

Douglas Cable Advisory Committee  
Douglas Municipal Center  
Agenda  
Monday June 22, 2015

- **Call to order:**
- **Committee Vacancy:**
- **Financials:**
- **Correspondence:**
- **Meeting Minutes:** 4/13/15
- **Coordinator Review:**
- **FY16 Budget:**
- **FY17 Revenue Request:**
- **Cable Policy Review:**
- **Coordinator's Report:**
- **Equipment:**
- **Other Business:**  
Open session for topics not reasonably anticipated 48 hours in advance of meeting.
- **Next Meeting:** July 13, 2015
- **Adjourn:**

04/24/2015 13:53 |Town of Douglas  
9824jlov |FY15 MAR 15 REVENUE

|P 48  
|glytdbud

FOR 2015 09

ORIGINAL ESTIM REV	REVISED EST REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE	REMAINING REVENUE	PCT COLL
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695 CABLE ADVISORY COMMITTEE

2836951 CABLE ADVISORY REVOLVING FUND

2836951 48400 CABLE - MISCELLANEO	0	.00	-98,448.11	-48,448.11	98,448.11	100.0%
TOTAL CABLE ADVISORY REVOLVING	0	.00	-98,448.11	-48,448.11	98,448.11	100.0%
TOTAL CABLE ADVISORY COMMITTEE	0	.00	-98,448.11	-48,448.11	98,448.11	100.0%



05/06/2015 14:27 |Town of Douglas  
 9824jlov |FY15 EXPENDITURE REPORT THRU 4/30/15

|P 125  
 |glytdbud

FOR 2015 10

	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	23,151.96	3,194.64	.00	-23,151.96	100.0%*
2836951 51200 P/T Wages	0	98,448.11	7,386.98	1,407.90	.00	91,061.13	7.5%
2836951 52400 REPAIRS AND MAINT AG	0	.00	546.65	85.45	.00	-546.65	100.0%*
2836951 53012 EMPLOYEE TRAIN SEM/C	0	.00	140.00 ✓	65.00	.00	-140.00	100.0%*
2836951 53401 POSTAGE	0	.00	58.48 ✓	.00	.00	-58.48	100.0%*
2836951 53800 OTHER SERVICES	0	.00	741.70 ✓	.00	.00	-741.70	100.0%*
2836951 54200 OFFICE SUPPLIES	0	.00	110.15 ✓	13.50	.00	-110.15	100.0%*
2836951 55800 OTHER SUPPLIES	0	.00	660.24 ✓	.00	.00	-660.24	100.0%*
2836951 57100 IN-STATE TRAVEL	0	.00	79.20 ✓	.00	.00	-79.20	100.0%*
2836951 57150 TRAINING AND EDUCATI	0	.00	79.53	.00	.00	-79.53	100.0%*
2836951 57300 DUES AND MEMBERSHIPS	0	.00	625.00 ✓	.00	.00	-625.00	100.0%*
2836951 58500 CABLE - ADDITIONAL E	0	.00	15,998.73	8,195.84	.00	-15,998.73	100.0%*
TOTAL CABLE ADVISORY REVOLVING	0	98,448.11	49,578.62	12,962.33	.00	48,869.49	50.4%
TOTAL CABLE ADVISORY COMMITTEE	0	98,448.11	49,578.62	12,962.33	.00	48,869.49	50.4%

FOR 2015 09

	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
-----							
0283 TOWN REVOLVING FUNDS							
-----							
695 CABLE ADVISORY COMMITTEE							
-----							
2836951 CABLE ADVISORY REVOLVING FUND							
-----							
2836951 51110 F/T WAGES	0	.00	19,957.32	2,129.76	.00	-19,957.32	100.0%*
2836951 51200 P/T Wages	0	98,448.11	5,979.08	947.00	.00	92,469.03	6.1%
2836951 52400 REPAIRS AND MAINT AG	0	.00	461.20	.00	.00	-461.20	100.0%*
2836951 53012 EMPLOYEE TRAIN SEM/C	0	.00	75.00	.00	.00	-75.00	100.0%*
2836951 53401 POSTAGE	0	.00	58.48	58.48	.00	-58.48	100.0%*
2836951 53800 OTHER SERVICES	0	.00	741.70	.00	.00	-741.70	100.0%*
2836951 54200 OFFICE SUPPLIES	0	.00	96.65	78.27	.00	-96.65	100.0%*
2836951 55800 OTHER SUPPLIES	0	.00	660.24	.00	.00	-660.24	100.0%*
2836951 57100 IN-STATE TRAVEL	0	.00	79.20	.00	.00	-79.20	100.0%*
2836951 57150 TRAINING AND EDUCATI	0	.00	79.53	.00	.00	-79.53	100.0%*
2836951 57300 DUES AND MEMBERSHIPS	0	.00	625.00	.00	.00	-625.00	100.0%*
2836951 58500 CABLE - ADDITIONAL E	0	.00	7,802.89	.00	.00	-7,802.89	100.0%*
TOTAL CABLE ADVISORY REVOLVING	0	98,448.11	36,616.29	3,213.51	.00	61,831.82	37.2%
TOTAL CABLE ADVISORY COMMITTEE	0	98,448.11	36,616.29	3,213.51	.00	61,831.82	37.2%
TOTAL TOWN REVOLVING FUNDS	0	98,448.11	36,616.29	3,213.51	.00	61,831.82	37.2%
TOTAL EXPENSES	0	98,448.11	36,616.29	3,213.51	.00	61,831.82	
GRAND TOTAL	0	98,448.11	36,616.29	3,213.51	.00	61,831.82	37.2%

\*\* END OF REPORT - Generated by Jeanne Lovett \*\*

FOR 2015 11

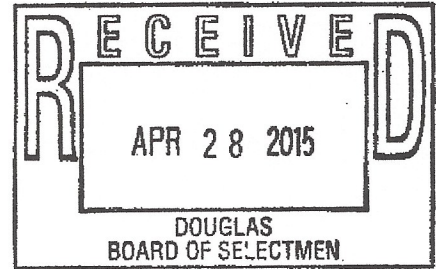
	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
-----							
695 CABLE ADVISORY COMMITTEE							
-----							
2836951 CABLE ADVISORY REVOLVING FUND							
-----							
2836951 51110 F/T WAGES	0	.00	25,281.72	2,129.76	.00	-25,281.72	100.0%*
2836951 51200 P/T Wages	0	98,448.11	8,370.83	983.85	.00	90,077.28	8.5%
2836951 52400 REPAIRS AND MAINT AG	0	.00	546.65	.00	.00	-546.65	100.0%*
2836951 53012 EMPLOYEE TRAIN SEM/C	0	.00	140.00	.00	.00	-140.00	100.0%*
2836951 53401 POSTAGE	0	.00	70.78	12.30	.00	-70.78	100.0%*
2836951 53800 OTHER SERVICES	0	.00	741.70	.00	.00	-741.70	100.0%*
2836951 54200 OFFICE SUPPLIES	0	.00	558.28	448.13	.00	-558.28	100.0%*
2836951 55800 OTHER SUPPLIES	0	.00	660.24	.00	.00	-660.24	100.0%*
2836951 57100 IN-STATE TRAVEL	0	.00	90.04	10.84	.00	-90.04	100.0%*
2836951 57150 TRAINING AND EDUCATI	0	.00	211.52	131.99	.00	-211.52	100.0%*
2836951 57300 DUES AND MEMBERSHIPS	0	.00	625.00	.00	.00	-625.00	100.0%*
2836951 58500 CABLE - ADDITIONAL E	0	.00	16,635.81	637.08	.00	-16,635.81	100.0%*
TOTAL CABLE ADVISORY REVOLVING	0	98,448.11	53,932.57	4,353.95	.00	44,515.54	54.8%
TOTAL CABLE ADVISORY COMMITTEE	0	98,448.11	53,932.57	4,353.95	.00	44,515.54	54.8%



One Comcast Center  
Philadelphia, Pennsylvania 19103

April 27, 2015

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



Re: Comcast/Time Warner Cable/Charter Transactions Terminated

Dear Mr. Guzinski:

More than a year ago, Comcast Corporation ("Comcast"), entered into a merger agreement with Time Warner Cable, Inc. ("Time Warner Cable") and a subsequent transactions agreement with Charter Communications, the ultimate parent of the cable franchisee in your community.

