

Town of Wayland Cable Advisory Committee
Meeting Minutes of March 23, 2011
Selectmen's Meeting Room, Town Building

Members Participating:

Steve Allen (Chair)

Thomas Klem

Phil Radoff

Richard Turner

Member Absent:

Joe Schwendt

Meeting opened by Chair Allen at 7:34 pm

- Status of Video Return over Town & School Municipal Area Networks (MAN)
 - Dedicated fiber strands no longer needed for WayCAM video return (as of 2/11/11) – WayCAM signal will run over normal fibers of the MAN.
 - SullyMac quote for completing video return has been dropped by WayCAM – they will not be involved in constructing WayCAM's video return because WayCAM was told they were not available to respond.
 - Interior phase 1 cabling for video return has been completed – Library, Town Building, Middle School and Studio.
 - WayCAM sent out RFP based on CAC's draft of functional requirements to five potential contractors (this RFP is to establish video return for WayCAM through the MAN). Responses from two contractors have been received to date. BoS has allocated up to \$50K from the Comcast I-Net buyout to fund phase 1 video return over MAN.
 - WayCAM is setting up phone calls with Albie Cincotti (School Network Manager) so contractors can provide accurate bids for equipment, installation labor and ongoing support, troubleshooting, training, and documentation for their work. The Committee recognizes this approach increases the risk of increased cost if contractors cite 'unexpected difficulties' which would otherwise be addressed through an on site walk-through.
 - WayCAM to continue to implement and CAC to continue to advise as requested.
- Implementation of Comcast Renewal License
 - A link to the Committee's explanation of fees charged to Comcast cable subscribers is on the Cable Advisory Committee's web page on the Town website (http://www.wayland.ma.us/Pages/WaylandMA_BComm/Cable/index , click on 'Explanation of Comcast billing 2010-2011'). The subscriber who made the written inquiry and the Town Administration have been alerted. Comcast, which was given an advance copy of the explanation, had no comment on the CAC's interpretation of how fees are allocated on customer billing statements.
 - BoS is requesting an I-Net extension from end of April to end of June 2011. Formal letter has been sent by BoS to Comcast.
- Status of Verizon License Amendment
 - The Verizon license amendment was approved and signed by the BoS on 2/28/11; however, the document has not been countersigned by Verizon. When contacted by the CAC, Verizon said it had not received it. The committee is trying to verify that it was actually sent out by the Town. There is no

consequence to the Town or Verizon subscribers from this - probably a new set of documents will be signed by the Town and sent to Verizon for countersignature.

- The amended license between the Town and Verizon must be sent to the State Dept. of Telecommunications and Cable. The committee agreed that we would prepare the needed report to accompany the signed amendment. The committee will also prepare a “conformed” version of the amended license - that is one in which the amendment is incorporated into the body of the license. That, and converting most of the text to a “searchable” PDF, will make the document more user-friendly. Steve Allen will take the lead and Phil Radoff will support this effort.
- Status of Conversion of Comcast School Subscriber Drops to Digital Format
 - Three missing Digital Transport Adapters were found in the Loker School and added to the inventory.
 - Comcast has agreed to help in installations – this may be particularly useful in the Middle School, which has multiple racks of equipment in the A/V room located in the school library.
 - Scheduled to start in Spring Recess – 4/19/11. High School conversion delayed until end of construction.
- Status of WayCAM Studio Relocation
 - The WayCAM proposal responding to the Town’s RFP for studio relocation to High School weight room has been accepted by the BoS.
 - Town counsel to draw up lease going to 2023 (coterminous with Verizon license).
 - WayCAM is applying for bank loan to buildout the studio.
- Status of the Two Additional Comcast PEG Channels
 - Frank Foss (Comcast) was recently asked twice about the status of this, but no reply as of yet. No explicit time for this is stated in the Comcast license renewal, though the Town’s special cable counsel said this should have been provided ‘immediately’ on start of the Renewal License. CAC will continue to press Comcast to provide information and effect these additional PEG channels are provided.
- Status of Verizon Municipal and School Subscriber drops
 - Found the missing Middle School drop – it was in an undesignated location – CAC had provided a list detailing where each drop was to be made.
 - Steve Allen will ask Verizon to show us where the drops were installed at the schools – i.e. Verizon may have installed cabling for drops in more than one location in a school.

Meeting adjourned at 8:17 pm

Next Meeting: April 13, 2011 (pending prior conclusion of Town Meeting)

Minutes recorded by Thomas Klem