



Conor Baldwin
Chief Financial Officer

MEMORANDUM

TO: Eileen Donoghue, City Manager

FROM: Conor Baldwin, Chief Financial Officer 

CC: Miran Fernandez, Chief Information Officer
Wendy Blom, Director of Lowell Telecommunications (LTC)

DATE: July 13, 2018

SUBJECT: *UPDATE - MOTION RESPONSE:* C. Kennedy - Request The LTC Consider Installing The Apparatus Necessary To Televis The Sub/Committee Meetings And Other Appropriate Events In The Mayor's Reception Room.

In May a communication was provided to the City Council regarding the feasibility of procuring and installing the necessary equipment to allow for public meetings in the Mayor's Reception Room (MRR) to be televised. The response included a preliminary estimate for purchase and installation of approximately \$150,000, plus any costs associated from Lowell Telecommunications (LTC) staff time. It also included an upgrade of the City Council Chamber broadcast equipment. During discussion on the floor, a request was made to lessen the scope in order to find a more affordable cost, focused only on the MRR.

Finance department staff, including representatives from the MIS department and the budget department met with LTC Executive Director Wendy Blom on July 3rd in order to further discuss a strategy to find the most affordable method to bring broadcasting capabilities to the MRR. Ms. Blom had previously solicited quotations from vendors which came in at a much reduced price. After discussion amongst the group, however, it was determined that the prices were for a much different model, unlike the fixed-camera system currently in place in the Council Chambers in City Hall. The prices were for mobile cameras on tri-pods, which Ms. Blom explained would need to be stored after use and would also be used for other community events. At the time, it was stated by Ms. Blom that LTC would prefer that the City procure and retain ownership of the equipment. MIS staff stressed their preference to have a fixed camera system in the MRR. The group also confirmed that the quotes received by LTC did not include prevailing wages or other requirements prescribed by Chapter 30B of the Massachusetts General Laws.

In a subsequent email sent on July 6th, Ms. Blom indicated that LTC would now be willing to purchase and operate the equipment. A copy of the communication is attached. LTC would be able to procure the goods at the reduced cost, using an accumulated portion of their currently budgeted annual capital payment by the City of Lowell. In the FY2019 city budget \$50,000 was appropriated for the LTC capital allocation. This would allow LTC to use the cameras not only broadcasting meetings in the MRR, but also other meetings and events outside of the building. If the newly available option of televised meetings in the MRR results in a significant increase in staff time by LTC, the current terms of the contract would need to be amended.

Baldwin, Conor

From: Wendy Blom <wblom@ltc.org>
Sent: Friday, July 06, 2018 10:49 AM
To: Baldwin, Conor
Cc: Michael Reid; Fernandez, Miran; Vigroux, Kerran; Flynn, Brendan
Subject: LTC

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Hello Conor.

Thank you for calling the meeting on Tuesday to discuss broadcasting from the mayors reception room. Although the full Board has not had a chance to discuss the plan, I believe that LTC would be willing to purchase and operate the equipment. Michael Reid, LTC Board President (cc'd here) did tell me to go ahead and put together a capital budget for the project. As we discussed, my preference would be for a system that is portable and that allows for flexibility of orientation in the room. If there is a significant increase in LTC's meeting coverage we will have to renegotiate our contract because it will involve hiring more staff. The City would also have to provide a dedicated connectivity drop and adequate power in the room.

I will wait to hear from you about the City's decision on how to proceed.

All the best,
Wendy



Wendy Blom, Executive Director
wblom@ltc.org 978-364-5141