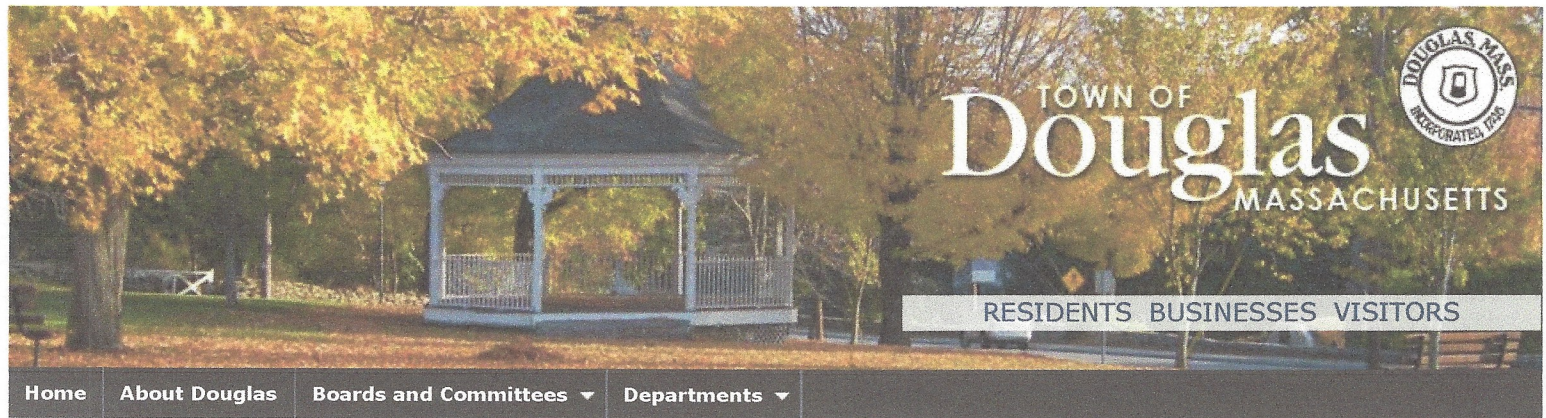


Douglas Cable Advisory Committee
Douglas Municipal Center
Agenda
Monday April 13, 2015

- **Call to order:**
- **Committee Vacancy:**
- **Charter Encryption Update:**
- **BVT School Committee Meetings:**
- **Cable Policy Review:**
- **Coordinator Review:**
- **Financials:**
- **Correspondence:**
- **Meeting Minutes:** 3/9/15
- **Coordinator's Report:**
- **Equipment:**
- **Other Business:**
Open session for topics not reasonably anticipated 48 hours in advance of meeting.
- **Next Meeting:** Monday, May 11, 2015
- **Adjourn:**


[Bulletin Board Form](#)
[Cable Committee](#)
[Cable Committee Charge](#)
[Charter Digital Transition 2014](#)
[Equipment](#)
[Free Video Course](#)
[Online Programs](#)
[Polices](#)
[Program Schedule](#)
[Public Videos](#)

Cable Committee

Cable Advisory Committee - Policy Development

The Cable Advisory Committee adopted the following as its Mission Statement on September 25, 2006:

To inform and educate the residents of Douglas by:

- The recording and broadcast of local government meetings
- Fostering the production of local events of special interest
- Develop and enforce cable licenses in the best interest of the community
- Make available video production technology and training to the public
- Provide cable broadcast access to every Douglas resident

Following are the policies of the Douglas Cable Advisory Committee. If you have any comments or questions, on these policies, please contact us at cable@douglasma.org, 508-476-4000 x122, or by mail at 29 Depot St., Douglas, MA 01516.

Policy and Procedure Development

The Cable Advisory Committee shall develop policies and procedures that are consistent with its mission statement and the Charge of the Board of Selectmen.

All policies and procedures will be subject to public review for a period of no less than twenty-one days from first Committee discussion to Committee vote. Policies shall be in effect once approved by a majority of members present at an open meeting.

Policies and procedures of an emergency nature may be adopted by a two-thirds majority vote of members present at an open meeting. All emergency policies and procedures take effect immediately and must be reported with explanation to the Board of Selectmen within seven days. Emergency policies and procedures will expire unless ratified by the Committee within sixty days of the date of adoption.

The Cable Advisory Committee shall notify the public of ongoing policy and procedure discussions through the use of an electronic web page, town mailings, bulletin board postings, and/or other reasonable means.

The Cable Advisory Committee shall maintain a current collection of policies

[Agendas & Meeting Minutes](#)
[Meeting videos](#)

Upcoming Meetings

Wednesday, February 18
7:00 PM, Building & Facility
Const. Com.

Thursday, February 19
7:00 PM, School Building
Committee

Monday, February 23
6:00 PM, Board of Health
7:00 PM, Finance Committee

Tuesday, February 24
6:30 PM, DPW Study
Committee
7:00 PM, D.P.A.C.
7:00 PM, Library Board of
Trustees
7:00 PM, Planning Board

Thursday, February 26
7:00 PM, School Building
Committee

Monday, March 2
6:15 PM, Council on Aging
7:00 PM, Conservation
Commission

Tuesday, March 3
7:00 PM, Board of Selectmen

Wednesday, March 4
7:00 PM, School Committee
7:00 PM, Zoning Board of
Appeals

Thursday, March 5
6:00 PM, Board of Assessors

Monday, March 9
7:00 PM, Cable Advisory Com.
7:00 PM, Economic Dev. Com.

and procedures available for public inspection in the Cable office, in both hard copy and electronic form.

Electronic Bulletin Board

The Cable Advisory Committee shall maintain an electronic "Bulletin Board" of items of interest to the general public. The Bulletin Board shall be displayed on one or more Cable channels for at least four hours between midnight and noon, and at least four hours between noon and midnight, with such times to be either contiguous or non-contiguous.

All local government, non-profit, and informal not-for-profit organizations may submit items for the Bulletin Board. Use of the Bulletin Board by for-profit organizations and purposes is prohibited under any circumstances.

Use of the Bulletin Board to advocate any position of a political nature or candidate for elective office is prohibited. General non-advocacy notices, such as those announcing a local party caucus, shall not be construed as prohibited by this policy.

The Committee shall develop a form to provide clear instructions and process for the submission of items for the Bulletin Board. This form shall provide instructions on the amount of submittal time required, the maximum length of a message, and the maximum time a message shall appear.

The public shall be encouraged to submit items electronically. Printed submittals otherwise consistent with the electronic form shall also be accepted.

Channel Availability

The Cable Advisory Committee shall be responsible for maintaining two cable channels, referred to as the Public and Government channels. The School Department programs the Education channel. The Cable Advisory Committee shall work cooperatively with the School Department as needs warrant.

The Public channel shall be primarily for programming submitted by residents of the Town and organizations based in the Town as defined in the Public Access Programming submissions policy.

The Government channel shall be primarily for programming produced by and about town government, such as Committee meetings, Town Meetings, and any official government productions.

Public Channel Programming - Submission

Any person who is a resident of the Town of Douglas shall be provided the right to submit programming for broadcast on the Public Channel. Non-residents are encouraged to seek a sponsor within the town to submit their programming.

If a person created a program, they are considered the Producer. If a person did not create a program, but are requesting that program to be aired, they are considered the Sponsor. No program shall air unless requested to be aired by either a Producer or a Sponsor. The Cable Advisory Committee shall not be the Producer or Sponsor of any program, although individual members of the

Tuesday, March 10
7:00 PM, Planning Board

Thursday, March 12
7:00 PM, Old Grammar School
Disp. Committee

*Meetings crossed out were
previously scheduled and have
since been cancelled*

Full meeting calendar

Committee can be either.

Under no circumstance shall the Cable Advisory Committee refuse to air any program based on the content of that program, unless the content is pornographic or otherwise prohibited by state or federal laws.

Programs which are understood to be of an adult nature shall be aired only between the hours of 10:00pm and 5:00am [*Editorial note: check times with FCC rulings*].

The Cable Advisory Committee shall establish forms and procedures for the submittal of programming for the Public Channel. These forms shall indemnify the Town of Douglas regarding the content of programming. By signing the submission form, the program sponsor assumes any and all legal liability relating to the program.

No program shall be aired without a properly completed submission form.

The Cable Advisory Committee may refuse submissions of non-approved formats or of poor image or sound quality.

Public Channel Programming – Scheduling

Programs submitted to the Public Channel shall be aired on a fair and unbiased schedule. No person or program shall be given special privileges or priority for the broadcast based on their position in the community or for any other reason.

The specific schedule shall be determined by the Cable Access Coordinator or other person assigned the responsibility of maintaining the schedule by the Cable Advisory Committee.

The Producer or Sponsor of a Program may request a specific schedule. Those requests shall be taken under advisement but cannot be guaranteed

Public Channel Programming – Production Assistance

The Cable Advisory Committee shall provide assistance at no charge to Producers who wish to create programming for the Public Channel. Priority shall be given to residents of Douglas.

The objective of this assistance shall be to provide Producers with the knowledge to become independent in their productions. Assistance shall be provided based on staff and volunteer availability, and priority will be given to generate new programming.

Public Channel Programming – Training

The Cable Advisory Committee shall offer periodic classes in television production. Priority shall be given to residents of Douglas.

The Cable Advisory Committee shall offer other training opportunities to the public, such as making available books, product manuals, and online courseware.

All training shall be offered free of charge to residents of Douglas.

Public Channel Programming – Equipment Availability

The Cable Advisory Committee shall make equipment available to Producers who wish to create programming. Equipment may be designated as non-removable from the Cable studio area. Certain equipment may require additional training as determined by the Cable Advisory Committee or their designee.

No equipment shall be borrowed from the Cable studio without the Producer completing a sign-out form.

The Cable Advisory Committee shall also make available appropriate recording media at no charge for the production of programming.

Equipment and recording media may only be used for the production of programming for broadcast on the Douglas PEG channels, or for the support of Douglas government operations. The use of equipment or media for any other purpose is prohibited, without the formal approval of the Cable Advisory Committee.

Producers

Any person that has completed a video production course offered by the Cable Advisory Committee will be approved as a Producer. A person may also be named a Producer by demonstrating equivalent knowledge at the discretion of the Cable Advisory Committee or its designee.

The Cable Advisory Committee shall maintain a list of Producers. A list of volunteer Producers shall be made available for assistance in programming production.

Violations

The Cable Advisory Committee or its designee is authorized to issue warnings and suspensions.

Major violations will result in an immediate 90-day suspension of equipment use privileges and may be brought to the attention of Douglas Police Department. These may include, but are not limited to:

- Violence, threat of violence, or verbal abuse towards staff or volunteers.
- Commercial or profit-making use of Douglas facilities or equipment.
- Misrepresentation of Douglas residency.
- Falsifying forms.
- Unauthorized use or access of production facilities and/or equipment.
- Abuse of equipment.
- Facility reconfiguration.
- Misrepresenting program content.
- Refusal to return equipment.

Any subsequent major violation will result in the immediate and permanent loss of equipment and facilities privileges.

Stipends

Stipends may be offered for the following purposes where volunteers are not available:

- To persons who are deemed to be qualified to conduct course offerings.
- To persons appointed to produce local government programming.

Stipends must be approved by prior vote of the Cable Advisory Committee and is subject to the availability of funds.

This policy shall not be in effect unless approved by the Board of Selectmen.

New Recurring Meeting Recording – Approved October 15, 2007

This policy refers to the regular recording of future public meetings of any specific Committee.

The Cable Advisory Committee (CAC) will determine the date upon which it will begin recording the new meetings.

