

Town of Wayland Cable Advisory Committee

Meeting Minutes of September 7, 2011

Hearing Room 2, Town Building

Members Present:

Steve Allen (Chair)

Thomas Klem

Phil Radoff (Vice Chair)

Richard Turner

Guests:

Ken Isaacson (WayCAM president)

Linda Segal

Meeting opened by Chair Allen at 7:10 pm.

- Status of Video Return over Town & School Municipal Area Networks (MAN)
 - The Committee favors accepting responsibility for oversight of Video Return over the MAN, pending Board of Selectmen (BoS) approval. The rationale is that the Committee's Mission Statement includes oversight of Video Return over a CATV-provider's I-Net. Therefore it makes sense that the Committee assume responsibility for Video Return over the MAN, which has replaced it.
 - Presently unresolved issues include:
 - Actual allotted bandwidth.
 - Middle School Status.
 - Schedule for Public Safety Building.
 - Plans/schedule for other schools.
- Status of Verizon License Amendment
 - As required by the License Amendment, Verizon verified Video Return was now over the MAN, instead of over the Comcast I-Net.
 - At the same time, Verizon retrieved its demodulators from the WayCAM studio– these had been furnished, but were never used.
 - The \$30K Equipment Support payment, required by the Amendment, was received by the Town on 8/9/11.
 - Work on the WayCAM studio relocation needs to be sufficiently advanced by early November, so that Verizon can complete installation before their mid-Nov - Dec quiet period.
- Status of Conversion of Comcast School Subscriber Drops to Digital Format
 - High School conversion – pending
 - Digital boxes to go into Head End Room.
 - Quantity of set-top boxes needed and schedule for installation has been unanswered since early August.

- Per Comcast, the Middle School distribution setup is not limited to Comcast only.
- Excess digital boxes to be returned to Comcast and missing ones traced.
- Status of WayCAM Studio Relocation
 - Permitting for studio construction is in process. Construction is to start September 12 and is projected to be completed by end of November 2011, with moving in expected over December. There will be no downtime for WayCAM during transfer of cablecasting from old to new studio, on or about January 2, 2012.
 - The lease for the new studio space has been fully signed (and onetime payment to Town made), a pre-requisite for obtaining the bank loan needed for construction. Loan to be taken out in latter half of September. Keys have been issued to WayCAM.
 - The Committee asks whether FCC approval or notification is needed when a studio changes location. WayCAM will find out and report.
 - The Committee awaits confirmation that underground cabling has been installed. Conduits are supposed to be in place. Ken Isaacson to find out and report on that and cabling.
- Status of Comcast PEG Channels
 - PEG quality problem and outage both traced to the WayCAM modulators feeding Comcast's Head End in Needham. Comcast will convert to encoders when adding the two new channels (next item). The use of encoders is expected to improve the remaining PEG channel quality problem.
 - Channels 8 and 10 to be added by September 30, 2011.
- Status of Required Verizon Subscriber Drops to Town Sites
 - Claypit STB found, Happy Hollow STB still missing (latter probably never provided).
 - Middle School drop has been relocated to Media Closet (off Library) and integrated into distribution with an A/B/C switch.
 - Claypit drop relocation (by almost 300 feet) is pending.
 - Fire Station 2 internal problems resolved – we will be re-requesting installation from Verizon.
 - WayCAM requested two additional set-top boxes (STB) for the new studio, so all three channels can be displayed simultaneously. Initial reply from Verizon is that they will have to be rented.
- Status of Verizon Buildout
 - No update from Verizon. As per last communication on 7/18/11, Verizon has every expectation they will reach the goal of installing FiOS throughout the Town before the January 2012 deadline.
 - Difficulties in obtaining road opening information from DPW remain unresolved. This lack of information is preventing the Committee from independently verifying the status of FiOS installation.
- New Business
 - Comcast has sent the last capital payment required by its Renewal License (\$75K) to WayCAM.

- Learning from the studio power outage caused by Hurricane Irene, the Committee suggests that WayCAM arrange for Comcast and Verizon to display an informative screen in the event of a future power loss. The suggested information should state that lack of programming is due to power loss, not a WayCAM/cable provider technical issue. The aim is to inform viewers why information is unavailable and to avoid calls about loss of service from subscribers to CATV providers. A similar notice should be placed on WayCAM's web site if that is operational.
- In discussing the Committee's role, past and future, we noted that membership had been increased from five in the late 1990's perhaps in anticipation of then-upcoming license renewal negotiations. Largely based on anticipated work load and inability to fill the current eight positions, we think a reduction from eight to five positions would be appropriate.
- **Public Comment** - Linda Segal, noting our Mission Statement says "As appropriate, the CAC participates in discussions with other technology focused organizations in the Town to promote audio-visual communications.", asked the Committee to support a budget allocation to ensure that the Town has sufficient audio and video capability to accommodate residents who want to participate in meetings in person, or remotely. Ms. Segal, knowing the Attorney General is considering issuing new regulations to allow remote participation by members of town boards and committees, advocates planning this for all meeting venues. Though some accommodations are in place, Ms. Segal provided anecdotal evidence of problems that have prevented full participation by interested citizens.
 - In discussion, need for providing telephone, Wi-Fi and assistive listening equipment for hearing rooms was mentioned.
 - We will schedule discussion of whether and how the CAC should respond in our next meeting's agenda.

Next Meeting: Thursday, 13 October 2011, 7:30pm.

Meeting adjourned at 8:37 pm

Minutes recorded by Thomas Klem