

Town of Wayland Cable Advisory Committee
Meeting Minutes of January 5, 2011
Large Hearing Room, Town Building

Members Participating:

Steve Allen (Chair)	Thomas Klem	Phil Radoff
Joe Schwendt	Richard Turner	

Guests:

Steve Correia (BOS Liaison)	Ken Isaacson, President, WayCAM	Leisha Simon, Director of Technology & Accountability (Wayland Schools) (by phone)
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Meeting opened by Chair Allen at 7:35 pm

- Implementation of Comcast Renewal License:
 - At last meeting (16 December 2010), subscriber complaints about rate increases were discussed. Frank Foss's (Comcast representative) explanation was received shortly after, but fails to address the topic in detail. Steve Allen and Phil Radoff are working on an explanation that can be published on the Town Website.
 - Phil Radoff suggests that the Committee's efforts to understand the increase in PEG-related charges be shown to Mr. Foss for comment. It might also be read aloud by the Board of Selectmen.
 - Steve Allen will contact a resident who wrote and inform him what the Committee knows about the current charges.

- Status of Video Return over Town & School Municipal Area Network (MAN):
 - (Leisha Simon spoke with the Committee by phone). No progress on the MAN – a report from contractor Sullivan & McLaughlin (SullyMac) is expected on January 7, which will include the final list of drop sites, a start date for installation and a schedule for completion. The Committee expects to review this report before a contract based on it is signed by Fred Turkington, the Town Administrator.
 - Installing a video connection at the Town Pool will be much more expensive than at any of the other locations and also would not be on Town property. The Committee suggests that for these reasons this installation might be paid for by the Schools, which asked for this connection, perhaps using funds from the Verizon capital payment due later this month.
 - It has not been established how funding to build out the video-return part of MAN will be handled. The money received from Comcast for the I-Net (Institutional Network) buyout may not be sufficient, but will be augmented by payments to be received under

the upcoming Verizon license amendment. It was suggested that the funds be put into a separate account, and that there be an account manager in charge of authorizing funds to WayCAM for network design, equipment purchase and installation. The account manager might need to keep separate funds for capital (MAN build-out) and operational (MAN maintenance) expenses.

- The Committee discussed deadlines for MAN build-out and obstacles to its completion. Ken Isaacson suggested that WayCAM take initiative to lead this, and that it could be completed by the end of March. Joe Schwendt pointed out that this is an extremely tight timeline (there is no network design, contractor has not been selected, and training of WayCAM staff will be necessary), but doable provided WayCAM acts immediately. He suggested that WayCAM develop a “typical scenario” to speed work with the network designer, and offered to help WayCAM develop this scenario.
- Status of Verizon License Amendment:
 - The Committee has received drafts of three forms needed: 1) the amendment itself; 2) the Massachusetts-required notice of amendment; 3) the Massachusetts-required report, including an impact statement on consequences of the amendment. These will be sent to Verizon tomorrow.
 - The Board of Selectmen (BOS) is expected to accept these at their next meeting (1/10/11), then there will be two weeks of newspaper notice, followed by three weeks for public comment before the amendment can be adopted. An announcement must also be carried on local channels by WayCAM.
- Status of conversion of Comcast Municipal and School Subscriber drops to digital format:
 - All municipal drops have been completed.
 - None of the school drops have been completed. Pat Morris, Facilities Manager of Wayland School Department, to decide where the set-top boxes should be located.
- Status of required Verizon Municipal and School Subscriber drops
 - Functionality and location of the school installations should be confirmed, perhaps in conjunction with the ongoing Comcast digital conversion.
- Instructions for use of library A/V equipment
 - These have been completed, and will be distributed by the Committee. Richard Turner will laminate a copy for use at the library.
- WayCAM Studio Relocation:
 - Requests for Proposal (RFPs) have not been issued yet. One RFP concerns the lease of space for relocation of the WayCAM studio. We’re waiting for comments from the School Committee. The School Committee might want the lease to be no longer than 5 years, but WayCAM needs it to be 10 years because of the investment required to outfit

the studio and to match license renewal dates. This matter will be addressed the week of January 10th, so that the RFPs can be made available.

- The second RFP is for allocation of two optical fibers. Payment for this lease (payable by WayCAM to the Town), if any, should come from Verizon/Comcast buyout-connected payments.
- Status of two additional Comcast PEG channels:
 - Status unchanged from last meeting: waiting to hear back from Comcast on when they will activate the channels and what the channel numbers will be.

Meeting adjourned at 9:05 pm

Next Meetings: February 9, 2011 and March 9, 2011

Minutes recorded by Thomas Klem