Zero or Credit Balances - Customers with a zero or credit balance on their bill will not receive a paper statement.

Video On Demand (VOD) and Pay-Per-View (PPV) - To order, your account must be current. To prevent unauthorized use of these services in your household, you are responsible for setting up a PIN number, parental control and/or rating preference. Charter will not issue a credit for the following: 1) unauthorized use, 2) ordering a PPV event or movie which you are not present to view, 3) failure to report a reception problem that occurs during the ordered movie or event, or 4) failure to report non-delivery of an ordered movie or event.

Local Charter Store: 296 Providence Rd, South Grafton MA 01560 Store Hours: Mon thru Fri - 10:00am to 6:00pm; Closed Sat

Your WAY can be the GREEN way!

GO GREEN with Charter

Charter Online Bill Pay is helping the environment one customer at a time. It's easy - all you need to do is sign up for Charter Online Bill Pay. It will save you money on postage and time - and it will also save trees!

Enroll in Online Bill Pay today.

Enrolling is easy, just go to www.charter.com/myaccount.

Each month, you'll receive a paperless e-bill that you pay online with your choice of payment options.

- Debit Card - Credit Card - Electronic Funds Transfer
- Receive a quick summary of your account at any time
- Access up to 6 months of statements

Payment Options



Pay Online - Create or Login to MyAccount to pay or view your bill online at www.charter.com/myaccount.

Pay with your Mobile Device - Visit m.charter.com Login to MyAccount from My Account & Bill Pay.

Pay by Mail - Detach payment coupon and enclose with your check made payable to Charter. Please do not include correspondences of any type with payments.

For questions or concerns, please call 1-888-438-2427.



Suzanne Kane

From: Suzanne Kane
Sent: Tuesday, May 20, 2014 2:39 PM
To: 'Nancy Lane'; 'Jeanne Lovett'; 'Michael Guzinski'; 'William Cundiff'; 'Ann Carlsson'; 'John Furno'; 'Robert Sullivan'; 'Beth MacKay'; 'Kristin Harris'
Cc: Chris Furno; Michael Guzinski; Jilayne Mitchell
Subject: Open Meeting Checklist
Attachments: Open Meeting Checklist.pdf

Contacts: Ron Tetreau; Linda Brown; Patrick Blake; Todd Bari; Sean Holland; Mitch Cohen; Ellie Chesebrough; Dan Heney; Tony St. Pierre - Work; Betty A. Therrien; Sue Perkins; Sean Aldrich; Nora Werme; Kent Vinson; Keith Menard - Moderator; Justin Lapham; Tim Bonin - Selectmen; Paul Peterson; Dennis Bishop; Leon Mosczynski; Joe Biagioli; Debby Heinz - Cemetery

To all Department Head's responsible for Board/Committee's and Board/Committee Chairs,

The attached "Open Meeting Checklist" was created from documentation issued by the Attorney General's Division of Open Government in March of 2013 and is part of the MIIA Rewards program this year. Please use the checklist as a guide to help keep in compliance with the Open Meeting Laws for posting meetings, creating agendas, going into executive session, and doing minutes. For more information you can visit the [Open Meeting Law](#) at mass.gov's website.

Please let me know if you have any questions.

Suzanne Kane

Administrative Assistant

Town Administrator / Board of Selectmen

Town of Douglas

508-476-4000 ext. 100

skane@douglasma.org

Kindly remember that the Secretary of State has deemed email a public record.



TOWN OF DOUGLAS

Michael D. Hughes, *Chairman*
Kevin D. Morse, *Vice Chair*
Timothy P. Bonin
Keith F. Brown
Harold R. Davis

OFFICE OF THE SELECTMEN
29 Depot Street • Douglas, MA 01516
508-476-4000
Fax: 508-476-1070
TTY 508-476-1619

Michael J. Guzinski
Town Administrator

Suzanne L. Kane
Administrative Assistant

June 5, 2014

Mr. Robert Werme, Jr.
44 Locust Street
Douglas, MA 01516

Dear Mr. Werme, Jr.:

On behalf of the Board of Selectmen, it is my pleasure to inform you that you have been re-appointed to the Cable Advisory Committee for a term ending June 30, 2017.

The Board of Selectmen sincerely appreciates your continued interest in serving the Town and wish to offer you their congratulations.

Please contact the Office of the Town Clerk within 30 days in order to be sworn in to the duties of your office.

Sincerely,

Suzanne Kane
Administrative Assistant

Cc: Town Clerk
Cable Advisory Committee



TOWN OF DOUGLAS

Michael D. Hughes, *Chairman*
Kevin D. Morse, *Vice Chair*
Timothy P. Bonin
Keith F. Brown
Harold R. Davis

OFFICE OF THE SELECTMEN
29 Depot Street • Douglas, MA 01516
508-476-4000
Fax: 508-476-1070
TTY 508-476-1619

Michael J. Guzinski
Town Administrator

Suzanne L. Kane
Administrative Assistant

June 5, 2014

Mr. Thomas Devlin, Jr.
417 NE Main St.
P.O. Box 919
Douglas, MA 01516

Dear Mr. Devlin, Jr.:

On behalf of the Board of Selectmen, it is my pleasure to inform you that you have been re-appointed to the Cable Advisory Committee for a term ending June 30, 2017.

The Board of Selectmen sincerely appreciates your continued interest in serving the Town and wish to offer you their congratulations.

Please contact the Office of the Town Clerk within 30 days in order to be sworn in to the duties of your office.

Sincerely;

Suzanne Kane
Administrative Assistant

Cc: Town Clerk
Cable Advisory Committee

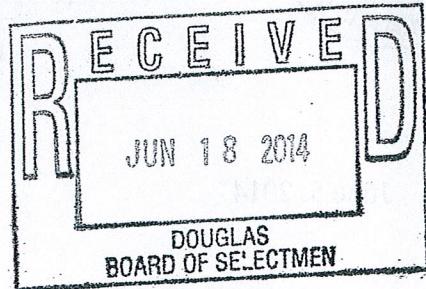


One Comcast Center
Philadelphia, Pennsylvania 19103

2 of 3- Cable
cc: SOS

June 17, 2014

Michael Guzinski
Town of Douglas
29 Depot Street
Douglas, MA 01516



Re: Charter Communications/Comcast Corporation Transaction

Dear Mr. Guzinski:

As you may have read, Charter Communications, Inc. ("Charter"), the ultimate parent of the entity holding the cable franchise in your community, has entered into an agreement with Comcast Corporation ("Comcast"). Pursuant to this agreement, Comcast will become the ultimate owner of your franchisee.

As a preliminary matter, Charter will undertake certain pro forma internal restructurings, and your cable franchisee will become CCO Transfers, LLC, (still remaining entirely under the ownership and control of Charter). Immediately thereafter, your cable franchisee will become an indirect, wholly-owned subsidiary of Comcast.

If you determine that your consent is not required for this transaction to proceed, you need not take any further action. If, however, you believe your consent is necessary, we have provided copies of the Federal Communications Commission's ("FCC") Form 394, other information, and a draft consent resolution to help facilitate the consent process.

- **FCC Form 394.** FCC Form 394 (required copies enclosed) is designed to provide you with the relevant information needed to assess the financial, legal, and technical qualifications of Comcast to be the ultimate parent entity of your cable franchisee.
- **Timing.** According to the FCC's rules, if you decide consent is required, you have a maximum of 120 days from the date you receive this information to review all materials and act upon our request for consent to the transaction. (Please note, your franchise may specify a shorter time frame.)
- **Consent Resolution.** Should you choose to affirmatively consent to the transaction, we have enclosed a draft consent resolution to be used to help expedite the consent process. We would request that a consent resolution, if needed, be placed on your agenda for consideration at your earliest convenience.

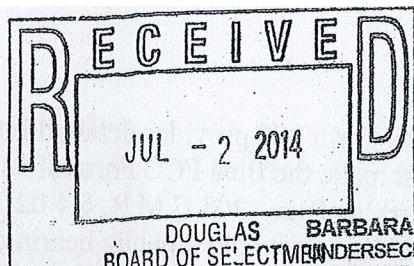
All of us at Comcast are excited about the opportunity to serve your community. We invite you to visit www.comcastcorporation.com/together for additional information about the transaction and Comcast. If you have any questions about the FCC Form 394, the consent resolution, or any of the enclosed documents, please give me a call at (215) 286-5585, send an email to klay_fennell@comcast.com, or send a facsimile to (215) 286-8408.

Sincerely,

Klayton F. Fennell
Vice President, Government Affairs
Attachment and Enclosures

DEVAL L. PATRICK
GOVERNOR

GREGORY BIALECKI
SECRETARY OF HOUSING AND
ECONOMIC DEVELOPMENT



CC: Cables ✓

DOUGLAS BARBARA ANTHONY
BOARD OF SELECTMEN UNDERSECRETARY OF
CONSUMER AFFAIRS AND
BUSINESS REGULATION

COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF TELECOMMUNICATIONS & CABLE

1000 Washington St., Suite 820 Boston, MA 02118

(617) 305-3580 FAX (617) 478-2591

www.mass.gov/dtc

TRANSFER BULLETIN

June 27, 2014

On April 28, 2014, Comcast Corporation (“Comcast”) announced, as part of a broader transaction, that it will become the ultimate owner of all of the Massachusetts cable licenses currently held by subsidiaries of Charter Communications, Inc. (“Charter”). More specifically, control of the cable license holder in each Massachusetts community will transfer from other Charter subsidiaries to CCO Transfers, LLC, which in turn will become an indirect, wholly-owned subsidiary of Comcast. Charter (Transferor) and Comcast (Transferee) seek approval of this transfer at this time.

To that end, on or about June 18, 2014, the issuing authority in each of the 53 Massachusetts communities currently served by Charter should have received a Federal Communications Commission (FCC) Form 394, Application for Franchise Authority Consent to Assignment or Transfer of Control of Cable Television Franchise (“FCC Form 394” or “Transfer Application”) for the transaction. By this Bulletin, the Competition Division of the Massachusetts Department of Telecommunications and Cable (DTC) informs the affected communities of the transfer process and public hearing requirements.

