

**Cable Advisory Committee
Meeting Minutes
May 9, 2019
7:00 p.m.
Selectmen's Meeting Room
Wayland Town Building
41 Cochituate Road, Wayland**

Attendance: Ken Isaacson, Doug Levine*, Jake Mohnkern, Lauren Zajac

Also in Attendance: Cherry Karlson (alternate); Jim Mullane, WayCAM; Mike McCann, Wayland IT Director

*D. Levine was sworn in after the meeting.

1. Call to Order and Review Agenda for Public Chair L. Zajac called the third meeting of the Cable Advisory Committee (CAC) to order at 7:00pm 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 No public was present.

3. Administrative tasks, including:

Assign minute taker C. Karlson offered to take minutes.

4. Minutes: Review and vote to approve minutes of April 18, 2019 Members reviewed the minutes. J. Mohnkern moved, seconded by seconded by K. Isaacson, to approve the minutes of April 18, 2019. YEA: D. Levine, K. Isaacson, J. Mohnkern, L. Zajac. NAY: None. ABSENT: None. ABSTAIN: None. Adopted: 4-0.

5. Working Session, including but not limited to

Review of last meeting

Committee member reports

Confirm renewal dates for both licenses

Develop timeline for Ascertainment work products

Review and discuss Ascertainment materials

Review short form list for License Renewals

Discussion with Michael McCann – Information Technology Director

Mike McCann, Town IT Director, joined the discussion. The CAC asked how IT was interested in the upcoming cable negotiations. M. McCann had two thoughts. The Town's fiber network is about 10 years old and the drops into the buildings were funded in part by Comcast and Verizon. There has never been a maintenance contract on the fiber plant, and we sometimes develop service issues (often weather related). M. McCann has not solicited pricing yet but can do so if the CAC would like it. Two main benefits from a contract are that it ensures against unanticipated expenses and provides a service level guarantee (response time).

J. Mohnkern asked if the town owns its own lines. M. McCann explained that the town's infrastructure is on its own municipal space on the poles. WayCAM occupies some bandwidth on that fiber. J. Mohnkern asked if the town charges WayCAM for that bandwidth (charged back). To the best of everyone's knowledge, there is no chargeback. Potentially, WayCAM could contribute towards the expense of that system.

Recent Town Meeting approved upgrading core networking components. As part of this, all building end points including WayCAM will be brought to 10 gigabytes. End points would all be compatible. J. Mullane discussed adding live broadcast ability to the DPW Building and Public Safety Building. The other item which is less closely allied to WayCAM and video is the existing configuration of the fiber network in a 'star' shape – rather than a circle or a mesh configuration. The decision was financial based. However, a fiber break can result in significant downtime. A different configuration brings redundant physical paths. J. Mohnkern asked how valid this is to the cable negotiations and whether it is relevant to cable TV services. M. McCann has seen situations where part of the expense has been covered by cable companies. The CAC considered negotiating back up drops from Verizon to provide an alternative to a fiber ring – alternate methods of internet access for drops.

K. Isaacson asked if there are any cyber security issues the CAC should consider. M. McCann said there are none tied to cable services that he worries about. There is no physical connection between cable and internet fibers. J. Mullane concurred.

C. Karlson stated that business plans from other towns included services for other town departments and asked M. McCann if he was aware of needs in any other Town departments. M. McCann said his only experience is with need for video and that drops are in the needed areas. D. Levine asked about School coverage. M. McCann recommended meeting with Leisha Simon, School technology director, to research any needs in the academic instruction area. J. Mohnkern suggested a potential need for DVR services in the Library or Schools.

L. Zajac asked M. McCann if he could identify any other out of the box ideas related to cable. M. McCann said that for the town side, he is hard pressed to identify anything other than the cable plant/infrastructure. The traffic cameras do not provide back hauled video but only control the lights. Exterior cameras at the school buildings are not connected to the network.

M. McCann agreed to pursue budgetary pricing on a fiber network maintenance plan. He left the meeting at 7:37pm.

L. Zajac asked J. Mullane to speak next. J. Mullane referred to the budget documents he distributed on April 17 (prior to the last meeting). The budget is still draft. He distributed a WayCAM capital budget for 2019 – 2029 and referred to the April 30, 2019 letter to the BoS and Town Administrator re: the WayCAM studio expansion. J. Mullane wants clarification on the timing and process related to the studio expansion; he anticipates that the interior work will be paid for by WayCAM and might cost \$250,000. The editing room is the highest priority. He said the BoS has authority over the building. C. Karlson explained that this becomes a building project that becomes part of the capital plan, goes through the procurement process and goes to town meeting. J. Mullane asked if Comcast or Verizon could pay for some of the expense through the cable negotiations. J. Mohnkern asked if the expansion fills WayCAM's needs. C. Karlson explained that the BoS will respond to the letter, not the CAC.

