

Douglas Cable Advisory Committee
Douglas Municipal Center
Meeting Minutes

Monday November 24, 2014

Mitch Cohen called the meeting to order at 7:05pm

Attendance:

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

Unexcused Absence: Mike Belleville

Staff: Pat Aldrich, Sarah Guimond

Approved
1/12/15
Online
2/16/15

1. **Membership:** Mike Belleville has (4) unexcused absences, which automatically removes a member from the Committee as per the new Town Bylaw. Mitch will report to the Clerk and seek a new member.
2. **Financials:** Thru 10/12: F/T Wages MTD: \$3,194.64, P/T Wages MTD: \$1,329.25, Repairs MTD: \$84.45, Training MTD: \$75.00, Other Supplies MTD: \$57.52, Education MTD: \$79.53, Dues MTD: \$250.00, Total MTD: \$5,071.39, Total YTD: \$13,658.14. Mitch mentioned that the Resource Room cameras have been replaced after a 10 year run, will be a capital expense.
3. **Correspondence:** Mitch emailed Mike Guzinski about the recent clearing of the Resource Room, which means the current production equipment is being stored on the 2nd floor of the Municipal Center in the room that will eventually become the new Cable Studio. This complicates production, as Pat will have to now bring the equipment down from the 2nd floor to set up and then break down and bring back up to storage every time there is a production. In the email to Mike, Mitch asked if we could begin to use the upstairs area for occasional studio use in order to avoid these complications. There are no additional expenses involved in this process. Charter sent their annual liability insurance information, as mandated by the license. Charter notice of price adjustment: "Broadcast TV" surcharge fees, will be going up 25 cents.
4. **Charter Encryption:** The school department has not been able to watch TV at all since the Charter Digital Encryption 10/07/14. The Town previously invested in an expensive Video Distribution System which serves all schools. The encryption by Charter rendered this equipment useless. Mitch, Donna Souza from the school dept, and Charter representatives had a conference call regarding how Charter can fix this. They will be meeting at the schools on 11/25/14 to review the situation in person. As part of the license, Charter is responsible for ensuring boxes at "All viewing locations" which are numbered at about 120 locations. Once the financial cost is established, Charter may decide to reimburse the Town for the cost of the equipment to upgrade. Mitch has told

Charter that they should be covering all costs related to fixing this issue, as per the license agreement. Mitch also mentioned that this would be the appropriate time to tie the High School in so all the schools are connected on one video distribution system.

5. **Meeting Minutes:** 10/27/14: Tom motioned to accept as presented, Bob 2nd, unanimous favor.
6. **Coordinator's Report:** October 2014 Meetings Report submitted. Late notification policy has been helpful with cancelled meetings. Pat has been trying to cover afternoon meetings and Mitch has had to cover one as well (unpaid). Pat will advertise to seek help covering mornings and afternoons. Public Channel Submissions include: "Worcester Lunch Cars" 2 Part series submitted by resident, Senior Center Halloween Party 2014 submitted, edited, online, broadcast, Veteran Monument Dedication 2014 recorded, edited, online, broadcast, and the Octoberfest 2014 edits have begun, online and broadcast. Issue with Sony HDR-SR11 #1, camcorder for travel and public production has been having strange audio issues. Pat will look at replacements for the SR-11's. Mitch mentioned that perhaps it has something to do with the power cable. Community Room DVDR Failure caused issues with PB 11/12 meeting recording. After testing, unit seems fine, but we should look into replacement recording media. Pat updated the Committee on Camera research. Some discussion on the possible upgrade to HD. Pat will put together a proposal for new equipment next meeting. No word from Charter on Hayward Landing issues as of 11/21/14. Every time a cable repairman shows, says he needs to call a lineman. No lineman has contacted them as of yet. Mitch will follow up with Charter about this situation.
7. **Other Business:** Tom asked about the audio equipment for the School Committee, Mitch will issue a PO for that purchase.
8. **Next Meeting:** Monday, January 12, 2014
9. **Adjourn:** Tom motioned to adjourn at 7:42pm, Bob 2nd, unanimous favor.