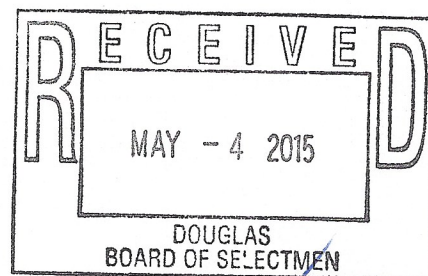
At this time, we have made a determination to terminate our merger agreement with Time Warner Cable and our transactions agreement with Charter Communications, Inc. Accordingly, by this letter, Comcast provides formal notice that our transaction with Charter will not be consummated and withdraws the FCC Form 394 filing. We do, however, greatly appreciate the careful consideration that was given to our transfer application. It is not necessary for you to take any further action at this time.

If you have any immediate questions, you are welcome to contact me at (215) 286-5585, send an email to [klay\\_fennell@comcast.com](mailto:klay_fennell@comcast.com), or contact Charter's Government Affairs.

Sincerely,

Klayton F. Fennell  
Senior Vice President, Government Affairs

cc: Mark Brown, VP of Government Affairs, Charter Communications



April 30, 2015

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

Dear Issuing Authority:

I have enclosed a copy of the Charter Communications 2014 Annual Financial Report for Massachusetts, which includes the MA CTV Form 200 (Financial Balance Sheet) and the MA CTV Form 400 (Statement of Ownership) for 2014. These forms were also filed with the Massachusetts Department of Telecommunications and Cable.

If you have any questions, I can be reached at 774-243-9735 or via email at [Tom.Cohan@charter.com](mailto:Tom.Cohan@charter.com).

Sincerely,

A handwritten signature in dark ink, appearing to read "Thomas P. Cohan".

Thomas P. Cohan  
Director of Government Affairs

**Charter Communications Entertainment I, LLC**

**State of Massachusetts Annual Report**

**For Year Ending: December 31, 2014**



**CTV FORM 200**  
**FINANCIAL BALANCE SHEET**

Reporting Entity: Charter Communications Entertainment I, LLC

Franchises Served: See Attached

Year Ending:

December 31, 2014

Current  
Year

Prior  
Year

**ASSETS**

<u><b>Current Assets</b></u>		
200 Cash and Equivalents	18,553	327,245
210 Accounts Receivable, Less Allowances	4,583,960	3,721,486
220 Inventory	1,798,924	1,216,280
230 Prepaid Expenses	4,271,059	3,721,340
240 Other Current Assets	-	-
<b>250 Total Current Assets</b>	<b>10,672,496</b>	<b>8,986,351</b>
<u><b>Fixed Operating Assets</b></u>		
260 Land	1,935,288	1,930,729
270 Buildings	11,033,894	6,324,830
280 Headend Equipment	71,503,438	63,228,171
290 Trunk and Distribution Equipment	134,603,447	127,992,709
300 Subscriber Devices	167,269,957	123,712,339
310 Other Fixed Operating Assets	13,451,417	10,272,556
320 Construction Work in Progress	1,638,900	1,347,093
<b>330 Total Fixed Operating Assets</b>	<b>401,436,341</b>	<b>334,808,427</b>
340 Accumulated Depreciation	(197,650,951)	(149,060,152)
<b>Net Fixed Operating Assets</b>	<b>203,785,390</b>	<b>185,748,275</b>
<u><b>Other Operating Assets</b></u>		
350 Franchise Acquisition Costs	267,678,575	267,048,658
360 Excess Fair Value	-	-
370 Goodwill	48,048,176	47,934,999
380 Other Intangible Assets	161,846,808	160,924,732
<b>390 Total Other Assets</b>	<b>477,573,559</b>	<b>475,908,389</b>
400 Accumulated Amortization	(98,223,341)	(82,067,564)
<b>Net Other Assets</b>	<b>379,350,218</b>	<b>393,840,825</b>
<b>410 Total Net Assets</b>	<b>593,808,104</b>	<b>588,575,451</b>

Reporting Entity: Charter Communications Entertainment 1, LLC  
 Franchises Served: See Attached  
 Year Ending: December 31, 2014

Current  
Year

Prior  
Year

# **LIABILITIES AND OWNER'S EQUITY**

## **Current Liabilities**

420 Accounts Payable	2,839,663	2,650,352
430 Subscriber Advance Payments and Deposits	2,662,474	2,794,507
440 Debt Due within One Year	-	-
450 Current Taxes Payable	49,812	40,146
460 Other Current Liabilities	4,221,800	4,145,136
470 Total Current Liabilities	<u>9,773,749</u>	<u>9,630,141</u>

## **Non Current Liabilities**

480 Long-Term Debt	-	-
500 Bonds Payable	-	-
510 Obligation on Capitalized Leases	-	-
520 Deferred Taxes	-	-
530 Other Non Current Liabilities	-	-
540 Total Non Current Liabilities	<u>289,504</u>	<u>323,595</u>
	<u>289,504</u>	<u>323,595</u>

## **Owner's Equity**

550 Net Assets due from/to Parent Company	-	-
560 Capital Stock	-	-
570 Retained Earnings - Gross	583,744,851	578,621,715
580 Accumulated Dividends	-	-
590 Other	-	-
600 Total Owner's Equity	<u>583,744,851</u>	<u>578,621,715</u>
610 Total Liabilities and Equities	<u><u>593,808,104</u></u>	<u><u>588,575,451</u></u>



**CTV FORM 400  
STATEMENT OF OWNERSHIP**

Please provide the following information for each Issuing Authority. Note that communities served by the same legal entity may be aggregated.

- (1) (a) The full legal name of the cable operator's legal entity (corporation or partnership) holding the cable television license.

Name: **Charter Communications Entertainment I, LLC**

- (b) If applicable, the d/b/a or generally used name of the legal entity within the Issuing Authority's community.

Name: \_\_\_\_\_

- (2) The full legal name of the ultimate parent entity/ies which own(s) the corporation or partnership holding the cable license.

