



**Town of Stow
TOWN ADMINISTRATOR
William J. Wrigley**

**380 Great Road
Stow, Massachusetts 01775
(978) 897-2927 townadministrator@stow-ma.gov Fax (978) 897-4631**

October 28, 2011

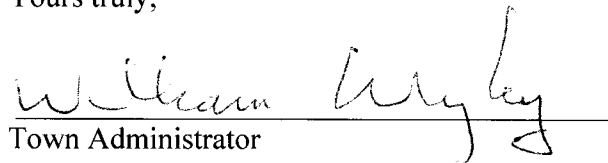
William August, Esq.
Epstein & August, LLP
101 Arch Street, Suite 900
Boston, MA 02110

Dear Bill,

I am enclosing the Town of Stow Cable Television Preliminary Ascertainment Findings with Contingent Request for Proposal as adopted unanimously by the Board of Selectmen at their October 25, 2011 meeting.

Please feel free to contact me should if you have any questions or require additional information.

Yours truly,



Town Administrator

**COMMONWEALTH OF MASSACHUSETTS
TOWN OF STOW

CABLE TELEVISION
PRELIMINARY ASCERTAINMENT FINDINGS
October 25, 2011**

The Board of Selectmen of the Town of Stow, Massachusetts, as cable television Franchising Authority (hereinafter "Board of Selectmen" or "Franchising Authority"), makes the following ascertainment findings in connection with the determination of the Town of Stow's franchise renewal needs and interests.

PEG Access Overview

The Board of Selectmen finds that there is need for increasing, to the extent possible, the operating budget for public, educational and government (PEG) access funds for local PEG access programming; and finds that there is a strong need for such PEG access operating budget funding in a renewal franchise as reflected in the Cable License Advisory Committee's recommended operating budget, "Town of Stow, Cable Television Renewal PEG Access Operating Budget," Ascertainment Exhibit A.

The Board of Selectmen, as Franchising Authority, finds that there is strong need for adequate capital equipment funds for important equipment for production, editing, and municipal meeting room coverage as detailed in the Cable License Advisory Committee's recommended capital budget, "Town of Stow, Cable Television Renewal PEG Access Capital Equipment Budget," Ascertainment Exhibit B.

In terms of the Town's future cable-related needs and interests, the Board of Selectmen has reviewed the Cable License Advisory Committee's proposed operating and equipment budgets (Exhibits A and B), and has been briefed on same, and the Board finds that said budgets, and the detail and itemization therein, set forth Town PEG access capital and operating needs that must be met in a renewal franchise with Comcast.

The Board of Selectmen, as Franchising Authority, finds that the Town needs three access channels for expansion of governmental and educational access programming. The Bolton Access channel must continue to be available in Stow, and one of the Stow channels can be shared with Bolton as described below.

Stow PEG Access Station

The Board of Selectmen recognizes that the Stow PEG access station (Stow TV) provides services that enhance the community. Most organizations in Stow make requests to Stow TV to disseminate information and announce events, and many organizations request that Stow TV record and cablecast their speakers, forums or events. Stow TV is considered a valuable resource in the Town.

Stow TV's policy is to focus predominantly on local programs about local events, recorded by local producers. With a tiny staff and budget and unpaid videographers, it produces and cablecasts a remarkable number of quality local shows.

Stow TV cablecast 264 different shows in 2010. Stow residents produced 142 new shows in addition to 25 Selectmen, 15 School Committee, and two Town Meetings. Stow TV also cablecast 26 other town government events, and 15 state government topics. These shows provided residents with a vehicle for communicating about local issues and the actions of their government.

Many shows entertain, educate, and promote community cohesion. Shows produced and cablecast in 2010 included local and school concerts, Memorial and Veterans Day ceremonies, Girl Scout and Eagle Scout ceremonies, town festivals, library programs for children, school graduations, fire department events, Council on Aging presentations, talks at local churches, Stow history, locally written plays, shows by local artists, local environment and nature presentations, children's health and safety, and charity events.

Stow TV implemented hundreds of eye-catching announcements on the "bulletin board." Community organizations depend on Stow TV to publicize charitable causes, public health, school events, senior citizen information, and much more. Additionally, more than 50 photo shows were displayed, all by local photographers and about local events or scenes.

