

Topsfield Cable Television Advisory Committee

April 6, 2011

Approved 5/4

Executive Summary

The Selectmen have approved the financials for the Comcast License renewal. Currently the Negotiating Committee and the lawyer are working with Comcast on the final wording of the contract. A new camcorder will be purchased along with new video editing software. Bill Whiting and Rene Cloutier (volunteer doing video editing) will visit Access A/V in Concord, N.H. (one of the vendors to receive a RFP) to discuss camera options and other equipment to be purchased. The Chairman will meet with Ginna and Roberta to set plans for issuing RFP's to upgrade the cable architecture and improve the capabilities at 4 meeting locations in Town. The effort to hire a part-time cable technician from Boxford as a consultant to help define requirements, prepare and evaluate the RFPs and implement new capabilities, was unsuccessful. The RFP will include the requirement for the vendor to provide training and implementation services. The 5-Year Plan under development will stress the need for a Town technical support position.

Meeting opened at 7:35 PM in Town Hall.

Members present: Bill Whiting, Dana Berenson, and Kathy Curran and Jay MacDougall
Members absent: Bill Wood

Guest:

Former Business:

The Minutes of 3/2 were approved as written. (February meeting cancelled due to weather.)

New Business:

See Executive Summary

The meeting was adjourned at 8:45 PM

The next scheduled meeting is May 4 7:30 PM in the Town Hall.

Respectfully submitted, Bill Whiting.