

Town of Wayland Cable Advisory Committee

Meeting Minutes of May 4, 2011

Selectmen's Meeting Room, Town Building

Members Present:

Steve Allen (Chair)

Thomas Klem

Phil Radoff (Vice Chair)

Richard Turner

Member Absent:

Joe Schwendt

Meeting convened at 7:35PM by Steve Allen.

- Status of Verizon License Amendment
 - The countersigned amendment was received from Verizon on 4/27/11.
 - The Issuing Authority report as prepared by the Committee was accepted by the Board of Selectmen on 5/2. Now to be submitted to the State Cable Television Division (CTD). The Committee has suggested to the Town Administrator to include the conformed license, prepared by the Committee, in the submission to CTD (see below).
 - The conformed version of the license (i.e., the license plus amendment as if the amendment were part of the original license) has been completed, and is available on the Town web site as a searchable PDF document (http://www.wayland.ma.us/Pages/WaylandMA_BComm/Cable/index).
- 2010 Comcast License
 - The Committee notes that the CFD web site now has Wayland's 2008 license to Verizon available but not the Comcast license renewal that was signed in 2010.
- Status of Video Return over Town & School Municipal Area Networks (MAN)
 - WayCAM chose Access A/V as vendor; work to start 5/17 and complete 5/20.
 - The School Network Manager reported on 4/28 that MAN is 75% configured. However, work cannot be completed until IP addresses for video return have been assigned. This was to have been completed by contractor Sullivan & McLaughlin (SullyMac), which performed the initial project study and is contracted to complete the MAN in all locations needed for video return. This and schedule are to be resolved by the Town and SullyMac.
 - As the previous matter jeopardizes the MAN completion date, a point of concern is whether the Town should request another extension from Comcast on the I-Net termination date. The Town has already asked for two extensions, and the current termination date is 6/30. The Committee is in agreement that the decision be made by the Board of Selectmen and will furnish it a Pro and Con analysis including WayCAM's recommendations.

- Status of Conversion of Comcast School Subscriber Drops to Digital Format
 - Four schools converted during Spring Recess, as scheduled.
 - Middle School TV distribution has been restored to functional through installation of amplifiers at each of the six distribution lines located within the Library Media Room. Previously, there had been a drastic drop in signal strength, the cause of which is not known. The Committee will seek to determine whether the signal distribution system, including amplifiers, may be used to transmit Verizon signals without restriction.
 - Comcast set-top boxes (STBs) to be stored and issued by A/V specialist in each school.
 - As before, High School conversion is delayed until new buildings are available.
- Status of WayCAM Studio Relocation
 - Town counsel still preparing lease (to 2023).
 - WayCAM has not yet applied for bank loan.
 - Town must give CATV providers 6-month advance notice of relocation . CAC to draft the notices for use when appropriate.
 - Some equipment for the new studio is being purchased early by WayCAM because of potential shortages of Japanese units.
 - A satellite studio will be set up in the Field House (analogous to the one in the Large Hearing Room) for cablecast of sporting events and Town Meeting.
- Status of the Two Additional Comcast PEG Channels
 - No update from Comcast because of Frank Foss's illness.
- Status of required Verizon School Subscriber Drops
 - Claypit Hill and Happy Hollow cables located, but no STBs.
 - Middle School STB has been recovered. The cable may need to be relocated and the STB installed in the Media Room.
 - Loker complete.
- Status of Verizon FiOS Buildout
 - Required by License to be completed by end January 2012, with some caveats.
 - The Committee is independently seeking to determine buildout schedule for streets that require undergrounding:
 - A listing of most of these is expected from the Town Planner by the end of May.
 - The subcontractor that lays distribution cables for Verizon has been contacted by Tom Klem.
 - Steve Allen to contact DPW to clarify availability of Road Opening permits.
- Status of Committee's Web pages
 - Low traffic in general, little interest in the explanation of Comcast Billing uploaded to the Committee's web page in March.

Next Committee meeting date: to be determined later.

Meeting adjourned at 8:35PM.

Minutes recorded by Tom Klem.