Exhibit C shows examples of Stow TV programming.

PEG Access Operating Budget

The Board finds that the Cable License Advisory Committee has provided a detailed and professional itemization of the station operating budget for local programming (Exhibit A).

The demand on Stow TV facilities has grown steadily year by year. As more Stow residents have learned about the services of Stow TV, there has been significant growth in the use of the services. Although the basic function of Stow TV has remained constant, the increased demand has placed a significant strain on the resources. The staff struggles to respond to immediate needs, while pushing to the background the core projects required for long-term viability of the station.

In the first several years of the current franchise, Stow TV was not fully operational and had little or no staff. The station was able to save funds from the early years, and apply them to operational and equipment needs toward the end of the license period. That backlog of funds is now exhausted.

With respect to the operating budget, the Board notes that given the moderate subscriber count in Stow, even the federally permitted PEG access fee of 5% of gross revenues (less state fees) will barely support the operating budget found necessary for the Stow access station operation. Given the fact that Stow has received a very low 2.5% PEG access fee during the current license term, the local station has been forced to operate on a shoe-string budget, and many staffing and service needs went unmet. At 2.5% of gross revenues, Stow TV's annual operating budget from all sources totals only \$57,000.00 per year, making it impossible to have the full time staff, municipal meeting coverage and other educational and public access services that the community needs.

An increased operating budget is required just to maintain the current functions of the station and to replace worn out or obsolete operating equipment. The rapid advance of technology is making it impossible to replace segments of the workflow without upgrading the whole to maintain capability. The Board of Selectmen also finds that the foregoing operating budget is necessary in light of the Town's need for increased investment in professional staff and need for additional municipal meeting and school coverage. Details of operational needs are described more fully in Exhibit A.

PEG Access Capital Equipment Budget

The Board of Selectmen finds that the Cable License Advisory Committee has provided a detailed and professional itemization of needed equipment and capital funds (Exhibit B).

Most access stations construct expensive studios. Stow TV does not have a studio and thus does not require purchasing or upgrading expensive studio components. Instead, Stow videographers go where the action is in town, and record local events on the site where they occur. This makes it important to maintain cameras and field equipment, and to extend permanent setups to facilitate video recording in municipal buildings.

The rapid advance of technology, including high definition video standards, will force the station to migrate to new and more expensive equipment. Older technology components are becoming unavailable, and compatibility issues force the upgrade of all the components in a system.

The steady growth in demand for governmental and school access uses, in addition to community uses, has particularly heightened the need for adequately equipped and funded PEG programs and facilities. In addition, adequate funds will be necessary for replacement of equipment for a multi-year (possibly ten year) license. Details of equipment needs are described more fully in Exhibit B.

PEG Access Channels

The Board of Selectmen, as Franchising Authority, finds that the Town needs three access channels for expansion of governmental and educational access programming. Stow currently has only one Comcast channel to cablecast all its shows as well as bulletin board announcements and local photo displays. In 2010, this meant 264 shows were crowded onto the one channel and competed for prime time scheduling. Additionally, Stow viewers need to continue to have access to the Bolton channel.

Government Channel

The Board of Selectmen finds that cable subscribers need a second channel to be devoted to governmental programming. Stow currently cablecasts all the Town's Selectmen, School Board, and Town Meetings, in addition to many other municipal and state government shows. On the one public channel, these programs can only be shown in limited time slots. Viewers need a government channel where government programming can be shown frequently and at times more convenient to the subscribers.

The Board also finds a need for expanded coverage of Stow municipal meetings. The operational budget phases in the needed staff capability, and the equipment budget supports capability at municipal locations. There are not enough prime hours on the public channel to display the additional meetings along with all the other programming. A government channel is required to enable scheduling the cablecasting of this expanded coverage.

Bolton/Education Channel

The Board finds that there is a need for the Bolton PEG access station to continue to be available in Stow. The towns of Stow and Bolton are both in the Nashoba Regional School District (NRSD). The regional high school and regional school administration offices are located in Bolton. The Bolton PEG access station records and cablecasts meetings and school events that are also of interest to Stow residents.

