

# Town of Wayland Cable Advisory Committee

## Meeting Minutes for February 21, 2012

### WayCAM Studio, Wayland High School Field House

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#### Members Present:

Steve Allen (Chair)

Thomas Klem

Richard Turner

#### Guests:

Steve Correia (Selectman liaison)

Ken Isaacson (WayCAM  
President)

Meeting convened by Chair Allen at 7:35PM.

- Tour of the new WayCAM studio led by Ken Isaacson.
- No Public Comment.
- WayCAM Studio Relocation
  - Telephone problems persist – there is no hard-wired land line service. The studio relies on the High School for telephone service, which has had connection issues. Since WayCAM pays for its own telephone service, after discussion, it was recommended that the telephone service be obtained over the Verizon cables that already come to the studio. Either way, a VOIP (Voice over Internet Protocol) is used. This creates a potential concern, as the security alarm company cannot guarantee 100% service in the absence of a copper wire phone line. Since copper connections have become quite rare, it was recommended that WayCAM continue VoIP, attach the Optical Network Terminator to an Uninterruptable Power Supply and have the security alarm company test the system.
  - A new part-time production assistant has been hired; there will be no additional hires, not two part-time staff as previously reported.
  - WayCAM has requested two more digital set-top boxes (STB) from Verizon, on the assumption these would be at no cost as were those from Comcast. This assumption is incorrect: Comcast, per its policy, supplied three digital STBs to the studio as a standard allotment to each municipal drop site when analog transmission to that subscription tier ended. Verizon supplied digital STBs from the start and has a policy of supplying only one free STB. Verizon will supply additional STBs at about \$5/month.
  - In view of recent and earlier problems with subscribers not receiving audio, the Committee suggested that WayCAM add a method of monitoring the subscribers' audio to their new setup which monitors the subscribers' picture. Ken asked that a message be sent to WayCAM describing the suggestion.
  - The Committee recommended WayCAM obtain a schematic of the cabling (wiring/cabling diagram) in the studio to aid any future repair or modification.
- Status of Video Return over Town & School Municipal Area Networks (MAN)
  - Video Return to Studio implemented 2/10/12 -Ken to report how much this cost.

- Access AV to test returns from Wayland High School. This is a change in priority from that previously reported.
- Returns from Planning Office, Senior Center and Public Safety Building are pending
  - Planning Office probably can be connected to the switch in the BoS hearing Room, which would be a short run of cabling.
  - Senior Center might similarly be connected by adding a switch in the School Committee Room to achieve a short run of cabling and avoid transition from old to new part of the Town Building.
  - Connecting the Public Safety Building Training Room may present special problems.
- The CAC suggested that WayCAM develop a protocol for locations where a fixed encoder should be located
  - An encoder/decoder pair costs about \$5000.
  - A “floating” encoder is appropriate for infrequently-used locations.
  - Concomitantly one (or more) decoders in the studio would be switched to receive signals from the floater(s).
  - To increase longevity, decoders in the studio should be powered off when not in use. In some cases, that would also be appropriate for Video-Return locations.
- The CAC recommended that WayCAM define details and provide cost estimates for the High School, Planning Board, Senior Center and Public Safety Building locations.
- Funds the Town received to enable Video Return over the MAN might be available for these added sites. It was noted that the Schools have been allocated \$8,000 of the \$50,000 Capital funds for PEG due from Verizon by 1/22/14.
- The Video-over-MAN Coordinating Group is expected to consist of WayCAM Executive Director, Wayland Public Buildings Director and Wayland Schools Director of Technology. This group to address issues in design, implementation and use of the MAN for Video Return. The CAC will submit issues to be considered by the group.
- Status of conversion of Comcast Subscriber drops to digital format
  - Met with Wayland Middle School (WMS) Technology Teacher (Beth Monahan) to initiate review of instruction write-up.
  - Announcement and PSA on end-of-Analog (3/20/12) were approved for distribution to WayCAM, Town Crier, Wayland eNews, Voters Network, and Patch.
  - Channel 99 on Digital Limited Basic expected by 3/20/12.
- Status of required Verizon Subscriber drops
  - Claypit drop is functional after repair by Verizon.
  - Fire Station 2 was scheduled for installation; however, when Verizon technician called to schedule a time, he was told that there was no need. Therefore, the installation was never completed, and FS2 remains without the Verizon drop required per license from the Town.
- Status of Verizon Buildout – license requires completion by 1/22/12
  - Verizon now says they expect to complete by 6/30/12

- Previously said that they expected to complete on schedule.
  - Cable installer reported as expecting to install 500 boxes and 40,000 feet of cable by July 2012.
  - As a result of the delay, the Committee believes it is reasonable to ask Verizon for compensation. This could be, e.g., in the form of additional set-top boxes for WayCAM (see above), an upgrade in service tier for the Town municipal and school drops and a commitment to match Comcast when it starts to accept higher definition PEG Cablecasts. All of these have benefit for both the Town and Verizon. Selectman Correia recommends the CAC draft a letter to Verizon stating our position with options to compensate for the delay in town-wide FiOS buildout and submit that to the BoS.
- List of Condominium and Multiple Dwelling Units
  - These units may require special arrangement for Verizon to furnish service.
  - Expected list from Town Assessor (Ellen Brideau) in a couple of weeks.
  - We delayed asking Verizon for their list because they do not claim to have completed buildout.
- Mission and Mission Statement
  - January 2012 Revision accepted by BoS on 2/13/12
    - CAC webpage updated.
    - How does BoS request advice on MAN condition and operation for Video Return? Steve Correia suggested that, if the CAC perceives an issue on this, that it coordinate with him as BoS Liaison and then, in general, act to furnish a recommendation.
- Miscellaneous and New Business
  - Steve Allen will be out of the country from 4/20 to 5/15/12.
- Date(s) and Special Topics for Future Meetings
  - Next meeting scheduled for March 29.

Meeting adjourned at 8:35PM

Minutes recorded by Thomas Klem