

Town of Wayland Cable Advisory Committee Minutes of the December 16, 2010 Meeting Selectmen's Hearing Room, Town Building

Meeting opened by Chair Allen at 5:35 pm

- Status of Video Return over Town & School Municipal Area Network (MAN):
 - Video return capability needs to be established across town to replace the Comcast I-Net. In addition to cablecasting live, WayCAM should be able to record town events remotely from the studio, rather than requiring a volunteer onsite for recording purposes. Sullivan & McLaughlin (SullyMac) is designing completion of the MAN, including sites for WayCAM, with their final report scheduled for 12/21/10. Implementation will be in two stages – almost all of the WayCAM desired sites are in the first stage, scheduled for FY 2011. The first-stage contract award is expected in late December 2010.
 - Ms. Leisha Simon (Wayland Public Schools Director of Technology & Accountability) currently has a draft list of video return sites prepared by SullyMac on the basis of WayCAM's 9/23/10 list. One purpose of the scheduled meeting for next week is to finalize this plan.
 - Neither WayCAM nor the Committee has been involved in recent discussions regarding the MAN. Mr. Ken Isaacson (President, WayCAM) and Ms. Simon agreed that WayCAM input is critical. A WayCAM representative must review the draft list of proposed drop sites and have authority to request changes. It was decided to have WayCAM studio manager Jim Mullane review the current list and participate in future discussions.
 - The Town is preparing two RFPs. One of these should allow WayCAM to use two fibers of the MAN for video return. It is now clear that the video return will have to be over fibers that are separate from those in the other portions of the MAN. It will be WayCAM's responsibility to purchase and install the necessary hardware. The funds for completion of this work are to come from the Comcast buyout of the current I-Net and the pending amendment of the Verizon license.
 - Funding for the projects needs clarification (potentially including the schools' part of Verizon's 3rd Capital payment).
 - The Town sent Comcast a letter on 11/24/10 requesting an extension of the current I-Net for four months (Per renewal license, Comcast's responsibility for the I-Net was to terminate on or before December 31, 2010). There has not been, and may well not be, a formal response from Comcast, although it has publicly stated a willingness to continue to maintain the I-Net into 2011.
- Status of Verizon Municipal and School Subscriber drops:
 - All school and municipal drops complete, except for Fire Station 2 (Cochituate Station).

- Although the drop in the Middle School was potentially available to be used during the November Special Town Meeting (STM), it could not be located during the setup for video return.
- Allen recommended the Committee verify the location and functionality of all school drops.
- Status of conversion of Comcast Municipal and School Subscriber drops to digital format:
 - With Comcast's help on some sites, all municipal drops have been converted.
 - Pat Morris would like similar help with school drops, but some decisions are still needed on selecting which drops are to be upgraded.
- Implementation of Comcast Renewal License:
 - A number of complaints have been voiced by Comcast subscribers about added costs as a result of new license terms. Steve Allen reported his personal Comcast bills, November forward, have the previous Franchise Related Cost and an additional 5.72% Access Fee. There is not enough information at the moment for the Committee to respond. Steve Allen has asked Frank Foss (Comcast representative) and Steve Correia has asked Bill Solomon (Attorney representing the Town in cable matters) for assistance in explaining these charges, but there have been no replies as yet.
The Committee plans to respond to customers who wrote complaints that we are awaiting a reply from Comcast, and to request copies of old and new bills so that previous fees can be compared to the new ones. The Committee also plans to provide an explanatory write-up on the Town Website.
 - The first WayCAM operating funds from Comcast (9/17/10 – 9/30/10) have been received, but were incorrectly sent to the Town (which forwarded payment to WayCAM). Frank Foss has been notified of the error and has requested the appropriate Comcast department to send future payments directly to WayCAM.
- Status of Verizon License Amendment:
 - A draft of both the public notice and the amendment were received from Bill Solomon a few minutes before meeting time. We expect to review this and then have it acted on.
- Video return for the 2010 Special Town Meeting:
 - Video return to the studio was successfully accomplished from Gym to the Media Closet using IP to that closet and, from there, a modulator over I-Net to the studio.
 - Only one of the expected encoder/decoder units was lent to WayCAM. Setting up the unexpected type of decoder proved challenging.
 - After setting that up, there was no problem, which is propitious for future return over the MAN (will use only IP over the total path).