The Board also finds a need for a switch to be installed at the head end. This would automatically switch between transmitting the Bolton access signal and the Stow access signal. It would normally transmit the Bolton signal. However, whenever the head end detects a video signal from the Stow facility, it would switch to transmit the Stow signal. This would enable Stow to transmit educational shows on the channel more frequently and at times more convenient to the subscribers.

Inet

The Board of Selectmen finds that there is a need for Comcast to continue to maintain the existing Passive Coax Cable and connections. The Passive Coax Cable, which connects most of the Town facilities and schools to the Stow TV facility to enable uploading of live video from any of these sites, is anticipated to continue to serve the needs of the Town for the next 10 years without change.

No significant change has occurred since the start of the current video cable license in regards to providing connections from the Comcast cable system in Stow to all the town buildings and schools.

With the potential need to provide live video coverage of up to three events simultaneously over Stow TV's three channels, there will be the need to provide two additional portable video modulators to connect to the Passive Coax Cable at these remote sites, and two additional demodulators to install at the Stow-TV facilities in the Town Building to receive these signals.

Customer Service and Discounts

Although there have been some subscriber complaints about service, mostly of long wait time when trying to reach customer service, the number of such subscriber complaints has subsided. Requested maintenance and service connections or changes have been handled reasonably promptly. The Board of Selectmen finds that in terms of future cable-related needs and interests, a renewal franchise must include comprehensive customer service, consumer protection and license enforcement terms and conditions, and continuation of a customer service office in the Stow area.

The Board of Selectmen finds it necessary for a renewal Franchise to provide for at least the senior discount and other discounts provided for in the existing license, and requests further negotiation relative to Comcast's policy on discounts. The number of seniors in the Town that watch the offerings of Stow TV are a considerable percentage of the total number of video cable subscribers and will be depending on a continued senior citizen discount for the basic video cable service.

Signal Quality

The Board of Selectmen finds a need for Comcast to provide the best video and audio quality possible. Frequent monitoring of the picture and sound being received by Stow subscribers is needed. Upgrading to the the new technologies of Stereo sound and HD video are also needed. Provision of these improved quality video and audio signals to the Comcast head end to distribute to the Stow cable system is needed.

Reporting

The Board finds a need to know how many of Stow's video cable subscribers are watching Stow TV and when. There is a need for reporting on that usage relating to the number and time that Stow subscribers watch one of the Stow TV channels.

Conclusion

The Town finds that to respond reasonably to community needs, Franchisee must make reasonable renewal Franchise commitments with respect to the foregoing, and with respect to customary franchising issues including but not limited to customer service standards; performance bond and/or letter of credit and license enforcement; and that Franchisee must generally provide Stow a renewal franchise that comprehensively responds to community needs, including terms and conditions not less than provided to other communities in recent renewals. The Board of Selectmen recognizes that cable licenses do not include Internet service provisions, however, the Selectmen do request that Comcast provide Internet Access to Schools, Municipal buildings and Stow TV to the extent it can do so consistent with its own ability to provide same outside of the licensing process, and at no charge to the Town.

The Board of Selectmen specifically finds, based on ascertainment process deliberations and records, that there is compelling need for the foregoing and directs the Cable License Advisory Committee and Town Administrator to enter operating and budget materials into said ascertainment record as needed.

The Board of Selectmen, as Issuing Authority reserves the right to make additional ascertainment findings relative to cable renewal needs of the Town of Stow.