The transfer process began when each community received the FCC Form 394s, in this case, on or about June 18, 2014. It is important to note the date of receipt of the FCC Form 394 by each community, as this Receipt Date triggers a 120-day review period during which the issuing authority must comply with certain deadlines. 47 C.F.R. § 76.502; 207 C.M.R. §§ 4.01-4.06. First, the issuing authority must notify the cable operators within thirty (30) days of the Receipt Date of any questions regarding the accuracy of the FCC Form 394 and accompanying information. 47 C.F.R. § 76.502. Second, the issuing authority must hold a public hearing during the first sixty (60) days after the Receipt Date. 207 C.M.R. § 4.03. Finally, the issuing authority must decide whether to accept or reject the transfer within 120 days of the Receipt Date. 47 U.S.C. § 537; 207 C.M.R. § 4.02. Please note that if an issuing authority does not take action on the application within the time frames established by federal and state law, the application is deemed approved. 47 U.S.C. § 537.

To further clarify the time frames as set forth above, federal regulations require that an issuing authority notify the cable operators within thirty (30) days if it determines that the Transfer Application and accompanying information is inaccurate. 47 C.F.R. § 76.502. Absent notification to the cable operators within the thirty (30) day window, the information is deemed to be accurate and sufficient as filed to render a decision on the transfer proposal. *Id.*

The FCC Form 394 provides detailed information on the proposed transfer. Issuing authorities must make the filed FCC Form 394s available for review by interested parties at the city or town clerk's office. 207 C.M.R. § 4.02(1). Within sixty (60) days of the Receipt Date, the issuing authority must hold a public hearing in order to insure that the Transferor and Transferee, residents, and other interested parties are afforded full and fair opportunity to comment on the proposed transfer. *Id.* § 4.03. State law requires that a decision on the transfer be made only after a public hearing. G. L. c. 166A, § 7; 207 C.M.R. § 4.03. Issuing authorities are responsible for conducting the hearing as well as providing the hearing location and notice of the hearing. 207 C.M.R. § 4.03.

To comply with state regulations, each issuing authority must arrange for notice of the hearing to be published in a newspaper of general circulation in the affected city or town in each of two successive weeks, the first publication being not less than 14 days before the day of any such hearing. 207 C.M.R. § 2.02. Where a community has a cablecasting facility within the control of the cable operator, the cable operator must also provide notice to the community by cablecast at least twice a week, on separate days, during each of the two weeks prior to the hearing. *Id.*

Following the hearing but within 120 days of the Receipt Date, each issuing authority must determine the appropriateness of the transfer and render a final decision to the cable operators. 47 U.S.C. § 537. As stated above, if an issuing authority fails to render a final decision on the transfer within 120 days, the application is deemed granted. *Id.* In determining the appropriateness of the transfer, Massachusetts law states that “[n]o license or control thereof shall be transferred or assigned without the prior written consent of the issuing authority, which consent shall not be arbitrarily or unreasonably withheld.” G. L. c. 166A, § 7. In order to ensure that a determination is reasonable, issuing authorities may consider only the Transferee's (a) management experience, (b) technical expertise, (c) financial capability, and (d) legal ability to operate a cable system under the existing license. 207 C.M.R. § 4.04(1); *In the Matter of MediaOne of Mass., Inc. v. Bd. of Selectman of N. Andover*, CTV 99-2, 99-3, 99-4, 99-5, *Order of Motions for Summary Decision/Consolidation* (May 1, 2000). In addition, issuing authorities may not “propose amendments to or renegotiate the terms of the existing license or any license renewal proposal.” 207 C.M.R. § 4.04(2).

My staff and I are available to assist communities throughout the transfer process. Please feel free to contact us with any questions you may have regarding the transfer process: Michael Mael at 617-368-1105, michael.mael@state.ma.us; Catrice Williams at 617-305-3580, catrice.williams@state.ma.us; or Lindsay DeRoche at 617-368-1112, lindsay.deroche@state.ma.us.

Additional information regarding the transfer process can be found at our website at: <http://www.mass.gov/ocabr/government/oca-agencies/dtc-lp/competition-division/cable-tv-division/municipal-info/license-transfers/>.



Karlen Reed, Director
Karlen.reed@state.ma.us
617-368-1101



July 13, 2014
Account: 8350 12 036 0177070
(508) 476-4000
Phone Number: 6828
Security Code: 29 DEPOT ST
Service At PUBLIC ACCESS
DOUGLAS MA 01516-2323

Contact Us

visit us at charter.com or call
1-888-GET-CHARTER (1-888-438-2427)

Summary

Service from 07/21/14 through 08/20/14
details on following pages

Previous Balance	0.00
Payments Received	0.00
Remaining Balance	0.00
Charter TV®	0.00
Current Charges	0.00
No Payment Due	\$0.00

Charter News

Annual Notices - Pursuant to FCC customer notification requirements, please see the enclosed Annual Notice, which provides important standard terms and conditions for Charter TV service.. To obtain the current channel lineup available in your area, please go to charter.com/channellineup, click on your state, and choose your local area. To obtain a paper copy of your channel lineup or rate card, please contact us at 1-888-438-2427, or visit your local Charter Store. To find the nearest Charter Store location, go to charter.com/locations.

Internet \$29.99 / Phone \$19.99 - Get more of a good thing with Charter Internet® and Charter Phone®. Upgrade today and enjoy faster Internet speeds up to 30 Mbps, 10x faster than DSL for \$29.99 per month for 12 months when bundled and talk more with unlimited local and long distance calling for \$19.99 per month. Call 1-866-517-6115 to upgrade today!



Thank you for choosing Charter.

We appreciate your prompt payment and value you as a customer.



8413 EXCELSIOR DR 120 MADISON WI 53717-1970
8634 0080 N1 RP 13 07142014 NYNNNNNN 01 006150 0040

DOUGLAS PUBLIC ACCESS
29 DEPOT ST
PUBLIC ACCESS
DOUGLAS MA 01516-2323



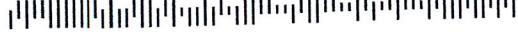
July 13, 2014

Douglas Public Access

Account: 8350 12 036 0177070
Phone Number: (508) 476-4000
Service at 29 DEPOT ST
PUBLIC ACCESS
DOUGLAS MA 01516-2323

No Payment Due **\$0.00**

CHARTER COMMUNICATIONS
PO BOX 60187
LOS ANGELES CA 90060-0187



8350120360177070000000000

Douglas Public Access
8350 12 036 0177070
Account:
Security Code: 6828



Contact Us

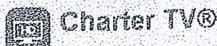
visit us at charter.com or call
1-888-GET-CHARTER (1-888-438-2427)
8634 0080 N1 RP 13 07142014 NNYYNNN 01 006150 0040

Charge Details

Previous Balance	0.00
Remaining Balance	\$0.00

Payments received after 07/13/14 will appear on your next bill.

Service from 07/21/14 through 08/20/14



Digital Home Includes:	70.99
Basic, Expanded, Digital Receiver & Interactive Services	
Service Discount	-70.99
	\$0.00
Charter TV® Total:	\$0.00
Current Charges	\$0.00
No Payment Due	\$0.00

Billing Information

Tax and Fee Notice - This statement reflects the current taxes and fees for your area; visit www.charter.com/taxesandfees for more information. For additional details, please see the standard terms and conditions for our service located at www.charter.com.

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

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

Insufficient Funds Payment Policy - Charter may charge an insufficient funds processing fee for all returned checks and bankcard charge-backs. If your check, bankcard (debit or credit) charge, or other instrument or electronic transfer transaction used to pay us is dishonored, refused or returned for any reason, we may electronically debit your account for the payment, plus an insufficient funds processing fee as set forth in your terms of service or on your Video Services rate card (up to the amount allowable by law and any applicable sales tax). Your bank account may be debited as early as the same day payment is dishonored, refused or returned. If your bank account is not debited, the returned check amount (plus fee) must be replaced by cash, cashier's check or money order.

Interactive Guide Services - Provides access to the electronic program guide - to receive program information, perform efficient channel surfing, use parental controls and access to order Pay-Per-View & On Demand (where available).

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

Franchise Authority - Town of Douglas, MA Dept of Telecommunications & Cable Consumer Division 1000 Washington St, Ste 820 Boston MA 02118-6500 Community ID: MA0323 Phone: (800) 392-6066 or (617) 305-3531

Timely Payment - If your payment is not received by the next billing statement, your account is subject to interruption of service. Addressable equipment may be rendered non-functional prior to termination. You are subject to an addressable change of service charge to reinstate your digital channels and internet service when function is restored.

Statements with Zero or Credit Balances - Customers with a zero or credit balance on their bill will not receive a paper statement.

Video On Demand (VOD) and Pay-Per-View (PPV) - To order, your account must be current. To prevent unauthorized use of these services in your household, you are responsible for setting up a PIN number, parental control and/or rating preference. Charter will not issue a credit for the following: 1) unauthorized use, 2) ordering a PPV event or movie which you are not present to view, 3) failure to report a reception problem that occurs during the ordered movie or event, or 4) failure to report non-delivery of an ordered movie or event.

Local Charter Store: 296 Providence Rd, South Grafton MA 01560 Store Hours: Mon thru Fri - 10:00am to 6:00pm; Closed Sat

Your WAY can be the GREEN way!

GO GREEN with Charter

Charter Online Bill Pay is helping the environment one customer at a time. It's easy - all you need to do is sign up for Charter Online Bill Pay. It will save you money on postage and time - and it will also save trees!

Enroll in Online Bill Pay today.

Enrolling is easy, just go to charter.com/myaccount. Each month, you'll receive a paperless e-bill that you pay online with your choice of payment options.

- Debit Card - Credit Card - Electronic Funds Transfer
- Receive a quick summary of your account at any time
- Access up to 6 months of statements



Payment Options



Pay Online - Create or Login to MyAccount to pay or view your bill online at charter.com/myaccount.

Pay with your Mobile Device - Visit m.charter.com Login to MyAccount from My Account & Bill Pay.



Pay by Mail - Detach payment coupon and enclose with your check made payable to Charter. Please do not include correspondences of any type with payments.

For questions or concerns, please call 1-888-438-2427.



