

**Topsfield Cable TV Advisory Committee Meeting Minutes
Thursday, January 30, 2020 7:30 p.m.
Town Hall first floor conference room**

Present: Committee: Bill Whiting, Marshall Hook and Rafael McDonald. Kevin Harutunian guest.

Agenda:

The first meeting of the newly appointed Cable TV Advisory Committee was called to order by Bill Whiting at 7:30 p.m.

Approval of Meeting Minutes:

No prior meeting minutes.

New Business:

- The new Town Administrator briefed the Committee on its mission. (Document. Topsfield Cable TV Advisory Committee)
- The need to update the Town website with current information concerning Cable TV was discussed. Rafael will follow up.
- Information concerning equipment used by Boxford Cable TV was discussed. Marshall will follow up.
- The need to contract the lawyer from KP Law to discuss the plan to renew Cable TV licenses from Comcast and Verizon was discussed. Kevin and Bill will follow up.
- Committee roles were discussed. Bill was elected Chairman and will handle administrative issues. Rafael will head the License Renewal Public Input Survey. Marshall will contact Brad Sweet at Boxford Cable TV to bring the Committee up to speed concerning technologies in Boxford and Topsfield related to cable TV.
- Information required by the Committee from Town records and from the two cable companies was discussed. Bill will follow up.

- A tentative meeting schedule was established for the last Thursday of each month at 7:30 in Town Hall.

Former Business:

No prior business.

Meeting Adjourned:

Marshall Hook made a motion to adjourn, seconded by Rafael MacDonald. Motion passed unanimously. Bill Whiting adjourned the meeting at 8:40 p.m.

List of Documents:

Topsfield Cable TV Advisory Committee

Topsfield Cable TV Advisory Committee

The Topsfield Board of Selectmen created the Cable TV Advisory Committee on September 9, 2019 to assist the Town in the re-licensing of Verizon and Comcast franchise agreements.

As part of the renewal process, the Committee is responsible for:

1. Assessing the cable needs of the community;
2. Conducting regular meetings and hearings with cable company representatives to discuss matters of mutual interest;
3. Working with the Town's counsel on negotiating franchise renewals; and
4. Recommending negotiated renewal contract to the Board of Selectmen for approval.

The Committee is a governmental body and subject to the Conflict of Interest and Open Meeting Laws.

The committee will be dissolved upon completion of the franchise renewal process.