Upon the decision of the CAC to record the meetings of another Committee, the CAC shall send a letter to the Chair of the effected Committee stating:

- The decision to record their meetings
 - The first date after which the CAC proposes to initiate the video recording. This date shall be no sooner than 30 days following this decision.
 - A list of common questions and answers regarding recording and distribution, which the Committee shall establish under regular business and modify as necessary
 - It is the intent of the CAC to work cooperatively with every Board and Committee.
-

Individual Meeting Requests – Approved October 15, 2007

Consistent with the Charge to the Cable Advisory Committee (CAC), the CAC shall record and broadcast any meeting or event so requested by the Board of Selectmen, Executive Administrator, or required by Town Bylaws, subject to the availability of staffing and resources. Further, the Chair of any Committee may request that an individual meeting of their own Committee may be recorded and broadcast. These requests shall not require formal vote of the CAC, and can be decided upon by the Chair or the Cable Coordinator.

Individual meetings otherwise recorded by any person will be considered Public Access programming and if requested, broadcast under appropriate Public Channel policies.

Government Programming – Distribution – Approved October 15, 2007

All Government programming shall air on the Government Channel, and shall also be made available on the online archive of Government programs.

The Cable Advisory Committee shall establish a minimum regular schedule of programs to be broadcast on the Government channel. This shall include, at a minimum, standard playback times for Board of Selectmen meetings. It is recognized that programs regularly vary in length and quantity, thus any permanent full schedule of all Government programs is difficult to produce.

The Cable Coordinator or his/her designee shall schedule meetings not covered by the minimum schedule defined above. Schedules should vary daily. All Government meetings shall air at least three times during the hours of 9am to 11pm within two weeks following the meeting.

Video Copy Requests - Approved April 9, 2008

Although the Cable Advisory Committee is not the keeper of the records, we will make copies of programs as requested for a fee to be determined by the Cable Advisory Committee.

Cable Advisory Committee Guidelines

Guidelines are instructions to Cable Advisory Committee staff and volunteers that by necessity are more fluid and flexible than policies.

Government Programming Guidelines – Schedule – Approved October 15, 2007

This minimum schedule shall be followed whenever possible:

Finance Committee: Monday 7pm, Wednesday 1pm

Board of Selectmen: Tuesday 7pm, Thursday 1pm

Planning Board: Wednesday 7pm, Friday 1pm

Conservation Commission: Thursday 7pm, Monday 1pm

Zoning Board of Appeals: Friday 7pm, Tuesday 1pm

The Cable Advisory Committee may modify this schedule at any time.

Meetings listed above should be broadcast at additional times as well. Meetings not listed above shall be aired in a frequency and duration to be determined by the Cable Coordinator. Such additional meetings will be broadcast during prime time (6-11pm) at least once per week and thereafter as equitably as possible.

Meetings should be broadcast for a maximum of two weeks following the first broadcast of the meeting. Meetings can be repeated more frequently or longer than two weeks upon request of any person if the meeting is of significant value and does not materially impact the scheduling of other programming.

The Cable Coordinator's decisions on scheduling shall be final, and can only be superseded by vote of the Cable Advisory Committee. The Coordinator or Committee may assign the implementation of the programming schedule to any other qualified person or persons in the event the Coordinator or his/her designee is unavailable to perform such duty.

Video Copy Requests fee structure - Approved April 9, 2008

Requests for DVD duplication: No charge for up to three DVD's per week; \$5.00 each DVD thereafter.

Requests for VHS duplication: \$10.00 per copy.

These fees can be waived by a vote of the Committee.

Public Event Recording - Approved December 20, 2010

The Cable Coordinator shall periodically identify public events of community interest of which videotaping and broadcasting of those events may be beneficial to the community. For example, Douglas Octoberfest, the Memorial Day Parade, political candidate debates, etc. For-profit events are not permitted, although paid fundraisers for not-for-profit organizations are permitted. Political events not open to participation by all equivalents (such as single-party or single-candidate events) are not permitted.

Meetings or presentations of a Town Government body or personnel are classified as Government Programming thus not applicable to this policy.

A calendar of annual events shall be maintained by the Cable Coordinator. Additional one-time events may be added as appropriate and presented periodically to the Cable Committee and posted on the Town Web Site.

Videotaping and editing of these events shall be coordinated by the Cable Coordinator, and may include the use of staff paid their usual rates in the absence of volunteers. A maximum of four events utilizing paid staff per month are permitted without prior consent of the Cable Committee Chair, Vice-Chair, or vote of the Committee.

Recognizing public events are not necessarily acceptable to be videotaped, the Coordinator shall obtain permission from the event management prior to videotaping the event. The Town of Douglas Cable Advisory Committee is the owner of both the raw and produced programming.

The event management shall be provided up to three DVD copies of produced event programming; additional copies may be provided upon request and based on available resources. This programming shall be broadcast on the Public Channel.

Recording Assistants' Participation in Meetings - Approved May 12, 2014

A Recording Assistant is scheduled, as a representative of the Cable Advisory Committee, to an assigned meeting to record that meeting for Cable. All Recording Assistants must be respectful of the assigned meeting without interrupting. This includes the setup time previous to the meeting, during the meeting, after the meeting concludes, and while breaking down equipment.

If a Recording Assistant anticipates the need to participate in, or has business before an assigned meeting, the Recording Assistant must contact the Cable Coordinator to schedule someone else for that meeting.

If an unanticipated need for the Recording Assistant to participate arises, step

away from the Cable equipment and sit/stand in the attendee area to clarify that your participation will not be coming from your position as Recording Assistant. You will need to wait to be recognized by the Chair before participating in the meeting.

Unforeseen technical issue(s) that arise during the meeting that can impede with the recording of the meeting may respectfully be brought to the attention of the chair.

Recording Assistants Late Notification Alert - Approved May 12, 2014

All Recording Assistants must provide a method of contact to be used by the Cable Coordinator as a "Late Notification Alert". The Recording Assistant must check their Late Notification Alert contact 2 hours before an assigned meeting for changes or cancellations.

No payment will be made if a Recording Assistant reports to record a meeting that has been cancelled using the Late Notification Alert.

Late Notification Contacts can be one of the following and must be agreed upon with the Cable Coordinator: Cell or home phone with voicemail, cell phone text, or email.

From: Mitch Cohen, Vice Chair, Douglas Cable Advisory Committee
To: Douglas Cable Advisory Committee
CC: Douglas Board of Selectmen
Executive Administrator Michael Guzinski
Re: Cable policy sampler
Date: July 12, 2006

The Cable Advisory Committee has been formally tasked with defining policies. To begin this process I have merged the policy documents I have collected into one large "sampler" document. The entire file, in PDF format, is 448 pages. In an effort to save trees I will arrange for the printing of a single copy of this large volume to be stored in Town Hall, and will make the PDF file available to you and all other interested parties via the town web site. It will be placed in the Cable Programming section, or directly at <http://www.douglasma.org/cable/>.

All documents are current as of today, in that I gathered (or re-gathered) them today from the web sites today and some via email very recently.

Information contained in this document represents a significant range in information and approach. Included are formal policy manuals, informal web pages, forms for airing programming, mission statements, etc. Also included are organizational bylaws for those communities who operate their Public Access programming through a 501c3 non-profit. While the bylaws as a whole are not applicable to us, some items within may be of benefit.

Information in this document has been gathered from the Public Access stations

of Athol-Orange, Beverly, Billerica, Cape Cod, Carver, East Bridgewater, Falmouth, Framingham, Franklin, Hadley, Holliston, Newton, Plymouth, Shrewsbury, Westborough, and Wilmington. They are presented in this order within the PDF file.

If you wish to focus on specific station's documents, I suggest starting with Shrewsbury, Newton, Plymouth, and Cape Cod – all stations of which are very highly regarded. I've had the pleasure of meeting all of these stations directors.

If you wish to review the web sites of these or any other Public Access station, an excellent starting point is <http://www.bevcam.org/peg/>. You may also wish to visit <http://www.alliancecm.org/> and <http://www.massaccess.org/>, two organizations of which we are members and that I've become involved in personally.

Before our next meeting we should all take a cursory review of these documents so we can begin to plan our own policy structure and development approach.

Please let me know if you have any questions.

The Town of Douglas is an Equal Opportunity Provider, and Employer

Short link to this page: <http://douglasma.org/s/Xnp8z>

Public Channel 191 Programming – Production Assistance Policy

The Cable Advisory Committee shall provide assistance at no charge to Residents of Douglas to become “Producers” who wish to create programming for the Public Channel. The objective of this assistance shall be to provide Producers with the knowledge to become independent in their productions. Assistance shall be provided based on staff and volunteer availability, and priority will be given to generate new programming.

Producer Requirements

In order to create your own program with Douglas Cable Access equipment for air on Douglas Cable Access Public Channel 191 and optionally the Douglas Cable Access YouTube channel, there are some minimum requirements.

1. Under 18: Guardian must sign off on all documents.
2. Under 16: Guardian must be present.
3. Open to Douglas: Residents, Business Owners, and Staff.
4. Successful Completion of the Digital Video Fundamental Training.
5. *Provide a Production Crew: Writer, Director, Designer, Engineer, Talent, Editor.
**You can fill any and all roles yourself, but they need to be filled by the Producer.*
6. “Program Idea” Submission Form (will be available online).
7. Signed Producer’s Indemnification Form (will be available online).

Douglas Cable Access will provide, upon meeting the above requirements:

1. Douglas Cable will get your show up and running, but producers will be responsible for all their own leg work per program.
2. Room Reservation at the Municipal Center for producer meetings, read-throughs, rehearsals, and filming.
3. Camera, lighting, and audio equipment on loan as needed.
4. Video Editing Bay time upon reservation.
5. Training on all equipment.
6. Broadcast of final program on channel 191 and optionally YouTube.

DOUGLAS CABLE ADVISORY COMMITTEE

Employee Performance Review

EMPLOYEE INFORMATION	
Name	Employee ID
Job Title	Date
Department	Manager
Review Period	to

RATINGS	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
Attendance/Punctuality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments					
Overall Rating (average the rating numbers above)					

EVALUATION
ADDITIONAL COMMENTS
GOALS (as agreed upon by employee and manager)

VERIFICATION OF REVIEW	
By signing this form, you confirm that you have discussed this review in detail with your supervisor. Signing this form does not necessarily indicate that you agree with this evaluation.	
Employee Signature	Date
Manager Signature	Date

FOR 2015 09

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED

695 CABLE ADVISORY COMMITTEE							

2836951 CABLE ADVISORY REVOLVING FUND							

2836951 51110 F/T WAGES	0	.00	.00	19,957.32	.00	-19,957.32	100.0%*
2836951 51200 P/T Wages	0	98,448.11	98,448.11	5,979.08	.00	92,469.03	6.1%
2836951 52400 REPAIRS AND MAINT AG	0	.00	.00	461.20	.00	-461.20	100.0%*
2836951 53012 EMPLOYEE TRAIN SEM/C	0	.00	.00	75.00	.00	-75.00	100.0%*
2836951 53401 POSTAGE	0	.00	.00	58.48	.00	-58.48	100.0%*
2836951 53800 OTHER SERVICES	0	.00	.00	741.70	.00	-741.70	100.0%*
2836951 54200 OFFICE SUPPLIES	0	.00	.00	96.65	.00	-96.65	100.0%*
2836951 55800 OTHER SUPPLIES	0	.00	.00	660.24	.00	-660.24	100.0%*
2836951 57100 IN-STATE TRAVEL	0	.00	.00	79.20	.00	-79.20	100.0%*
2836951 57150 TRAINING AND EDUCATI	0	.00	.00	79.53	.00	-79.53	100.0%*
2836951 57300 DUES AND MEMBERSHIPS	0	.00	.00	625.00	.00	-625.00	100.0%*
2836951 58500 CABLE - ADDITIONAL E	0	.00	.00	7,802.89	.00	-7,802.89	100.0%*
TOTAL CABLE ADVISORY REVOLVING	0	98,448.11	98,448.11	36,616.29	.00	61,831.82	37.2%
TOTAL CABLE ADVISORY COMMITTEE	0	98,448.11	98,448.11	36,616.29	.00	61,831.82	37.2%