Contingent Request for Proposals

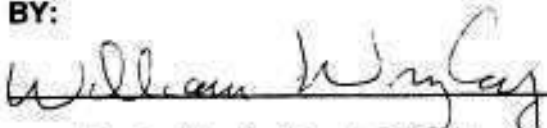
Request for Proposal

Based on the foregoing, the Cable License Advisory Committee recommends, and the Selectmen do hereby authorize adoption of these Ascertainment Findings, as supplemented by Comcast's existing Stow renewal license (incorporated herein by reference) as a formal Request for Proposal (RFP) to Comcast with respect to terms and conditions therein, other than PEG access funding terms as may be otherwise specified in the ascertainment findings above, as part of the formal licensing process. Issuance of such RFP shall be deferred until further notice and following further informal ascertainment activity. These Ascertainment Findings (above), with the existing Stow License incorporated herein, shall serve as RFP renewal specifications, effective as a Request for Proposal upon further direction from the Issuing Authority, at which time Comcast may be directed to reply to this Request for Proposal within twenty-one (21) days thereafter by filing a formal renewal proposal with the Town, including a draft license addressing the specifications herein and with copies to the Issuing Authority and cable counsel, William August, Esq., 101 Arch Street, 9th Floor, Boston, MA 02110. Notwithstanding the foregoing, until such RFP issuance date, or such other date as allowed by law for issuance of an RFP, the Town reserves the right to engage in informal negotiations and informal renewal proceedings, and to amend or otherwise supplement this RFP if and as determined by the Town.

**The above Ascertainment Findings were voted by the Board of Selectmen
of the Town of Stow.**

The Board of Selectmen as Cable Television Franchising Authority

BY:

 Town Administrator,

as authorized by the Board of Selectmen

Date: 10/28/2011

Ascertainment Exhibit A

Town of Stow Cable Television Renewal Operating PEG Access Budget

The basic scope and function of Stow TV is intended to remain within today's framework. These projections respond to unmet and growing needs. The budget addresses growth in the Stow community, increased demand for local programming, technical upheavals, and future challenges.

Operating Expenses

Technology changes are occurring at lightning speed. Even the technical experts and vendors admit they cannot see very far into the future. Although Stow TV would prefer to retain the older technologies, the supporting equipment is rapidly advancing. Older technology equipment and accessories are becoming unavailable. Stow TV is being forced to embrace new technologies. This involves learning curves, different technical changes, conversion problems, and education in the new technologies.

Staff Expenses

Stow TV staff are very modestly paid contractors receiving no benefits. They operate an exceptional station with just over one full-time equivalent (FTE) of hours. However, important projects are stalled today due to lack of staff time. This budget gradually increases current staff hours to just under two FTE. It additionally adds some hours for a paid videographer. An inflation rate of 3% per year is assumed, with no merit raises. The jobs and hours could be distributed among different combinations of people. These projections lay out conservative estimates about future personnel needs.

Coordinator

The Coordinator's hours need to be gradually increased from the current 25 to 40 hours per week. The amount of work has multiplied as resident demands have increased Stow TV's coverage of the local community. As more Stow residents participate and make requests for services, the need for coordination grows. Many additional challenges will face the Coordinator, including technical change and turnover of video producers. The Coordinator needs to have a wide range of technical, managerial, creative, and public relations skills.

Assistant Coordinator (day to day scheduling and publicity and bulletin board)

Likewise, the Assistant Coordinator's hours need to gradually increase from 10 to 20 hours per week. The amount of work has constantly increased as the demands from the community have increased. An increase in the variety and quantity of programming will require additional time. The work of the Assistant has the highest visibility and direct influence on the community's awareness of Stow TV.

Technical and IT Assistant

The Technical Assistant's hours need to gradually increase from 8 to 16 hours per week, responding to growing demand and needs. Major technological change over the coming decade will bring greatly increased complexity and challenges. Because of changing standards and product unavailability, Stow TV will be forced to incorporate technology changes that will entirely revise the technical workflow. Completely new paradigms and video transmission methods will become the norm.

Videographer Pay for Video, especially Government Programs

Stow TV needs to begin paying a Videographer and gradually increase to 12 hours per week. The current video volunteers are not young and several will retire within the coming decade. Many area stations have found that they cannot attract volunteer videographers and are paying stipends for certain video assignments. Compensating videographers will enable Stow TV to increase coverage of government meetings to better serve the community.