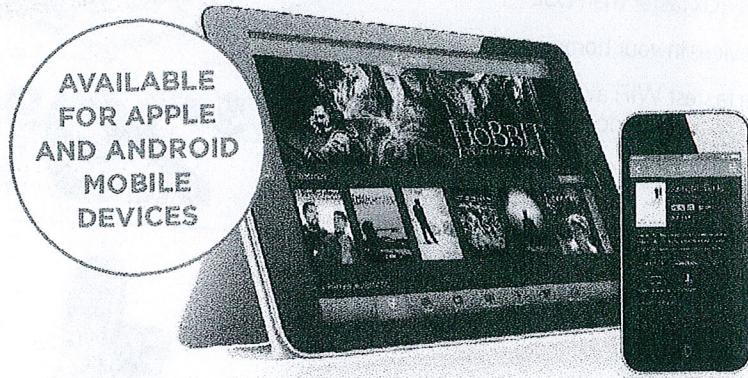
Account: Douglas Public Access
Security Code: 8350 12 036 0177070
6828

Contact Us

visit us at charter.com or call
1-888-GET-CHARTER (1-888-438-2427)
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Millions are using their mobile devices to watch live TV anywhere in their homes.

→ **And you can too with the Charter App.
It's FREE for Charter TV® customers!**



Live TV is in the palm of your hand with the Charter App. Watch 130+ live TV channels anywhere in your home, use your device as a remote, search On Demand listings and more.

The Charter App is easy to use:

- Download the app for **FREE** at chartertvapp.com.
- Sign in using your My Account username or Charter email address. If you don't have a Charter email, create one using your Charter account number.
- Start watching your favorite shows.

► DOWNLOAD NOW AT CHARTERTVAPP.COM. ◄

July 13, 2014

Douglas Public Access
 8350 12 036 0177070
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 COMMUNICATIONS

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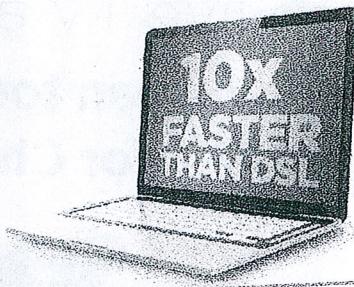
GET MORE OF A GOOD THING.

Add **FASTER** Internet and **UNLIMITED** calling today.



■ Get more speed with
CHARTER INTERNET®

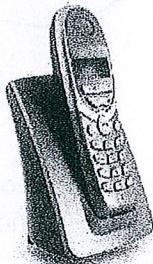
- Fast speeds up to 30 Mbps-10x faster than DSL
- Enough speed for all the devices in your home
- Ask how you can enjoy the fastest WiFi available, with increased range and speed so you can do more on more devices throughout your home



\$29 99
/mo for 12 mos when bundled*

■ Enjoy more talk time with
CHARTER PHONE®

- Unlimited nationwide calling in the U.S., Canada, Puerto Rico, Guam and the Virgin Islands
- No added fees like the phone company charges you
- Includes Voicemail and 13 popular calling features



\$19 99
/mo

You already enjoy the best in TV.
 Now add Internet and Phone with the Charter Double Play.
Call 1-866-952-3179 • Visit charter.com today

Offer good through 09/30/14; valid to qualified residential customers who have no outstanding obligation to Charter. *Qualifying bundle includes Charter TV, Charter Internet and Charter Phone. Internet: \$44.99/mo. yr. 2, standard rates apply after 2 yrs. Installation, taxes, fees, surcharges and other equipment may be extra. INTERNET: Available and Charter speeds may vary by address. DSL speeds compared to 3 Mbps. Charter WiFi: Equipment, activation and installation fees apply. PHONE: Taxes and fees included in price. Services subject to all applicable service terms and conditions, subject to change. Services not available in all areas. Restrictions apply. ©2014 Charter Communications, Inc.

SA5EF09W

Memo

To: Board of Selectmen
From: Mitch Cohen, Chair, Cable Advisory Committee
Date: May 14, 2014
Re: FY16 Cable Operating Budget

Note: This memo is similar to that distributed in advance of the May 6th Board of Selectmen meeting. The only substantive change is indicating that the Cable Committee has unanimously voted to recommend the Board of Selectmen set the FY16 operating budget (March 2015 Charter payment) at \$48,448. The prior memo indicated this was a recommendation from the Chair pending discussion and vote, which has since occurred. I've also added comparisons to the FY16 payment already approved in the license, and per-subscriber cost calculations.

I have been informed that the Board of Selectmen will be discussing the FY16 Cable Operating Budget on May 20, 2014.

The operating budget, or more specific to your discussions the license fee payment made by Charter as the revenue source for the operating budget, has been consistent since its creation in 2003. Each year has been funded at 3% greater than the prior year. The Board of Selectmen continued this practice for our FY15 operating budget when approving the new license this past September.

As you are aware, the Cable Committee has interest in expanding our services. We are very aware the Board of Selectmen has not supported this expansion, therefore we are not requesting funds to support a service expansion at this time.

Our Cable Coordinator and six Cable Recording Assistants are on the town's standard compensation plan. While the FY16 plan has not yet been drafted, the FY15 plan shows a 2.25% step increase and a 1.00% COLA for employees. At this time we are simply interested in funding this adjustment.

Our FY15 operating budget (and previously-received Charter payment) is \$47,037. The license approved late last year provides a FY16 operating budget payment of \$100,630. The Cable Committee has voted unanimously to continue past practice and increase again by only 3%, for a Charter payment of \$48,448.

This change will increase cable bills by 4.9 cents per month on a typical \$80/month bill, or 58 cents per year on a typical \$960/year bill, or a 0.061% net increase.

Please let me know if you have any questions.



TOWN OF DOUGLAS

REVILL D. WILSON, VICE CHAIRMAN
Timothy P. Bonin
Keith F. Brown
Harold R. Davis

OFFICE OF THE SELECTMEN
29 Depot Street • Douglas, MA 01516
508-476-4000
Fax: 508-476-1070
TTY 508-476-1619

Michael J. Guzinski
Town Administrator

Suzanne L. Kane
Administrative Assistant

July 7, 2014

VP/General Manager
Charter Communications
95 Higgins Street
Worcester, MA 01606
Sent by Certified Mail
7011 0470 0001 0765 7398

General Counsel
Charter Communications
Charter Plaza
12405 Powerscourt Drive
St. Louis, Missouri 63131
Sent by Certified Mail
7011 0470 0001 0765 7404

RE: Cable Contract – PEG Access Support Section 8.3(b)

Dear Sir/Madam,

Please be advised that, in accordance with Section 8.3(b) of the Cable Television License executed between the Town of Douglas, MA and Charter Communications Entertainment, effective November 18, 2013 (enclosed), the Town of Douglas, acting through a vote of its Board of Selectmen (minutes enclosed), has opted to receive PEG Access support in year two (2) of the contract in the amount of \$48,448 (representing a 3% increase over the current contract year).

Please feel free to contact me should you have any questions in regards to this matter (ext. 101). Thank you.

Sincerely,

Michael J. Guzinski
Town Administrator

Cc: Board of Selectmen

Cable Advisory Committee ✓

(\$100,000) within thirty (30) days of the Effective Date; (ii) Fifty Thousand Dollars (\$50,000) on or before the first (1st) anniversary of the Effective Date; and (iii) Nineteen Thousand Dollars (\$19,000) on or before the fifth (5th) anniversary of the Effective Date. In no case shall this payment be counted against the PEG Access Support payments made pursuant to Section 8.3(b) below or against any franchise or license fee payment(s). The Licensee may externalize, line-item and/or pass-through this PEG Access Capital Funding on to Subscribers to the extent allowed by applicable law and regulations.

(b) The Licensee shall provide payments to the Town or its designee to be used to support ongoing operations of PEG Access operations and programming (the “PEG Access Support”). Such payment shall be used by the Town or its designee for personnel, operating and other related expenses incurred in connection with PEG access programming and/or operations. Subject to the limitation in Section 9.1(b), the PEG Access Support provided by Licensee shall be as follows: Year One of the Renewal License term, Licensee shall pay Forty-Seven Thousand Thirty-Seven Dollars (\$47,037). Thereafter, the Licensee shall pay the following dollar amounts, or such lower dollar amounts that the Issuing Authority shall notify the Licensee of in writing no later than one hundred twenty (120) days prior to the annual anniversary date of this Renewal License: Year Two of the Renewal License term: One Hundred Thousand Six Hundred Thirty Dollars (\$100,630); Year Three of the Renewal License term: One Hundred Sixteen Thousand Thirty-Nine Dollars (\$116,039); and beginning with Year Four of the Renewal License said dollar amount of PEG Access Support shall increase three percent (3%) each year (i.e. Year Four of the Renewal License: One Hundred Nineteen Thousand Five Hundred Twenty Dollars (\$119,520), subject to the above referenced right of the Issuing Authority to provide one hundred twenty (120) days’ notice of a lower dollar amount of PEG Access Support as the Issuing Authority may determine. PEG Access Support payments shall be made no later than March 31st following the anniversary date of the Renewal License. All such PEG Access Support payments to the Town shall be placed by the Town in a special PEG Access account, and not into the Town’s general fund. If requested in writing by the Issuing Authority, any such payment shall be accompanied by a general statement of the total amount of Gross Revenues which shall also provide in reasonable detail the general categories comprising Gross Revenues as defined in Section 1.1(11) above and the revenue attributable thereto. The Licensee may externalize, line-item and/or pass-through this PEG Access Support on to Subscribers to the extent allowed by applicable law and regulations.

(c) In the event that the PEG Access Capital Funding (Section 8.3(a) above) or the PEG Access Support (Section 8.3(b) above) is not paid on or before the due dates set forth in this Renewal License for such payments, then interest shall accrue from the due date until the date paid at the rate equal to two percent (2%) above the prime rate at the Federal Reserve Bank of Boston or its successor.

(d) The Issuing Authority or its designee shall upon written request of the Licensee prepare an annual report for the preceding calendar year which records how the annual payment for PEG operations was spent, and what amount remained unspent at the end of the calendar year. This report shall be submitted to the Licensee within thirty (30) days of said written request.

8.4 PEG Access Equipment Ownership And Maintenance

The Town or its designee shall own all PEG access equipment and, accordingly, shall be responsible for maintenance, repair and replacement of all such PEG access equipment.

2. Approve-New Class II License-K-2 Automotive (04:55)

In the packet is a new Class II application.

Ms. Kane presented the application. The business was sold and purchased by the Morgans. Ms. Kane received comments from all the other committees. They will retain the conditions of the last license, which include a six vehicle limit, standard required Fire Code Compliance policy, \$25,000 bond, etc. Mr. & Mrs. Morgan joined the meeting. The Morgans do not have any plans to expand past six vehicles.

