

Approved: 9/17/20

**Topsfield Cable TV Advisory Committee
Virtual Meeting Minutes
8/27/2020
5:00PM**

Committee members participating were: Chair Bill Whiting, Member Marshall Hook and Member Rafael McDonald.

Kevin Harutunian, Town Administrator attended as a guest.

Call to order:

Chair Whiting called the meeting to order at (5:05).

Approval of Meeting Minutes:

Member McDonald made a motion to accept the Minutes of (date) as written, seconded by Member Hook. The motion carried by roll call vote.

Chair Whiting	Yes
Member Hook	Yes
Member McDonald	Yes

Former Business:

A general discussion was held related to updating the Town website for Cable TV information. Member McDonald will lead this effort.

A general discussion was held related to becoming familiar with Cable TV facilities. Member Hook will lead this effort.

A general discussion was held related to information that the Committee will need to complete its charge to renew Cable TV licenses with Verizon and Comcast. The Town Administrator will meet with the Chair prior to the next meeting to finalize this process.

Member McDonald presented a draft of the Public Opinion Survey to be distributed. Discussion followed. The Town Administrator informed the Committee that there was not a budget to distribute the survey by using First Class Mail to all town residents as had been done in the past. Data will be collected on the Town Website. Results from a similar 2010 survey will be less useful since it included data from people who had the option to return the paper form

New Business:

A general discussion was held on the need for a schedule of project tasks with target completion dates. The need to set a date to meet with the Town's legal team to review this schedule and information requests was discussed.

Options were discussed to prepare a "Business Case" to support the request of funding from Comcast and Verizon.

Adjourn:

At 6:08 Member Hook made a motion to adjourn, seconded by Member MacDonald. The motion carried by roll call vote.

Chair Whiting	Yes
Member Hook	Yes
Member McDonald	Yes

Documents:

1. Agenda
2. Cable TV Advisory Committee Data Requests