Ascertainment Exhibit A												
Town of Stow Cable Television Renewal <u>Operating</u> PEG Access Budget through 2022												
	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
	Actual		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10
Maintenance & Repairs	1,600	1,700	2,000	2,200	2,500	2,800	2,800	2,800	2,800	2,800	2,800	2,800
Warranties	415	415	600	600	800	800	800	1,000	1,000	1,200	1,200	1,200
Consultation, Planning, & Design	500	500	1,000	1,000	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500
Operating Equip Replacement	6,000	5,000	6,000	6,000	6,000	6,000	6,000	6,000	6,000	4,000	3,000	3,000
Cable Accessories	400	400	500	500	600	600	650	650	650	650	650	650
Media	470	470	500	525	525	550	550	550	550	550	550	550
Office Supplies	650	675	800	825	850	875	900	900	900	900	900	900
Promotion & Advertising	130	130	300	300	500	500	500	500	500	500	500	500
Staff & Volunteer Education	195	195	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Software including video edit	697	900	1,000	1,000	2,000	2,000	2,000	2,000	1,500	1,500	1,500	1,500
Legal Expenses	6,000	6,500	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Audio/Video Library & Backup	1,500	800	800	800	800	800	800	800	800	800	800	800
Copyrights, downloads, video distribution fees	110	110	150	2,000	2,000	2,000	2,000	1,000	1,000	1,000	1,000	1,000
Operating Expenses	18,667	17,795	16,650	18,750	21,075	21,425	21,500	20,700	20,200	18,400	17,400	17,400
Salaries (Detail on next page.)	38,323	39,472	54,980	60,235	73,525	84,085	89,002	91,672	94,422	97,255	100,173	103,178
Operating plus Salaries	56,990	57,267	71,630	78,985	94,600	105,510	110,502	112,372	114,622	115,655	117,573	120,578
Estimated Approx % that would cover	2.50%	2.51%	3.14%	3.46%	4.15%	4.63%	4.85%	4.93%	5.03%	5.07%	5.16%	5.29%

Ascertainment Exhibit A
Stow TV Staff Expenses Detail
Town of Stow Cable Television Renewal Operating PEG Access Budget through 2022

Year	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022
Hours per Week Worked												
<i>Coordinator</i>	25	25	30	30	35	38	40	40	40	40	40	40
<i>Asst Coord</i>	10	10	15	15	20	20	20	20	20	20	20	20
<i>Tech Asst</i>	8	8	10	10	12	16	16	16	16	16	16	16
<i>Videographer</i>	0	0	5	10	10	12	12	12	12	12	12	12
Hourly Pay Rate (3%/Year added)												
<i>Coordinator</i>	20.05	20.65	21.27	21.91	22.57	23.24	23.94	24.66	25.40	26.16	26.95	27.75
<i>Asst Coord</i>	15.00	15.45	15.91	16.39	16.88	17.39	17.91	18.45	19.00	19.57	20.16	20.76
<i>Tech Asst</i>	14.40	14.83	15.28	15.74	16.21	16.69	17.19	17.71	18.24	18.79	19.35	19.93
<i>Videographer</i>	0.00	0.00	14.00	14.42	14.85	15.30	15.76	16.23	16.72	17.22	17.73	18.27
Annual Pay												
<i>Coordinator</i>	25,063	25,814	31,907	32,864	39,491	44,163	47,881	49,318	50,797	52,321	53,891	55,508
<i>Asst Coord</i>	7,500	7,725	11,935	12,293	16,883	17,389	17,911	18,448	19,002	19,572	20,159	20,764
<i>Tech Asst</i>	5,760	5,933	7,638	7,868	9,724	13,355	13,755	14,168	14,593	15,031	15,482	15,946
<i>Videographer</i>	0	0	3,500	7,210	7,426	9,179	9,454	9,738	10,030	10,331	10,641	10,960
Annual Staff Cost												
<i>Total</i>	\$38,323	\$39,472	\$54,980	\$60,235	\$73,525	\$84,085	\$89,002	\$91,672	\$94,422	\$97,255	\$100,173	\$103,178

Ascertainment Exhibit B

Town of Stow Cable Television Renewal PEG Access Capital Equipment Budget

The basic scope and function of Stow TV is intended to remain within today's framework through 2022. The most important intent of this budget is to maintain the range of equipment and capability that exists today. Some capability is added that has become essential to program production. In all areas, rapid technology change will force Stow TV to upgrade equipment.

This listing describes major component needs from 2012 through 2022. It does not attempt to assign each purchase to a specific year, but assumes the purchase must occur sometime within the decade. Stow has two cable providers, and this budget covers requirements regardless of the source of funding.