Mr. Davis made a motion to approve the Class II License for K-2 Automotive as presented. Mr. Brown seconded the motion. All-Aye.

3. Cable PEG Access Fees Discussion (24:14)

In the packet is a memo from Mitch Cohen dated May 14, 2014.

Mr. Cohen joined the meeting to speak about the FY16 Cable budget. They are requesting \$48,448, which is a 3% increase over the FY15 revenue to cover COLA and steps. Mr. Cohen explained the background behind the request and the Cable license requirements. A discussion was held, including the revolving fund, Capital plans, 501c(3) programming, wages and fees.

Mr. Cohen announced events that are planned and the availability of free classes in television production for Town residents. Audio quality for the School Committee meetings and in the Resource Room was discussed.

Mr. Davis made a motion to approve the Cable Commission's request as presented. Mr. Brown seconded the motion. Vote: Aye-4, No-1.

4. Old Grammar School Disposition Committee (OGSDC) Request (50:39)

In the packet are a memo from Mr. Cundiff dated May 14, 2014, a memo from Jay Talerman dated March 19, 2014, and a sketch of a concept plan.

Mr. Cundiff joined the meeting and presented that the Town voted at the last annual Town Meeting to change the zoning in the area of the Old Grammar School at Gleason Court. The OGSDC recommends proceeding with laying out Gleason Court as a public way. The School Committee would rather have a public way as opposed to reserving an easement. There would be no change in the Town's responsibility for the road. There will be a cost associated with this. The next Annual Town meeting is the soonest that this could be laid out. A discussion was held. The BOS was supportive, contingent upon the cost. Mr. Cundiff will reach out to the property owner, gather responses and come back to the BOS with cost estimates.

5. Reconvene Strategic Budget Committee (58:50)

Mr. Guzinski summarized the events discussed at the last meeting. Mr. Guzinski will draw up a draft for a five-member board to financially plan out the next five years for the Town, including a set of goals. The BOS was supportive of reconvening the Strategic Budget Committee to look at how to proceed within the cap.

Mr. Guzinski will prepare a draft of the scope and goals of the Strategic Budget Committee for the next meeting.

Douglas Cable Advisory Committee

Douglas Municipal Center

Meeting Minutes

Monday May 12, 2014

Mitch Cohen called the meeting to order at 8:07pm

Attendance:

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

Staff: Pat Aldrich

1. **Financials:** Thru 4/14: F/T Wages: MTD: \$3,093.72 P/T Wages: MTD: \$1,227.70 YTD: \$22,602.77, Repairs and Maintenance: YTD: \$434.44, Advertising: YTD: \$117.90, Legal: YTD: \$7,745.00, Engineering/Architecture: YTD: \$337.50, Office Supplies: YTD: \$862.27, Other Supplies: YTD: \$49.98, Dues and Membership: YTD: \$600.00, Equipment: MTD: \$319.21 YTD: \$2,395.70. Total MTD: \$4,640.63, YTD: \$35,145.56.
2. **Correspondence:** Mitch spoke with Tom Cohan of Charter, Tom said our area will become "Comcast" when the merger goes through, but our license will be upheld as written.
3. **Meeting Minutes:** April 28, 2014: Bob motioned to accept, Chris 2nd, unanimous favor.
4. **Municipal 2nd Floor Buildout:** Town Meeting approved some general upgrades to the first floor, may lead to some support for 2nd floor upgrades. Once the school department moves out of the 2nd floor space, we may be able to use the area for storage in August, but not personnel.
5. **Budget:** Mitch distributed a spreadsheet detailing FY14 approved budget with revisions including Pat's new hours and benefits along with legal bills sustained in the licensing process in a "proposed revision budget FY14". **Tom motioned to accept the Proposed Revision FY14 Budget and Expenditures totaling \$45,667.06, 2nd by Bob, unanimous favor.** FY15 proposed budget discussion on using the operating budget for operations, and using the previously saved capital fund for non-maintenance capital expenditures. Currently there is \$317,987.81 in the revolving account, including the operating budget for FY14 & FY15. Some discussion on small changes in the budgeting line items. **Tom motioned to accept the proposed FY15 budget of \$47,037.07 as presented, Bob 2nd, unanimous favor.** FY16 budget discussion, including how the license language was crafted and the timeline for the Board of Selectmen to make a decision on the Cable budget. Mitch suggested seeking a 3% increase, which would be \$48,488 - which is far less than the possible \$100,630 available as written in the current license. **Bob motioned to recommend that the Board of Selectmen authorize**

the March 2015 Charter grant for the operating budget of \$48,488.00, Chris 2nd, unanimous favor.

6. **Recording Assistant Policy Review:** 3rd reading. Tom motioned to accept the DCAC Policy on Recording Assistants' Participation in Meetings as presented in the Draft 2 policy, Chris 2nd, unanimous favor. Bob motioned to accept the DCAC Policy on Recording Assistants' Late Notification Alerts as presented in the Draft 2 policy, Chris 2nd, unanimous favor. Pat was asked to add the new policies to the Cable policy page on the Town Website.
7. **Coordinator's Report:** Monthly report for April government meeting coverage. At the end of the year, Pat will provide a full report in order to identify problem areas. Memorial Day is approaching, starting plans for recording the parade and ceremonies, including a possible "parade view" with a stickypod mounted camera on one of the parade vehicles. Integrated Solutions Free Broadcast & Camera show May 21 in Dedham, DCAC was supportive of Pat attending. Pat took a tour of Hopkinton Access HCAM, spoke to the station manager about Cable Access.
8. **Other Business:**
9. **Adjourn:** Bob motioned to adjourn at 8:45pm, Chris 2nd, unanimous favor.

JOB TITLE: Cable Access Coordinator

Approved November 22, 2010

Part Time: 15-19 hours per week

The person holding this position will work under the direction of the Cable Advisory Committee.

The Cable Access Coordinator will:

- Assist in fulfilling the mission and goals of the Douglas Cable Advisory Committee
- Supervise Recording Assistants which includes approving timesheets, weekly schedules of man hours and performance issues.
- Coordinate the scheduling of and assist Cable Recording Assistants in their duties of recording government meetings
- Manage expense vouchers and seek Cable Committee approval.
- Tier 1 Customer Service with Public such as, program questions, training, copying programs.
- Create and teach video training classes for interested residents of Douglas
- Assist in the design and construction of the Cable Access facilities
- Keep an up-to-date inventory of all property of the Cable Advisory Committee
- Recommend improvements in facilities and equipment quarterly and for budgetary reasons
- Insure proper operation of all Cable Advisory Committee equipment
- Maintain the message board
- Schedule programming for Channel 11 and 12
- Post recorded meetings to website
- Assist users in the use of production equipment
- Keep record of program schedule; equipment use, volunteer staff members and other administrative duties as assigned
- Produce video taped /live television coverage of community events as assigned
- Attend all meetings of the Cable Advisory Committee and act as recording secretary
- Have posted hours for meeting with the public
- Other duties as assigned

Qualifications/Experience

- Minimum of three years video production experience preferred
- Degree in Communication preferred
- Ability to run classroom program
- Ability to facilitate the production of local programming
- Moderate to strenuous physical effort generally required; able to lift 50 pounds
- Ability to use and to troubleshoot AV equipment
- Perform off-line video editing (iMovie and/or Final Cut).
- Ability to use Word, Excel and PowerPoint.
- Ability to edit web pages a plus.

This part-time job will include many evening and weekend hours.

Date: 7/1/2014

Department: Cable

Employee: Patrick Aldrich

Date of Hire: 29 hrs effective 3/20/14

Number of Scheduled
Hours per week: 29

Hourly X
Salary _____

Vacation days/hours
effective July 1, 2014 0

will earn 29 hrs effective 3/20/15

Personal days/hours
effective July 1, 2014 0

11.5 hrs effective 3/20/15

Balance of Sick Time
carried over from
FY14 (max 120 days) 6 hrs

will earn 7.25 hrs /month
 $29/5 \times 1.25$

Amount donated to
Sick Leave Bank _____

hours (if hourly employee) days (if salary employee)

Employee: Pat Aldrich

Date: 7/16/14

Department Head: Mike Aldrich

Date: 7-10-14

Hourly employees:

Monday - Thursday scheduled 30 Hours per week accrue sick/personal/vacation 7.5 hrs per day
Monday - Friday scheduled 40 Hours per week accrue sick/personal/vacation 8 hours per day

Salaried employees:

Monday - Thursday scheduled 30 Hours per week - accrue and use sick/personal/vacation as follows

Monday, Wednesday, Thursday	1 day
Tuesday	1.5 days

Monday - Friday Town Hall employees accrue and use sick/personal/vacation as follows:

Monday, Wednesday, Thursday	1 day
Tuesday	1.5 days
Friday	.5 day

Monday - Friday Salary Water/Sewer and Highway employees accrue and use sick/personal/vacation as follows:

Monday - Friday	1 day
-----------------	-------

Salaried employees must take and record time in .25 day increments

Department Heads must record time on the payroll vouchers and submit the original payroll voucher to the Finance Director and a copy to the Treasurer's Office

Hourly employees must be recorded in hours
Salary employees must be recorded in days

All worked and earned time must be recorded on the payroll voucher: Worked, Sick, Vacation, Personal, Holiday etc.

MEMO

To: Michael Guzinski, Town Administrator
From: Patrick Aldrich, Cable Coordinator
Date: July 16, 2014
Re: Paid Holiday Agreement for Cable Coordinator

As you know, in March of 2014, the Douglas Cable Advisory Committee (DCAC) increased the hours for the Cable Coordinator position from (19) hours per week to (29) hours per week. This change has benefits including sick time, vacation, personal days, and paid holidays.

The Personnel Bylaw lists a total of (11.5) holidays, the majority of which occur on a Monday. The DCAC has considered making Monday a mandatory day off to help mitigate this benefit, but I value Monday as a workday, and would prefer not to have it cut from my schedule.

In order to ensure the flexibility that this position requires, and to allow me to work on Mondays, I would propose that I only be compensated for what I consider to be the “big four” holidays of the calendar year:

- New Year's
- July 4th
- Thanksgiving
- Christmas

This will free up my scheduling needs so that I can maintain optimum flexibility to work any day during the week without worrying about the holiday schedule. I feel that this is a mutually fair agreement and I appreciate the Town's consideration on this matter. I would also like to be able to re-open this discussion in the event that my hours are changed in the future.