Name: **Charter Communications, Inc.**

- (3) The regional office(s) managing the cable licenses in Massachusetts:

Name: **Charter Communications**

Street Address: **400 Atlantic Street**

Municipality, State & Zip Code: **Stamford, CT 06901**

Contact Person: **Tom Adams**

Contact Person's Title: **Executive Vice-President, Field Operations**

Contact Person's Telephone Number: **(203) 905-7992**

- (4) The corporate office of the ultimate parent entity:

Name: **Charter Communications, Inc.**

Street Address: **12405 Powerscourt Drive**

Municipality, State & Zip Code: **St. Louis, MO 63131-3674**

Contact Person: **Ken Wooden**

Contact Person's Title: **Senior Accountant**

Contact Person's Telephone Number: **(314) 543-2645**

Attachment 1

Charter Communications Entertainment I, LLC  
Listing of Massachusetts franchise areas served  
As of December 31, 2014

Franchise Area

Auburn, MA  
Barre, MA  
Belchertown, MA  
Berlin, MA  
Boylston, MA  
Brimfield, MA  
Brookfield, MA  
Charlton, MA  
Chicopee, MA  
Douglas, MA  
Dudley, MA  
Dunstable, MA  
East Brookfield, MA  
East Longmeadow, MA  
East Hampton, MA  
Grafton, MA  
Groton, MA  
Hadley, MA  
Hampden, MA  
Harvard, MA  
Hinsdale, MA  
Holden, MA  
Hubbardston, MA  
Lanesborough, MA  
Leicester, MA  
Ludlow, MA  
Millbury, MA

Franchise Area

Millville, MA  
North Brookfield, MA  
Northborough, MA  
Northbridge, MA  
Oakham, MA  
Oxford, MA  
Paxton, MA  
Pepperell, MA  
Rutland, MA  
Southborough, MA  
Southbridge, MA  
Southampton, MA  
Spencer, MA  
Sturbridge, MA  
Sutton, MA  
Upton, MA  
Uxbridge, MA  
Wales, MA  
Webster, MA  
West Boylston, MA  
West Brookfield, MA  
Westborough, MA  
Westport, MA  
West Stockbridge, MA  
Wilbraham, MA  
Worcester, MA

**From:** Mitch Cohen mcohen@proactiveinteractive.com  
**Subject:** Audio quality - High School auditorium  
**Date:** May 7, 2015 at 11:13 AM  
**To:** Norm Yvon nyvon@douglasps.net, Kevin Maines kmaines@douglasps.net, Sonya Bouchard sonya.bouchard@yahoo.com  
**Cc:** Fred Fontaine fredfontaine@mac.com, Cable Committee cable@douglasma.org, Donna Sousa dsousa@douglasps.net, Villemaire Scott svillemaire@douglasps.net, Keith Menard kmenard@foxytravel.com, Mike Guzinski mguzinski@douglasma.org, Michael Hughes Hughes126@charter.net

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Hi Sonya, Norm, and Kevin,

The Cable Committee has received numerous complaints about the audio quality of recent meetings held in the High School auditorium. This email is to outline the symptoms as best understood to date and offer assistance to resolve these issues.

The Cable Committee has significant interest in the recording and broadcast of all town government meetings. We have a specific responsibility at Town Meetings, as per General Bylaws, Section 1:

**ARTICLE 1, SECTION 12: RECORDING TOWN MEETINGS**

The Annual Town Meeting and any and all Special Town Meetings held throughout the year, shall be recorded electronically for future broadcast on Local Cable Access, and shall be archived for future reference.

**Town Meeting 5/4:**

Town Meeting was widely attended, and recorded for later rebroadcast. All those present were well aware of significant audio difficulties at the meeting: Microphones failing to work, varying microphone levels, and feedback. Town resident Fred Fontaine was at the meeting as an attendee/voter. Fred has substantial professional experience as an A/V installer for school construction and renovation. Fred went upstairs during the meeting to make a series of adjustments, which resolved most audio problems in the room.

Later it was discovered that the recording (made by Cable Committee staff using School Department equipment) had almost unusable audio. We placed the recording online at <http://douglasma.org/s/nJmNkc> but have received many complaints that the sound is almost unlistenable (and I agree). This is "audio clipping" where the sound level is too high, causing the system to record distortion instead of the source sound. This is not a problem that can be fixed in post-production, because the source sound does not exist on the recording where the clipping occurs.

The Cable Committee makes a second audio/video recording of Town Meetings using a simple camcorder at the back of the auditorium. Audio and video quality of this camcorder is far lower than what we should get from the primary recording system. We make this recording should the primary system fail during the meeting, due to the importance of Town Meeting. We are currently attempting to replace the audio of the primary system with that of the backup system. This is a complex and time-consuming process. If successful, we will place that new version online and use it for broadcast. If not, we will likely use the backup system in its entirety.

**School Committee 5/6:**

This School Committee meeting was widely attended and recorded, and also broadcast live. All those present were aware of audio difficulties similar to experienced at Town Meeting. School Department staff made many adjustments during the meeting, but the issues persisted to some extent throughout the meeting.

During the meeting I received several complaints from viewers at home that the audio quality of the live broadcast was essentially unlistenable due to noise and distortion. Others at the meeting received those complaints, which were also apparently shared on social media. I was in attendance at the meeting so I cannot comment on the specific symptoms of the live broadcast.

After the meeting I reviewed the recording at the Cable office. Unfortunately it exhibits the same severe clipping and distortion as the primary Town Meeting recording. We will place this recording as-is online, and provide a DVD for the School Department to use for broadcast. (Typically the School Department can use the original DVD. Due to the meeting length two DVD's were required. We have the ability to reduce this to one DVD as we have done before.)

**Recommendation:**

Based on our informal discussion, it appears the auditorium audio system is severely out of adjustment. Because the recording system has recorded recent School Committee meetings in C208 without difficulty, the recording (and live broadcast) issues very likely stem from the current state of the auditorium audio system.

Fred has offered his professional time, on a voluntary basis, to review and make adjustments to the auditorium audio system. Fred is also a former Cable Committee member, and is familiar with our recording systems and protocols. Fred is copied on this email. I recommend the School Department take Fred up on his offer as soon as possible. I recommend that work includes the creation of a printed list of settings to be posted in the recording room. This can be reviewed before all meetings, to confirm all is set properly. Pat Aldrich, our Cable Coordinator, can also participate in this review to the extent involving recording for Cable broadcast.

If it is determined that equipment repairs or product purchases are needed to better support recording and broadcast of meetings in the auditorium, the Cable Committee will consider financial support, similar to the recent audio upgrades used in C208.

I also recommend the School Department train personnel (staff and/or students) on proper operation of the audio system, and assign that personnel to be present at meetings held in the auditorium. It is possible Fred can provide this training as part of his volunteer time. Cable



personnel to be present at meetings held in the auditorium. It is possible that you can provide the training as part of the volunteer time. Cable staff is happy to help wherever possible, but only has opportunity to gain experience on this system twice per year at Town Meetings.

Please let me know if you have any questions.

Thank you,

Mitch Cohen, Chair  
Douglas Cable Committee

CC: Fred Fontaine, Academic A/V  
Keith Menard, Town Moderator  
Mike Hughes, Chair, Board of Selectmen  
Mike Guzinski, Town Administrator



Charter Business is  
now Spectrum Business.

May 16, 2015

Account: 8350 12 036 0140755  
Phone Number: (508) 476-2400  
Security Code: 6051  
Service At: 29 CHARLES ST  
CBN ACCOUNT  
DOUGLAS MA 01516-2036

**Contact Us**

Questions about your bill or services?

