

**Cable Advisory Committee
Meeting Minutes
December 3, 2019
7:00 p.m.
Selectmen's Meeting Room
Wayland Town Building
41 Cochituate Road, Wayland**

Attendance: Ken Isaacson, Doug Levine, Jake Mohnkern

Also in Attendance: Jim Mullane, WayCAM, William Hewig, KP Law, Alan Mandl, WayCAM

1. Call to Order and Review Agenda for Public (Acting Chair) J. Mohnkern called the sixth 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: J. Mohnkern offered to take minutes.

4. Working Session, including but not limited to:

Committee member reports

Discussion of FCC Customer Service Standards provisions

Review and discuss Ascertainment materials

Develop timeline for Ascertainment work products

K. Isaacson gave an update on work done on the ascertainment process.

W. Hewig provided an update to the committee including the milestones required by the process. The status of the business plan/ascertainment document was discussed and it was noted that the committee needed to provide additional information to complete. It was suggested that the ascertainment process be completed by late spring, early summer as the Comcast license expires in September. It was recommended that an electronic programming guide be requested.

The committee discussed with W. Hewig the previous negotiations of capital required and that there would need to be an amount arrived at. It was suggested that the committee set another meeting to review the capital ask for this negotiation.

A discussion ensued between W. Hewig and A. Mandl about the WayCAM requirements. It was agreed that the WayCAM budget and capital plan for 2-3 years out be added to the business plan.

D. Levine inquired of W. Hewig on how much detail is required for buildout costs. The committee took the action to find comparables in buildout with as much detail as can be gathered.

K. Isaacson suggested the committee review the timeline. The suggested timing of the two public hearings is after town meeting.

A discussion of the survey was undertaken next. W. Hewig suggested that monetary line items be added to the survey. For example, "in order to help fund that would you be willing to pay an additional 25, 50, 75, 1.00 per month extra for offerings." The results of the survey will act as evidence to counter comcast and

support our claim that town supports spending more money. It was agreed that the committee finalize the survey in line with the recommendations and distribute in late January, early February.

K. Isaacson proposes a resolution at town meeting in support of WayCAM. It was agreed that K. Isaacson attends the Board of Selectmen meeting on 12/16 to propose it.

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 8:37 pm. YEA: K. Isaacson, D. Levine, J. Mohnkern. NAY: None. ABSENT: L. Zajac. ABSTAIN: None. Adopted: 3-0.

Items Distributed for Information and Use:

Documents previously distributed and referred to at the meeting:

1. WayCAM capital plan (draft), from J. Mullane
2. 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
3. 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
4. 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).
5. Letter from Comcast dated February 16, 2018, to Board of Selectmen, re: Commencement of Renewal Process (BoS packet of February 26, 2018).
6. Board of Selectmen response to Timothy Murnane, Comcast, re: Wayland Mass. License Renewal
7. Email from Jim Mullane, WayCAM, dated April 17, 2019 with financial attachments.
8. WayCAM capital plan (draft) 2019 – 2029, from Jim Mullane.
9. Letter from WayCAM to Board of Selectmen, dated April 30, 2019 re: studio expansion project, with attachments.
10. Email from Jim Mullane to CAC dated April 26, 2019 re: potential conflict of interest in appointment.
11. Memo from William Hewig, KPLaw, dated March 28, 2019 re: Cable Television Renewal License Procedures – Roadmap Memorandum.