



**Cable Television Advisory Committee
Meeting Agenda
July 13, 2022 at 6:00pm
DPW&P Building, 50 Familia Way, formerly Skyline Dr Worcester, MA
Approved August 3, 2022**

1. Call meeting to order
6:00pm
2. Roll Call
Present: Quist, Bacelis, Keough, Levering
3. Approval of minutes from June 1, 22
Moved: Levering; Seconded: Quist; (4 Yes, 0 No)
4. Membership update (Warren)
Warren: Last two CAC meetings had no applicants for CTAC, so there is nobody to move forward with. Encouraged board members to encourage folks to apply.
5. Plan of Action for Ascertainment
 - a. Review Survey Consultant Status (Levering, Warren)
Warren: Last week purchasing department (PD) awarded bid to ETC. Looking to do an initial meeting with hopes to participate in meetings as soon as early August or late July, as possible. Consultant requested CTAC come prepared with notes on what information is being sought, goals, based on what they would like to include in the ascertainment report.
August 3rd meeting will include planning session with consultant. Board should have questions/goals/objectives ready by July 20th.
 - b. Review Ascertainment Consultant Status (Levering, Warren)
Warren: RFP went out and received no responses in 4 weeks. Board has the option to revise/adjust RFP to potentially make it more appealing.
Keough: May have a contact at Buske group that can provide a formal response to the City regarding their position on the RFP.
Warren: Will discuss options on communications with Law Dept.
 - c. Status/Review/Modify Updated Timeline (Levering)

Levering: Outlined timeline, noted areas where CTAC currently is behind schedule due to absence of consultants.

6. Contract Comparison Review Update (Keough)

Keough: Presentation not yet finished. So far has discussed with members of 10 similar committees across state who have negotiated similar contracts. Generally many contracts share similar language, and committees share similar concerns regarding contracts. Most other municipalities have more competition in their service areas than Worcester does. A more complete report should be ready by September.

7. Preliminary Needs Assessment - Government Channel (Warren)

Warren: Discussed document of predicted major expenses, basing decisions off 10 year license timeframe. Explained current staffing strategies, rationale behind field-production build-outs listed in assessment.

Will provide a more in-depth explanation of GAAP Funding issue with Spectrum for August 3rd (requested by Quist)

8. Next Meeting – August 3, 6:00pm, 50 Skyline Drive, Meeting Room A, Worcester

9. Adjournment

Moved: Levering; Seconded: Quist; (4 Yes, 0 No)