FOR 2015 08

	ORIGINAL ESTIM REV	ESTIM REV ADJSTMTS	REVISED EST REV	ACTUAL YTD REVENUE	REMAINING REVENUE	PCT COLL

695 CABLE ADVISORY COMMITTEE						

2836951 CABLE ADVISORY REVOLVING FUND						

2836951 48400 CABLE - MISCELLANEO	0	.00	.00	-50,000.00	50,000.00	100.0%
TOTAL CABLE ADVISORY REVOLVING	0	.00	.00	-50,000.00	50,000.00	100.0%
TOTAL CABLE ADVISORY COMMITTEE	0	.00	.00	-50,000.00	50,000.00	100.0%

UniBank

Town of Douglas

CLIENT: Town of Douglas

Account:

79XXX7898

Transaction Type / Code:	CTX / 22 (Credit)	Transaction Amount:	\$50,000.00
Settlement Date:	10/22/2014	ID Number:	00403549

ORIGINATOR INFORMATION

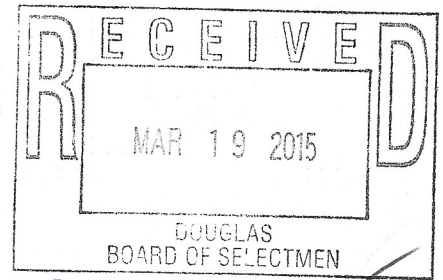
Originator Name:	MASSACHUSETTS	Originator Company ID:	7431843260
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TRANSACTION DETAILS

Company Name/ID#:	TOWN OF DOUGLAS	Trace #:	42000016015103
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SEC CODE INFORMATION

Description:	Charter Payment
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March 13, 2015

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

Dear Issuing Authority:

We very much appreciate the opportunity to provide cable service to the residents of your community, and look forward to working with you in the future.

Pursuant to our License Agreement and as required by the Massachusetts Department of Telecommunications and Cable, I have enclosed the following:

- Billing Practices and Equipment Notice (Annual Customer Notification)
- Sample Subscriber Bill
- Sample Subscriber Work Order
- Channel Line-up Card
- Rate Information

This information is for your files, and is also being filed with the Massachusetts Department of Telecommunications and Cable.

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

Sincerely,

Thomas P. Cohan
Director of Government Affairs



2014 Residential Subscriber Privacy Policy

Charter takes the protection of our subscribers' ("You," "Your" or "Customer(s)") privacy seriously. The following privacy policy ("Policy") applies to those Charter residential Customers who subscribe to Charter's residential video programming, high-speed Internet and/or telephone service (individually and collectively the "Service") and describes the Customer information that Charter collects and retains, how Charter uses and protects it, the limited cases where Charter may disclose some or all of that information, and Your rights under the Cable Communications Policy Act of 1984 ("Cable Act"). Depending upon the Charter Service to which You subscribe, parts of this Policy may not be applicable to You. Charter values Your privacy and considers all personally identifiable information contained in our business records to be confidential. Please review this Policy and, if You are a Charter telephone service subscriber, the attached Customer Proprietary Network Information ("CPNI") Policy (the "CPNI Policy"), in conjunction with Your service agreement, terms of service and acceptable use policy ("Your Service Agreement"). Charter will provide You copies of this Policy annually and the CPNI Policy at least once every two years, whether or not we have revised the policies. We may modify this Policy at any time. The most current version of this Policy can be found on www.charter.com. If you find the changes unacceptable and if those changes materially and adversely impact Your use of the Service, You may have the right to cancel Your Service under Your Service Agreement. If You continue to use the Service following the posting of a revised Policy, we will consider that to be Your acceptance of and consent to the Policy as revised.

What type of information does Charter collect?

Charter collects both personally identifiable information and non-personal information about You when You subscribe to our Service. Charter uses its system to collect personally identifiable information about You: (a) when it is necessary to provide our services to You; (b) to prevent unauthorized reception of our services; and (c) as otherwise provided in this Policy. Charter will not use the system to collect Your personally identifiable information for other purposes without Your prior written or electronic consent. Charter also collects personally identifiable and non-personal information about You when You voluntarily provide information to Charter, as may be required under applicable law, and from third parties, as described in this Policy.

Personally identifiable information is any information that identifies or can potentially be used to identify, contact, or locate You. This includes information that is used in a way that is personally identifiable, including linking it with identifiable information from other sources, or from which other personally identifiable information can easily be derived, including, but not limited to, name, address, phone or fax number, email address, spouses or other relatives' names, drivers license or state identification number, financial profiles, social security number, bank account information, and credit card information. Personally identifiable information does not include information that is collected anonymously (i.e., without identification of the individual or household) or demographic information not connected to an identified individual or household.

Non-personal information, which may or may not be aggregated information about our Customers and may include information from third parties, does not identify individual Customers. Charter may combine third party data with our business records as necessary to better serve our Customers. Examples of non-personal information include IP addresses, MAC addresses or other equipment identifiers, among other data. Our systems may automatically collect certain non-personal information when You use an interactive or transactional service. This information is generally required to provide the service and is used to carry out requests a Customer makes through a remote control or set-top box.

We may also collect and maintain information about Your account, such as billing, payment and deposit history; maintenance and complaint information; correspondence with or from You, information about the service options that You have chosen; information the equipment You have, including specific equipment identifiers; and information about Your use of our services, including the type, technical arrangement, quantity, destination and amount of use of certain of those services, and related billing for those services.

Charter also collects customer-provided customization settings and preferences. By using our service, You consent to our collection of this information and other information communicated to Charter such as correspondence, responses to surveys or emails, information provided in chat sessions with us, registration information, or participation in promotions or contests.

2/27/14 2:53 PM



2014 Annual Customer Notification

Charter Communications® (Charter) appreciates your subscription to our cable television service. To ensure that You understand our video products and terms of service, we have outlined some essential information below. Please note that services listed in this notice may not be available in all Charter areas, and that some of the policies, procedures, services herein are not applicable to all Charter Business video customers (exceptions may exist by product type). If you have any questions about this notice or about Charter's video and non-video services or policies, please contact Charter Customer Service or go to our website at www.charter.com. You can also find help videos, user guides, troubleshooting steps, and FAQ's for Charter's products and services at www.charter.com/support.

OVERVIEW OF CHARTER'S TV SERVICES

BASIC SERVICE: (Basic Tier Availability) The Basic Service Tier, where available, is our lowest level of video service. Basic Service includes off air broadcast stations and may include any franchise-required public, educational and government access channels. All such programming varies on a community-by-community basis and is subject to change at any time, subject to applicable law. Pursuant to federal law, cable customers must subscribe to Basic Service in order to subscribe to any other cable video service.

OTHER OPTIONAL SERVICES: Where available, the following services are optional levels of service above and beyond Basic Service: Expanded Service, Charter TV Digital packages & tiers, Premium channels, Digital Receiver, Integrated Interactive Services & Remote Control, HD equipment, DVR service, Internet and Phone.

PROGRAMMING: You may view pricing, channel line-ups and additional services available in your area at www.charter.com. Charter issued digital receiver or CableCARD required to view programming channels in All-Digital markets. Charter issued digital receiver required to view PPV and On Demand programming (where available). HD capable equipment required to view HD programming (where available). All programming may not be available to CableCARD customers. Charter is not responsible for the content or schedule aired by these networks. Please contact specific cable or broadcast networks directly with your programming complaints or questions.

PAY-PER-VIEW AND ON DEMAND: Where available, Pay-Per-View and On Demand are for private, in-home viewing only; no commercial establishments. To order one of these services, your account must be current. Customers with a digital receiver may order using Charter's remote control. To prevent unauthorized use in your household, you are responsible for setting up a PIN number, Parental Control and Rating preference. Charter will not give credit for the following circumstances: 1) unauthorized use, 2) if you record a Pay-Per-View event or movie and are not present to monitor the recording, 3) if you do not call to report reception problems while the movie or event you ordered is on, 4) or if you do not call to report you did not receive the movie you ordered, while that movie is on.

INSIDE WIRING: A Wire Maintenance Plan is an optional service available to customers for a low monthly rate. It ensures that You do not have to pay Charter to repair cable and telephone communications wires that are inside Your home. Certain limitations apply to the Plan, such as the exclusion of repairs to alarm/electrical/twisted pair wiring, customer-caused damage or abuse, and alterations to Charter equipment. Please contact Charter for more information about the Wire Maintenance Plan. For new and existing single unit installations, the wiring inside Your residential premises shall become a fixture to the realty upon installation. If you have someone other than Charter install the inside wiring in your home, or if you do it yourself, you are responsible for ensuring that the wiring does not interfere with the normal operation of the cable system and that it complies with applicable federal regulations, including protections against signal leakage.

3/3/14 12:38 PM



March 10, 2015

Account:

Phone Number: (333) 333-3333

Security Code:

Service At 95 HIGGINS ST

WORCESTER MA 01606-1913

Contact Us

visit us at charter.com or call

1-888-GET-CHARTER (1-888-438-2427)

Summary

Service from 03/10/15 through 04/09/15
details on following pages

Previous Balance	0.00
Payments Received	0.00
Remaining Balance	0.00
Charter TV®	66.99
One-Time Charges	0.00
Taxes, Fees and Charges	9.44
Current Charges	76.43
Total Due by 03/30/15	\$76.43

Welcome to Charter!

This bill reflects install & service charges from the date of install through your current billing period. If you made a payment at time of install, this bill may not reflect that payment but your next bill will.

Charter News

Charter our Community is Charter Communications' philanthropic initiative, providing education, resources and financial support to improve 25,000 unsafe and unhealthy homes by 2020. Find out how you can get involved at www.CharterOurCommunity.com.



8413 EXCELSIOR DR 120 MADISON WI 53717-1970
8634 0080 N1 RP 10 03112015 NNNNNYNN 01 003973 0011

CHARTER COMMUNICATIONS
301 BARBER AVE
WORCESTER MA 01606-2475

March 10, 2015

Charter Communications

Account:

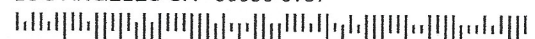
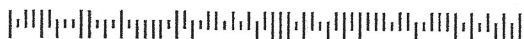
Phone Number: (333) 333-3333

Service at 95 HIGGINS ST

WORCESTER MA 01606-1913

Total Due by 03/30/15	\$76.43
Amount you are enclosing	\$

CHARTER COMMUNICATIONS
PO BOX 60187
LOS ANGELES CA 90060-0187



835012001529378500076430

8634 0080 N1 RP 10 03112015 NNNNNYNN 01 003973 0011

Charter
COMMUNICATIONS



March 10, 2015



Account:
Security Code:

Charter Communications

~~XXXXXXXXXX~~

~~XXXXXX~~

Contact Us

visit us at charter.com or call

1-888-GET-CHARTER (1-888-438-2427)

8634 0080 N1 RP 10 03112015 NNNNNYNN 01 003973 0011

Franchise Administrator - City of Worcester, MA Dept of Telecom &
Cable Consumer Division 1000 Washington St, Suite 820 Boston MA
02118-6500 Phone: (800) 392-6066 or (617) 305-3531

Complaint Procedures - If you disagree with your charges, you have 30 days from the billing date to register a complaint. During the dispute period, we will not terminate service provided you pay the undisputed portion of your bill.

