

**Cable Advisory Committee  
Meeting Minutes  
October 10, 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:** Jim Mullane, WayCAM

**1. Call to Order and Review Agenda for Public** Chair L. Zajac called the fifth 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:** L. Zajac offered to take minutes.

**4. Minutes: Review and vote to approve minutes of May 9, 2019.** Members reviewed the minutes. J. Mohnkern moved, seconded by seconded by K. Isaacson, to approve the minutes of May 9, 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**

– school committee update

**Confirm renewal dates for both licenses**

**Discussion of FCC Customer Service Standards provisions**

**Review and discuss Ascertainment materials**

-Review draft solicitation to be placed on WayCam

**Develop timeline for Ascertainment work products**

L. Zajac asked J. Mullane to provide an update on the budget review. 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. The only outstanding item is that there was to be a committee member discussion with the Superintendent of Schools. It was noted that there may be a plan to build a learning center at the middle school.

K. Isaacson mentioned that historically there had been a plan to work together with WayCAM on ascertainment. There was a discussion about whether the town would be funding a re-build of WayCAM. J. Mullane agreed that follow up would be necessary before ascertainment was finalized. It was determined that J. Mullane, D. Levine would coordinate on an off-line meeting to determine the town's participation in the WayCAM studio re-build. Post this meeting, the findings would be reported back to the committee.

J. Mohnkern asked J. Mullane if the first line item in the plan includes emergency back-up and a discussion ensued. J. Mullane agreed to determine what, if any, additional back-up facilities could be included in the plan. Additionally, J. Mullane will include any detail determined on the middle school additions, if any.

The CAC thanked J. Mullane for his assistance; he left the meeting at 8:25 pm.

The Committee discussed the subscriber numbers for the town for each of Verizon and Comcast and determined that the subscriber count was approximately 2,087 for Comcast and 2,323 for Verizon. The Committee also noted that it believed that the renewal dates of the contracts were as follows; September 16, 2020 for Comcast and January 23, 2023 for Verizon. The Committee also agreed to confirm with B. Hewig at the next meeting.

K. Isaacson brought the Committee's attention to the Memo from William Hewig, KPLaw, dated March 28, 2019 re: Cable Television Renewal License Procedures – Roadmap Memorandum and a discussion ensued on a timeline of the recommended steps. It was agreed that the Committee would target the December timeframe for the survey, would look to provide letters in the January timeframe, would plan for two public hearings in the February/March timeframe and, at the April town meeting, would look to provide both an announcement and solicitation letters.

D. Levine agreed to secure dates with B. Hewig for participation at the next meeting.

K. Isaacson volunteered to provide a summary of the types of programming available on WayCAM.

J. Mohnkern volunteered to provide a draft survey using one of the templates previously provided and updating for this committee's task. L. Zajac offered to prepare bullet points of a business plan. Both key documents to be reviewed and discussed at the next meeting.

**6. Determine next meeting date and deliverables** Deliverables have been discussed as listed above. The Board agreed to meet next on next available date either in late November or early December.

**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 May 9, 2019
2. Price change letter from Xfinity received on 10/17/19
3. Draft Survey

**Documents previously distributed and referred to at the meeting:**

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