

Town of Wayland Cable Advisory Committee

Meeting Minutes of April 13, 2011

Selectmen's Meeting Room, Town Building

Members

Participating:

Steve Allen (Chair)

Thomas Klem

Phil Radoff (Vice Chair)

Joe Schwendt

Richard Turner

Guest:

Steve Correia (BoS)

Meeting opened at 7:35PM by Steve Allen.

- Status of Verizon License Amendment
 - Copies of the amendment with counsel signature were received by the Town, and sent to Verizon for countersignature on 4/7. No return from Verizon as yet. Allen will be following up on status with Verizon.
 - Draft of an Issuing Authority Report on the amendment had been sent to Steve Correia for review and, we hope, for BoS acceptance on 3/28/11. That report is needed to accompany the countersigned amendment in submission to the State Dept. of Telecommunications & Cable.
 - Draft of the conformed version of license (the conformed version incorporates the amendment into the license) is being reviewed within Committee. This can't be completed until the countersigned amendment is received from Verizon. We plan to post this version on the Town website.
- Status of Conversion of Comcast School Subscriber Drops to Digital Format
 - The Committee is working with Pat Morris (School Facilities Manager) to complete the digital conversions during Spring Recess, starting on 4/19. Comcast has agreed to perform the conversions and repair cabling as needed.
 - Aim to complete four schools (all three elementary schools and the Middle School) during Spring Recess. The High School conversion will be delayed until the new buildings have been constructed.
- Status of WayCAM Studio Relocation
 - Town Counsel is preparing lease, to extend to 2023.
 - WayCAM expects to submit papers to banks for a studio build-out loan by end-April.
 - Comcast's license requires Town give notice of relocation six months in advance; the Verizon amendment requires 180 days notice. Notice of studio relocation will be sent to the licensees through the Board of Selectmen.
- Status of Video Return over Town & School Municipal Area Networks (MAN)
 - WayCAM is refining proposals from two vendors: Access A/V, a larger company with mostly A/V experience, and Broadlink, a smaller company more network oriented and with Video over MAN experience. Access A/V has been the primary source of WayCAM equipment and support in recent years and Broadlink supported the Town during the recent license renewal negotiations with Comcast.

- Both bids are for ~\$35K, to be paid for from the \$50K Comcast I-Net buyout. Phil Radoff points out that extra money will be needed for maintenance, upgrades, etc. Allen noted that this expenditure would need additional authorization by the Town since the money does not belong to WayCAM.
- Both vendors have conferred with Albie Cincotti (School Network Manager).
- Conference calls with the vendors are scheduled for Friday, 4/15, with a decision from the WayCAM Board expected at their 4/20 meeting.
- It is not known whether WayCAM will seek outside assistance to help with the technical evaluations of the proposals.
- Status of the Two Additional Comcast PEG Channels
 - Frank Foss (Comcast) replied to yesterday's inquiry regarding status of the additional channels, writing he would find out today, but did not send any further information.
 - It is the Committee's recommendation that, when the Town sends a letter to Mr. Foss to initiate the termination of I-Net service, that document should include a request for Comcast's commitment to a start date for the new channels and designation of the additional channel number assignments.
- Status of Required Verizon School Subscriber Drops and Town FiOS Infrastructure
 - No action on the schools over the last month. Expect to continue survey in conjunction with installation of Comcast Digital Converters.
 - The Committee is starting to check on Verizon's status of overall Town FiOS buildout in areas that require utilities to be underground. The Verizon license in general requires this be completed by end-January 2012.
 - The laying of underground cabling is sub-contracted by Verizon to White Mountain Cable. Their coordinator told Tom Klem that Wayland is scheduled to have all underground FiOS installations completed by the end of summer 2011 (all aerial work had been completed previously). The Committee is trying to obtain a list of streets under which White Mountain expects to lay cable. Some Town streets are under "moratorium", which means they cannot currently be excavated because they had been resurfaced in the previous five years – the Committee has the moratorium list.
- Status of Verizon Support Payment Documentation for 4Q10
 - Verizon sent the license-required gross revenue data from which quarterly PEG operating support is determined. Internal discrepancies in the data were noted. After several contacts, Verizon reissued the statement – this no longer has discrepancies and now agrees with the actual payment made the Town on 2/14/11.

Next Committee meeting is scheduled for May 4, 2011.

Meeting adjourned at 8:35PM.

Minutes recorded by Tom Klem.