Visit [spectrumbusiness.net](http://spectrumbusiness.net) or call **800.314.7195**

**Summary**

Service from 05/24/15 through 06/23/15  
details on following pages

Previous Balance	45.00
Payments Received	0.00
<b>Remaining Balance</b>	<b>45.00</b>
Spectrum Business™ TV	0.00
Spectrum Business™ Internet	15.00
Current Charges	15.00
<b>Total Due by 06/05/15</b>	<b>\$60.00</b>

**Thank you for choosing Spectrum Business.**

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

**Spectrum Business News**

**Introducing Spectrum Business Voice** - Keep all of your employees connected with **unlimited local and long distance** calling plus **over 30 advanced business calling features**. All for only **\$29.99/line per month**. Call **(855) 706-7188**.

**Charter Business® is now Spectrum Business™** - Charter Spectrum, America's fastest growing TV, Internet, and Phone company now brings your business an upgraded, advanced network that delivers reliable, fully-loaded business services for less.

**Go Green** - Sign up for Spectrum Business Auto Pay today and start taking the hassle out of billing. Go to my account at [spectrumbusiness.net](http://spectrumbusiness.net).



8413 EXCELSIOR DR 120 MADISON WI 53717-1970  
8634 0080 N1 RP 16 05172015 NNNNNYNN 01 005062 0015

DOUGLAS TOWN HALL  
29 DEPOT ST  
ATTN SUSAN KING  
DOUGLAS MA 01516-2323



May 16, 2015

**Douglas Town Hall**

Account: 8350 12 036 0140755  
Phone Number: (508) 476-2400  
Service at: 29 CHARLES ST  
CBN ACCOUNT  
DOUGLAS MA 01516-2036

<b>Total Due by 06/05/15</b>	<b>\$60.00</b>
Amount you are enclosing	\$

CHARTER COMMUNICATIONS  
PO BOX 60187  
LOS ANGELES CA 90060-0187



835012036014075500060004



May 16, 2015

Account:

Douglas Town Hall  
8350 12 036 0140755

Security Code:

6051

**Spectrum**  
**BUSINESS**

Contact Us

Questions about your bill or services?

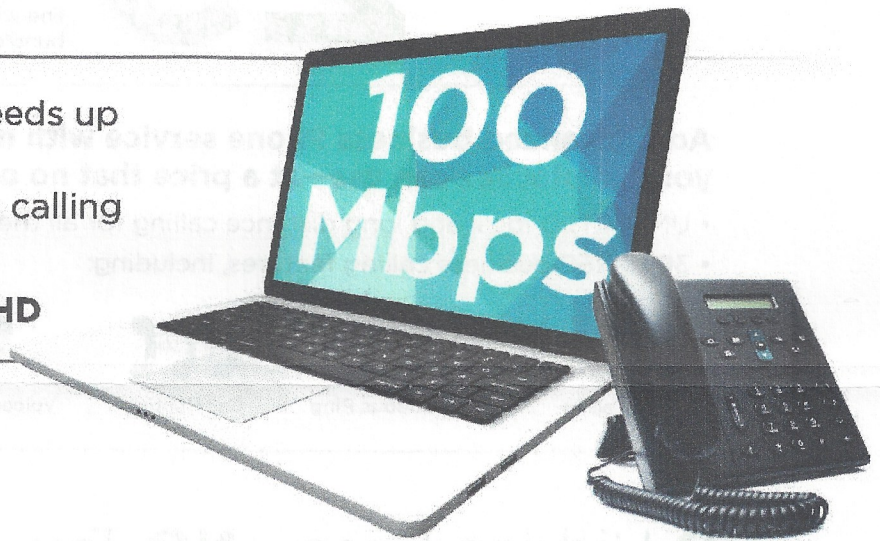
Visit [spectrumbusiness.net](http://spectrumbusiness.net) or call **800.314.7195**

8634 0080 N1 RP 16 05172015 NNNNNYNN 01 005062 0015

# Charter Business IS NOW **Spectrum** **BUSINESS**

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- Faster Internet with speeds up to 100Mbps
- Unlimited long distance calling
- 30+ calling features
- Reliable TV with **FREE HD**



**NO** Hidden Fees • **NO** Taxes • **NO** Contract

**CALL 888-889-9730 TODAY**

**From:** Michael Guzinski mguzinski@douglasma.org

**Subject:** Recycling Policy

**Date:** June 9, 2015 at 10:16 AM

**To:** Adam Furno afurno@douglasma.org, Adelle Reynolds areynolds@douglasma.org, Beth Mackay bmackay@douglasma.org, Bill Cundiff wcundiff@douglasma.org, Cheryl Vaidya cvaidya@douglasma.org, Chief Kent Vinson kvinson1@douglasma.org, Chief Patrick T. Foley pfoley@douglasma.org, Christine Furno cfurno@douglasma.org, Jane Alger jalger@douglasma.org, Jeanne Lovett jlovett@douglasma.org, John Ducharme jducharme@unumprovident.com, John Furno jfurno@douglasma.org, Justin Snook jsnook@cwmar.org, Kristin Harris kharris@douglasma.org, Patricia Rousseau prousseau@douglasma.org, Patrick, Aldrich cable@douglasma.org, Robert Sullivan rsullivan@douglasma.org, Suzanne Kane skane@douglasma.org

Good Morning,

Attached to this e-mail is a copy of our Recycling Policy as a reminder for many of you, and as a notification for those new department heads who may not be aware of it. Please feel free to contact me should you have any questions in regards to this policy.

Thank you.

Mike

--

Michael J. Guzinski  
Town Administrator  
Town of Douglas  
29 Depot Street  
508-476-4000 ext. 101  
[mguzinski@douglasma.org](mailto:mguzinski@douglasma.org)

## **TOWN OF DOUGLAS MASSACHUSETTS**

### **RECYCLED PRODUCT PROCUREMENT POLICY**

In recognition of the need to make more efficient use of our natural resources, create markets for the materials collected in recycling programs, reduce solid waste volume and disposal costs, and serve as a model for private and public institution, the Town of Douglas is committed to purchasing products which are environmentally preferable and/or made of recycled materials whenever such products meet quality requirements and are available at reasonable prices and terms.

To the maximum extent practicable, the following standards should be adhered to:

- a) For all purchases of printing and writing paper for in-house use or custom printed materials by professional printer, including copier paper, offset paper, forms, stationary, envelopes, tablets, notepads, and file folders, the minimum content standards shall be no less than 20% post-consumer recycled materials to meet the current state and federal minimum standards. This minimum standard may be increased to 30% beginning December 31, 1998, to match the scheduled increase in federal minimum standards.
- b) Town departments shall ensure that all contracts for printing require the inclusion of an imprint identifying the recycled content of the paper whenever practicable, along with the recycling symbol.
- c) For the purpose of measuring the progress of the program and success in meeting recycling goals of the Commonwealth, each department shall report purchases of recycled products to the Executive Administrator on July 30 for the previous fiscal year.