Account:
Security Code:

Charter Communications

Contact Us

visit us at charter.com or call

1-888-GET-CHARTER (1-888-438-2427)

8634 0080 N1 RP 10 03112015 NNNNNYNN 01 003973 0011

Introducing your New Charter Billing Statement

Charter
COMMUNICATIONS

1 May 01, 2014
Account: 8352 30 123 4567890
Phone Number: (987) 654-3210
Security Code: 3456
Service At: 1234 SAMPLE ST
APPLE VALLEY MN 55124-5834

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

4 Summary
Service from 05/01/14 through 05/01/14
Details on following pages

Previous Balance	0.00
Payments Received - Thank You!	-0.00
Adjustments	-5.99
Remaining Balance	-5.99
Charter TV®	76.97
Charter Internet®	49.99
Charter Phone®	39.99
Other Charges	4.99
One-Time Charges	55.98
Partial Month Charges	1.67
Taxes, Fees and Charges	20.23
Current Charges	249.82
Total Due by 05/21/14	\$243.83

5a Welcome to Charter!
This bill reflects install & service charges from the date of install through your current billing period. If you made a payment at time of install, this bill may not reflect that payment but your next bill will.

6 Charter
COMMUNICATIONS
5413 EXCELSIOR DR 120 MADISON WI 53717-1970
864 438 10 RP 27 05112015 NNNNNYNN 01 003973 0012
REBI SAMPLE
1234 SAMPLE ST
APPLE VALLEY MN 55124-5834

3 Charter News
Simplify your life with Charter Auto Pay. Spend less time paying your bill and more time doing what you love.
It's Easy - No more checks, stamps or trips to the post office.
It's Secure - Powerful technology keeps your information safe.
It's Flexible - Use a checking, savings, debit or credit card.
It's FREE - And helps save time, postage and the environment.
Set up easy, automatic bill payments with Charter Auto Pay!

Mobile Bill Pay - You can pay your bill on your mobile device at m.charter.com! To learn more, visit charter.com/support-billing-mobile/m.charter.com

May 01, 2014
Residential Sample
Account: 8352 30 123 4567890
Phone Number: (987) 654-3210
Service at: 1234 SAMPLE ST
APPLE VALLEY MN 55124-5834

Total Due by 05/21/14 **\$243.83**
Amount you are enclosing \$

6a CHARTER COMMUNICATIONS
PO BOX 3149
MILWAUKEE WI 53201-3149

This is a sample bill for demonstration only.

Page 2 of 2 May 01, 2014

Charter
COMMUNICATIONS

Contact Us
visit us at www.charter.com or call
1-888-GET-CHARTER (1-888-438-2427)
8634 0080 N1 RP 10 03112015 NNNNNYNN 01 003973 0011

7 Charter Phone®
Phone number (987) 654-3210
Unlimited Long Distance 39.99
Package Includes: Phone Line, Phone Modern Lease, Ten Calling Features Package, State-wide Long Distance Calling, Unlimited Long Distance Calling

Charge Details
Previous Balance 0.00
Credit Card Payment 04/21 -0.00

Payments received after 05/01/14 will appear on your next bill.

Adjustments
VOD Movie - Adjustment 04/22 -5.99
Adjustments Total -5.99

Remaining Balance -5.99

Services from 05/01/14 through 05/01/14

Charter TV®
Charter TV Select 59.99
Basic TV & Expanded Basic 9.99
Service Discount \$10 off 12mo -10.00
Digital Receiver and Interactive Services 8.99
On Screen Guide, Pay-Per-View & Video On Demand (where Available)
Silver Package 20.00
Includes: HBO, Cinemax, Showtime & Digi Tier 1

11 Taxes
Sales Tax 2.57
Fees & Charges FCC Admin Fee 0.06
Franchise Fee 2.84
Broadcast TV Surcharge 1.47
\$6.46

Charter TV® Total \$83.43

Charter Internet®
Internet Service (includes Modem) 49.99

11 Taxes
Sales Tax 1.08
Fees & Charges Franchise Fee 0.99
\$2.07

Charter Internet® Total \$52.06

11a Taxes
Federal Excise Tax 0.20
Telephone Sales Tax 2.60
Line Access 6.50
Federal Universal Service Fund 2.08
Regulatory Cost Fee 0.32
\$11.70

For additional call details and terms of service please visit www.charter.com/calldetails

Charter Phone® Total \$61.69

Other Charges
Wire Maintenance 4.99
Other Charges Total \$4.99

One-Time Charges
Installation 04/21 49.99
Anchorman 2 04/21 6.99
One-Time Charges Total \$56.98

Partial Month Charges 10
Wire Maintenance 04/23 - 04/28 1.67
Partial Month Charges Total \$1.67

Current Charges \$249.82
Total Due by 05/21/14 \$243.83

12 Continued on the next page...

This is a sample bill for demonstration only.

1 Statement date, Account number and Security code in upper left corner of each page.

2 How to reach us.

3 Important messages, reminders and offers. You'll find special events, savings opportunities, news and promotions.

4 At a glance: your charges, payments and credits for this bill.

5 Payment due date.

5a Account Status Message.

6 Payment coupon for your convenience. Simply tear it off and mail.

6a Be sure our address shows in the return envelope window.

7 Itemized details of transactions during this billing period.

8 Adjustments showing any additional credits or fees applied.

9 Promotional Savings outlining the time and total monthly savings for each Charter service.

10 Partial Month Charges from the date your service started through the first date of your regular billing period.

11 Required telecommunications Taxes, Fees and Charges.

11a Broadcast TV Surcharge - A pass through reflecting charges assessed to Charter by the local broadcasters, or local "network affiliated", TV stations.

11b Line Access - A fee charged by local phone companies for access to the local network in order to support the costs of providing and maintaining long distance lines.

11c Federal Universal Service Fund - For programs designed to keep telephone service affordable for all Americans.

12 Important Messages and Billing Information will print following charge details.

Charter
COMMUNICATIONS

SA4EF09D

TECHNICIAN		JOB DESCRIPTION				JOB	
SALES REP		ORDER NUMBER				PRINT DATE	
SERVICE NAME AND ADDRESS		HOME PHONE	DATE	TIME	UNITS	CATG.	REPRINT
HIGERMAN CT 1200 101E		WORK PHONE	CUSTOMER NUMBER		CALL FIRST		PRINT ID
		ORDER REASONS					
REQUESTOR							

COMPONENT

C. RETRN AB

0.00

MAP CODE: 03-60

PER CODE: 00000000

PRO

HSE HUB:

ACT CODE: W0100BWD100BWD100B

HSE TAG2:

HSE TAG3:

ONE TYPE: R:RES TEST A

PUR SUPP: A

HSE MISC:

ID ACCT: C

ED ACCT:

TEL ACCT:

NOTES TO TECHNICIAN

EA. ENTERED JOB FOR GOV REL. WORKORDER NEEDED. MM.

COUNT NUMBER:

CURR BAL:

0.00

CCT STAT: NORMAL DELQ BAL:

0.00

DELQ STAT: NORMAL

ST STMT:

0.00

DELQ DAYS: 000 VIP FLAG: NO VIP

XT STMT:

69.60

DATE	TECHNICIAN	START	STOP	CODE	RESOLUTION CODES	CASH ON DELIVERY
					<p>CUSTOMER SIGNATURE _____ DATE ____/____/____</p> <p>COMPANY REPRESENTATIVE _____ DATE ____/____/____</p>	

TV Residential Services and Rates

Effective October 2014. All charges exclude applicable taxes, state and local regulatory fees, FCC fees, public access fees, franchise fees and the Broadcast TV Surcharge.

Charter
COMMUNICATIONS

BASIC SERVICE

EXPANDED SERVICE

BROADCAST TV SURCHARGE, applies to Basic Service and all additional TV service packages*

CHARTER TV -SELECT

Includes Basic Service, Expanded Service and the following services where available (check your local lineup for availability): Bloomberg TV, Disney Jr., Hallmark Movies & Mysteries, Indie Plex, Movie Plex, Retro Plex

CHARTER TV - SILVER

Includes Charter TV Select, Digi Tier 1, HBO, Cinemax, and Showtime (check your local lineup for availability)

CHARTER TV - GOLD

Includes Charter TV Silver, Digi Tier 2, TMC, Starz, Encore, and EPIX (check your local lineup for availability)

EQUIPMENT & INTERACTIVE GUIDE SERVICE (with subscription to CHARTER TV SELECT, SILVER or GOLD)

Standard Digital or HD or DVR or DVR/HD Receiver, Remote & Interactive Guide Services (per outlet)*	\$6.99
CableCARD™	\$2.00
DVR Service Fee for 1 DVR receiver	\$11.99
DVR Service Fee Package includes up to 4 DVR receivers (additional \$19.99 for 5-8 DVR receivers)	\$19.99
Digital Interface Device!!	\$6.99

DIGITAL TIERS (available with subscription to CHARTER TV SELECT, SILVER or GOLD)

Digi Tier 1	\$10.00
Digi Tier 2	\$10.00
Latino View	\$6.99
TV Japan	\$14.99
South Asian View	\$29.99
French View	\$6.99

PREMIUM NETWORKS (available with subscription to CHARTER TV SELECT, SILVER or GOLD)

HBO	\$15.00
Cinemax	\$15.00
Showtime	\$15.00
TMC	\$15.00
Starz	\$15.00
Encore	\$15.00
EPIX (includes access to epixhd.com)	\$15.00

CHARTER PAY-PER-VIEW AND ON DEMAND

Rates for transactional movies, adult programming & events vary. For a full listing of On Demand programming go to Charter.net/ondemand or go to Channel 1. Please see your interactive program guide for title-specific pricing prior to ordering or call 1-888-GET CHARTER. Many programs available through OnDemand are free.

SUBSCRIPTION SERVICES ON DEMAND

Anime Network	\$6.99
Disney Family Movies	\$4.99
FUNimation	\$6.99
Here! Monthly	\$6.99
Karaoke Monthly	\$6.99
Too Much for TV	\$14.99

\$17.99

\$49.00

\$5.00

\$59.99

\$79.99

\$99.99

MISCELLANEOUS CHARGES

Whole House Wire Maintenance	\$4.99
Insufficient Funds Fee	\$20.00
Phone Payment Processing (Charter assisted)	\$5.00
Past Due 45 Day Fee	5%
Additional Bill Copies	\$1.99

UNRETURNED EQUIPMENT FEES (per unit)

Digital Receiver	\$125.00
CableCARD™	\$39.00
Tuning Adapter	\$142.00
Digital Interface Device	\$195.00

DIGITAL HOME

Includes Basic Service, Expanded Service, Standard Digital Receiver and Interactive Guide Services	\$70.99
--	---------

VIDEO EQUIPMENT RENTAL & OTHER SERVICES (with subscription to Basic, Expanded or Digital Home)

Standard Digital Receiver & Remote	\$0.00
HD or DVR or DVR/HD Receiver & Remote*	\$5.00
Interactive Guide Services (per digital receiver)**	\$6.99
DVR Service Fee (per DVR receiver)	\$10.00
CableCARD™	\$2.00
Digital Interface Device!!	\$6.99

DIGITAL TIERS (available with subscription to Basic, Expanded or Digital Home)

Digital View	\$5.00
Digital View Plus	\$10.00
Sports View	\$10.00
HD Ultra View	\$5.00
Latino View	\$6.99
TV Japan	\$14.99
South Asian View	\$29.99
French View	\$6.99

PREMIUM NETWORKS (available with subscription to Basic, Expanded or Digital Home)

HBO/Cinemax	\$20.00
Showtime/TMC	\$15.00
Starz/Encore	\$15.00
EPIX (includes access to epixhd.com)	\$10.00

Premium Package- pick two	\$30.00
Premium Package- pick three	\$40.00

Note: Premium packages include HBO/Cinemax, Showtime/TMC or Starz/Encore together; premiums cannot be interchanged.