Douglas Cable Advisory Committee
Douglas Municipal Center
Agenda
Monday November 24, 2014

- **Call to order:**
- **Financials:**
- **Correspondence:**
- **Charter Encryption:**
- **Meeting Minutes:**
- **Coordinator Review:**
- **Coordinator's Report:**
- **Equipment:**
- **Other Business:**
Open session for topics not reasonably anticipated 48 hours in advance of meeting.
- **Next Meeting:**
- **Adjourn:**

11/04/2014 11:43
9824jlov

Town of Douglas
FY15 EXPENDITURE REPORT - OCT 14

|P 117
|glytdbud

FOR 2015 04

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

695 CABLE ADVISORY COMMITTEE							

2836951 CABLE ADVISORY REVOLVING FUND							

2836951 51110 F/T WAGES	0	.00	9,409.50	3,194.64	.00	-9,409.50	100.0%
2836951 51200 P/T Wages	0	50,000.00	2,963.40	1,329.25	.00	47,036.60	5.9%
2836951 52400 REPAIRS AND MAINT AG	0	.00	256.35	85.45	.00	-256.35	100.0%
2836951 53012 EMPLOYEE TRAIN SEM/C	0	.00	75.00	75.00	.00	-75.00	100.0%
2836951 55800 OTHER SUPPLIES	0	.00	624.36	57.52	.00	-624.36	100.0%
2836951 57150 TRAINING AND EDUCATI	0	.00	79.53	79.53	.00	-79.53	100.0%
2836951 57300 DUES AND MEMBERSHIPS	0	.00	250.00	250.00	.00	-250.00	100.0%
TOTAL CABLE ADVISORY REVOLVING	0	50,000.00	13,658.14	5,071.39	.00	36,341.86	27.3%
TOTAL CABLE ADVISORY COMMITTEE	0	50,000.00	13,658.14	5,071.39	.00	36,341.86	27.3%

~~Travel?~~

Suzanne Kane

From: Suzanne Kane
Sent: Tuesday, November 04, 2014 8:27 AM
To: 'stlouis.certrequest@marsh.com'
Subject: Charter Certificates of Insurance

Suzanne Kane

Administrative Assistant

Town Administrator / Board of Selectmen
Town of Douglas
29 Depot Street
Douglas, MA 01516
508-476-4000 ext. 100
skane@douglasma.org

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



Becky Hardin

Marsh USA Inc.
701 Market Street
Suite 1100
St. Louis, MO 63101-1830
+1 314 342 2445
Becky.j.hardin@marsh.com
www.marsh.com

October 29, 2014

Dear Certificate Holder:

In order to serve you better, we would like to send future renewal certificates to you via e-mail.

Please send an email to the following address, providing a copy of the certificate you have recently received and clearly indicating the email address you would like all future certificates sent to. If the Certificate is no longer required, please indicate this instead of an email address.

Email to: stlouis.certrequest@marsh.com

Thank you for your assistance.

Becky Hardin

Client Representative
Marsh USA Inc.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/29/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Marsh USA Inc. 701 Market Street, Suite 1100 St. Louis, MO 63101-1830 Attn: stlouis.certrequest@marsh.com (fax) 212-948-0811		CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS:		FAX (A/C, No):
405245-ALL-GAWU-14-15 CCEI Y n		INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED Charter Communications, Inc. 12405 Powerscourt Drive St. Louis, MO 63131		INSURER A: Old Republic Insurance Company		24147
		INSURER B: North American Elite Insurance Company		29700
		INSURER C:		
		INSURER D:		
		INSURER E:		
		INSURER F:		

COVERAGES**CERTIFICATE NUMBER:**

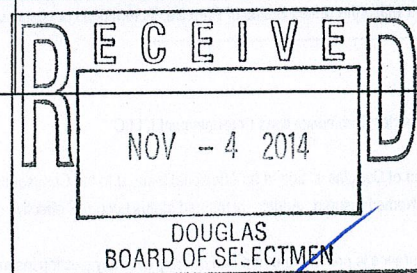
CHI-004791873-06

REVISION NUMBER: 6

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			MWZY 303015	11/01/2014	11/01/2015	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			MWTB 302641	11/01/2014	11/01/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$			UMB 0007893-03	11/01/2014	11/01/2015	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N N N/A			MWC 303014 00	11/01/2014	11/01/2015	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 2,000,000 E.L. DISEASE - EA EMPLOYEE \$ 2,000,000 E.L. DISEASE - POLICY LIMIT \$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
(See reverse and/or attached for additional information)