Vald J. Nagy  
Sp. M. Gonzalez  
Donita R. Holmes  
Robert H. H. H.

adopted 9/9/97

F:\USERS\SELECT2\WP\DATA\DOUG\RECYCLE.PC

Douglas Board of Selectmen



**Douglas Cable Advisory Committee**

**Douglas Municipal Center**

**Meeting Minutes**

**Monday April 13, 2015**

Mitch Cohen called the meeting to order at 7:06pm

**Attendance:**

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

**Staff:** Pat Aldrich, Sarah Guimond

1. **Vacancy:** There is an opening on the Committee, please email [cable@douglasma.org](mailto:cable@douglasma.org) or call 508-476-4000 ext 122 if interested.
2. **Charter Encryption Update:** The School Building Committee authorized spending for the necessary equipment to view Charter in the school, looking for a reimbursement from Charter. Mitch had a productive meeting with Bill Solomon and Tom Cohan about the issue.
3. **BVT School Committee Meetings:** Upton has offered to cover April and June, Hopedale is covering May meetings. Pat was authorized to cover more meetings, help with any distribution of the meeting files, and hold a district meeting to discuss the issue.
4. **Cable Policy Review:** 2nd reading. All policies are publicly available at [douglasma.org/cable](http://douglasma.org/cable). Some minor wording edits discussed.
5. **Coordinator Review:** Form has been distributed to members, to be filled out and sent to Mitch to average for formal review process.
6. **Financials:** *Report from Town Finance Director Attached.* Mitch mentioned that we may look at ways to split the tracking of the Operating Budget from the Capital Budget. A revenue report showing our anniversary payment of \$50,000 from Charter as detailed in the license agreement.
7. **Correspondence:** Charter annual billing report and related items, Charter \$48,448.11 annual PEG support check, Charter channel lineup change, Pro Video & Lighting Show - Committee agreed that Pat should continue to attend these, ACM-NE Voting notice.
8. **Meeting Minutes:** *3/9/15: Tom motioned to accept, Chris 2nd, unanimous favor.*
9. **Coordinator's Report:** March govt meeting report. Community room media being tested. Community room had a bad splitter that was affecting audio signal - is fixed now. Field Kit has been received, will be used to film a Mark & Rianne concert on 4/16. Public channel program report. Prepping for Open Mic Night 5/1. School audio having issues with an input on the mixer, will be looking into warranty. Feedback Destroyer is in the rack, just needs to be tested.

Octoberfest vendor form has been submitted for Cable booth. Cable newsletter for April has gone out to press. Recording assistant advertisement back in rotation to find another person.

10. **Equipment:** Widescreen TV to replace monitor in the Broadcast Rack. *Tom motioned to allocate \$300.00 for the purchase of an LED TV mounted and with associated equipment for playback rack in our studio, Bob 2nd, unanimous favor.*
11. **Adjourn:** *Bob motioned to adjourn at 8:05pm, Chris 2nd, unanimous favor.*

# DOUGLAS CABLE ADVISORY COMMITTEE

## Employee Performance Review

CMTE Average  
Mitch + Tom + Bob

### EMPLOYEE INFORMATION

Name	Patrick Aldrich	Employee ID	N/A
Job Title	Cable Coordinator	Date	June 22, 2015
Department	Cable	Manager – Cable Cmte	
Review Period	7/1/2015 To 6/30/2015		

### RATINGS

	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
<b>Job Knowledge</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 4.667
Comments					
<b>Work Quality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 4.667
Comments					
<b>Attendance/Punctuality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 4.333
Comments					
<b>Initiative</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 4.667
Comments					
<b>Communication/Listening Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 4.667
Comments					
<b>Dependability</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 4.667
Comments					
<b>Overall Rating</b> (average the rating numbers above)					<b>4.6</b>

### 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



# DOUGLAS CABLE ADVISORY COMMITTEE

## Employee Performance Review

*Mitch Cohen*

EMPLOYEE INFORMATION	
Name Patrick Aldrich	Employee ID N/A
Job Title Cable Coordinator	Date June 22, 2015
Department Cable	Manager Cable Advisory Cmte
Review Period	7/1/2015 to 6/30/2015

RATINGS					
	1 = Poor	2 = Fair	3 = Satisfactory	4 = Good	5 = Excellent
<b>Job Knowledge</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Pat knows his stuff, and when he doesn't he finds out fast.</i>					
<b>Work Quality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>No concerns.</i>					
<b>Attendance/Punctuality</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<i>No attendance issues, but very minor reporting issues regarding days off. Resolved and not a concern going forward.</i>					
<b>Initiative</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Excellent initiative!</i>					
<b>Communication/Listening Skills</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>Excellent.</i>					
<b>Dependability</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<i>I can't think of a time Pat has ever committed to something and not followed through.</i>					
<b>Overall Rating (average the rating numbers above)</b>					<b>4.833</b>

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

Tom Devlin

## DOUGLAS CABLE ADVISORY COMMITTEE

Employee Performance Review

### EMPLOYEE INFORMATION

Name	PAT ALDRICH	Employee ID	
Job Title	CABLE COORDINATION	Date	4/22/2015
Department	CABLE	Manager	
Review Period	to	APRIL 2015	

### RATINGS

1 = Poor 2 = Fair 3 = Satisfactory 4 = Good 5 = Excellent

Job Knowledge	4
Comments	WELL VERSED WITH ALL CABLE EQUIPMENT
Work Quality	4
Comments	HAS CONTINUED TO IMPROVE CABLE SERVICES
Attendance/Punctuality	4
Comments	JUDGING BY COURAGE OF PUBLIC MTS, HE IS THERE AT NEED
Initiative	4
Comments	PAT HAS BEEN STAYING AHEAD OF COMMITTEE'S NEEDS
Communication/Listening Skills	4
Comments	MAKING REPORTS ARE EXCELLENT; FOLLOWS UP ON REQUEST FROM COMMITTEE
Dependability	4
Comments	HAVE NOT HEARD WITHIN PAT HAS NOT BEEN ON TOP OF SITUATIONS
Overall Rating (average the rating numbers above)	4

### EVALUATION

ADDITIONAL COMMENTS PAT HAS BEEN AN ASSET TO THE COMMITTEE  
AND THE TOWN

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



# DOUGLAS CABLE ADVISORY COMMITTEE

## Employee Performance Review

Bob Werme

### EMPLOYEE INFORMATION

Name	Pat Aldrich	Employee ID	
Job Title	Cable Coordinator	Date	6/18/2015
Department	Cable	Manager:	DCAC
Review Period	7/1/14	to	Present

### RATINGS

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

### 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 Robert Werme	Date







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## 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](mailto:cable@douglasma.org), 508-476-4000 x122, or by mail at 29 Depot St., Douglas, MA 01516.

### Policy and Procedure Development

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

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

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

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

The Cable Advisory Committee shall maintain a current collection of policies and procedures available for public inspection in the Cable office, in both hard copy and electronic form.

[Agendas & Meeting Minutes](#)

[Meeting videos](#)

#### Upcoming Meetings

##### **Monday, May 25**

08:30 AM, TOWN HALL  
CLOSED

##### **Tuesday, May 26**

7:00 PM, Library Board of  
Trustees  
7:00 PM, Planning Board

##### **Wednesday, May 27**

7:00 PM, Building & Facility  
Const. Com.

##### **Monday, June 1**

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

##### **Tuesday, June 2**

7:00 PM, Water/Sewer Com.

##### **Wednesday, June 3**

7:00 PM, Board of Selectmen  
7:00 PM, School Committee  
7:00 PM, Zoning Board of  
Appeals

##### **Thursday, June 4**

6:00 PM, Board of Assessors

##### **Monday, June 8**

7:00 PM, Cable Advisory Com.  
7:00 PM, Economic Dev. Com.

##### **Tuesday, June 9**

7:00 PM, Planning Board

##### **Thursday, June 11**

6:00 PM, Board of Assessors  
7:00 PM, Old Grammar School  
Disp. Committee

##### **Monday, June 15**

7:00 PM, Conservation  
Commission

*Meetings crossed out were  
previously scheduled and have*



## Electronic Bulletin Board

since been cancelled

### Full meeting calendar

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.