SUBSCRIPTION SERVICES

Zee TV	\$14.99
Playboy TV	\$19.99

INSTALLATION/SERVICE CALL (per activity)

Primary Outlet	
Installation/Reconnect (when truck roll required)	\$49.99
Additional Outlet "A/O" (per outlet)***	
1 A/O with Initial Install	no charge
Each additional A/O at Install	\$9.99
Special Trip A/O Activation	\$49.99
Change of Service	
Special Trip	\$49.99
Computerized	\$2.99
Labor Charge	\$49.99
Inside Wire Service Call Charge (for customers without wire maintenance)	\$45.00

Serving: Douglas, MA
8350/1200/0360

TV Residential Services and Rates

Effective October 2014. All charges exclude applicable taxes, state and local regulatory fees, FCC fees, public access fees, franchise fees and the Broadcast TV Surcharge.

Ancillary Equipment Installation

With Initial Install	\$9.99
Special Trip	\$49.99
Wall Fish	\$50.00

*The Broadcast TV Surcharge reflects charges assessed to Charter by broadcast TV stations.

*DVR service fee required with subscription to DVR or DVR/HD receiver.

**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).

***An amplifier may be required for a dwelling with multiple outlets (outlet = digital receiver/modem/EMTA). Technician assessment and professional installation required.

♦ Due to system technology enhancements in a switched digital market, access to certain digital channels will require a receiver, as HDTVs equipped with CableCARDS can not access certain digital channels requiring two-way communication. CableCARD customers with TiVo equipment will also need a Tuning Adapter for access to such digital channels.

!! DLNA-enabled Ethernet connector; 2 device limit per customer; limited to customers who subscribe to the Basic Service Tier only and who own IP-enabled clear QAM devices; includes CableCARD; professional installation required.

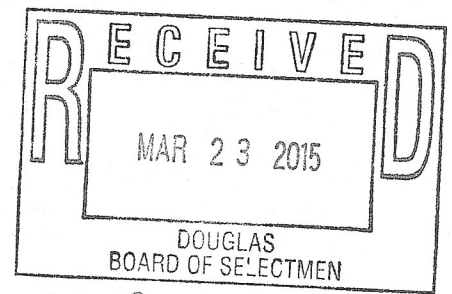
CableCARD customers subscribing to any service package in which Charter leased equipment is included in the package price, may receive a discounted price, reduced by an amount equal to/greater than the fee for such equipment not leased from Charter. We lease CableCARDS for \$2.00 per month per CableCARD for use in customer-owned retail CableCARD-ready devices. Our leased digital receivers also include either a CableCARD or integrated security inside the device. Our lease rate for digital receivers with CableCARD includes a \$2.00 imputed charge for the included CableCARD.

OTHER TERMS: Prices are per month unless noted otherwise. All services may not be available in all areas. Unless specified on this rate card, additional installation services are generally billed using the Labor Charge in 1/4 hour increments. All rates and services are subject to change. Charter reserves the right to institute different rates/or terms and conditions of service for promotional purposes.

IMPORTANT CUSTOMER INFO: Customers are not required to subscribe to any tier of service, other than the basic service tier, in order to purchase premium channels, or where available, Pay-Per-View or On Demand. Charter issued digital receiver or CableCARD required to view programming channels. Charter issued digital receiver required to view PPV and On Demand programming (where available). HD capable equipment required to view HD programming (where available). All programming may not be available to CableCARD customers. The programs, packages, services, number of channels, content, format, rates and other aspects of Charter offerings are subject to change or discontinuance at any time in accordance with applicable law.

WIRE PROTECTION PLAN: A Wire Maintenance Plan is an optional service available to customers for a low monthly rate. It ensures that You do not have to pay Charter to repair cable and telephone communications wires that are inside Your home. Certain limitations apply to the Plan, such as the exclusion of repairs to alarm/electrical/twisted pair wiring, customer-caused damage or abuse, and alterations to Charter equipment. Please contact Charter for more information about the Wire Maintenance Plan.

Charter
COMMUNICATIONS



VIA CERTIFIED MAIL
RETURN RECEIPT REQUESTED

March 20, 2015

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

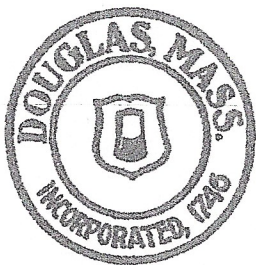
Dear Mr. Guzinski:

Enclosed is a check in the amount of \$48,448.11. This payment represents the annual PEG Access support payment, pursuant to the License Agreement between the town of Douglas and Charter Communications.

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

Sincerely yours,

Thomas P. Cohan
Director of Government Affairs



TOWN OF DOUGLAS

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

Gov. Relations Dir.
John J. Conahan

JUL 10 2014

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

NO. 05391422

DATE	INVOICE NO.	DESCRIPTION	INVOICE AMOUNT	DEDUCTIONS	AMOUNT PAID
02/26/15	22615	ANNUAL FRANCHISE FEE	48,448.11		48,448.11

641149 TOWN OF DOUGLAS MA

WARNING: ORIGINAL DOCUMENT HAS VISIBLE FIBERS, INVISIBLE FLUORESCENT FIBERS & CHEMICAL REACTIVE PAPER.

Charter
COMMUNICATIONS
12405 Powerscourt Drive
St. Louis, MO 63131-3674
Charter Communications is an Equal Opportunity Employer/Contractor

80-1769/0815

US BANK
MEMPHIS, MO

NO. 05391422

DATE _____

AMOUNT

641149

03/03/15

*****48,448.11

PAY FORTY EIGHT THOUSAND FOUR HUNDRED FORTY EIGHT AND 11/100*****

TO TOWN OF DOUGLAS MA
THE 29 DEWEY ST
ORDER DOUGLAS MA 01516
OF

Thomas M. Segura
AUTHORIZED SIGNATURE

THE FACE OF THIS CHECK HAS A VOID FEATURE PANTOGRAPH, A MICROTYPED BORDER AND A SECURITY BACKER.

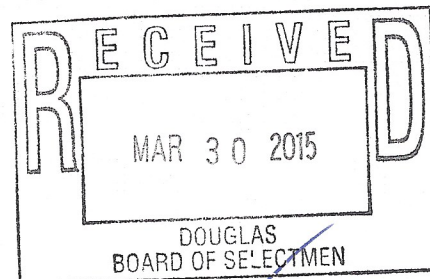
05391422 08151769303507002677

CC: Accountant

Treasurer/Assistant Treasurer

DEPARTMENT: Selectmen # 01012240

Dept Receipt Log.xls



March 27, 2015

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

Dear Mr. Guzinski:

This letter is to inform you of new channel additions to our line-up taking effect on or after April 28, 2015.

The WBZ-2 Decades (CBS) Multicast service will be added to Channel 188 and will be included in the Basic Service.

BabyFirstTV, a new programming service, will be added on Digital Tier 2, channel 103.

Charter Communications customers in your community are already receiving information regarding these new additions.

If you have any questions, please do not hesitate to contact me at 774-243-9735 or via email at Tom.Cohan@charter.com.

Sincerely,

A handwritten signature in black ink that reads "Thomas P. Cohan".

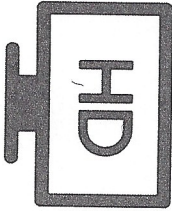
Thomas P. Cohan
Director of Government Affairs

COMMUNITIES SERVED:
Douglas; Millville; Sutton; & Uxbridge, MA

TV RESIDENTIAL CHANNEL LINEUP

Uxbridge, MA

Effective September 2014



YOUR ENTERTAINMENT GUIDE.

- Browse channels by package, theme or numerical listing
- Including special interest tiers, premium channels and more!
- See it all online at charter.com › find it fast › channel lineup

ublic, Educational, Government Channel; availability may vary by community.
e to system technology enhancements in a switched digital market; access to certain digital channels will
quire a digital receiver, as HDTVs equipped with CableCARDs™ cannot access certain digital channels
quiring two-way communication. CableCARD customers with TiVo equipment will also need a Tuning
apter for access to such digital channels.

2014 Charter Communications. Programming may vary. Channels, Tiers and Packaging subject to change.
rvice not available in all areas. Charter issued digital receiver or CableCARD required to view programming
annels. Charter issued digital receiver required to view PPV and On Demand programming (where
ailable). HD capable equipment required to view HD programming (where available). All programming may
t be available to CableCARD customers. All service levels may contain channels with some R-rated
rogramming, which can be blocked using the Parental Control feature on your on-screen program guide.

150/1200/0310-0330/0360

Charter | 1-888-GET CHARTER
(1-888-438-2427)
charter.com/welcome

D-87/CDD9CB
JB060049
08.04.14

Charter

BASIC SERVICE

2	WGBH - PBS	184	WCVB - MeTV
3	HSN	191	P.E.G. (Access)*
4	WBZ - CBS	192	P.E.G. (Access)*
5	WCVB - ABC	193	Charter TV3 Worcester
6	WFX - FOX	194	P.E.G. (Access)*
7	WHDH - NBC	235	WNEU - Telemundo
8	WSBK - IND	236	WUTF - UniMás
9	WLVI - CW	237	WUNI - UNV
10	WJAR - NBC	242	WASA - EstrellaTV
11	QVC	780	WPX - ION (HD)
12	WNEU - Telemundo	782	WGBH - PBS (HD)
14	WYDN - Daystar	783	WBZ - CBS (HD)
15	WSBE - PBS	784	QVC HD
16	C-SPAN	785	WCVB - ABC (HD)
17	WPRI - CBS	786	WFX - FOX (HD)
18	EWTN	787	WHDH - NBC (HD)
19	WUTF - UniMás	788	WSBK - IND (HD)
20	WPX - ION	789	WLVI - CW (HD)
21	WGBX - PBS	791	WNEU - Telemundo (HD)
23	Jewelry TV	792	WUNI - UNV (HD)
25	WMFP - IND	793	WUTF - UniMás (HD)
26	WUOI - IND	802	Jewelry TV HD
27	WUNI - UNV	804	HSN HD
79	ShoppHQ	809	ShoppHQ HD
85	C-SPAN2	810	TV Guide Network HD
86	C-SPAN3	818	INSP HD
87	TBN - Trinity Broadcasting	822	TBN - Trinity Broadcasting HD
94	WASA - EstrellaTV	823	EWTN HD
95	INSP	835	C-SPAN HD
99	TV Guide Network	836	C-SPAN2 HD
170	TV Guide Network	837	C-SPAN3 HD
180	WGBX - PBS Kids	877	WUNI - UNV (HD)
181	WGBX - PBS World	879	WUTF - UniMás (HD)
182	WGBX - PBS Create		
183	WFX - Movies!		