Sincerely,



Patrick Aldrich, Cable Coordinator

Date	Day	Time	Meeting	Room	Staff	Paid	Canc	Wages	Notes
5/1 THU		9am	Historical	COM	Kay Bowen	1	0	\$43.90	
5/1 THU		6pm	Assessor's	ASSR	Don't Do	0	0	\$0.00	we don't do
5/1 THU		7pm	SBC	RES	Angela Coe	0	1	\$0.00	cancelled in time, no pay
5/5 MON		7pm	ATM	DHS	Sarah/Art	2	0	\$91.80	
5/6 TUE		10am	Cemetery	COM	Kay Bowen	1	1	\$43.90	cancelled late, didn't see
5/6 TUE		7pm	BOS	RES	Angela Coe	1	0	\$47.90	
5/6 TUE		730pm	SC	SEL	Tess Werme	1	0	\$47.90	
5/6 TUE		7pm	ConCom	COM	Don't Do	0	0	\$0.00	we don't do
5/6 TUE		7pm	Sever	SEW	Arthur Griffin	1	0	\$47.90	
5/7 WED		7pm	SuptSub	RES	Tess Werme	0	1	\$0.00	cancelled in time, no pay
5/7 WED		7pm	ZBA	COM	Sarah Guimond	1	0	\$43.90	
5/8 THU		7pm	OGSDC	COM	Kay Bowen	1	0	\$43.90	
5/12 MON		4pm	SuptSub	RES	Jeff Ellis	0	1	\$0.00	cancelled in time, no pay
5/12 MON		7pm	EDC	KIT	Arthur Griffin	1	0	\$47.90	
5/12 MON		7pm	Cable	COM	Pat Aldrich	0	0	\$0.00	
5/14 WED		7pm	PB	COM	Kay Bowen	1	0	\$43.90	
5/15 THU		7pm	SBC	RES	Sarah Guimond	1	0	\$43.90	
5/19 MON		6pm	BOH	BOH	Kay Bowen	1	0	\$43.90	
5/19 MON		615pm	Aging	SR	Arthur Griffin	1	0	\$43.90	
5/19 MON		7pm	ConCom	COM	Don't Do	0	0	\$0.00	we don't do
5/20 TUE		2pm	Personnel	COM	Kay Bowen	0	1	\$0.00	LNC used, cancelled
5/20 TUE		7pm	Cemetery	COM	Angela Coe	1	0	\$43.90	
5/20 TUE		7pm	BOS	RES	Sarah Guimond	1	0	\$43.90	
5/21 WED		7pm	Building	RES	Tess Werme	1	0	\$43.90	
5/21 WED		7pm	SC	DHS	Pat Going	0	0	\$0.00	Cancelled
5/25 SUN		1pm	Mem Parade	STRT	Kay Bowen	1	0	\$43.90	PUBLIC EVENT
5/27 TUE		2pm	Personnel	COM	Kay Bowen	1	0	\$43.90	
5/27 TUE		7pm	Library	RES	Sarah Guimond	1	0	\$43.90	
5/27 TUE		7pm	Oct	KIT	Arthur Griffin	1	1	\$47.90	Cmte Cancelled Late
5/27 TUE		7pm	PB	COM	Jeff Ellis	0	1	\$0.00	Cancelled
5/29 THU		7pm	Octoberfest	COM	Arthur Griffin	1	0	\$47.90	
						Paid	Canc	Wages	
			May 2014		Totals	22	7	\$993.80	
						2 Cancellations	Paid		

MON	7
TUE	12
WED	5
THU	6
FRI	0
TIME	
9am-12noon	2
12noon-5pm	4
6pm-7pm	25
ROOM	
BOH	1
COM	13
RES	8
SEW	1
KIT	2
DHS	1
SEL	1
SR	1
STAFF	
Recorded	20
Not R/Paid	2
Don't Do	3
Cancelled	6
MEETINGS	31

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on office phone

Monthly Meetings Report: May & June 2014

Cable Access: Google Verified for Google Business

Memorial Day Parade & Ceremonies 2014:

- StickyPod was great, good shots of the crowd from Engine #1
- ATR55 Shotgun Microphones were key in getting good audio.
- Program is on YouTube, channel 11.

YouTube Archive:

- All old videos back to 2011 have been updated onto new YouTube Channel including Octoberfest videos, Open Mic Nights, and Memorial Day parades. Total of 52 videos currently up.
- YouTube.com/DouglasCableAccess

New Programs:

- Skin Talk - Ludlow/Palmer: Emailed and asked if we'd be interested in medical show about skin care. I downloaded a couple episodes to check it out and start broadcasting, anyone let me know.
- KidMissing Episode 6 up on YouTube and Broadcast. Ep 7 shot and in editing phase now.
- Douglas Farmer's Market Opening Day on YouTube and Broadcast.

Digital Video Training Summer 2014 has begun, students are in production phase now.

Judged a recent video contest for ACM-NE on 6/24/14:

ACM-NE Trade Show, Conference, and Video festival Oct 9-11 Nashua, NH - was thinking of going to one or two days, depending on ability to stay.

DHS School Committee Room:

- Pat visited 6/4/14 SC setup with Scott & Donna.
- Sound Quality of recordings has been complained about.
- May be able to switch from lav mics to (6) SM64's on table stands.
- (1) Gooseneck for podium.
- Automated mixer? SCM810 (8) Channel Mixer \$1,221
- Charter may need to audit modulators, they are having issues with the live signal, and complaints about the channel broadcast

Equipment Research: (highlighted are attached with details)

Cameras:

- Canon XA10 \$1,499.00

○ Canon XA20	\$1,999.00
○ Canon XA25	\$2,499.00
○ Canon XF100	\$2,499.00
○ Canon XF105	\$2,999.00 (recommended by Milford TV)
○ Canon XF200	\$3,499.00
○ Canon XF205	\$3,999.00
○ Sony HXR-NX70U	\$2,550.00
○ Sony PMW-100	\$2,899.00
○ Sony HXR-NX3	\$3,099.00
○ Sony HDR-AX2000	\$3,498.00
○ Sony HXR-NX5U	\$3,995.00

Flypacks:

- Sony Anycast (internal SSD, HD, all included) \$15,995
- DataVideo HS-600 (SD, still need rec. media) \$6,027
- DataVideo: HS-2000L (HD/SD still need rec. media) \$6,720
- Roland VR-3 Mixer \$2,195.00
 Atomos Samurai Blade Recorder/Monitor \$1,295.00
 Angelbird SSD AVPro 240 GB Hard Drive \$499.00

\$3,989.00 Total



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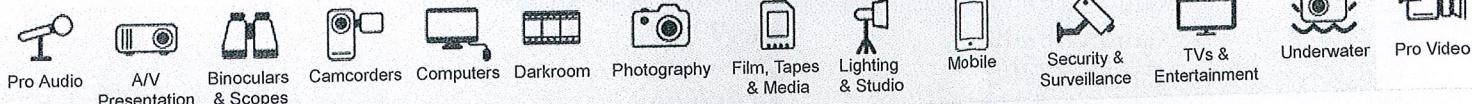
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Product Highlights

- 1/3" CMOS Sensor
- 50Mbps MPEG-2 Recording
- 4:2:2 Color Sampling
- 60p/60i, 30p, 24p
- MXF File Format
- Dual CF Card Slots
- 10x HD Zoom Lens
- Multiple Bit Rates & Resolutions
- Dual XLR Inputs
- HD/SD-SDI, SMPTE Time Code, Genlock

[Overview](#) [Specifications](#) [In the Box](#) [Customer Reviews](#)

[Accessories](#)

Canon's XF105 HD Professional Camcorder is an amazingly compact, fully featured pro video camera that imports nearly all the features and functionality of the 3-chip XF305 into a smaller, single sensor form factor. Taking advantage of the latest HD technology--along with Canon's robust MPEG-2 4:2:2 codec--the XF105 records full HD video to affordable Compact Flash cards, making it as versatile as it is powerful. A newly developed Genuine Canon 10x HD video lens resolves images onto a native 1920 x 1080 CMOS sensor, which are captured in industry-standard MXF file wrappers using your choice of bit rate (up to 50Mbps), resolution, and frame rate. Full image customization and HDMI/Component/Composite outputs are equally on par with the camera's big brother XF305.

But not content with simple "junior partner" status, the XF105 brings some of its own muscle to the table in the form of infrared recording and--when used in combination with another XF105 or XF100--3-D stereoscopic capability. This fusion of exceptional image quality with portability and pinpoint control makes the XF105 the perfect low-profile tool for a range of applications, including ENG, travel documentaries, indie features, and event videography. The camera also includes HD/SD-SDI output, genlock, and SMPTE time code terminals, widening its range of uses to live and multi-camera productions.

Guides & Manuals

Essential Accessories

Media

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Required item: Recording media is not included. A memory card is required to record your footage.



Lexar - 16GB CompactFlash Memory Card Professional 800x UDMA (2-Pack)

Price: \$76.95

Instant Savings: -\$10.00

Offer ends JUN 21 '14

You Pay: \$66.95

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Batteries & Power Adapters

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Always keep a spare battery handy so you won't get caught without power.

MPEG-2 4:2:2 50Mbps Codec (Canon XF Codec)

Canon's adaptation of MPEG-2 for the XF105 Professional Camcorder, named the Canon XF Codec, ensures the widest compatibility with existing industry infrastructure and non-linear editing (NLE) systems. And by using an MXF file wrapper, video and audio can be wrapped in a single file along with important metadata. The XF105 supports the highest HD quality with Full HD 1920x1080 resolution, up to a 50Mbps bit rate and 4:2:2 color sampling.

4:2:2 Color Sampling

4:2:2 color sampling provides twice the color resolution of HDV and other codecs that use 4:2:0 color sampling. 4:2:2 provides ultra-fine transitions in tone and color and maintains the highest quality image for use in post production processes such as chroma keying, color grading, advanced compositing and effects.

Record to Compact Flash Cards

Unlike other camcorders using proprietary memory systems, the XF105 records to cost effective and readily available Compact Flash (CF) cards. The camcorder features two CF card slots and offers versatile recording functions including relay recording, hot swapping, file copy & backup, and pre-record.