Marty Feldman, a manager at The Camera Company in Norwood MA, provided expert product evaluations and budgetary figures used in constructing this projection. Marty's information was adapted to Stow's unique needs. Marty, emphasized that equipment *"has a five year predicted life-expectancy due to the rapidity with which the technology advances and equipment becomes obsolete."*

Technology Advances

Stow TV will continue to use more affordable, older technology equipment as long as it is feasible. However, rapid adoption of digital and high definition standards is already forcing Stow TV and other access stations to upgrade equipment. Marty verified how this will impact Stow: *"Even though you may be operating in standard definition (EIA/NTSC) video for quite some time, ... purely standard definition video equipment is becoming very hard to find. The same holds true for analog or tape-based equipment of any kind. This situation often necessitates using HD equipment throughout a system..."*

Stow-Specific Needs

Most access stations construct expensive studios within the station. Stow TV does not have a studio and thus does not require owning or upgrading expensive studio components. Instead, Stow videographers go where the action is in town, and record local events on the site where they occur. This makes it important to maintain field equipment, and to extend permanent setups to facilitate video recording. Projected spending reflects these priorities.

Replace Existing Cameras & Accessories

The Stow TV cameras are already old and some have developed defects. Often several of the existing cameras are in use concurrently. This budget assumes each must be replaced at least once within the decade. Specified cameras are at the low end of professional equipment and extremely affordable compared to studio cameras. Such camera replacements are essential to continue station operations through a renewal term.

Field Equipment

With Stow's emphasis on recording events where they take place, it is crucial to have adequate and reliable field equipment. Currently it is not unusual, for example, for all wireless microphones and tripods to be in use concurrently. New types of recorders will enable volunteers to take advantage of easier workflow with new technologies. Stow TV has operated an exceptionally moderate equipment budget, and needs substantial growth and upgrading in its field equipment to continue to meet the Town's needs.

Computers and Editing

Most of the Stow videographers edit their productions. Their skills in this area have made impressive gains, and Stow TV viewers are enjoying the results. Most local access offices make editing stations available for town volunteers, and Stow's volunteers have been requesting a higher level capability. Stow TV's existing computers are already several years old.

Video Server and Management System

Stow TV has already replaced its video server system once, and is rapidly outgrowing the current one. The bulletin board system is seven years old and not integrated with the server. This category includes the components that enable the station to operate.

Setups in Municipal Buildings

Stow's lack of a studio makes it even more important to have easy ways of recording in municipal buildings. Permanently installed cameras and hanging microphones in Town Building make it possible to record without disturbing the participants. At Town Hall and Hale school, permanently installed equipment makes it easy for a volunteer to set up and record. These budget projections would maintain and extend both types of facilities.

Renovations of several municipal buildings will change their use and create new gathering places for members of the Stow community:

- Pompo Council on Aging and Community Center when renovations completed
- Randall Library community room when renovations completed
- New Center School auditorium when renovations completed
- NRHS – share expenses for high school with Bolton

Existing locations must be maintained. Older technology components may be unavailable, and upgrades may be required to maintain compatibility.

- Warren Room in Town Building
- 3rd Floor conference room in Town Building
- Town Hall
- Hale Auditorium