*The person who created is*  
~~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 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

What about programming offered directly to coordinator?  
What about programming requested by coordinator?  
In times of lack of programming, I may seek programs.

Every program  
will have a  
"sponsor"  
(sponsor form)  
Even if Producer  
is the  
Sponsor.

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. *my rec'd*

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.

---

Taking out -

### **New Recurring Meeting Recording – Approved October 15, 2007**

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

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

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

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

---

### **Individual Meeting Requests – Approved October 15, 2007**

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

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

---

### **Government Programming – Distribution – Approved October 15, 2007**

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

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

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

---

### **Video Copy Requests - Approved April 9, 2008**

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

---

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

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

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

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

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

---

## **Recording Assistants Late Notification Alert - Approved May 12, 2014**

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

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

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

---

## **Cable Advisory Committee Guidelines**

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

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## **Government Programming Guidelines – Schedule – Approved October 15, 2007**

This minimum schedule shall be followed whenever possible:

*my rule* → ~~Finance Committee: Monday 7pm, Wednesday 1pm~~

~~Board of Selectmen: Tuesday 7pm, Thursday 1pm~~

~~Planning Board: Wednesday 7pm, Friday 1pm~~

~~Conservation Commission: Thursday 7pm, Monday 1pm~~

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

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

Meetings listed above should be broadcast at additional times as well. Meetings not listed above shall be aired in a frequency and duration to be determined by the Cable Coordinator. Such additional meetings will be broadcast during prime



time (6-11pm) at least once per week and thereafter as equitably as possible.

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

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

---

#### **Video Copy Requests fee structure - Approved April 9, 2008**

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

Requests for VHS duplication: \$10.00 per copy.

These fees can be waived by a vote of the 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 <sup>Cable</sup> 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.

---

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>

**Current: 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.

Douglas Cable 5/22/15 10:46 PM

Comment: remove

**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.*

Douglas Cable 5/22/15 10:46 PM

Comment: remove

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 5/22/15 10:47 PM

Comment: Municipal Employees,

Douglas Cable 5/22/15 10:47 PM

Comment: their

**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 5/22/15 10:48 PM

Comment: ultimately

Douglas Cable 5/22/15 10:49 PM

Comment: their own production.

Douglas Cable 5/22/15 10:47 PM

Comment: the public access channel



**Douglas Cable Access - Sponsor Program Submission Sheet**

Draft 1 Submitted 6/1/15

Name:	
Address:	
Phone:	
Email:	

**Program Details**

Title:	
Program Summary:	
File Delivery Format	(DVD, online, etc)

**Douglas Cable Access - Producer Submission Sheet**

Draft 1 Submitted 6/1/15

Name:	
Address:	
Phone:	
Email:	

**Program Details**

Producer:	
Writer:	
Director:	
Camera:	
Editor:	
Talent:	
Working Title:	
Program Summary:	

## PRODUCER AGREEMENT AND INDEMNIFICATION FORM

The Producer/Program Submitter (Producer) assumes all responsibility as originator, author, or distributor of any of the Producer's programming carried by Douglas Community Cable TV access channels, as well as any online broadcast as agreed upon. The Producer agrees to indemnify, hold harmless, and defend Town of Douglas & Douglas Community Cable TV and all employees from any claim, liability, loss or damage of any nature whatsoever in connection with any material supplied by the Producer in connection with its utilization of the Douglas Community Cable TV access channels and online broadcasts as agreed upon below. The Producer warrants and represents that the program does not contain: a) Direct solicitation, advertising, bartering, or promotion of commercial products, services or transactions; b) Material that is slanderous, libelous, an invasion of privacy, or unlawfully made; c) Material that is obscene: Obscenity is defined as material that the average person, applying contemporary community standards, would find that, considered as a whole, its predominant appeal is to the prurient interest in sex and it depicts or describes in an offensive manner, actual or simulated: sexual intercourse, sodomy, sexual bestiality, masturbation, sadism, masochism, excretion, or lewd exhibition of the genitals, and considered as a whole lacks serious literary, artistic, political, and scientific value; d) Unlawful use of material requiring union, residual, or other payment including, but not limited to, the talent and crew; e) Unlawful use of material that is copyrighted or subject to ownership or royalty rights, right of publicity, or other payment. The Producer further warrants and represents that its material does not violate the provisions or rules and prohibitions set forth by the FCC, the Town of Douglas, or any public regulatory agency established by statute, administrative rule or other agreement. I hereby certify that I have read the DCAC Channel 191 Policies & Procedure and that the program submitted complies with these policies.

---

**Program Title**

**Date**

---

**Producer** (Print Name Legibly)

**(Signature Required)**

---

I additionally approve the upload and online broadcast of this program to [youtube.com/DouglasCableAccess](https://www.youtube.com/DouglasCableAccess)



## **Cable Coordinator's Report**

6/22/15

- **Monthly Meetings Report Attached: April/May 2015**
- **Cable Newsletter June 2015**
- **Memorial Day Protocol**
  
- Open Mic Night @ Jenckes Store online and being broadcast.
- Memorial Day Parade & Ceremonies online and being broadcast.
- KidMissing 12 online and being broadcast.
- DHS Feedback Destroyer has been installed, passed trial but still having some issues with the existing Amp/Speakers.
- DHS Shure mixer warranty trade-in set for slow period in July.
- Page "Subscriber Information" has been added to the website.
- Mat Ofcarcik has left for California to pursue acting/filmmaking.
- Pre-ATM Meetings are difficult on the auditorium floor, any way to make it easier for everyone?

### **BVT SC Update:**

- BVT SC Meeting Update: Upton recorded 4/16, Hopedale recorded 5/21, Sutton will record 10/15. I will do 8/20. Hopedale will record 11/19. Open meetings: 9/17, and 12/17.

### **Evernote Upgrade:**

- Evernote Premium \$49.99 annually, no PO would have to reimburse.

### **Nexus Timeline:**

- Original Purchase 2005
- Tune-up 2012
- 10 Years of Operation in 2015
- Brand New Nexus \$9,495.00 (keep old nexus)
- Ultra Nexus \$11,495.00 (keep old nexus)
- Refurbished \$4000.00 (Exchange current nexus)
- Alternatives: **Tightrope Cablecast**, TelVue Telecaster, NewTek Tricaster.
- I have started discussions with Tightrope to get more info. Seems to have some ideal qualities.