File-based recording facilitates workflow by reducing transfer times when moving video to nonlinear editing (NLE) systems. Additionally, metadata can be input at image acquisition, and imagery may be reviewed immediately after recording to ensure every shot is captured and logged correctly.

Major NLE Software Compatibility

Canon's XF Codec is supported by the industry's leading manufacturers: Adobe, Apple, Avid and Grass Valley. This ensures the widest compatibility with existing infrastructure and non-linear editing (NLE) software.

MXF Wrapper

The XF105 uses Material Exchange Format (MXF) for its file structure—an internationally standardized container format for the exchange of video and audio material. Using the MXF format, video and audio can be wrapped into a single file along with important metadata. With MXF, the XF105 will not only benefit from the highest level of compatibility with NLE systems, but also with high-end network systems used by many networks and production studios.

Genuine Canon 10x HD Lens

Canon's optical expertise is clearly seen in the XF105's Genuine Canon 10x HD Video Lens. It delivers flexibility in image capture with a zoom range of 30.4 - 304mm (35mm equivalent). Power zoom is available in Constant and Variable settings in 3 modes: Fast (approx. 1.9 - 60 seconds), Normal (approx. 3.0 - 180 seconds) and Slow (approx. 4.0 - 285 seconds).

Canon Native 1920 x 1080 CMOS Image Sensor

Newly designed and manufactured exclusively by Canon, the XF105 incorporates a native 1/3", 1920 x 1080 CMOS image sensor, delivering superb full HD video recording with minimal noise. The high sensitivity and wide dynamic range of this sensor are what demanding users expect from Canon. Slow and fast motion shooting are supported for greater flexibility in creative choice and the compactness contributes greatly to the small, super handy size of the XF105 and its outstanding usability in the field.

HD-SDI Output, Genlock & SMPTE Time Code

Aside from providing the professional user with complete control over the image, the Canon XF105 also provides complete creative freedom when it comes to inputs and outputs. It features industry standard HD-SDI output and a genlock/time code terminal (BNC style), making it ideally suited for multi-camera or 3D productions. Other inputs include:

- HDMI Output
- Component Video Output
- Composite Video Output (3.5mm Terminal)
- USB 2.0 Hi-Speed Terminal
- Remote Control Terminal (compatible with LANC protocol)

Multiple Bit Rates, Resolution, & Frame Rates

Multiple recording modes, resolutions and frame rates make the XF105 Professional Camcorder creatively flexible and able to work in virtually any production environment. From the highest quality 50Mbps Full HD to the HDV compatible 25Mbps, users will find the camcorder capable of taking on any job.

Canon DIGIC DV III Image Processor

The XF105 features Canon's powerful DIGIC DV III Image Processor, which provides enhanced shading, lifelike tonal gradations, new custom picture settings and lower power consumption. DIGIC DV III is also the high-speed engine which powers Genuine Canon Face Detection. On-the-go videographers will appreciate the ability to track one subject in a crowd of people.

Built-in 3-D Assist Features

The XF105 has the ability to be paired with another XF105 or XF100 camcorder to provide true stereoscopic 3-D recording. It offers several features to assist with 3-D production including OIS Lens Shift

Canon - BP-975 Intelligent Lithium-Ion Battery Pack (7350 mAh)

You Pay: **\$214.95**



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Watson - BP-970 Lithium-Ion Battery Pack (7.4V, 7800mAh)

You Pay: **\$79.00**



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Canon - WD-H58W Wide Converter Lens

You Pay: **\$399.00**



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Canon - TL-H58 Tele Converter Lens (1.5x)

You Pay: **\$299.00**



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Microphones & Audio Adapters

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Focus your sound with a high-quality microphone. Audio quality can make or break your video.

Audio-Technica - AT875 Short Condenser Shotgun Microphone

You Pay: **\$155.52**



Create a more snug fit and vibration isolation for a shotgun mic when it is mounted in the camcorder's mic clip. (B&H # SAROCS)

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Bags & Cases

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Pearstone - Digital Video Camcorder Bag

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Magnus - VT-3000 Tripod System with Fluid Head

You Pay: **\$129.95**



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to aid in optically aligning the two camcorders. A focal length guide displays the zoom position of each camera in relation to each other and calibrates the zoom distance.

The XF105's compact size provides an alternative to large 3-D rigs allowing 3-D crews to work more quickly and efficiently, while providing the needed features to capture exceptional 3-D imagery.

Infrared Recording

The XF105 features an Infrared Mode allowing users to capture video in conditions with little to no ambient light, a situation which would make other camcorders useless. During infrared capture, the infrared cutoff filter is removed from the optical path. Combined with a specially designed lens coating, infrared light is able to pass through to the image sensor. Additionally, the XF105 features an infrared emitter with a diffuser to shoot pleasing infrared imagery even in complete darkness.

Brilliant Ergonomics

The XF105 is designed as an ultra-compact camcorder without compromising on features and usability. Its small size makes this camcorder ideal in situations where every inch and ounce count, such as flying to location or going on expedition. It offers amazing image quality yet can easily be placed in the back of a car or carried in a backpack making the XF105 the perfect camera to go anywhere, anytime on a moment's notice.

Neutral Density Filter

For enhanced versatility, the XF105 offers a built-in gradation type neutral density (ND) filter (approximately 1/8), as well as an eight-blade metal aperture iris.

SuperRange Optical Image Stabilizer

The XF105 also incorporates a newly designed SuperRange Optical Image Stabilization system (lens shift) with three modes: Standard, Dynamic and Powered.

Instant AF

When shooting high definition video, sharp focus becomes more critical than ever. Canon's proprietary Instant AF system combines an external AF sensor with Canon's legendary auto focus system for fast and accurate focus. Together, the two sensors reduce focusing time--even in low-light, low contrast, or high brightness situations--and improve focusing performance on difficult subjects.

8-Blade Iris

In contrast to a typical 6-blade iris, the XF105's 8-blade iris captures extraordinarily smooth out-of-focus "bokeh" for a more attractive image effect. The additional blades also reduce diffraction of light passing through the iris, allowing for the use of smaller apertures while maintaining image quality.

Digital Teleconverter

The Digital Teleconverter extends the reach of the optical zoom, and is selectable by 1.5x, 3x and 6x. This feature is ideal when extreme telephoto shooting is needed such as in sports and wildlife, as well as, surveillance applications for law enforcement and the military.

Slow Motion & Fast Motion

Slow and Fast Motion Modes allow the XF105 to record a different frame rate than the playback frame rate, resulting in either a fast or slow motion effect during playback. Since the camera is recording real frames and modifying the playback rate, there is no quality loss and maximum image quality is maintained.

Interval Recording

With this feature, users can program the camera to record a specified number of frames at specified intervals. The technique can be used to observe natural phenomena over extended periods, making it ideal for time-lapse applications. The interval can be set in 25 levels ranging from 1 second to 10 minutes. Frame recording is also possible, allowing a specified number of frames to be recorded--ideal for projects such as clay animation.

3.5" 920K Dot LCD Monitor

A 3.5", 920,000 Dot LCD monitor provides an ample, accurate area for critical focus confirmation and approximately 100% field of view. The display opens on the left side of the camera body.

260K Dot Electronic Viewfinder

The XF105 features a 0.24", 260,000 Dot Color EVF and approximately 100% field of view coverage for comfortable viewing and accurate judgment of composition. Brightness, contrast, color and backlight are adjustable. The angle of the viewfinder is adjustable up and down through 68° for additional user comfort and when using the LCD display for monitoring.

Focus Assist Functions

With Canon's new Edge Monitor Focus Assist system, a red and green monitor is shown at the bottom of the LCD display and three red focus check areas are shown across the display. The green waveform shows overall focus of the image, while the red waveform shows the focus status of the focus check boxes. Through this dynamic focus feedback, the user can intuitively tune focus in a scene and quickly change the zone of focus.

Peaking/Magnify

Two peaking modes and a magnify focus assist function are available in standby and record mode (LCD monitor and EVF), making it extremely easy for the XF105 operator to check and confirm critical focus.

Exceptional Customization

Users of the XF105 Professional Camcorder have full manual control of all camera functions to adapt to both technical and artistic challenges when shooting. For maximum customization, users have access to Custom Picture Settings, Custom Functions and Custom Display Options to tailor the camera to their creative and production needs. Any combination of these items can be saved to an SD memory card for easy setup and matching of multiple XF105 and XF100 camcorders.

Custom Picture Settings

You can manually set an extensive variety of image quality adjustments and store them as 9 different presets in the camera. Up to 20 may be saved to an SD card. The adjustments include: Gamma, Black Level, Black Gamma, Low Key Saturation, Knee, Sharpness, Noise Reduction, Skin Detail, Selective Noise Reduction, Color Matrix, White Balance, Color Correction and Setup Level.

Custom Functions

The XF105's operation can be further fine-tuned through the use of Custom Functions. This allows the camcorder to truly match your shooting style. A total of 15 unique items can be adjusted including: Shockless Gain, Shockless White Balance, AE Response, Iris Limit, Iris Ring Direction, Focus Ring Control and Character Record. And for quick access to commonly used functions, the XF105 features 10 customizable control buttons.

Custom Display

The Custom Display function lets you set 32 display items to create a custom LCD/EVF to suit your specific needs. Items that can be selected include: Zoom Position, Audio Level, Remaining Record Time, Exposure, Object Distance, Time Code and more.

Workflow

Smooth and efficient workflow is an essential part of the production process. Canon's XF Codec is supported by the industry's leading manufacturers: Adobe, Apple, Avid and Grass Valley. This ensures the widest compatibility with existing infrastructure and non-linear editing (NLE) software.

Audio System

A stereo microphone is incorporated into the XF105, as are two XLR audio inputs with +48V phantom power and a 3.5mm microphone input terminal. The built-in microphone provides exceptional audio in fast-paced situations while the XLR inputs and microphone input terminal provide connectivity to external microphones. In addition the XLR inputs allow the use of other professional audio devices. The built-in microphone and an external microphone can be used simultaneously.

Audio is recorded in 16-bit PCM format at 48kHz for amazing quality and fidelity. And both the built-in microphone and XLR inputs have the option for automatic or full manual gain control. To prevent variations in the recorded audio level, the dial can also be locked.

Waveform Monitor

Videographers depend on this feature to confirm accurate exposure and color levels during the capture process. Typically only found on expensive external units, the Canon XF105 has a waveform monitor built right into the camera. The waveform monitor shows a detailed view of overall image brightness and RGB components.

