



Cable Television Advisory Committee
Meeting Minutes
January 12, 2022
(Reschedule from 1/5/2022)
Held Virtually via WebEx
Convened: 7:00 P.M.
Adjourned: 7:54 P.M.
Approved February 2, 2022

1. Call meeting to order

7:00 P.M.

Roll Call

Present: Jeff Levering, Steve Quist, Sergio Bacelis, Marie DiCardy (via WebEx). Judith Warren (Director of Cable Services, City of Worcester).

Approval of minutes from 9/15/2021 Moved by Levering; Seconded by Quist; Roll Call (4 Yes, 0 No)

2. Public Comment pertaining to items on the agenda

Mauro DePasquale (WCCA, resident of Worcester) spoke to items 3, 4, 6 and 7. Regarding item 3, suggested CTAC and City look into using money from cable franchise fees that the City allocates to administrative costs as a source of funds to hire a consultant. Regarding item 4, recommended 10 year contract length with escape clauses. Regarding item 6, suggested CTAC conduct its community needs assessment prior to WCCAs planned community survey. Regarding item 7, suggested PEG channel input to CTAC should follow CTAC's community needs assessment.

Michael Coogan (WCCA), spoke to item 3. Asked if moving WCCA back to Channel 13 was within the power of the CTAC/City. Requested clarification regarding annual drawdown from franchise fees by City.

3. Chief Financial Officer response to funding (All)

Quist expressed satisfaction with information received from CFO regarding funding for CTAC projects.

4. Councilman Rosen's Motion (Warren)

Levering requested clarification regarding orders CTAC receives from City Council sub-committees. Warren explained that the orders serve an advisory purpose and may be included in the ascertainment documents among comments received, and that the CTAC does not need to respond directly to the issuing sub-committee regarding these orders. In



the report, CTAC may clarify if it agrees with comments it has received, or offer counterarguments to them. Warren also clarified that not all suggestions received, in this case, are things that are able to be negotiated as part of the cable contract.

5. Update regarding additional members (Warren)

Warren reported that she spoke with the Citizens Advisory Committee regarding finding additional members for the CTAC, and will follow up with the CTAC upon completion of the upcoming CAC meeting. Warren clarified appropriate pathways for requesting additional board participants.

Motion to create Public Service Announcement and distribute through the City's three PEG channels for the purpose of acquiring additional members for the CTAC. Moved by Levering; Seconded by Quist; Roll Call (4 Yes, 0 No)

6. Timeline – Plan of Action for Ascertainment a. Status, Review, Modify draft Timeline (Quist)

Quist explained his intention to hold two meeting times per month for the purpose of holding site visits to PEG channels and subsequently conduct public meetings/hearings. Board discussed logistical limitations to proposed meeting schedule. Quist suggested board continue meeting once per month, advised focusing as a team on clarifying priorities.

Discussion regarding PEG site visits and reports to CTAC on their needs/requirements. Motion to request reports from PEG channels. Moved by Quist; No Second. Motion withdrawn from table.

Warren clarified deadline for ascertainment report.

7. Survey / Public Feedback meetings, what does the Committee want to know? (Levering)

Levering suggested CTAC request meeting with Spectrum representative for contract compliance review and to discuss anticipated needs. Warren clarified that only contract compliance could be discussed in these meetings.

Levering requested clarification regarding RFP process to hire a consultant.

Warren explained that CTAC must outline minimum requirements, and ideal qualifications, from which the Purchasing Department will draft an official RFP for the CTAC to review and approve to be publicized. Discussion of if City can issue RFP to seek a new cable television provider in City, and its inclusion in the ascertainment report. Quist encouraged utilization of consultants to help CTAC with details, allowing board to focus on the public at large during ascertainment.



The City of
WORCESTER

CABLE TELEVISION ADVISORY COMMITTEE

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8. Next Meeting: February 2, 2022

Confirmed

9. Adjournment

Moved by Levering; Seconded by Quist; Roll call (4 Yes, 0 No)
7:54 P.M.