

Town of Wayland Cable Advisory Committee Meeting Minutes of November 4, 2010 Selectmen's Hearing Room, Town Building

Meeting called to order by Chair Allen at 7:37 pm

- Status of Verizon municipal and school subscriber drops:
 - Municipal: only Cochituate Station (Fire Station 2) remains to be completed.
 - Schools: all completed – most recently Happy Hollow. It and others - Claypit Hill, and Wayland Middle School await functional confirmation. This is likely to happen for the Middle School in preparation for Special Town Meeting (STM) there on November 16th.

- Status of conversion of Comcast Municipal and School Subscriber drops to digital format:
 - All Municipal completed: Department of Public Works Garage, Town Building, Library, Water Division, WayCAM Studio, Cochituate Village and Bent Park. Comcast has assigned technicians to help with the installations, and to confirm function once installed. Three of the four drops tested by technicians were found to have too weak signals. Cabling was repaired by Comcast as part of the installation. We have nearly enough unused Digital Transport Adapters (DTAs) from these installations to satisfy the Schools needs.
 - DTAs remain to be installed at Town schools. Pat Morris has requested help from the Committee to complete this. The Committee will ask Comcast to send a technician. This is especially desirable because that process is likely to provide more repairs for bad signals.

- Implementation of Comcast's Renewal License:
 - The initial payments of \$75,000 for capital expenditure, and an advance of \$40,000 for operational support have been received, paid directly to WayCAM.
 - \$50,000 for I-Net buyout has also been received, paid to the Town. Funds to be used by the Town to establish the Municipal Area Network (MAN) to replace the current I-Net for video return and to provide required equipment to WayCAM to carry that return on the MAN. WayCAM and the Committee have provided the Town's consultants with specifics on facilities and equipment needs.
 - The Comcast Renewal License requires the Town to provide written notice 30-days before it no longer needs the I-Net. That I-Net Termination Date is to be no later than 31 December 2010. There was disagreement as to whether a request should be made to Comcast to extend the deadline, or whether the Town should be motivated to complete the MAN by this date. The consequences of not extending the deadline could include loss of video return service to WayCAM, and thus inability to present live PEG programming, e.g., inability to cablecast meetings in the Town live.

The root problem is lack of a 'point person' for both the School and Town sides, with responsibility and authority for creating the MAN. Steve Correia was consulted, and has agreed to speak with Fred Turkington about assigning someone to this task.

It is the Committee's sense that any request asking for Comcast to extend I-Net support should not be sent until late December, so that the Town is focused on the goal of establishing the MAN. Steve Allen

will contact Attorney Bill Solomon to obtain a recommendation on the need, method and timing of submitting an extension request.

- Status of Verizon License Amendment:
 - A draft of the notice required to be posted for three weeks before effecting the amendment has just been received from Solomon. This amendment provides:
 - Verizon will pay the Town \$30,000 to defray the cost of providing video return over Town-owned fiber networks. This sum will be payable when Verizon is no longer required to pay Comcast for use of the Comcast I-Net.
 - On relocation of the WayCAM Studio, Verizon will reconnect its PEG links to the Verizon Head End to the new location.

- Video return for STM at the Middle School on 11/16 & 18, 2010:
 - The meeting will be held in the school's gym.
 - Coaxial and Ethernet cables have recently been laid to connect the gym to the Media Distribution Room, where the I-Net connection is located.
 - WayCAM expects a loan (from Access A/V) of an encoder/decoder pair (required for sending signal from the gym over Ethernet) to test that equipment.
 - Joe Schwendt and WayCAM staff will set up the live video return from the school gym to the Media Distribution Room and, since the MAN is not expected to be ready for video return, via I-Net to the Studio and from there to Cable TV subscribers.

- Status of two additional Comcast PEG channels:
 - Comcast has been requested to commission these.
 - In parallel with Verizon, WayCAM will initially provide Public and Educational programming on one channel, Government programming on another and community bulletin board on the third.

- WayCAM Studio Relocation:
 - An article in the Warrant for STM would allow the Selectmen to lease a refurbished Field House Weight Room to WayCAM for the new WayCAM Studio.
 - WayCAM is working with an architect to design the interior of the new Studio.

- Topics for future meetings:
 - Status of video return over the MAN.
 - Once-a-year meetings with Verizon and Comcast representatives (separate meetings) to discuss an agenda of topics of current concern.

Meeting adjourned at 8:50 pm

Next Meeting: Future meetings to be scheduled for the second Thursday of each month, to be cancelled if not needed.

Members Participating:

Steve Allen (Chair)

Thomas Klem

Phil Radoff

Joe Schwendt

Richard Turner

Guest: Ken Isaacson, President, WayCAM