Intelligent Battery System

The XF105 is compatible with Canon's new BP-925, as well as the BP-955 and BP-975 Intelligent Lithium-ion batteries. These batteries communicate remaining running time (down to the minute) and send data back to the camcorder, so the user is well-informed at all times. On the outside of the battery, four LED lamps allow battery life to be viewed quickly when in the field. The camcorder is also compatible with existing Canon BP-900 series batteries--which can be inserted and removed while the supplied AC power cable is connected.

Color Bars with Reference Tone

Two types of color bars can be selected: Type 1 (SMPTE compliant) or Type 2 (ARIB compliant); 1 kHz Reference Tone: -12dB, -18dB, 20dB or OFF

Photo Capture

For applications such as storyboarding, continuity and publicity shots, the XF105 offers the ability to capture 1920 x 1080 still images. Photos may be captured to an SD memory card during the time of recording, as well as "frame grabbed" during playback.

Bundled Canon XF Utility Software

Compatible for use on both Mac and Windows platforms, Canon's XF Utility software provides a simplified first step in the process of managing and playing back your clips. Additionally, the software can manage lists of clips in a number of display formats, as well as tag, add and edit metadata. It also serves as an

Sensor	3 x 1/2.8" Exmor CMOS Sensor
Pixel Count	Total: 2.41-megapixel Effective: 2.07-megapixel
Minimum Illumination	60i: 1.2 lux (1/30 Shutter Speed, iris/gain Auto) 60i: 0.6 lux (1/30 Shutter Speed, iris Auto, gain 30dB)
Shutter Speed	1/4 to 1/10,000 second
White Balance	Preset (Outdoor:5600K), A, B
Gain	-6, -3, 0, 3, 6, 9, 12, 15, 18, 21, 24, 27, 30 dB, AGC
Gamma Curve	Selectable
Built-in ND Filter	Clear, 1/4, 1/16, 1/64
Lens	
Lens Mount	Fixed
Zoom Ratio	20x (optical), servo/manual
Focal Length	4.1 to 82.0 mm
35mm Equivalent Focal Length	28.8 to 576.0mm (16:9) 35.2 to 705.0mm (4:3)
Iris	f/1.6 to f/11, auto/manual selectable
Focus	AF/MF selectable
Minimum Focus Distance	Wide: 0.4" (10.0 mm) Tele: 31.5"(800.0 mm)
Image Stabilizer	ON/OFF selectable, shift lens
Filter Diameter	72mm
Recording	
Video Format	HD: MPEG-4 AVC/H.2264 AVCHD 2.0 SD: DV (AVI) MP4: MPEG-4/H.264 with MP4 wrapping
Audio Format	HD: Linear PCM 2ch, 16-bit, 48 kHz / Dolby Digital 2ch, 16-bit, 48 kHz SD: Linear PCM 2ch, 16-bit, 48 kHz MP4: AAC 2ch, 16-bit, 48 kHz
Resolutions & Frame Rates	HD PS (28Mbps): 1920 x 1080/60p, 16:9 FX (24Mbps): 1920 x 1080/30p, 24p, 16:9, 1280 x 720/60p, 16:9 FH (17Mbps): 1920 x 1080/30p, 24p, 16:9, 1280 x 720/60p, 16:9 HQ (9Mbps): 1440 x 1080/1280 x 720/60p, 16:9 LP (5Mbps): 1440 x 1080/60i, 16:9
Recording/Playback Time	SD DV (25Mbps): 720 x 480/60i, 16:9, 4:3
	MP4 MP4 (3.5Mbps): 1280 x 720/30p, 24p, 16:9 Approx. 290min(SDXC 64GB, PS, LPCM) Approx. 340min(SDXC 64GB, FX, LPCM) Approx. 450min(SDXC 64GB, FH, LPCM)
Monitoring	0.45" LCD
Viewfinder	852 x 480 x 3(H x V x RGB)

LCD Monitor	Aspect Ratio: 16:9 3.5" LCD monitor Effective Pixels: Approx. 921,000 640 x 480 x 3 (H x V x RGB) Aspect Ratio: 16:9
Input/Output	
HDMI Output	1 x Type A
Composite Output	1 x BNC, NTSC
Audio Input	2 x XLR (3-pin), line/mic/mic +48 V selectable
Audio Output	RCA pin
USB	mini-AB USB 2.0, mass storage/host
Headphone Output	1 x 3.5 mm stereo mini jack
Speaker Output	Monaural
DC Input	DC jack
Remote	1 x 2.5 mm stereo mini jack
General	
Media Type	1 x SD/SDHC/SDXC & Memory Stick Duo
Built-In Microphone	1 x SD/SDHC/SDXC Omni-directional stereo electret condenser microphone
Built-in Light	LED Luminous Intensity: Approx. 200 lx at 3.3' (1.0 m), Approx. 800 lx (5.0 m) Lighting Angle: Approx. 30° Color Temperature: Approx. 5,500K
Wi-Fi	IEEE 802.11 b/g/n 2.4 GHz bandwidth Security: WEP/WPA-PSK/WPA2-PSK NFC Forum Type 3 Tag compliant
Power Requirements	Battery pack: 7.2 VDC AC Adapter: 8.4 VDC
Power Consumption	Approx. 6.4 W with XLR mic while recording, EVF On, Video light On Approx. 6.9 W with XLR mic while recording, LCD monitor On, Video light Off
Battery Operating Time	Approx. 410 min with NP-F970 battery (video light Off) Approx. 350 min with NP-F970 battery (video light On)
Operating Temperature	32 to 104°F (0 to 40°C)
Storage Temperature	-4 to 140°F (-20 to 60°C)
Dimensions (W x H x D)	Approx. 6.9 x 7.60 x 15.5" (174.5 x 193.0 x 393.0 mm) with lens piece
Weight	With lens hood: Approx. 4.87 lb (2.21 kg) With lens hood, EVF & NP-F970 battery: Approx. 5.60 lb (2.54 kg)



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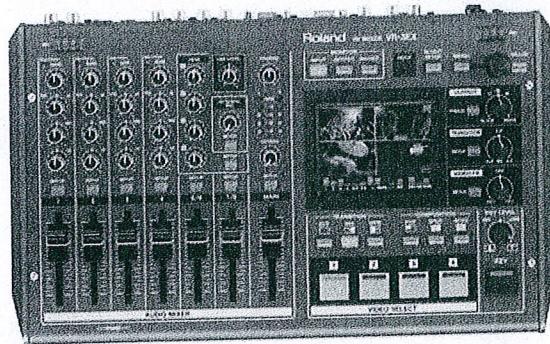
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Roland VR-3EX SD/HD A/V Mixer with USB Streaming

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Product Highlights

- 3 x SD Video HDMI / 4 x Composite Inputs
- 1 x 1080p HDMI Input with Scaler
- NTSC/PAL Internal Progressive Processing
- 4 x Built-In Frame Synchronizers
- USB Streaming for Webcasting
- Built-In Output Scaler
- Keyer/250 Wipe Patterns/11 Effect Types
- 18-Channel Audio Mixer
- Built-In Multiviewer with Touch Control

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The Roland VR-3EX SD/HD A/V Mixer with USB Streaming is a live production switcher and web streaming device featuring 3 x SD HDMI/composite inputs, and an HD HDMI/component or SD composite input. The unit processes the video internally using progressive processing at SD resolution. This means the VR-3EX does not introduce interlace artifacts, which results in a cleaner output than with regular SD switchers. Four built-in frame synchronizers, one per input, allow you to support and cleanly switch input video from sources that are not genlocked. Plus, the fourth input features a built-in scaler that allows you to work with HD resolution video. It features a scaler on the output, allowing you to upscale to HD if you require, and the built-in USB port allows you to simultaneously record your program to a Mac or PC or upload to various streaming services. This unit is well-suited for clubs, concerts, Houses of Worship, events, weddings, education, and sporting events.

The VR-3EX features a built-in Keyer for luma, chroma, and PIP keying effects. It also includes 250 transition and 11 built-in effect types. The built-in 18-channel audio mixer accepts audio embedded in the HDMI stream, and the 4 x balanced XLR inputs, unbalanced analog sources via the two RCA jacks, stereo mini jacks, and the built-

Essential Accessories

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Pearstone - Premium High-Speed HDMI Cable with Ethernet - 6' (1.8 m)
You Pay: \$12.95

[Monitors](#)

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Sony - LMD-1510W Multi-format LCD Monitor (15.6")
You Pay: \$749.95

in microphones. You can also delay the audio by up to 4 frames to adjust the "lip" of your video. The built-in multiview screen can show your four inputs on the screen at the same time and you can transition from one camera to the next by merely touching the camera view on the monitor screen.

Video Switcher

Touch Screen

The touch-screen monitor lets the operator switch video and make settings via the on-screen touch display. You can choose to view from a four-way split input, a single out screen, or simultaneous five-way input and output.

Video Input/Output

The VR-3EX accepts HDMI, RGB component, and composite input over up to nine connectors and seamlessly switches between any four of them. Inputs and outputs are switchable using the touch-screen or pushbuttons.

Inputs 1 to 3 feature composite (RCA) or HDMI while input four accepts HDMI, RGB/Component, or S-video. Input 4 can accept 1080p input signals via the HDMI connector. Program output is available via the composite (RCA), HDMI or RGB/Component 15-pin connector. HDMI output is scalable up to 1080p, and 1920 x 1200 is available through the 15-pin connector. Additionally you can stream the program output for the web through the USB port.

High Quality Digital Signal Processing

The VR-3EX processes input video signals at SD resolution using 8-bit progressive internal processing with a color sampling rate of 4:2:2 (Y/Pb/Pr). The mixer also features audio resolution of 24-bit/48 KHz.

Frame Synchronized Inputs

Featuring one frame synchronizer per input, the VR-3EX allows you to input video from non gen-locked sources and still seamlessly switch between them.

Transitions

250 transitions (wipes) are available to you to switch video from input A to input B. A transition dial, allows you to adjust the time each transition takes to move from A to B, at any interval up to 4 seconds.

Digital Effects

The VR-3EX features a selection of 11 types of video effects.