EXPANDED SERVICE

22	Investigation Discovery	42	HLN
24	Disney XD	43	msnbc
28	Lifetime	44	CNBC
29	Discovery Channel	45	FOX News Channel
30	FX	46	The Weather Channel
31	USA Network	47	Spike
32	TNT	48	TV Land
33	TBS	49	Comedy Central
34	ESPN	50	ABC Family
35	ESPN2	51	Cartoon Network
36	Comcast SportsNet	52	Nickelodeon
37	NESN	53	Disney Channel
38	Golf Channel	54	HISTORY
39	FOX Sports 1	55	TLC
40	NBC Sports Network	56	Animal Planet
41	CNN	57	National Geographic

58	Travel Channel	720	Syfy HD
59	E!	721	truTV HD
60	Esquire Network	723	CNBC HD
61	HGTV	724	Investigation Discovery HD
62	Food Network	725	The Weather Channel HD
63	truTV	726	FOX News Channel HD
64	A&E	727	msnbc HD
65	TCM	728	CNN HD
66	AMC	729	HLN HD
67	Syfy	730	Animal Planet HD
68	MTV	731	TLC HD
69	VH1	732	Food Network HD
70	MLB Network	733	HGTV HD
71	MTV2	734	A&E HD
72	BET	735	HISTORY HD
73	Hallmark Channel	736	National Geographic HD
74	OWN	737	Discovery Channel HD
76	Oxygen	738	Travel Channel HD
77	NECN	740	Hallmark Channel HD
78	LMN	742	FXX HD
80	GSN	743	USA Network HD
81	FXX	744	TNT HD
83	FOX Business Network	745	TBS HD
106	Disney XD	746	FX HD
273	Univision Deportes	747	Oxygen HD
287	Disney XD	748	Lifetime HD
288	Cartoon Network	749	OWN HD
301	ESPN	751	E! HD
302	ESPN2	752	Esquire Network HD
303	Comcast SportsNet	753	Disney Channel HD
304	NESN	754	Disney XD HD
305	FOX Sports 1	756	Cartoon Network HD
306	NBC Sports Network	757	Nickelodeon HD
315	Golf Channel	758	ABC Family HD
340	Regional Sports Extra Games	760	Regional Sports Extra Games HD
341	Regional Sports Extra Games		
346	MLB Network	763	FOX Sports 1 HD
701	LMN HD	766	MLB Network HD
705	AMC HD	767	NBC Sports Network HD
706	TCM HD	768	Golf Channel HD
708	TV Land HD	770	Comcast SportsNet HD
709	GSN HD	771	ESPN2 HD
711	MTV2 HD	773	ESPN HD
712	MTV HD	774	NESN HD
713	VH1 HD	776	Velocity HD
714	BET HD	833	FOX Business Network HD
717	Comedy Central HD	870	Univision Deportes HD
719	Spike HD		

CHARTER TV SELECT

Includes Basic Service, Expanded Service and channels below

75	Hallmark Movie Channel	656	IndiePlex HD
82	Bloomberg Television	657	RetroPlex HD
89	Disney Junior	658	MoviePlex HD
90	IndiePlex	661	IndiePlex
91	MoviePlex	662	MoviePlex
92	RetroPlex	663	MoviePlex
98	FLIX - East	707	Hallmark Movie Channel HD
113	Disney Junior	755	Disney Junior HD
273	Univision Deportes	834	Bloomberg Television HD
602	FLIX - East	870	Univision Deportes HD

CHARTER TV SILVER

Includes Charter TV Select plus Digi Tier 1, HBO, Cinemax and Showtime

CHARTER TV GOLD

Includes Charter TV Silver plus Digi Tier 2, TMC, Starz, Encore, and EPIX

DIGITAL HOME

Includes Basic Service, Expanded Service, Standard Digital Receiver and Interactive Guide Services

DIGI TIER 1

(available with subscription to Charter TV Select, Charter TV Silver or Charter TV Gold)

13	NFL Network	122	Fuse
88	Sprout	125	CMT
96	Science Channel	128	FamilyNet
100	BBC America	134	WE tv
101	Catholic TV	136	Lifetime Real Women
102	Destination America	139	Bravo
104	Cooking Channel	140	FX Movie Channel
105	DIY Network	142	IFC
107	The Hub Network	143	SundanceTV
108	Nick2	148	Logo
109	Nick Jr.	150	Science Channel
110	TeenNick	151	American Heroes Channel
111	Nicktoons	152	fyi
112	Sprout	153	H2
115	mtvU	155	Nat Geo Wild
116	MTV Hits	173	ReelzChannel
118	MTV Jams	219	Fusion
119	VH1 Classic	225	Tr3s
120	CMT Pure Country	310	ESPN
121	Centric	317	FOX Sports 2
	VH1 Soul	318	CBS Sports Network

336	SEC Network	805	Cooking Channel HD
337	SEC Network - Extra 1	807	Destination America HD
347	NFL Network	808	DIY Network HD
702	Bravo HD	811	ReelzChannel HD
703	IFC HD	812	SundanceTV HD
710	Fuse HD	813	FX Movie Channel HD
715	Science Channel HD	819	Daystar HD
716	American Heroes Channel HD	820	FamilyNet HD
718	CMT HD	824	Nick Jr. HD
739	H2 HD	825	Nicktoons HD
741	fyi, HD	826	Sprout HD
750	WE tv HD	827	The Hub Network HD
759	ESPN HD	828	Nat Geo Wild HD
762	NFL Network HD	840	SEC Network HD
772	CBS Sports Network HD	841	SEC Network - Extra 1 HD
778	FOX Sports 2 HD	882	Fusion HD
803	BBC America HD		

DIGI TIER 2

(available with subscription to Charter TV Select, Silver or Gold)

Includes the following channels plus channels listed under the HD Ultra View section and under the Sports View section (excluding channels in bold font in the Sports View section)

123	GAC	240	Galavisión
127	UP	299	Willow TV
130	Boomerang	799	GAC HD
154	Smithsonian	821	UP HD
157	BBC World News	832	BBC World News HD
166	CLOO	878	Galavisión HD
175	Ovation	889	Willow TV HD

DIGITAL VIEW & DIGITAL VIEW PLUS

(available with subscription to Basic, Expanded or Digital Home)

Digital View is comprised of the channels in bold below.

13	NFL Network	117	MTV Jams
75	Hallmark Movie Channel	118	VH1 Classic
82	Bloomberg Television	119	CMT Pure Country
88	Sprout	120	Centric
96	Science Channel	121	VH1 Soul
98	FLIX - East	122	Fuse
100	BBC America	123	GAC
101	Catholic TV	125	CMT
102	Destination America	127	UP
104	Cooking Channel	130	Boomerang
105	DIY Network	134	WE tv
107	The Hub Network	136	Lifetime Real Women
108	Nick2	139	Bravo
109	Nick Jr.	140	FX Movie Channel
110	TeenNick	142	IFC
111	Nicktoons	143	SundanceTV
112	Sprout	148	Logo
115	mtvU	150	Science Channel
116	MTV Hits	151	American Heroes Channel

152	fyi, H2	750	WE tv HD
153	H2	759	ESPN HD
155	Nat Geo Wild	762	NFL Network HD
173	ReelzChannel	778	FOX Sports 2 HD
175	Ovation	799	GAC HD
219	Fusion	803	BBC America HD
225	Tr3s	805	Cooking Channel HD
310	ESPN	807	Destination America HD
317	FOX Sports 2	808	DIY Network HD
336	SEC Network	811	ReelzChannel HD
337	SEC Network - Extra 1	812	SundanceTV HD
347	NFL Network	813	FX Movie Channel HD
602	FLIX - East	821	UP HD
702	Bravo HD	824	Nick Jr. HD
703	IFC HD	825	Nicktoons HD
707	Hallmark Movie Channel HD	826	Sprout HD
710	Fuse HD	827	The Hub Network HD
715	Science Channel HD	828	Nat Geo Wild HD
716	American Heroes Channel HD	834	Bloomberg Television HD
718	CMT HD	840	SEC Network HD
739	H2 HD	841	SEC Network - Extra 1 HD
741	fyi, HD	882	Fusion HD

HD ULTRA VIEW

(available with subscription to Basic, Expanded or Digital Home)

795	Universal HD	798	Palladia HD
797	Smithsonian HD		

SPORTS VIEW

(available with subscription to Basic, Expanded or Digital Home)

13	NFL Network	347	NFL Network
308	ESPNNEWS	348	NFL RedZone
309	ESPN Classic	349	ESPN Goal Line/Buzzer Beater
310	ESPN		
311	FCS Atlantic	722	Mav TV HD
312	FCS Central	759	ESPN HD
313	FCS Pacific	761	NFL RedZone HD
317	FOX Sports 2	762	NFL Network HD
318	CBS Sports Network	764	BTN HD
319	Tennis Channel	765	Tennis Channel HD
320	TVG	769	Outdoor Channel HD
321	FOX Deportes	772	CBS Sports Network HD
322	WFN	775	ESPNNEWS HD
323	Outdoor Channel	776	Sportsman Channel HD
324	Sportsman Channel	777	WFN HD
325	Discovery Fit & Health	778	FOX Sports 2 HD
327	HRTV	779	NHL Network HD
329	Mav TV	794	ESPN Goal Line/Buzzer Beater HD
335	BTN	873	FOX Deportes HD
345	NHL Network		

LATINO VIEW

24	Disney XD	272	ESPN Deportes
51	Cartoon Network	273	Univision Deportes
106	Disney XD	274	GOL TV
225	Tr3s	275	ONE World Sports
238	FOROtv	276	AYM Sports
239	Univision tlnovelas	277	HISTORY en Español
240	Galavisión	278	Nat Geo Mundo
241	FOX Life	279	Discovery en Español
247	mun2	280	Discovery Familia
248	Azteca América	281	La Familia Cosmovision
249	CentroamericaTV	282	EWTN en Español
250	TV Chile	283	TBN Enlace USA
252	TeleFórmula	284	Semillitas
253	CNN en Español	285	iSorpresa! TV
254	Cable Noticias	286	BabyTV SAP
255	HITN	287	Disney XD
256	Canal Sur	288	Cartoon Network
257	Mexico 22	289	Cinelatino
258	Once Mexico	321	FOX Deportes
259	RCN Nuestra Tele	754	Disney XD HD
260	Multimedios	756	Cartoon Network HD
262	Cine Mexicano	870	Univision Deportes HD
263	De Película	871	GOL TV HD
264	De Película Clásico	872	ESPN Deportes HD
265	ViendoMovies	873	FOX Deportes HD
266	Latele Novela Network	874	EWTN en Español HD
267	Infinito	875	ONE World Sports HD
268	HTV Music	876	TeleFórmula HD
269	Bandamax	878	Galavisión HD
270	TeleHit	880	Azteca América HD
271	Ritmoson Latino	881	FOROtv HD

TV JAPAN

275	ONE World Sports	875	ONE World Sports HD
290	TV Japan	890	TV Japan HD

FRENCH VIEW

275	ONE World Sports	875	ONE World Sports HD
297	TV5MONDE	897	TV5MONDE HD

SOUTH ASIAN VIEW

275	ONE World Sports	875	ONE World Sports HD
291	TV Asia	889	Willow TV HD
292	ZEE Bollywood	891	TV Asia HD
293	ZEE TV	892	ZEE TV HD
294	SET Asia	893	ZEE Bollywood HD
295	STAR India PLUS	894	SET Asia HD
299	Willow TV	895	STAR India PLUS HD

HBO

500	HBO HD On Demand	512	HBO Zone HD - West
501	HBO HD - East	513	HBO Latino HD - East
502	HBO HD - West	514	HBO Latino HD - West
503	HBO 2 HD - East	517	HBO On Demand
504	HBO 2 HD - West	518	HBO - East
505	HBO Signature HD - East	519	HBO - West
506	HBO Signature HD - West	520	HBO 2 - East
507	HBO Family HD - East	521	HBO Signature - East
508	HBO Family HD - West	522	HBO Family - East
509	HBO Comedy HD - East	523	HBO Comedy - East
510	HBO Comedy HD - West	524	HBO Zone - East
511	HBO Zone HD - East	525	HBO Latino - East

CINEMAX

530	Cinemax HD On Demand	545	MAX Latino HD - East
531	Cinemax HD - East	548	Cinemax On Demand
532	Cinemax HD - West	549	Cinemax - East
533	MoreMAX HD - East	550	Cinemax - West
534	MoreMAX HD - West	551	MoreMAX - East
535	ActionMAX HD - East	552	ActionMAX - East
536	ActionMAX HD - West	553	ThrillerMAX - East
537	ThrillerMAX HD - East	554	5 StarMAX - East
538	ThrillerMAX HD - West	555	MovieMAX - East
539	5 StarMAX HD - East	556	OuterMAX - East
541	MovieMAX HD - East	557	MAX Latino - East
543	OuterMAX HD - East		