Ascertainment Exhibit B						
Town of Stow Cable Television Renewal PEG Access <u>Capital Equipment</u> Budget						
<i>Products and needs cannot be accurately predicted ten years out. This projects costs for equivalent functions.</i>						
<i>It assumes that Stow TV must convert to new HD technologies for equipment availability and complatibility</i>						
Description	Brand	Part	Cost	Qty	Net Cost	SubTotals by Category
Replace Existing Cameras & Accessories						41,500.00
Replace existing PD-170 cameras	Sony	HXR-NX5U	4,000.00	4	16,000.00	
Accessories for new HXR-NX5U cameras			750.00	4	3,000.00	
Replace 3 existing PDX-10 cameras		HXR-NX70U	3,000.00	3	9,000.00	
Accessories for new HXR-NX70U cameras			500.00	3	1,500.00	
Replace 2 existing PDX-10 cameras	Sony	HXR-M50U	1,500.00	2	3,000.00	
Replace existing TRV950 cameras	Sony	HXR-M50U	1,500.00	4	6,000.00	
Accessories for new HXR-M50U cameras			500.00	6	3,000.00	
Field Equipment						40,370.00
Add or replace wirelesss lavalier and handheld microphones. (Used extensively by producers)	Sennheiser	Evolution series	600.00	15	9,000.00	
Half-omni microphones	Crown	PZM30D	275.00	6	1,650.00	
Supercardioid microphones	Crown	PCC 170	229.00	6	1,374.00	
Audio portable field recorder	Zoom	H4N	299.00	6	1,794.00	
Digital video portable recorder	Panasonic	AG-HMR10	2,350.00	4	9,400.00	
Digital video portable recorder	AJA	KiPro Mini	2,000.00	4	8,000.00	
Pro grade, light duty tripod			300.00	8	2,400.00	
Pro grade, medium duty tripod			750.00	8	6,000.00	
Microphone stands, floor	Atlas	MS-10CE	55.00	8	440.00	
Microphone stands, table	Atlas	DS-7	39.00	8	312.00	

Ascertainment Exhibit B						
Town of Stow Cable Television Renewal PEG Access <u>Capital Equipment</u> Budget						
<i>Products and needs cannot be accurately predicted ten years out. This projects costs for equivalent functions.</i>						
<i>It assumes that Stow TV must convert to new HD technologies for equipment availability and complatibility</i>						
Description	Brand	Part	Cost	Qty	Net Cost	SubTotals by Category
Computers and Editing						20,000.00
Editing Station Mac Pro Quad Core i7 Workstation (or equivalent PC) running Adobe Creative Suite 5.5 Production Premium with either Blackmagic Design Ultra Studio turnkey editing system or Matrox MXO2 Turnkey Editing System.	Aple, Adobe, and Blackmagic Design or Marox		7,000.00	2	14,000.00	
Replace desktop computer used for video conversion & editing, bulletin bd creation, video scheduling, email, etc.	Dell		2,000.00	1	2,000.00	
Replace laptops used for video editing, video capture in field, and management applications.	Dell		2,000.00	2	4,000.00	
Upgrade and Replace Video Server and Management System						53,993.00
Video Server: replace with larger capacity and capability	Tightrope	SX4	22,500.00	1	22,500.00	
Replace bulletin board system	Tightrope	Carousel	3,350.00	1	3,350.00	
Add VOD capability to server	Tightrope	Pro VOD	7,950.00	1	7,950.00	
Character Generator for additional channels	Compix	LCG3000D	3,995.00	2	7,990.00	
Replace switcher in server system	Knox	RS16X16HB	5,255.00	1	5,255.00	
Sound levelers for additional channels	Symetrix	AGC	450.00	2	900.00	
Replace UPS	APC	Smart UPS XL	1,039.00	1	1,039.00	
12 RU rack cabinet	Mid-Atlantic	MDV-R12	209.00	1	209.00	
Installation charges			4,800.00	1	4,800.00	

