

Approved: 10.22.20

Topsfield Cable TV Advisory Committee
Virtual Meeting Minutes
September 17, 2020
7:00 PM

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 7:05

Approval of Meeting Minutes:

Member McDonald made a motion to accept the Minutes of 8/27/20 as written, seconded by Member Hook. The motion carried by roll call vote.

Chair Whiting	Yes
Member Hook	Yes
Member McDonald	Yes

Former Business:

The updating of the Town website for Cable TV information is still waiting to find the person assigned to do this work.

We are awaiting information from Brad Sweet with details about Boxford Cable TV.

The status of information requests was reviewed. We still need several.

Discussion of the content and distribution date of the Public Opinion Survey was discussed.

New Business:

The Chairman will prepare a draft Schedule of Tasks for the next meeting.

Kevin will schedule a Zoom meeting with Bill Hewig of K&P Law.

The need for a Business Plan was discussed. We will need information from Town Hall to complete this work.

Adjourn:

At 8:15 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