

**Approved: 8/27/20**

**Topsfield Cable TV Advisory Committee Meeting Minutes**

**Date 7-16-20**

**7:30 P.M.**

**Virtual Meeting**

**Present:**

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

**Approval of Meeting Minutes:**

**Minutes of 1-30-20 were approved unanimously.**

**Former Business:**

**The fourth Thursday of each month at 7:30 PM has been set as a standard meeting date. Virtual meetings will be held until Town Hall is open for public meetings.**

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

**A general discussion was held related to becoming familiar with Cable TV facilities. Marshall 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.**

**New Business:**

**The Chairman gave a review of a 2/11/20 conference call between him, Kevin Harutunian and Bill Hewig, the Town's Legal counsel for Cable TV.**

**A review was made of a document from Bill Hewig: “Cable TV Renewal License procedures Roadmap”.**

**The Chairman presented for discussion a document he drafted, “Cable TV Committee Data / Information Requests”.**

**Meeting Adjourned:**

**Marshall Hook made a motion to adjourn, seconded by Rafael MacDonald. Motion passed unanimously. Bill Whiting adjourned the meeting at 9:00 p.m.**

**List of Documents:**

- Cable TV Renewal License procedures Roadmap.**
- Cable TV Data Requests**