

Meeting Minutes
Cable Television Advisory Committee
DPW&P Building, 50 Familia Way, formerly Skyline Dr, Worcester, MA
September 7, 2022 – 6:00pm
Approved October 5, 2022

The meeting will be held in person, but you may choose to participate remotely.

Remote participation is through WebEx:

To join meeting online using WebEx platform:

- ❖ go to www.webex.com
- ❖ click the "join" button on the top right side of the screen
- ❖ enter the meeting ID, 160 794 8474

To attend via phone:

- ❖ call 1-415-655-0001
- ❖ enter the access code: 160 794 8474

1. Call meeting to order

6:00pm

2. Roll Call

Present: Sergio Bacelis, John Keough, Jeff Levering, Steve Quist; Judith Warren (Director, Cable Services division)

3. Approval of minutes from August 3, 2022

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

5. School Channel's Preliminary Needs Report

Christine Wilson, Director, joined by Eric McKeon, Production Coordinator, presented on the school channel's needs report. Outlined staffing,

production/programming expectations, and the scope of work performed. Emphasized staffing increases as most important area of need, currently. Answered questions from board regarding current initiatives.

4. ETC – Survey Consultant – Survey Update and Next Steps (Esther Campbell, ETC)

Warren and Levering have been holding weekly calls with survey consultant. Still waiting on certain information and structural improvements, but overall survey is expected to be distributed in October or November.

6. Plan of Action for Ascertainment

a. Review Ascertainment Consultant Status (Warren)

Two responses were received for RFP, but one was incomplete. Board needs to evaluate responses then work with Purchasing Department on next steps.

b. Status/Review/Modify Updated Timeline (Levering)

Reviewed anticipated timeline and discussed future meeting dates

7. Contract Comparison Review Update (Keough)

Making progress, full presentation planned for December meeting

8. Spectrum Franchise Fee Increase, History (Warren)

Waiting on response from Spectrum. Will follow up with Law Department for information on how to address lack of response on multiple issues.

9. Next Meeting – October 5, 6:00pm

Virtual meeting planned to discuss survey, September 21, 5:00pm

10. Adjournment

6:36pm

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