**CERTIFICATE HOLDER**Town of Douglas
Board of Selectmen
Douglas Municipal Center
29 Depot St.
Douglas, MA 01516**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
of Marsh USA Inc.

Manashi Mukherjee

Manashi Mukherjee

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ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

AGENCY

Marsh USA Inc.

POLICY NUMBER

CARRIER

NAIC CODE

NAMED INSURED

Charter Communications, Inc.
12405 Powerscourt Drive
St. Louis, MO 63131

EFFECTIVE DATE:

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

Charter Communications, Inc. and their:

- subsidiaries, associated, affiliated and inter-related companies;
- controlled or majority (more than 50%) owned partnerships, limited liability companies;
- interest only in (or its subsidiaries' interest in) any other partnerships or joint ventures or limited liability companies;
- interest in (or its subsidiaries' interest in) any company or organization coming under its active management or control;
- any entity or party required to be insured under any contract or agreement which may now exist, may have previously existed, or may hereafter be created or acquired.

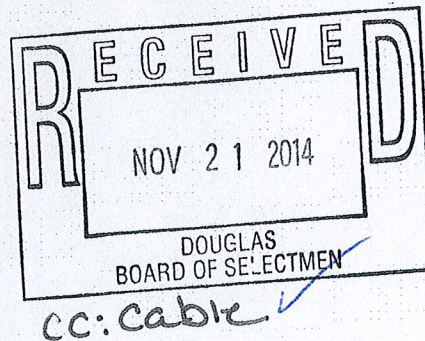
American Cable Entertainment Company, LLC	Charter Communications VI, LLC	HPI Acquisition Co., L.L.C.
Athens Cablevision, Inc.	Charter Communications V, LLC	Interlink Communication Partners, LLC
Ausable Cable TV, Inc.	Charter Communications, LLC	Long Beach, LLC
Cable Equities Colorado, LLC	Charter Video Electronics, Inc.	Marcus Cable Associates, L.L.C.
CC10, LLC	Dalton Cablevision, Inc.	Marcus Cable of Alabama, L.L.C.
CC Michigan, LLC	Falcon Cable Media, a California Limited Partnership	Marcus Cable, Inc.
CC Systems, LLC	Falcon Cable Systems Company II, L.P.	Midwest Cable Communications, Inc.
CC VIII Operating, LLC	Falcon Cablevision, a California Limited Partnership	Peachtree Cable TV, L.P.
CCO SoCal I, LLC	Falcon Community Cable, L.P.	Plattsburgh Cablevision, Inc.
CCO SoCal II, LLC	Falcon Community Ventures I Limited Partnership	Renaissance Media, LLC
Charter Cable Partners, L.L.C.	Falcon First Cable of New York, Inc.	Rifkin Acquisition Partners, LLC
Charter Communications Entertainment I, LLC	Falcon First Cable of the Southeast, Inc.	Robin Media Group, Inc.
Charter Communications Entertainment II, LLC	Falcon Telecable, a California Limited Partnership	Scottsboro TV Cable, Inc.
Charter Communications Operating, LLC	Falcon Video Communications, L.P.	Tennessee, LLC
Charter Communications Properties LLC	The Helicon Group, L.P.	Tioga Cable Company, Inc.
Bresnan Communications, LLC	Hometown T.V., Inc.	Vista Broadband Communications, LLC
Bresnan Digital Services, LLC	Bresnan Broadband Holdings, LLC	Bresnan Microwave of Montana, LLC
Bresnan Broadband of Utah, LLC	Bresnan Broadband of Colorado, LLC	Bresnan Broadband of Montana, LLC
	Bresnan Broadband of Wyoming, LLC	

...and any corporation or other business organization other than a joint venture in which the Named Insured shown in the declarations has or acquires during the policy period an ownership of more than 50% and which is domiciled within the United States of America, its territories or possessions, Puerto Rico or Canada.

