

Town of Wayland Cable Advisory Committee  
Meeting Minutes of July 20, 2010  
Selectmen's Hearing Room, Town Building

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Meeting started by Chair Allen at 8:10 pm

- Draft Mission Statement for the Committee (previously submitted to the Board of Selectmen)
  - With minor changes, the Committee agreed to accept the most recent version of the Mission Statement and Implementation of Mission that had been circulating.
  - Joe Schwendt suggested an additional bullet item to the Implementation of Mission, adding language to include the participation of the Committee with other technology-focused groups for improving audio/visual communication throughout the municipal infrastructure.
  - The Committee agreed, and accepted the draft unanimously.
  
- License renewal negotiations with Comcast – ‘Informal’ process
  - A draft of a revised response to Comcast is expected by the 23 July weekend, from Bill Solomon (the attorney representing the Town in negotiations with Comcast).
  
- Status of the Video Return Buyout and School/Town Fiber network
  - Comcast has informally agreed (subject to successfully negotiating the entire renewal license) to buy out its responsibility for providing an I-Net for video return, paying the Town. Once the transaction is complete, the Town will have to provide video return through its own network.
  - Transfer of the video return function to the Town raises the issue of whether Verizon might pay the Town, or WayCAM, as appropriate. Currently, Verizon makes use of equipment owned by Comcast in order to provide cable programming in Town, and pays Comcast for this service.. Bill Solomon has been asked to explore this.
  
- I-Net Connection between High School Field House and WayCAM Studio
  - The I-Net between these locations was severed during work related to construction of the new High School.
  - Richard Turner explained that the cause was due to Comcast not burying the line deep enough to prevent mishap.
  - Steve Allen and Jim Mullane (WayCAM Program Director) have both been in contact with Comcast. Comcast is aware of the situation, and will schedule inspection. No date given for when this will be completed.
  - Town Meeting cannot be cablecast from the Field House until repair or a functional replacement is made. This is not major concern, as the next three Town Meetings (2010 and 2011 Fall Special Town Meetings and 2011 Annual Town Meeting) will be held at the Middle School.

- New Town Website
  - Chair Allen was not able to post the notice for this meeting to the website calendar, as desired by the Town, because appropriate permissions had not been set up. It was actually put on the calendar by the Tech Support for the website. The Town Administrator’s office was notified and they are working to resolve the matter.
  
- Status of Verizon Municipal Drop Installations
  - Happy Hollow School and Fire Station 2 are still pending. Steve Allen was sent a message from Verizon that they had scheduled the work at Happy Hollow last week but this had not been completed.
  - When these are completed, we will ask that the Claypit Hill School outlet be moved to the designated location.
  
- Status of conversion of Comcast Municipal and School Subscriber drops to digital format
  - 38 Set-top boxes (Comcast calls them DTAs) have been received, but turned out to be site specific due to pre-installed codes on each unit.
  - Comcast has assigned more boxes than needed to some municipal locations and too few to School locations. Frank Foss (Sr. Manager, Comcast Government and Community Relations, and lead negotiator for Comcast on the license renewal) had indicated that the Town could shift allocations.
  - Steve Allen has asked Foss how this shift can be implemented and an explanation on why DTAs for some sites were not included in the shipment. No full reply as of yet.
  - Pat Morris of the Town’s Facility Department, to whom those DTA’s were delivered, has asked to Committee to take over distribution. After coordination with Morris, Steve Allen and Tom Klem will begin the process of distributing these to school and municipal sites.

Meeting adjourned at 9:05 pm

Next Meeting: Indeterminate

**Members Participating:**

Steve Allen	Thomas Klem	Joe Schwendt
Phil Radoff	Richard Turner	

Minutes recorded by Thomas Klem