VIDEO FX list: Strobe

Negative

Colorize

Findedge

Silhouette

Monochrome

Sepia

Emboss

Posterize

Color pass

Multi

Keying

The VR-3EX features a built-in keyer that allows chroma and luminance key composition, for picture-in-picture, lower 3rd, or subtitle compositing using a single key button. PinP allows various multi-screen display modes, with control over the position of the inset screen, including horizontal or vertical split screens, and even a four way split screen.

Multiviewer

The built-in multiviewer can display all active inputs on the same screen. You can select input sources by simply touching the image you want to select on the built-in screen.

Preview Function and On-Screen Menu

The preview function allows monitoring of each of the four input sources or the output source, or the output can be overlaid on top of the four input sources on the built-in multiview monitor. Major functions can be viewed on preview screen using the convenient on-screen menu.

HDCP

The VR-3EX is HDCP compliant, although you have to enable HDCP using the menu system.

Audio Mixer

Panel layout

The panel features 7 physical faders, one for main, and controls for Gain, EQ (LO/MID/HI). Pressing the SETUP button enables in-depth tuning via the touch screen.

Headphones

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Senal - SMH-1000 Professional Field and Studio Monitor Headphones
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Power Accessories

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APC - Power-Saving Back-UPS Pro 700 (120V)
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You can select to use the embedded audio from video cameras and other devices connected using HDMI, the same as using analog sources.

Main & Aux Audio

You can mix and output audio separately from the main audio, allowing you to simultaneously use the VR-3EX as a mixer and a PA system.

Built-in stereo microphones, allow the board operator to add commentary, or the ambient crowd noise.

Streaming & Recording

Streaming

You can stream 480i video to a network, or a streaming service via the USB 2.0 port on the unit.

Recording

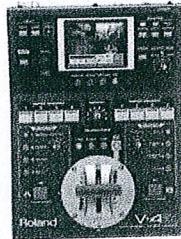
You can record your output to a Mac/Windows machine using the downloadable Video Capture for VR.

Remote Operation Software

The downloadable VR-3EX RCS is dedicated software to operate and back-up your settings, by a computer connected to the VR-3EX's USB port.

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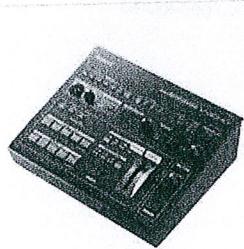


Edirol / Roland - V-4EX Four Channel Digital Video Mixer

(8 reviews)

B&H# ROV4EX
MFR# V-4EX

You Pay: **\$1,995.00**

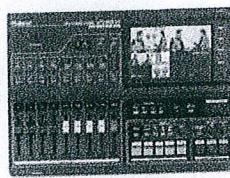


Roland - V-40HD Multi-Format Video Switcher

(1 reviews)

B&H# ROV40HD
MFR# V-40HD

You Pay: **\$3,995.00**



Roland - VR-50HD Multi-Format AV Mixer

(1 reviews)

B&H# ROVR50HD
MFR# VR-50HD

You Pay: **\$7,495.00**



Panasonic - AG-HMX100 Digital AV Mixer

(6 reviews)

B&H# PAAGHMX100
MFR# AGHMX100PJ

You Pay: **\$3,999.99**

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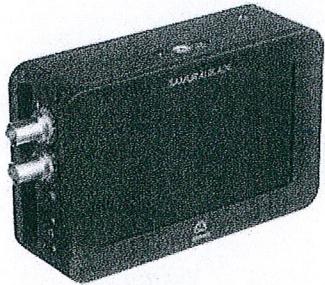
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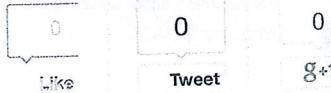


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Atomos Samurai Blade 5'' SDI Monitor & Recorder with Carry Case

This Bundle Includes:

- [Samurai Blade 5'' SDI Monitor & Recorder](#)

Atomos Samurai Blade 5'' SDI Monitor & Recorder with Carry Case

B&H # ATASBC Mfr # ATOMSMB001

In Stock

Free Expedited Shipping (i)

6 months No Payments

You Pay: **\$1,295.00**

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Product Highlights

- 1280 x 720 On-Camera Monitor & Recorder
- 5" IPS Capacitive Touchscreen Display
- 325 DPI
- Records 1080p, 10-bit, 4:2:2
- ProRes or DNxHD Encoding and Playback
- SDI Input and Loop-Output
- Records to 2.5" HDDs/SSDs
- Waveform Monitoring / Focus Assist
- Cut and Tag Editing
- Carry Case with Foam Insert Included

Essential Accessories

Drives & Storage

[Show more >](#)

Required item: A 2.5" HD or SS recording drive (not included) is necessary to record your footage.

HGST - 500GB Travelstar 2.5" SATA II Mobile Hard Drive Kit

You Pay: **\$53.24**

SanDisk - Extreme II Internal SSD (480GB)

\$332.00Price: **\$332.00**

-\$46.00

Instant Savings:

Offer ends Jul 11 '14 at 8:15 PM

You Pay:

\$286.00

Video Cables

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Connect your recorder to a camera or an external monitor.

Display	5" IPS (12.7 cm) 1280 x 720 resolution 325 dpi Capacitive touchscreen
Connections	1x HD-SDI input 1x HD-SDI loop-output
Recording	Up to 1080/30p/60i, 10-bit, 4:2:2 to ProRes or DNxHD direct from sensor S-Log / C-Log Synced REC trigger
Storage	2.5" HDD/SSD
Playback	ProRes and DNxHD
Timecode	Timecode from camera
Audio Monitoring	Digital and analog locked frame accurately to every video frame
Operating System	AtomOS 5.0
Build	Aircraft grade aluminum; locking mechanisms for each removable part
Power Consumption	6 W

• [Case for Ninja Blade and Samurai Blade w/Foam Insert](#)

Canare - HD-SDI Video Coaxial Cable -

BNC to BNC Connectors - 2'

You Pay: **\$18.49**



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Batteries & Chargers

Always keep a spare battery handy so you won't get caught without power.

Atomos - ATOMBAT001 Battery

You Pay: **\$49.95**



|

Watson - NP-F770 Lithium-Ion Battery

Pack (7.4V, 4400mAh)

You Pay: **\$44.95**



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Power Accessories

Watson - Duo LCD Charger for L & M Series Batteries

You Pay: **\$79.95**



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Converters & Encoders

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Atomos - Connect H2S Converter with 2600mAh Battery

You Pay: **\$295.00**



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Mounts

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Increase your shooting convenience and flexibility with the aid of additional mounts.

Vello - Multi-Function Ball Head with Removable Bottom Shoe Mount

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Cases & Coverings

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Atomos - Sunhood for Samurai Blade Recorder

You Pay: **\$34.95**



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Home Computers & Solutions Drives & Storage Internal Drives Angelbird AV6PRO240

Item 1 of 2



Angelbird 240GB AVpro Internal Solid State Drive

B&H # ANAV6PRO240 • Mfr # AV6PRO240

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Free Expedited Shipping ⓘ

6 months No Payments

You Pay: **\$499.99**

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Product Highlights

- 240GB Storage Capacity
- Max. Data Read Speed: 560MB/s
- Max. Data Write Speed: 530MB/s
- Up to 85,000 IOPS
- <0.1 ms Access Time
- Enhanced Shock & Vibration Resistance
- 2,000,000 MTBF

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The 240GB AVpro Internal Solid State Drive from AngelBird is an internal solid state drive designed to streamline workflows with enhanced data read rates of up to 560 MB/s and data write rates of up to 530 MB/s. This SSD features a SATA 6 Gb/s interface which is backward compatible with both SATA 3 Gb/s and SATA 1.5 Gb/s interfaces to incorporate this drive into a variety of computer configurations. Additionally, you benefit from features like overload protection, auto-TRIM, S.M.A.R.T. technology, and a built-in cache making this an ideal drive for a wide variety of tasks.

Enhanced Data Transfer Rates

The AVpro solid state drive is designed to deliver enhanced data read speeds of up to 560 MB/s and data write speeds of up to 530 MB/s to greatly improve workflow.

Quality Components

This AVpro solid-state drive comes equipped with a case milled from a single block of aluminum. Inside the case you will find the SandForce SF-2281 series controller to ensure enhanced performance with

Essential Accessories

Tools

OWC / Other World Computing - 5 Piece Mini Toolkit
You Pay: **\$5.99**

Anti-Static Protection

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Belkin - Anti-Static Wristband for Maintenance and Repairs
You Pay: **\$4.49**

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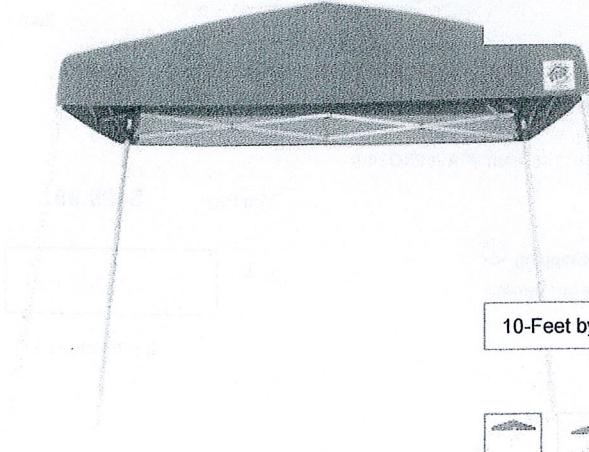
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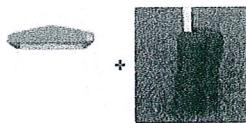
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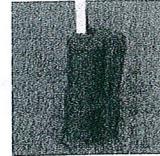
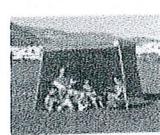
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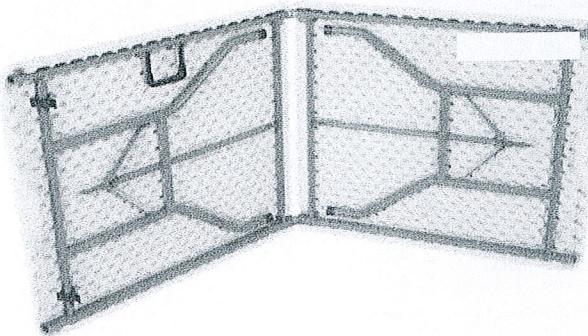
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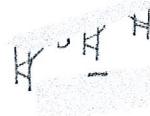
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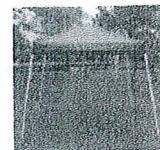
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