

Approved: November 19, 2020

**Topsfield Cable TV Advisory Committee
Virtual Meeting Minutes
October 22, 2020
5:30 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 5:55

Approval of Meeting Minutes:

Member McDonald made a motion to accept the Minutes of 9/17/20 as written, seconded by Member Hook. The motion carried by roll call vote.

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| Chair Whiting | Yes |
| Member Hook | Yes |
| Member McDonald | Yes |

Former Business:

1. A discussion was held to review information received from Brad Sweet of Boxford Cable TV. The Committee is collecting information about the physical equipment in the Topsfield Town Hall and at Boxford Cable TV and all related costs, for a Business Plan that is under development.
2. A discussion was held to fine tune plans to distribute a Public Opinion Survey scheduled for mid-March, that will collect information from current Cable TV subscribers in Topsfield.

New Business:

A discussion was held to review a Zoom meeting with Bill Hewig from KP Law, the Chairman and the Town Administrator, on 10/5/20. A number of items of information that are needed to add to the Business Plan were discussed. A draft of the Schedule of Tasks was reviewed.

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The period that is allotted for the return of the Survey forms was extended by two weeks.

Adjourn:

At 6:45 pm Member Hook made a motion to adjourn, seconded by Member MacDonald. The motion carried by roll call vote.

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| Chair Whiting | Yes |
| Member Hook | Yes |
| Member McDonald | Yes |

Documents:

1. Agenda
2. Draft Schedule of Tasks