J. Mullane reported that there are 9 informative videos playing now with plans to produce another 4-5 videos to support the negotiations. Also, the new \$65,000 press box in the new HS stadium will be state of the art and is being constructed by WayCAM. J. Mullane reviewed the WayCAM capital equipment master list online. J. Mohnkern asked if WayCAM needs funds for repair/replacement of existing equipment. The capital budget includes moving the equipment and wiring for a new Library and new Town Building. The annual MOA with the BoS is coming up next month.

C. Karlson reviewed the documents attached to J. Mullane's email of April 17th and asked for an explanation of the Comcast statement. No one had information about the number of subscribers. J. Mullane offered to call the Comcast government contact person to get the subscriber information and to request a replacement Comcast red binder with a draft renewal license (possibly sent in February 2018).

C. Karlson heard from the School Superintendent today. She offered to meet with him to provide background information on the negotiations and will report back to the CAC.

C. Karlson reported that she emailed B. Hewig, KPLaw, yesterday to ask the follow-up questions re: expiry of the Verizon contract, more recent business plans and whether any towns have successfully expanded the negotiations to include cable being supplanted by information services.

J. Mohnkern reminded the Committee that he shared the state list of cable contracts. He has requested the Waltham business plan and will send it out via email if he receives it.

J. Mullane reported that a studio may be constructed at the Wayland Community Pool and could be included in the capital plan. Also, a studio/camera may be built at the Middle School, one in the High School Commons and one in the High School black box room. He asked if there is anywhere else in town that should have broadcast capability.

J. Mullane discussed hardwiring the Field House and the HS theater to help with town meeting costs. It is on the capital plan. Two-way fiber would run from the theater to the studio to carry audio, video and program. Existing fiber does not have that capability. The vendor, Capron, runs the wire for each town meeting with overflow capacity set-up. The CAC thought servicing town meeting better would be a good addition to the negotiations.

J. Mullane referenced the April 26th letter re: a potential conflict of interest with his appointment to CAC as a non-voting ex-officio member. He will discuss it with his WayCAM board this week. C. Karlson explained that J. Mullane is the one who needs to determine if there is a conflict. L. Zajac has provided the information (state contact info) to J. Mullane. He will follow-up.

The CAC thanked J. Mullane for his assistance; he left the meeting at 8:30pm.

K. Isaacson delivered a short form summary list of deliverables to L. Zajac. She explained that it was an outline of steps when we get further along into the process. The Committee discussed the expiry of the Verizon contract. D. Levine noted he thought it was a 2023 end date which was different than what B. Hewig stated in the first CAC meeting. C. Karlson is waiting on a response from B. Hewig.

L. Zajac reviewed the items that J. Mullane and M. McCann are gathering and asked the Committee what other information they might want. C. Karlson suggested it would be good to also have additional input from the Schools. She also wondered if the Committee understood exactly what WayCAM was offering now – but thought they had a good sense of what they wanted to do in the future. K. Isaacson thought a narrative would be helpful. C. Karlson talked about some of the components of a community survey. She mentioned that maybe Leisha Simon, School technology staff, would be available for the next meeting.

L. Zajac thought that with this information the CAC might be ready to outline a business plan at an upcoming meeting. She reviewed progress towards items in the Road Map memo from KPLaw.

6. Determine next meeting date and deliverables Deliverables have been discussed as listed above. The Board agreed to meet next on Thursday, June 20th at 7:00pm.

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

8. Adjourn D. Levine moved, seconded by K. Isaacson, to adjourn the meeting at 8:53pm. YEA: K. Isaacson, D. Levine, J. Mohnkern, L. Zajac. NAY: None. ABSENT: None. ABSTAIN: None. Adopted: 4-0.

Items Distributed for Information and Use:

1. Draft minutes of April 18, 2019
2. WayCAM capital plan (draft), from J. Mullane
3. Letter dated April 30, 2019 from Alan Mandl, WayCAM Board of Directors, to Board of Selectmen and Town Administrator re: studio expansion project, from J. Mullane

Documents previously distributed and referred to at the meeting:

4. Wayland Cable Agreements (online)
 - a. Comcast: 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
5. 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).
6. Letter from Comcast dated February 16, 2018, to Board of Selectmen, re: Commencement of Renewal Process (BoS packet of February 26, 2018).
7. Board of Selectmen response to Timothy Murnane, Comcast, re: Wayland Mass. License Renewal
8. Email from Jim Mullane, WayCAM, dated April 17, 2019 with financial attachments.
9. WayCAM capital plan (draft) 2019 – 2029, from Jim Mullane.
10. Letter from WayCAM to Board of Selectmen, dated April 30, 2019 re: studio expansion project, with attachments.
11. Email from Jim Mullane to CAC dated April 26, 2019 re: potential conflict of interest in appointment.
12. Memo from William Hewig, KPLaw, dated March 28, 2019 re: Cable Television Renewal License Procedures – Roadmap Memorandum.