Ascertainment Exhibit B						
Town of Stow Cable Television Renewal PEG Access <u>Capital Equipment</u> Budget						
<i>Products and needs cannot be accurately predicted ten years out. This projects costs for equivalent functions.</i>						
<i>It assumes that Stow TV must convert to new HD technologies for equipment availability and complatibility</i>						
Description	Brand	Part	Cost	Qty	Net Cost	SubTotals by Category
Robotic camera setup at new community center in Pompo Bldg.						30,157.00
Sony 3-chip integrated PTZ camera	Sony	BRC300	3,895.00	4	15,580.00	
Remote camera controller	Sony	RMBR300	1,399.00	1	1,399.00	
Camera wall mounts for camera	Vaddio		119.00	4	476.00	
Audio auto-mic mixer	Shure	SCM-810	1,275.00	1	1,275.00	
Choir microphones	Shure	MX202B/C	155.00	8	1,240.00	
Camera Power Supply	Altronix	R615DC8UL	249.00	1	249.00	
Audio DA 1x5/Phoenix connectors	Kramer	VM50AN	169.00	1	169.00	
Feedback Suppressor	Shure	DFR22	550.00	1	550.00	
Kit includes SE-500 4-channel video switcher, Dual LCD TLM-702 monitor, RKM-572 bracked	Datavideo	SE-500 Kit	1,999.00	1	1,999.00	
DVD-R recorder	Toshiba	DR570	179.00	1	179.00	
UXGA to Composite video scan converter	Kramer	VP-704XL	1,450.00	1	1,450.00	
16-Ch & 4-Ret. 50' audio snake	ProCo	SMC-1604FBQ	269.00	1	269.00	
59" wide desk w overbridge	Mid-Atlantic	MDV-DL	575.00	1	575.00	
12 RU adjoining rack cabinet	Mid-Atlantic	MDV-R12	209.00	1	209.00	
Rack mount for DVD recorder	Mid-Atlantic	RSH	129.00	1	129.00	
15-R6 9 outlet rack mt Power str	Mid-Atlantic	PD-915R-6	159.00	1	159.00	
Cabling			500.00	1	500.00	
Installation			3,750.00	1	3,750.00	
Robotic camera setup at library once renovations are completed						30,157.00
See itemization above for Pompo School			30,157.00	1	30,157.00	
Robotic camera setup at new Center School auditorium.						30,157.00
See itemization above for Pompo School			30,157.00	1	30,157.00	

Ascertainment Exhibit B						
Town of Stow Cable Television Renewal PEG Access <u>Capital Equipment</u> Budget						
<i>Products and needs cannot be accurately predicted ten years out. This projects costs for equivalent functions.</i>						
<i>It assumes that Stow TV must convert to new HD technologies for equipment availability and complatibility</i>						
Description	Brand	Part	Cost	Qty	Net Cost	SubTotals by Category
Upgrade & replace Warren room robotic camera & ccontroller/mixer system installed in 2005.						
						27,334.00
Sony 3-chip integrated PTZ camera	Sony	BRC300	3,895.00	4	15,580.00	
Remote camera controller	Sony	RMBR300	1,399.00	1	1,399.00	
Camera wall mounts for camera	Vaddio		119.00	4	476.00	
Camera Power Supply	Altronix	R615DC8UL	249.00	1	249.00	
Audio DA 1x5/Phoenix connectors	Kramer	VM50AN	169.00	1	169.00	
Feedback Suppressor	Shure	DFR22	550.00	1	550.00	
Kit includes SE-500 4-channel video switcher, Dual LCD TLM-702 monitor, RKM-572 bracked	Datavideo	SE-500 Kit	1,999.00	1	1,999.00	
UXGA to Composite video scan converter	Kramer	VP-704XL	1,450.00	1	1,450.00	
16-Ch & 4-Ret. 50' audio snake	ProCo	SMC-1604FBQ	269.00	1	269.00	
59" wide desk w overbridge	Mid-Atlantic	MDV-DL	575.00	1	575.00	
12 RU adjoining rack cabinet	Mid-Atlantic	MDV-R12	209.00	1	209.00	
15-R6 9 outlet rack mt Power str	Mid-Atlantic	PD-915R-6	159.00	1	159.00	
Cabling			500.00	1	500.00	
Installation			3,750.00	1	3,750.00	
Contribute to permanent installations at regional high school.						
						15,000.00
Stow's share of project costs tp be shared with Bolton access station.			15,000.00	1	15,000.00	
Upgrade existing locations						
Upgrade 3rd floor room robotic camera and controller/mixer system			25,000.00	1	25,000.00	
Upgrade equipment and setup at Town Hall for HD compatibility and easier setup and usability.			25,000.00	1	25,000.00	
Upgrade equipment and setup at Hale Auditorium for HD compatibility and easier setup and usability.			25,000.00	1	25,000.00	
Total						
					363,668.00	

Ascertainment Exhibit C
Further Report on Stow Cable Access Programming

Schedules and lists of shows from previous years can be viewed by following links from the Stow TV web site:

www.stowtv.org

Or from links at the bottom of this page:

http://www.stow-ma.gov/Pages/StowMA_StowTV/MoreLinks

A listing of 2010 shows will be added in this Exhibit.