SHOWTIME

560	Showtime HD On Demand	573	Showtime Next HD - East
561	Showtime HD - East	577	Showtime On Demand
562	Showtime HD - West	578	Showtime - East
563	Showtime 2 HD - East	579	Showtime - West
564	Showtime 2 HD - West	580	Showtime 2 - East
565	Showtime Showcase HD - East	581	Showtime Showcase - East
566	Showtime Showcase HD - West	582	Showtime Beyond - East
567	Showtime Beyond HD - East	583	Showtime Extreme - East
569	Showtime Extreme HD - East	584	Showtime Women - East
570	Showtime Extreme HD - West	585	Showtime Next - East
571	Showtime Women HD - East		

TMC

590	The Movie Channel HD On Demand	594	The Movie Channel Xtra HD - West
591	The Movie Channel HD - East	597	The Movie Channel On Demand
592	The Movie Channel HD - West	598	The Movie Channel - East
593	The Movie Channel Xtra HD - East	599	The Movie Channel Xtra - East
		600	The Movie Channel - West

STARZ

605	Starz HD On Demand	620	Starz On Demand
606	Starz HD - East	621	Starz - East
607	Starz HD - West	622	Starz - West
608	Starz in Black HD - East	623	Starz in Black - East
610	Starz Comedy HD - East	624	Starz Comedy - East
612	Starz Cinema HD - East	625	Starz Cinema - East
614	Starz Kids & Family HD - East	626	Starz Kids & Family - East
616	Starz Edge HD - East	627	Starz Edge - East

ENCORE

630	Encore HD On Demand	645	Encore - West
631	Encore HD - East	646	Encore Action - East
632	Encore HD - West	647	Encore Classic - East
633	Encore Action HD - East	648	Encore Westerns - East
635	Encore Classic HD - East	649	Encore Suspense - East
637	Encore Suspense HD - East	650	Encore Black - East
639	Encore Black HD - East	651	Encore Family - East
643	Encore On Demand	652	Encore Español - East
644	Encore - East		

EPIX

(includes access to epixhd.com)

670	EPIX HD On Demand	675	EPIX On Demand
671	EPIX HD - East	676	EPIX - East
672	EPIX HD - West	677	EPIX - West

ZEE TV

293 ZEE TV

PLAYBOY TV

967 Playboy TV 968 Playboy TV HD

PAY-PER-VIEW AND ON DEMAND

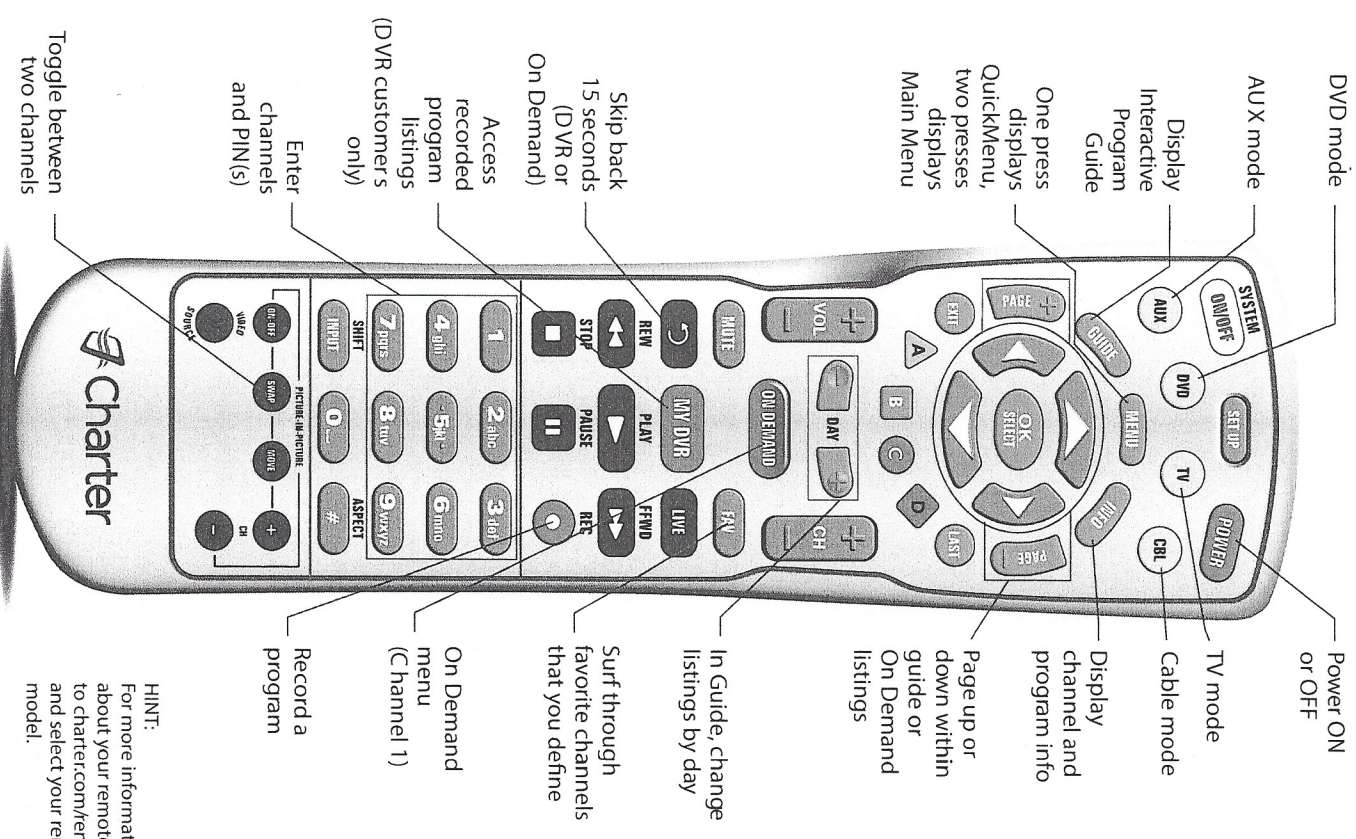
1	Charter On Demand	Español
350-363	NHL Center Ice/MLB Extra Innings	961-966 Adult Pay-Per-View
952	HD Pay-Per-View	2465 FUNimation On Demand
953	in DEMAND Pay-Per-View Previews	2468 Here! On Demand
954-956	in DEMAND Pay-Per-View Events	2470 Too Much For TV On Demand
957	in DEMAND Pay-Per-View en	2472 Karaoke On Demand
		2473 Anime Network On Demand
		2478 Disney Family Movies On Demand

DIGITAL MUSIC

- | | |
|-----------------------|----------------------------|
| 903 Hit List | 926 Toddler Tunes |
| 904 Pop Rhythmic | 927 Y2K |
| 905 Dance/EDM | 928 90's |
| 906 Indie | 929 80's |
| 907 Hip-Hop and R&B | 930 70's |
| 908 Rap | 931 Solid Gold Oldies |
| 909 Hip-Hop Classics | 932 Pop Country |
| 910 Throwback Jamz | 933 Today's Country |
| 911 R&B Classics | 934 Country Hits |
| 912 R&B Soul | 935 Classic Country |
| 913 Gospel | 936 Contemporary Christian |
| 914 Reggae | 937 Pop Latino |
| 915 Rock | 938 Musica Urbana |
| 916 Metal | 939 Mexicana |
| 917 Alternative | 940 Tropicales |
| 918 Adult Alternative | 941 Sounds of the Seasons |
| 919 Rock Hits | 942 Soundscapes |
| 920 Classic Rock | 943 Smooth Jazz |
| 921 Soft Rock | 944 Jazz |
| 922 Pop Hits | 945 Blues |
| 923 Party Favorites | 946 Singers & Swing |
| 924 Teen MC | 947 Easy Listening |
| 925 Kidz Only! | 948 Light Classical |

All music is uncensored and may contain lyrics that may not be appropriate for all listeners.

YOUR REMOTE CONTROL



HINT:
For more information about your remote go to charter.com/remotes and select your remote model.

From: **Integrated Solutions Group, a division of The Camera Company** dkatz@isgboston.com
Subject: **DON'T MISS** our 25th Annual Pro Video & Lighting Show! May 14th - Holiday Inn Dedham
Date: April 2, 2015 at 10:45 AM
To: cable@douglasma.org



**INTEGRATED
SOLUTIONS GROUP**

Broadcast | Lighting | Design

A Division of The Camera Company

PRO VIDEO & LIGHTING SHOW

25^{th Annual}

Thursday, May 14, 2015
9:00am-6:00pm | Holiday Inn Dedham

Just a few reasons why you should attend our 25th Annual Pro Video & Lighting Show...

- Manufacturers will be on hand to demo the latest in video and lighting technology
- Gain new insight into the rapidly changing world of video technology at **free** seminars
- Discover new and better ways to communicate with video on the web and elsewhere
- See new products fresh from NAB
- Compare and try competing products all in one place at one time
- Learn from and share your thoughts with the manufacturers
- Meet and network with your fellow professionals
- Trade In & Trade Up Event from Manfrotto
- Save on gear through "show only" specials
- Admission is free, knowledge is priceless

Don't miss ...

Tightrope Media Systems Cablecast User Group - 9:00am until Noon

Come meet Ray Tiley, Cablecast developer and guru! [Click here](#) for more information.

Introduction to Drones ... New Technology for Broadcast and Media

Learn more about the Advantages & Disadvantages, Uses, Mapping & Aerial Inspection, Safe Operations, FAA Regulations and more...

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Manufacturer Representatives (partial list)

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JVC Professional	Fiilex
Panasonic Broadcast	Canon Video
Videssence	Sennheiser
AJA	For-A
Chauvet	Telemetrics
Tightrope	Broadcast Pix
Cool-Lux	Compix
Magic Box	Newtek
Edit Share	Ushio
SWIT	Shure

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Show Location / Hours

Holiday Inn Dedham
55 Ariadne Road, Dedham
9:00am - 6:00pm

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a division of The Camera Company

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NOMINATION FORM ON BACK >>>>>>>>>>



NORTHEAST REGION OF THE ALLIANCE FOR COMMUNITY MEDIA
Connecticut – Maine – Massachusetts – New Hampshire – New York – Rhode Island – Vermont
<http://acm-ne.org>

NOMINATION FORM- ALLIANCE FOR COMMUNITY MEDIA NORTHEAST REGION BOARD OF DIRECTORS-2015

I am interested in running as a candidate for:
____ At-large Member (2-year term)

Name: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____

Fax: _____ Email: _____

Please give a brief statement concerning your interest in serving as an at-large member of the Northeast Region Board of Directors. Be sure to include the nature and extent of your involvement in the Alliance and with community media. What will you contribute? This statement will be used to prepare the ballot. (You may submit your statement on a separate sheet of paper. Limit 200 words)

To comply with national reporting requirements, please indicate below any current involvement with a telecommunications entity involving financial compensation. (You may submit your information on a separate sheet of paper.)

Please mail this form or its electronic equivalent by May 1, 2015 to:

Keith Thibault, Election Officer
ACM Northeast Region Board
FRCMedia/Bristol Community College
777 Elsbree Street
Fall River, MA 02720
774-357-2354
Fax: 508-730-3221
Keith.thibault@bristolcc.edu

from the ACM By-Laws:

"The corporation will ensure that no individual is discriminated against with regard to membership, services, access to information or any activity of the corporation because of color, creed, national origin, sex, age, sexual orientation, religious belief, physical challenges, developmental challenges, political belief, economic status, or for any other reason contrary to law."