Entity: Charter Communications Entertainment I, LLC

The Town of Douglas is added as Additional Insured to the Commercial General Liability, Automobile Liability, and Umbrella Liability policies but only with respects to the requirements of the written contract or agreement with the Named Insured. Additional Insured status becomes effective once the written contract or agreement is fully executed.

This insurance is primary and non-contributory over any existing insurance and limited to liability arising out of the operations of the named insured and where required by written contract.



November 19, 2014

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

Dear Mr. Guzinski:

Containing costs and efficiently managing our operations are critical to our goal to provide customers with the best value possible. Like every business, Charter faces rising costs that require occasional price adjustments.

As a result, customers in your community will be notified of the following price adjustment through a billing statement message on or after November 21, 2014:

Due to rising programming costs, effective with your January billing statement, pricing will be adjusted for the Broadcast TV Surcharge from \$5.00 to \$5.25. This reflects charges assessed to Charter by broadcast TV stations.

We remain committed to providing excellent communications and entertainment services in your community and in each of the communities we serve. If you have any questions about this change, please feel free to contact me at 508-595-5457 or via email at Tom.Cohan@charter.com.

Sincerely,

Thomas P. Cohan
Director of Government Affairs

From: Mitch Cohen <mcohen@proactiveinteractive.com>
Subject: Fwd: Charter All-Digital upgrade and Douglas MA schools
Date: November 24, 2014 at 6:40 PM
To: Cable Committee <cable@douglasma.org>

Begin forwarded message:

From: Mitch Cohen <mcohen@proactiveinteractive.com>
Date: November 12, 2014 at 12:12:59 PM EST
To: "Cohan, Thomas P" <thomas.cohan@charter.com>
Cc: "Mailloux, Kevin J" <Kevin.Mailloux@charter.com>, "Johnson, Dean A" <dean.johnson@charter.com>, "Cournoyer, Keith R" <keith.cournoyer@charter.com>, "Gross, Karen K" <Karen.Gross@charter.com>, "Said, Sam I" <Sam.Said@charter.com>, Donna Sousa <dsousa@douglasps.net>
Subject: Re: Charter All-Digital upgrade and Douglas MA schools

Hi Tom,

Two additional pieces of information:

The MediaMaster will require three CableCards, of the variety that tunes three channels apiece. I don't know much more than that, but we can get more info as needed.

For the High School, one potential solution is to expand and use the same MediaMaster as the Elementary and Middle Schools. We are in the process of running fiber between those buildings. I have no sense as to cost, but I'm anticipating it would be of far lower cost than a second separate MediaMaster. The fiber is something we're covering as part of the school building product budget.

Talk soon,

Mitch

On Wed, Nov 12, 2014 at 9:36 AM, Mitch Cohen <mcohen@proactiveinteractive.com> wrote:

Hi Tom,

For our call this afternoon:

The High School has 36 classrooms with previously-functional TV tuner cards. These are all now non-functional. I'm not sure if that count includes all locations (i.e. Library, Auditorium, and conference rooms). I suggest carrying a figure of 45 viewing locations for the High School until we can further review the details.

The Elementary School and Middle School use a newly-purchased MediaMaster system to distribute video via IP. The two buildings are adjacent and operate as one building from an IT point of view, so just one MediaMaster for the two buildings. The MediaMaster will require an upgrade with a cost range of \$11,000-\$25,000 to support encrypted TV. I don't have an exact count of classrooms, but I believe the Elementary School has 28 regular classrooms plus shared spaces, and the Middle School has roughly the same number. I suggest carrying a figure of 70 viewing locations for the combined buildings until we can further review the details.

