



**Cable Television Advisory Committee**  
**Meeting Minutes**  
**February 2, 2022**  
**Held Virtually via Webex**  
**Convened: 7:07pm**  
**Adjourned: 8:12pm**  
**Approved March 2, 2022**

**1. Call meeting to order**

7:00 P.M.

**2. Roll Call**

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

**3. Approval of minutes from 1/12/2021**

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

**4. Public comment pertaining to items on the agenda**

Mauro DePasquale (WCCA, Worcester) submitted written comments regarding item 6b, recommending a specific consulting firm to assist CTAC in contract renewal process. Verbal comments echoed written comments.

Michael Coogan (WCCA) spoke to item 6b, recommending that survey by CTAC be done early in the ascertainment process, so WCCA can incorporate findings in their report to the committee.

**5. Membership update, PSA Update/Review (Warren)**

Warren outlined results of Citizen Advisory Council meeting, which did not yield any new members for CTAC. Also detailed plans for upcoming public service announcement regarding recruiting new members for CTAC, and described current recruitment announcement on Worcester Channel 192 Bulletin Board.

Quist volunteered to work with Worcester Cable Services on PSA.

Levering requested assistance from a representative of the City regarding specific best-practices for announcing/discussing board member recruitment with the public in different situations.

**6. Plan of Action for Ascertainment**

**a. Status/Review/Modify Draft Timeline (Quist, All)**

Quist recommended CTAC either meet once a month, for 2 hours at a time, or twice a month for 1 hour at a time. The first hour of 2 hour meeting would be intended for public comment. Levering suggested delaying public hearings until later in the process, in hopes that CTAC will have acquired additional members by then to facilitate holding meetings successfully and ease committee's workload.

Warren clarified due date for ascertainment report (report must be submitted no later than late March/early April 2023, with December 2022 as the goal for completing the first draft). Renewal negotiations are



expected to be begun in April or May, and to be completed by October 2023.

Individual channel directors gave feedback on ideal timing for their reports to the CTAC. Suggestion that public hearings be held in April/May, and PEG reports would follow the hearings and results of community needs survey.

Levering requested clarification on how to announce/advertise public hearings. Warren explained that this would be announced through official city communications, and potentially promoted in other media outlets. Warren also clarified that public comments are permitted during the Public Comment portion of all CTAC meetings, not just those specifically designated for public hearings.

#### **b. Survey Development, RFP Consultant Requirements review (Levering, all)**

Levering presented a draft of objectives, qualifications, and goals for hiring a consultant to conduct community needs survey. Warren clarified possible routes to drafting the official RFP. Warren also explained that the board could vote to add specific recipients to whom the Purchasing Department would distribute RFP, in addition to the general open posting, if desired. She also advised careful consideration of minimum requirements, as contracts are typically awarded to the lowest bidder.

Levering outlined his preference to do an RFP for a consultant to facilitate the community needs survey, and to do at least one additional RFP, afterwards, to assist CTAC in navigating the more technical legal aspects of the renewal process.

Quist commented that qualifications and scope of services for RFP should be very strict/strong, to ensure that the services provided meet the needs of the committee.

Levering asked if Purchasing Department or CTAC has final say over selection. Warren clarified that the lowest bidder is not always selected, such as when the lowest bidder does not actually meet the qualifications outlined in the RFP. Warren will discuss with Purchasing Department how the final decision is made and confirm this information with the committee.

Levering requested board input on if it is preferred to do multiple RFPs for specific tasks, or to combine all needs into a single RFP. No action taken.

#### **7. Next Meeting – March 2, 7:00pm location to be announced**

Confirmed by board.

#### **8. Adjournment**

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