Douglas Cable Advisory Committee

Douglas Municipal Center

Meeting Minutes

Monday March 9, 2015

Mitch Cohen called the meeting to order at 7:07pm

Attendance:

Committee: Mitch Cohen, Tom Devlin, Chris Menn

Staff: Pat Aldrich

1. **Interview for Recording Assistant:** Applicant did not respond to meeting change, was originally due for interview at Feb meeting that was cancelled due to snow. Pat will try to contact for next meeting.
2. **Vacancy:** Mike Belleville has resigned, there is an opening on the Committee. Mitch may have a couple leads of people who may be interested, will follow up.
3. **Charter Encryption Update:** Mitch gave some background on the issue, has a meeting set up with Tom Cohan from Charter and Atty Bill Solomon for Friday, will let us know how it works out.
4. **BVT School Committee Meetings:** 1/22, 3/5/15 meetings have been recorded and are online, all 13 district towns have been contacted. Pat has been keeping track of progress and coordinating the future meeting recordings. Some discussion about protocol. The Committee asked Pat to continue coordinating the efforts and gave him permission to host a BVT District meeting with the other Town Cable stations involved.
5. **Cable Policy Review:** Mitch gave a brief overview of the current Cable Policies, as shown on the Town Website, as well as a summary of the history of policy development. To be discussed at the next meeting. Pat summarized some ideas he has for "producer requirements" to define his role in helping public programming.
6. **Coordinator Review:** Mitch asked Pat to distribute the form for approval the April meeting.
7. **Financials:** *Report from Town Financial Director Attached.*
8. **Correspondence:** Charter Annual Form 500, Charter Dept Collection for highway dept. Tom Cohan said to ignore, Public Record Request for storm related communication with Charter - Mitch sent 400 pages of emails, Charter letter about tier changes,
9. **Meeting Minutes:** 1/12/15: One change, "Financial Director" should be "Finance Director". *Tom motioned to accept as amended, Chris 2nd, unanimous favor.*
10. **Coordinator's Report:** January & February 2015 meeting reports submitted.

Sr. Center "Luau" video shot and uploaded, KidMissing 10 and 11 have been shot and uploaded, Library "Robots on the Run" recorded and uploaded, DHS Audio has been installed, Recording media for Community Room "Gefen TV" did not work out, needs replacement, new Sony cameras are in use, new XLR adapters have been ordered to stop the buzzing from microphones, Audio Journal is now playing behind the Bulletin Board on channel 191, Douglas Cable Newsletter for March 15 has been sent to publications, meeting minute packets of FY15 have been scanned into PDF format available on Google Drive, MassAccess Spring Conference 2015 and Trade Show in Springfield on April 27 \$50 for members. The committee was supportive of Pat going.

11. **Equipment:** Some discussion on the requested items for the field studio kit in relation to our current needs. *Tom motioned to purchase equipment as discussed for the field studio kit in the amount of \$9,750.00, 2nd by Chris, unanimous favor.* Discussion on new items for the Community Room media recording unit, which is still covered under the old motion, no new motion needed. Mitch presented a new multi-microphone unit for use in meeting rooms where there is no recording media setup. *Tom motioned to spend up to \$250 on the Acoustic Magic Voice Tracker, Chris 2nd, unanimous favor.* DHS live audio is unusable due to the feedback in the room. *Tom motioned to approve \$250.00 to purchase a Feedback Destroyer to eliminate the feedback in the School Committee meeting recordings, Chris 2nd, unanimous favor.* Pat will send an email to the school to let them know, and will recommend cables.
12. **Adjourn:** *Chris motioned to adjourn at 8:12pm, Tom 2nd, unanimous favor.*

Cable Coordinator's Report

4/13/15

- **Monthly Meetings Report Attached: March 2015**
- Community Room recording media is being tested for install, need to iron out file conversion.
- Community Room Audio setup had a bad splitter, the audio from a few meetings in that room suffered, but it is fixed now and back to normal. Broadcast videos had poor audio, online is fine.
- Field Studio Kit is all in, will be using to film Mark and Riainne concert 4/16/15.
- Public Channel Programs:
 - KidMissing
 - Physician's Focus
 - Road to Recovery
 - SHINE Medicare
 - Valley Chapel
 - Along the Blackstone
 - Talk Show with RJ Sheedy
 - All Politics is Local
- Octoberfest 2014 Entertainment
- Open Mic Night @ Jenckes May 1
- School Audio having issues with input on mixer, Feedback Destroyer is in the rack, just need to test and tweak when we can get the room.
- Octoberfest vendor form has been submitted.

Date	Day	Meeting	Time	Room	Staff	Paid	Canc	Wages	Notes		
3/2/2015	MON	COA	615pm	SR	Arthur Griffin	1	0	\$49.45		MON	12
3/2/2015	MON	ConCom	7:00 P	COM	Steve Zisk	0	0	\$0.00		TUE	9
3/2/2015	MON	FinCom	7:00 P	RES	Sarah Guimond	1	0	\$45.25		WED	7
3/3/2015	TUE	BOS	7:00 P	RES	Sarah Guimond	1	0	\$45.25		THU	6
3/3/2015	TUE	Sewer	7:00 P	SEW	Arthur Griffin	1	0	\$49.45		FRI	0
3/4/2015	WED	SC	5:00 P	DHS	Them	1	0	\$0.00		9am-12noon	0
3/4/2015	WED	Capital	2:00 P	COM		0	0	1 \$0.00		12noon-6pm	9
3/4/2015	WED	ZBA	7:00 P	COM	Kay Bowen	1	0	\$45.25		7:00 PM	25
3/5/2015	THU	BVT SC	7:00 P	BVT	Pat Aldrich	1	0	\$0.00		COM	14
3/9/2015	MON	Cable	7:00 P	KIT	Pat Aldrich	1	0	\$0.00		RES	10
3/9/2015	MON	EDC	7:00 P	COM	Arthur Griffin	1	0	\$49.45		MISC	10
3/9/2015	MON	FinCom	7:00 P	RES	Sarah Guimond	1	0	\$45.25		Recorded	28
3/10/2015	TUE	PB	7:00 P	COM	Sarah Guimond	1	0	\$45.25		Not R/Paid	0
3/12/2015	THU	Sewer	3:00 P	SEW	Tess Werme	0	1	\$0.00	LNC	Don't Do	4
3/12/2015	THU	St Budget	5:00 P	COM	Sarah Guimond	1	0	\$45.25		Cancelled	5
3/16/2015	MON	ConCom	7:00 P	COM	Steve Zisk	1	0	\$0.00		MEETINGS	34
3/17/2015	TUE	BOS	7:00 P	RES	Sarah Guimond	1	0	\$45.25			
3/17/2015	TUE	Octoberfest	7:00 P	COM	Arthur Griffin	1	0	\$49.45			
3/18/2015	WED	SC	7:00 P	DHS	Them	1	0	\$0.00			
3/18/2015	WED	Building	7:00 P	COM	Tess Werme	0	1	\$0.00	LNC		
3/19/2015	THU	SBC	7:00 P	RES	Kay Bowen	1	0	\$45.25			
3/23/2015	MON	DPAC	7:00 P	DES	Sarah Guimond	1	0	\$45.25			
3/23/2015	MON	FinCom	7:00 P	RES	Angie Coe	1	0	\$49.45			
3/24/2015	TUE	Personnel	2:00 P	COM	Pat Aldrich	1	0	\$0.00			
3/24/2015	TUE	Library	7:00 P	RES	Sarah Guimond	1	0	\$45.25			
3/24/2015	TUE	PB	7:00 P	COM	Arthur Griffin	0	1	\$0.00	LNC		
3/25/2015	WED	Building	7:00 P	COM	Tess Werme	1	0	\$49.45			
3/25/2015	WED	Sewer	7:00 P	SEW	Arthur Griffin	1	0	\$49.45			
3/26/2015	THU	Capital	2:00 P	COMM	Tess Werme	0	1	\$0.00	LNC		
3/26/2015	THU	OGSDC	7:00 P	RES	Kay Bowen	1	0	\$45.25			
3/30/2015	MON	Capital	2:00 P	COM	Pat Aldrich	1	0	\$0.00			
3/30/2015	MON	BOH	6:00 P	BOH	Mitch Cohen	1	0	\$0.00			
3/30/2015	MON	FinCom	7:00 P	RES	Sarah Guimond	1	0	\$45.25			
3/31/2015	TUE	BOS	7:00 P	RES	Arthur Griffin	1	0	\$49.45			
Totals						28	5	\$938.60			

For Immediate Release:

Contact: Pat Aldrich, Cable Coordinator

Phone: 508-476-4000 ext 122

Email: cable@douglasma.org

Re: Monthly Newsletter April 2015

Douglas Cable Access Monthly Newsletter, April 2015

Douglas, MA - Be sure to check out Audio Journal, which is broadcasting over the public slideshow on 191. This month, the Public Channel 191 is showing the following programs: Physician's Focus, North Uxbridge Baptist Church Service, All Politics is Local, Talk Show Live with RJ Sheedy, KidMissing, and Douglas Octoberfest 2014 Entertainment.

Douglas Government Channel 192 you will find 24/7 playback of open meetings from the previous weeks. Douglas Cable Access is committed to 100% open meeting coverage, including recent workings with Blackstone Valley Technical School Committee to get coverage of their 2015 meetings recorded and broadcast on Community Media in the district. The second meeting of March 5, 2015 is currently available for online viewing at DouglasMa.org/Cable.

Douglas residents have free access to our Digital Video Fundamentals class, offered year-round at the studio in the Douglas Municipal Center. Sign up or read the course overview at DouglasMA.org/Cable. Create your own digital video project to be aired on Douglas Public Access 191 and optionally on our YouTube page: YouTube.com/DouglasCableAccess. Connect with us on Twitter and Facebook @DouglasCableTV for updates and information. For additional information or to connect with Douglas Cable, email cable@douglasma.org.

Part Time Recording Assistant Needed for Douglas Cable Access

Douglas Cable Access is committed to providing the residents with 100% Government transparency through video archives of Open Meetings. Our Recording Assistants earn a stipend of 5 hours per meeting booked, and is a great opportunity to explore interest in local Government, Video Production, or simply to pick up some extra money.

We are currently seeking help covering Morning & Afternoon Weekday meetings.

Morning meetings generally begin between 9 - 11am.

Afternoon meetings generally begin between 1-3pm.

Ideal candidate is local (Douglas resident preferred) and available for last minute scheduling if needed.

Will train on A/V equipment, no experience necessary.

Additional information about Douglas Cable Access, and current video samples can be found on the Town Website:

<http://www.douglasma.org/cable>

Email your resume and contact info: cable@douglasma.org

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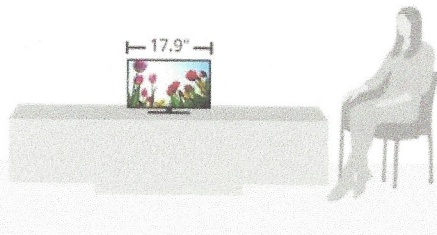
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 - Backlight: LED (Edge-Lit)
 - Smart Functionality: No
 - Dimensions (W x H x D): TV without stand: 17.9" x 12.4" x 4.9", TV with stand: 17.9" x 11.1" x 1.9"
 - Inputs: 2 HDMI, 1 USB, 1 Component, 1 Composite In, 1 RF In
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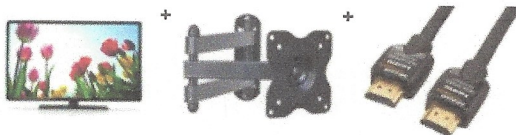
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