Thanks,

Mitch

Douglas Cable Advisory Committee

Douglas Municipal Center

Meeting Minutes

Monday October 27, 2014

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

Attendance:

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

Unexcused Absence: Mike Belleville

Staff: Pat Aldrich

1. **Financials:** Thru 9/14: F/T Wages: MTD: \$2,129.76, P/T Wages: MTD: \$708.15. Total YTD: \$8,586.75
2. **Correspondence:** Mass Access MyMass Xchange new database program sharing announcement, Pat went to the first stop of their tour at Shrewsbury cable. Mitch wrote a memo to Charter about encryption issues. Jeff Ellis resigned, sent back his keyfob. The Committee agreed that if Pat decides he needs to fill the position, he has the freedom to advertise and invite interviewees, candidates to be approved by the DCAC. Under advisement from Atty Solomon, Mitch sent a memo to the Capital Improvement Committee to answer questions about the legal restrictions of cable funds according to federal law. Cable fund is strictly for Cable Access use.
3. **Charter Encryption:** Mike Guzinski wrote a letter to Charter to invite Tom Cohan to the Board of Selectmen 10/7/14 meeting to discuss encryption issues. Sen. Moore wrote a letter of support to the Atty Generals office about this issue. Mitch said after researching, Cable companies are allowed to fully encrypt everything, but they are required to help customers transition. \$30,000 of A/V equipment for the school has been rendered useless by the digital encryption. The video distribution system in the school is not handling the encryption and will need further updates, which will become a taxpayer issue if Charter does nothing to help. There has been an effort to contact Charter about this, without response thus far. Vendors for the school building project have not been able to attain the amount of cable cards needed for the school, as clearly outlined in the current license. The license reads "One digital box or cable card per viewing location". Mitch will send a confirmation email to Donna Souza to check up on this.
4. **Meeting Minutes:** 9/8/14: Tom motioned to accept as presented, Bob 2nd, unanimous favor.
5. **Coordinator's Report:** September Meeting report submitted, Octoberfest 2014 Summary submitted. SHINE (Sr. Healthcare show) has been submitted from Milford TV. Kidmissing 8 shot and uploaded, sent to Milford TV for broadcast

there. Green screen tutorial has been shot while setting up for KidMissing to show the process I go through to produce that show. Octoberfest entertainment 2014 has started to get processed for broadcast. The Middle School Ribbon Cutting Ceremony 10/18/14 has been shot, edited, and posted online as well as in the broadcast schedule. New lower third titles have been added to meeting replays on Govt. channel 192. Tumblr blog has been taken down, as the Public Video section has been added to the Town Site, as per the original plan. Pat will be attending the free Marlborough Broadcasting Tech Expo 10/30/14. There was a call from Hayward Landing stating that since the digital encryption the service there has been terrible, with channels freezing and audio issues. Residents have called to get the incoming feed evaluated, but there has been no response from Charter. They are asking for the DCAC's help in getting this issue resolved. Mitch said he would email Tom Cohan to inform him of this issue.

6. **Equipment:** School Committee room at the High School needed new meeting audio equipment. Mitch is going to email the School Dept the new list of equipment before purchasing. Pat submitted a new list of equipment for a "field studio production" kit for consideration. Mitch mentioned looking at shotgun microphones for the Sony cams, tripods, and carry cases. Some discussion about moving to HD and 16:9 ratio in the near future. Cameras in the Resource Room have been failing recently, right around the time we were thinking of replacing them. Gary Pink from Camera Company sent a quote over to replace the cameras and mounts, but some of the equipment was cheaper on B&H so Pat will do the install. Tom made a motion to purchase new cameras and all included equipment for the Resource Room not to exceed \$3,500.00, 2nd by Bob, unanimous favor.
7. **Other Business:**
8. **Next Meeting:** November 24, 2014
9. **Adjourn:** Bob motioned to adjourn at 7:48pm, Chris 2nd, unanimous favor.