APRIL			2015								
Date	Day	Meeting	Time	Room	Staff	Paid	Canc	Wages	Notes		
4/1/2015	WED	SC	7:00 PM	AUD	Scott Vallemier	1	0	\$0.00		MON	5
4/1/2015	WED	ZBA	7:00 PM	COM	Kay Bowen	1	0	\$45.25		TUE	12
4/6/2015	MON	ConCom	7:00 PM	COM	Steve Zisk	1	0	\$0.00		WED	9
4/6/2015	MON	FinCom	7:00 PM	RES	Sarah Guimond	1	0	\$45.25		THU	7
4/7/2015	TUE	BOS	7:00 PM	RES	Sarah Guimond	1	0	\$45.25		FRI	0
4/7/2015	TUE	Octoberfest	7:00 PM	COM	Pat Aldrich	0	1	\$0.00	Cancelled	9am-12noon	0
4/7/2015	TUE	Sewer	7:00 PM	SEW	Arthur Griffin	1	0	\$49.45		12noon-6pm	4
4/8/2015	WED	FinCom	7:00 PM	RES	Tess Werme	1	0	\$49.45		7:00 PM	29
4/9/2015	THU	OGSDC	7:00 PM	COM	Kay Bowen	1	1	\$45.25	No Quorum	COM	12
4/9/2015	THU	Octoberfest	7:00 PM	KIT	Sarah Guimond	1	1	\$45.25	No Quorum	RES	14
4/13/2015	MON	Cable	7:00 PM	COM	Sarah Guimond	1	0	\$45.25		MISC	7
4/13/2015	MON	EDC	7:00 PM	RES	Arthur Griffin	1	0	\$49.45		Recorded	27
4/14/2015	TUE	Cemetery	7:00 PM	RES	Arthur Griffin	0	1	\$0.00	LNC	Not R/Paid	3
4/14/2015	TUE	PB	7:00 PM	COM	Sarah Guimond	1	0	\$45.25		Don't Do	4
4/14/2015	TUE	DPW	7:00 PM	RES	Arthur Griffin	1	0	\$49.45		Cancelled	7
4/15/2015	WED	Building	7:00 PM	RES	Angie Coe	1	0	\$49.45		MEETINGS	29
4/15/2015	WED	SC	7:00 PM	DHS	Scott Vallemier	1	0	\$0.00			
4/15/2015	WED	Cemetery	7:00 PM	RES	Sarah Guimond	1	1	\$45.25	Late Cancel		
4/16/2015	THU	St. Budget	5:00 PM	RES	Sarah Guimond	1	0	\$45.25			
4/16/2015	THU	SBC	7:00 PM	RES	Kay Bowen	1	0	\$45.25			
4/21/2015	TUE	ConCom	7:00 PM	COM	Steve Zisk	1	0	\$0.00			
4/21/2015	TUE	BOS	7:00 PM	RES	Arthur Griffin	1	0	\$49.45			
4/22/2015	WED	Cemetery	7:00 PM	COM	Arthur Griffin	1	0	\$49.45			
4/27/2015	MON	BOH	6:00 PM	BOH	Sarah Guimond	1	0	\$45.25			
4/28/2015	TUE	Personnel	2:00 PM	COM	Sarah Guimond	1	0	\$45.25			
4/28/2015	TUE	DPAC	7:00 PM	DES	Sarah Guimond	1	0	\$45.25			
4/28/2015	TUE	Library	7:00 PM	RES	Arthur Griffin	1	0	\$49.45			
4/28/2015	TUE	PB	7:00 PM	COM	Pat Aldrich	1	0	\$0.00			
4/29/2015	WED	Building	7:00 PM	RES	Kay Bowen	0	1	\$0.00	LNC		
4/29/2015	WED	Historical	730pm	COM	Tess Werme	1	0	\$49.45			
4/30/2015	THU	Open Space	7:00 PM	RES	Angie Coe	1	0	\$49.45			
4/30/2015	THU	SBC	7:00 PM	COM	Angie Coe	0	1	\$0.00	Cancelled		
PUBLIC											
4/16/2015	THU	M&R Concert	6:00 PM	LOC	Pat Aldrich	1	0	\$0.00			
						29	7	\$1,082.75			



May		2015										
Date	Day	Meeting	Time	Room	Staff	Paid	Canc	Wages	Notes			
5/4/2015	MON	ATM	615pm	DHS	Sarah Guimond	1	0	\$45.25		MON	6	
5/4/2015	MON	ATM	615pm	DHS	Arthur Griffin	1	0	\$49.45		TUE	11	
5/5/2015	TUE	COA	615pm	SR	Sarah Guimond	0	1	\$0.00	Cancelled	WED	7	
5/5/2015	TUE	BOS	7:00 PM	RES	Sarah Guimond	1	1	\$45.25	Late Cancel	THU	4	
5/5/2015	TUE	ConCom	7:00 PM	COM	Steve Zisk	1	0	\$0.00		FRI	3	
5/5/2015	TUE	Library	7:00 PM	KIT	Cancelled	0	1	\$0.00	Cancelled	9am-12noon	1	
5/5/2015	TUE	Sewer	7:00 PM	SEW	Arthur Griffin	1	0	\$49.45		12noon-6pm	8	
5/6/2015	WED	SC	7:00 PM	DHS	Scott Vellemier	1	0	\$0.00		7:00 PM	23	
5/6/2015	WED	ZBA	7:00 PM	RES	Tess Werme	1	0	\$49.45		COM	9	
5/7/2015	THU	SBC	7:00 PM	RES	Kay Bowen	1	0	\$45.25		RES	11	
5/8/2015	FRI	Library	7:00 PM	RES	Sarah Guimond	1	0	\$45.25		MISC	12	
5/11/2015	MON	Cable	7:00 PM	COM	Cancelled	0	1	\$0.00	Cancelled	Recorded	25	
5/11/2015	MON	EDC	7:00 PM	RES	Sarah Guimond	1	0	\$45.25		Not R/Paid	1	
5/13/2015	WED	PB	7:00 PM	COM	Arthur Griffin	1	0	\$49.45		Don't Do	4	
5/14/2015	THU	St Budget	5:00 PM	RES	Sarah Guimond	1	0	\$45.25		Cancelled	7	
5/14/2015	THU	OGSDC	7:00 PM	COM	Kay Bowen	1	0	\$45.25		MEETINGS	25	
5/18/2015	MON	BOH	7:00 PM	BOH	Sarah Guimond	1	0	\$45.25				
5/18/2015	MON	ConCom	7:00 PM	COM	Steve Zisk	1	0	\$0.00				
5/19/2015	TUE	Personnel	2:00 PM	RES	Sarah Guimond	1	0	\$45.25				
5/19/2015	TUE	BOS	7:00 PM	RES	Sarah Guimond	1	0	\$45.25				
5/19/2015	TUE	DPAC	7:00 PM	ELE	Arthur Griffin	0	1	\$0.00	LNC			
5/19/2015	TUE	Octoberfest	7:00 PM	COM	Angie Coe	1	0	\$49.45				
5/20/2015	WED	Building	7:00 PM	COM	Arthur Griffin	0	1	\$0.00	LNC			
5/20/2015	WED	School Comm	7:00 PM	DHS	Scott Vellemier	1	0	\$0.00				
5/21/2015	THU	SBC	7:00 PM	RES	Sarah Guimond	0	1	\$0.00	LNC			
5/26/2015	TUE	Library	7:00 PM	RES	Sarah Guimond	1	0	\$45.25				
5/26/2015	TUE	PB	7:00 PM	COM	Arthur Griffin	1	0	\$49.45				
5/27/2015	WED	Building	7:00 PM	COM	Tess Werme	1	0	\$49.45				
PUBLIC												
5/1/2015	FRI	Open Mic	6:00 PM	Jenckes	Sarah Guimond	1	0	\$45.25				
5/1/2015	FRI	Open Mic	6:00 PM	Jenckes	Arthur Griffin	1	0	\$49.45				
5/13/2015	WED	KidMissing	6:30 PM	RES	Pat Aldrich	1	0	\$0.00				
5/24/2015	SUN	Memorial Day	1:00 PM	TOWN	Sarah Guimond	1	0	\$45.25				
						26	7	\$983.85				



For Immediate Release:

Contact: Pat Aldrich, Cable Coordinator

Phone: 508-476-4000 ext 122

Email: [cable@douglasma.org](mailto:cable@douglasma.org)

Re: Monthly Newsletter July 2015

Douglas Cable Access Monthly Newsletter, July 2015

Douglas, MA - 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 with RJ Sheedy, KidMissing, The Jenckes Store Open Mic Night, Senior Center Programming, The Memorial Day Parade and Ceremonies, and Douglas Octoberfest 2014 Entertainment.

