

**Cable Advisory Committee  
Meeting Minutes  
April 18, 2019  
7:00 p.m.  
Selectmen's Meeting Room  
Wayland Town Building  
41 Cochituate Road, Wayland**

**Attendance:** Ken Isaacson, Cherry Karlson (alternate), Jake Mohnkern, Lauren Zajac

**Absent:** Doug Levine, Jim Mullane

**1. Call to Order and Review Agenda for Public** Acting Chair C. Karlson called the second meeting of the Cable Advisory Committee (CAC) to order at 7:03pm in the Selectmen's Meeting Room, Wayland Town Building when a quorum was present, noted that the meeting is being videotaped for later broadcast by WayCAM, and reviewed the agenda for the public.

**2. Public Comment** None.

**3. Administrative tasks, including:**

**Discuss appointment of Selectmen as voting members**

**Elect Chair and Vice Chair**

**Assign minute taker**

C. Karlson volunteered to take minutes for this meeting.

K. Isaacson stated his opinion that the Board of Selectmen member should be non-voting due to a potential conflict of interest. C. Karlson reported that the Board of Selectmen had already taken the action to appoint Doug Levine and herself as voting members. K. Isaacson will do more research on the topic.

The Board discussed the responsibilities of being Chair and members' interest in serving. C. Karlson recommended reviewing the Governance Guidelines sent to each member with the appointment letter. J. Mohnkern offered that he could vice chair. J. Mohnkern moved, seconded by K. Isaacson, to appoint L. Zajac chair of the CAC. YEA: K. Isaacson, C. Karlson, J. Mohnkern, L. Zajac. NAY: None. ABSENT: None. ABSTAIN: None. Adopted: 4-0.

K. Isaacson moved, seconded by L. Zajac, to appoint J. Mohnkern as Vice Chair of the CAC. YEA: K. Isaacson, C. Karlson, L. Zajac. ABSENT: None. ABSTAIN: J. Mohnkern. Adopted: 3-0-1.

L. Zajac became Chair of the meeting.

**4. Minutes: Review and vote to approve minutes of March 28, 2019** Members reviewed the minutes and discussed the expiry date of the Verizon contract. K. Isaacson thinks the contract expires on January 21, 2023, although counsel reported February 21, 2021. C. Karlson moved, seconded by K. Isaacson, to approve the minutes of March 28, 2019 as amended. YEA: K. Isaacson, C. Karlson, J. Mohnkern, L. Zajac. NAY: None. ABSENT: None. ABSTAIN: None. Adopted: 4-0. C. Karlson will forward the approved minutes for posting online.

**5. Working Session, including but not limited to**

**Review of last meeting**

**Committee member reports**

**Develop timeline for Ascertainment work products**

**Review and discuss Ascertainment materials**

C. Karlson distributed hard copies of three documents previously sent to the Board of Selectmen regarding Comcast negotiations. The letter from the State includes A Practical Guide for Cable Television License Renewal Process. C. Karlson did not have similar information for the Verizon renewal; the CAC wondered if this was due to a longer contract period. Members agreed that additional information was needed from B. Hewig to clarify the Verizon contract period.

The CAC discussed the expiry date of the Verizon contract. CAC will contact town counsel Bill Hewig for clarification on the expiry date.

C. Karlson reported that Town Building staff had not been able to locate the red binder from Comcast with a draft renewal license. J. Mullane had offered to request a replacement copy; the CAC will discuss that with him at the next meeting.

C. Karlson emailed the School Superintendent and the Chair of the School Committee to request any needs or wants over the next 10 years and the potential for a student intern to help with the survey. No response has been received yet.

C. Karlson shared an email from Finance Director Brian Keveny on payments received from Comcast. K. Isaacson thinks the information is in the documents shared by J. Mullane in an April 17, 2019 email. L. Zajac suggested waiting until the next meeting when J. Mullane can explain the financial documents.

The CAC discussed the business plans provided by B. Hewig at the last meeting, noting inputs from town departments (police, library, schools). J. Mohnkern requested information on cable services being supplanted by information services and how cable TV service is defined (is it anything coming through the cable box?). C. Karlson will send these questions to B. Hewig. K. Isaacson explained the WayCAM studio coverage today. At an upcoming meeting, the CAC would like to hear from the Town IT Director on departmental cable needs. Members are interested in seeing more recent business plans. J. Mohnkern will look for Waltham's plan; C. Karlson will ask B. Hewig for town's with more recent plans.

**6. Determine next meeting date and deliverables** Deliverables have been discussed. The Board agreed to meet next on Thursday, May 9<sup>th</sup> at 7:00pm.

**7. Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, if any**  
None.

**8. Adjourn** J. Mohnkern moved, seconded by K. Isaacson, to adjourn the meeting at 8:26pm. YEA: K. Isaacson, C. Karlson, J. Mohnkern, L. Zajac. NAY: None. ABSENT: None. ABSTAIN: None. Adopted: 4-0.

#### **Items Distributed for Information and Use:**

1. Draft minutes of March 28, 2019
2. Wayland Cable Agreements (online)
  - a. Comcast: [https://www.wayland.ma.us/sites/waylandma/files/uploads/comcast\\_2010.pdf](https://www.wayland.ma.us/sites/waylandma/files/uploads/comcast_2010.pdf)
  - b. Verizon: [https://www.wayland.ma.us/sites/waylandma/files/uploads/verizon\\_2011.pdf](https://www.wayland.ma.us/sites/waylandma/files/uploads/verizon_2011.pdf)
3. Notice from Commonwealth of MA, dated October 4, 2017, to Board of Selectmen, re: License Expiration Notice, including A Practical Guide (BoS packet of October 23, 2017).
4. Letter from Comcast dated February 16, 2018, to Board of Selectmen, re: Commencement of Renewal Process (BoS packet of February 26, 2018).
5. Board of Selectmen response to Timothy Murnane, Comcast, re: Wayland Mass. License Renewal
6. Email from Finance Director Brian Keveny, dated April 17, 2019, re: cable provider payments
7. Email from Jim Mullane, WayCAM, dated April 17, 2019 with financial attachments.

8. Sample Business Plans, Watertown, MA, May 15, 2014, provided by William Hewig, KPLaw as an example; also includes plans for Westboro 2014, Lincoln 2013 and the Nantucket survey.