

Town of Wayland Cable Advisory Committee  
Meeting Minutes of July 21, 2011  
Senior Center, Town Building

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**Members Present:**

Steve Allen (Chair)

Thomas Klem

Phil Radoff (Vice Chair)

Richard Turner

**Guests:**

Steven Correia (BoS)

Ken Isaacson (WayCAM  
president)

Meeting opened by Chair Allen at 7:36 pm

- Status of Video Return over Town & School Municipal Area Networks (MAN)
  - Comcast was formally notified by the BoS on 6/1/11 that the I-Net Termination Date would be 6/30/11. Comcast has not formally acknowledged, but mentioned to WayCAM that the I-Net will remain as backup until the end of this year.
  - First live use of the MAN was on 6/6/11.
  - The Town Building and Library have been tested/tuned; Middle School installation is pending.
  - Status of Town Elementary Schools and Public Safety Building is unknown. IP addresses have been assigned to each of these buildings but we do not know whether these assignments were or are yet to be implemented in the MAN hardware. We believe all should be implemented under the Town's contract to SullyMac to enable currently-planned and potential future video return.
  - There is a possible bandwidth issue limiting the number of simultaneous video returns.
  - The CAC will take on the responsibility of following through with the contractor to resolve the issues and encourage completion of the installation.
- Status of WayCAM Studio Relocation
  - CATV providers have been formally notified by BoS on 6/1/11 that the studio relocation may occur as early as mid-December. This meets the advance notification required by both licenses.
  - Underground cabling for the new studio must be coordinated between the cable providers and the High School Construction Manager. Both Comcast and Verizon have met with him, but it is unclear whether appropriate information was conveyed. Cabling for both companies has to be placed underground in the very near future.

- The architect's design for the new studio has been completed and construction is expected to start in September.
- Lease for the new studio will be completed and signed by mid-August.
- Once the lease has been completed, WayCAM will consummate the bank loan needed to equip the studio.
- Status of the Two Additional Comcast PEG Channels
  - Comcast has been sent a formal request by BoS (on 6/1/11) for the two additional PEG channels, as required by license, asking for date and channel numbers. No formal response so far. Informally, Comcast told WayCAM that the extra channels will be installed after relocation to the new studio. This is deemed an unacceptable delay both because it's so long after Comcast assumed that obligation in the Renewal License and because of cablecast scheduling problems imposed on the three Verizon channels.
  - There is currently a problem with Comcast's fiber uplink to its Needham head end resulting in a degradation of TV signal quality. Recently, about a half-year after the problem was first observed, WayCAM requested correction. (At first it was not clear whether the problem might be in the I-Net.)
  - CAC to contact Comcast and encourage a timely resolution of the various problems and open items.
- Response to AG's Proposed Remote Participation Regulation
  - The Massachusetts Attorney General asked for public comment on proposed changes to certain requirements under the Open Meeting Law, specifically on a proposed regulation permitting remote participation in meetings by Board and Committee members. At present, such participation is not permitted.
  - The opinion of the CAC is that this should be allowed in order to facilitate citizen involvement in town governance.
  - The Committee had substantial and positive experience with remote participation by one of its members, when that was permissible.
  - Steven Correia will coordinate the CAC's response to the Town Administrator's request for comments.
- Status of Verizon License Amendment
  - The conformed version of the license (incorporating the license amendment) has been forwarded to the State Dept. of Telecommunications in electronic as well as paper format.
  - Verizon has been notified of I-Net termination and asked when the \$30K payment to the Town can be expected. Verizon had been using Comcast's I-Net for cablecasting, and a clause in the amended license mandates payment to the Town when Verizon's obligation to pay Comcast for this interconnection ceases.
  - Prior to submitting this payment, Verizon needs to confirm that the Town is no longer using the Comcast I-Net. Arrangements will be made through the CAC, which will participate.

- Status of conversion of Comcast School Subscriber drops to digital format
  - High School conversion – Pat Morris (Facilities Manager, Wayland Public Schools) will get locations from Mary Barber (Wayland High School Technology Committee).
  - Digital set top boxes (STBs) will be secured by Pat Morris. There have been instances in which the digital STBs have gone missing.
  - Middle School TV distribution setup
    - Pat Morris to initiate tracing the cables using summer help. This is desirable because the A/V set up in the Middle School Media Room is complicated, and suffers from a significant loss of signal strength between the Media Room and the sites in the school rooms.
- Status of Required Verizon Subscriber Drops to Town Sites
  - Happy Hollow and Claypit Hill schools are missing STBs – these have not been delivered by Verizon.
  - Claypit and Middle School drops are in the wrong locations.
  - Fire station 2: According to Verizon last year, there was no nearby cable for connecting service to the building. Since aerial buildout of the Town should be nearing completion the CAC, in conjunction with Fire Chief Loomer, will follow up.
- Status of Verizon Buildout
  - Required by end January 2012 with some caveats, e.g., multiple dwelling units need special arrangements.
  - Remaining work needs to be done on streets that require underground cable installation. The CAC has received informal assurances from Verizon that work is on track and projected to be completed before the deadline.
  - The Committee has been attempting to verify status through Verizon and its subcontractor, and through the Department of Public Works (DPW), which should be able to provide a listing of streets that require undergrounding and Road Opening Permits that have been submitted to it.
  - Steven Correia encouraged the CAC to follow up by writing to the DPW.

Meeting adjourned at 9:08 pm

Next Meeting: TBD, aiming at mid-September

Minutes recorded by Thomas Klem