Douglas Government Channel 192 you will find 24/7 playback of open meetings from the previous weeks. Also available are the latest Blackstone Valley Tech School Committee meetings. Find the video archive online for streaming and/or download at [DouglasMa.org/Cable](http://DouglasMa.org/Cable).

Douglas residents join our free 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](http://DouglasMA.org/Cable).

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](mailto:cable@douglasma.org).



## Douglas Cable Access

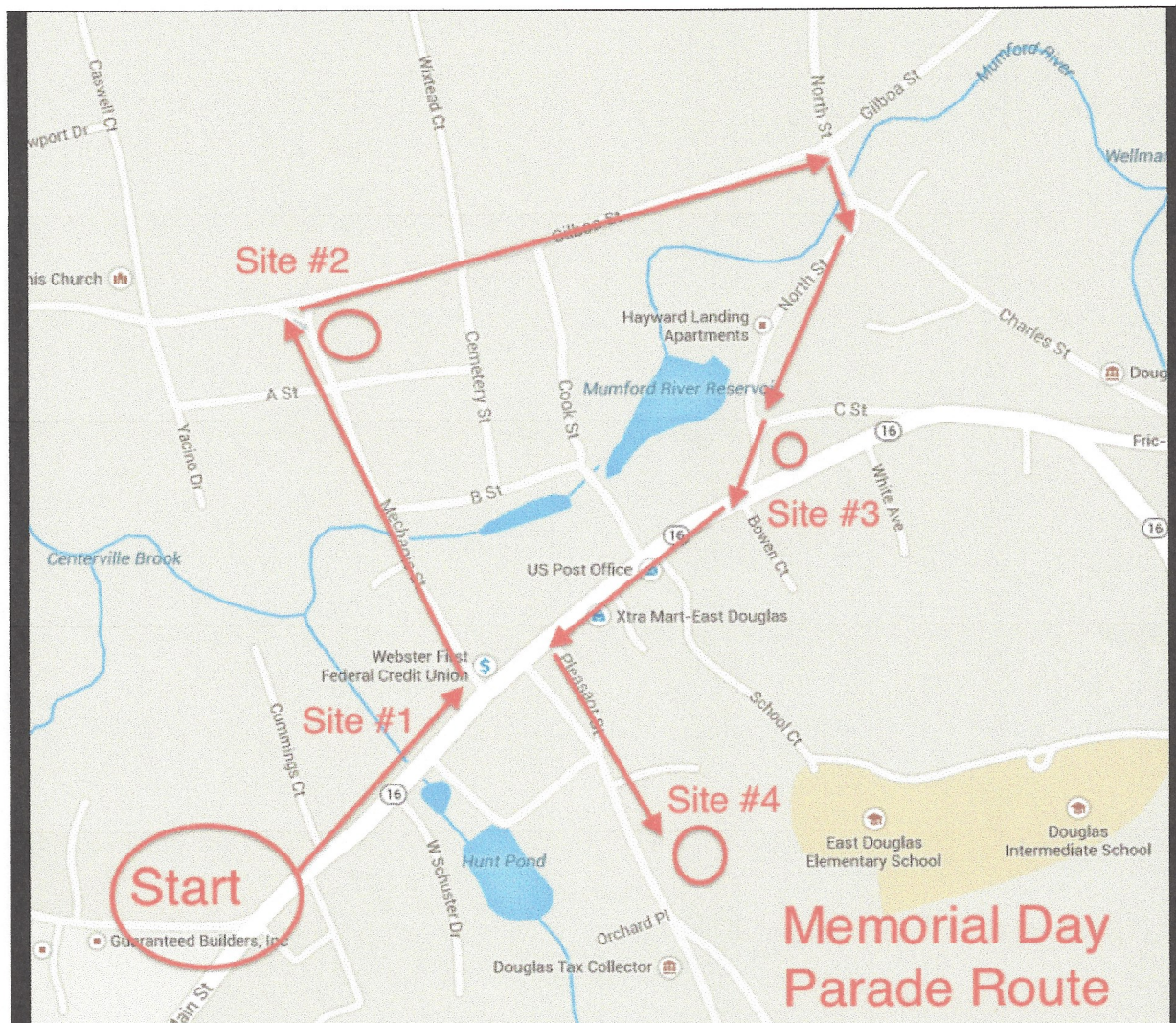
## Memorial Day Parade & Ceremony Protocol

### Sites:

- Site #1: Joeseph A. Michna Square
- Site# 2: Michael Carter Square
- Site #3: Civil War Monument
- Site #4: WW2 & Korean/Vietnam Monument

### Ceremony:

1. Invocation by Clergy
2. Band Selection — Douglas High School Band
3. Salute the dead VFW Firing Squad
4. Rendition of Taps — Douglas High School Band
5. Raising of the Colors/National Anthem — Douglas High School Band



## **Recording Protocol**

**All Cameras:** Arrive at your recording location for 1pm.

### **Camera 1:**

- Start at Site #1, record ceremony portion.
- When they begin to march, pack up and head to Site #2.
- Get into position to record the ceremony.
- Record parade shots as they near the site.
- When the ceremony is finished, pack up and move to Site #4.
- Record some crowd shots and mulling around after ceremony for credits.

### **Camera 2:**

- Start on the sidewalk up the street from the start of the parade near Site #1.
- Record the complete parade procession.
- Pack up and head to Site #3.
- Get into a good position for taping the ceremony.
- Record parade shots as they near the site as well.
- Camera 2 can return to the office and drop off the equipment.

### **Camera 3:**

- Engine 1 Camera, perspective of the parade.

### **General Notes:**

- Use rain capes and umbrellas, historically it has rained on this day.
- Bring hydration, it can be alot of walking.

### **Contacts:**

VFW 7554 Commander  
Sgt. David DeLuca, Jr.  
508-212-0004  
[ddeluca80@hotmail.com](mailto:ddeluca80@hotmail.com)

Douglas Fire Dept  
Chief Ken Vinson  
[kvinson1@douglasma.org](mailto:kvinson1@douglasma.org)

Douglas Cable Access  
Cable Coordinator  
Pat Aldrich  
781-801-9522  
[cable@douglasma.org](mailto:cable@douglasma.org)





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Q&amp;A

Built to be rack mounted and used as a mid-sized monitor that can display over the air signals, the **Totevision LED-1906HDMTR 19" Rackmount LCD Monitor with ATSC / Clear QAM Digital Tuner** is a 7RU tall monitor with built-in ATSC and QAM tuners. It supports NTSC and PAL video standards displaying 1080i/p (up to 1080p60) and 720p signals. It features 3x HDMI inputs, component, composite, and VGA inputs, a composite output, and 2x built-in speakers.

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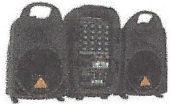
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NYC SuperStore

**SubTotal: \$579.89**

Sales Tax: Calculate Above

Shipping: Calculate Above