Date	Day	Time	Meeting	Room	Staff	Paid	Canc	Wages	Notes
10/1	WED	7pm	ZBA	COM	Kay Bowen	1	0	\$45.25	MON
10/6	MON	7pm	ConCom	COM	they do	0	0	\$0.00	TUE
10/7	TUE	7pm	BOS	RES	Sarah Guimond	1	0	\$45.25	WED
10/7	TUE	7pm	Sewer	SEW	Arthur Griffin	1	0	\$49.45	THU
10/8	WED	7pm	SC	DHS	they do	0	0	\$0.00	FRI
10/9	THU	7pm	OGSDC	COM	Kay Bowen	1	0	\$45.25	TIME
10/14	TUE	7pm	PB	COM	Sarah Guimond	0	1	\$0.00	9am-12noon
10/15	WED	7pm	Building	RES	Tess Werme	0	1	\$0.00	12noon-5pm
10/16	THU	7pm	SBC	RES	Kay Bowen	1	0	\$45.25	6pm-7pm
10/20	MON	615pm	COA	SR	Arthur Griffin	1	0	\$49.45	ROOM
10/20	MON	7pm	Cable	KIT	Pat Aldrich	0	0	\$0.00	BOH
10/20	MON	7pm	ConCom	Com	They do	0	0	\$0.00	COM
10/20	MON	7pm	EDC	RES	Angie Coe	1	0	\$49.45	RES
10/20	MON	7pm	FinCom	SEL	Sarah Guimond	1	0	\$45.25	SEW
10/21	TUE	7pm	BOS	RES	Sarah Guimond	1	0	\$45.25	KIT
10/22	WED	7pm	Building	RES	Tess Werme	1	0	\$49.45	DHS
10/22	WED	7pm	Monuments	RES	Kay Bowen	1	0	\$45.25	SEL
10/23	THU	2pm	Capital	COM	Pat Aldrich	0	0	\$0.00	SR
10/23	THU	7pm	Cultural	COM	Kay Bowen	1	0	\$45.25	STAFF
10/23	THU	7pm	OGSDC	RES	Arthur Griffin	0	1	\$0.00	Recorded
10/27	MON	6pm	BOH	BOH	Sarah Guimond	1	0	\$45.25	Not R/Paid
10/27	MON	7pm	Cable	RES	Pat Aldrich	1	0	\$0.00	Don't Do
10/27	MON	7pm	FinCom	RES	Sarah Guimond	1	0	\$0.00	Cancelled
10/28	TUE	2pm	Personnel	COM	Pat Aldrich	1	0	\$0.00	
10/28	TUE	7pm	BOS	RES	Sarah Guimond	1	0	\$45.25	
10/28	TUE	7pm	Library	SEL	Arthur Griffin	1	0	\$49.45	
10/28	TUE	7pm	PB	COM	Pat Aldrich	1	0	0	
10/28	TUE	7PM	Cemetery	KIT	Pat Aldrich	1	0	0	
10/29	WED	530pm	Recreation	RES	Kay Bowen	1	0	45.25	
10/30	THU	7pm	OGSDC	RES	Angie Coe	0	1	0	LNC
						Paid	Canc	Wages	MEETINGS
						18	3	\$699.75	30

10/4	SAT	9am	Public	DT	Kay Bowen	1	0		Full Day
10/4	SAT	9am	Octoberfest	DT	Tess Werme	1	0		Regular Shift
10/4	SAT	11am	Octoberfest	DT	Sarah Guimond	1	0		Regular Shift
10/18	SAT	9am	Ribbon Cutting	School	Tess Werme	1	0		
10/18	SAT	9am	Ribbon Cutting	School	Sarah Guimond	1	0		

Monthly Meetings Report: October 2014

Resource Room Cameras Installed 10/31/14

Public:

- "Worcester Lunch Cars" 2 Part series submitted by resident.
- Senior Center Halloween Party 2014 submitted, edited, online, broadcast.
- Veteran Monument Dedication 2014 recorded, edited, online, broadcast.
- Octoberfest 2014 Edits have begun, online and broadcast.

Issue with Sony HDR-SR11 #1 - audio issues, strange. Tests fine in Office, but has had multiple issues on-site at Sewer Dept. and Selectmen's office.

Community Room DVDR Failure caused issues with PB 11/12 meeting recording. After testing, unit seems fine, but we should look into replacement recording media.

No word from Charter on Hayward Landing issues as of 11/21/14
Every time a cable repairman shows, says he needs to call a lineman. No lineman has contacted them or been out to fix.