

Approved: 12/17/20

**Topsfield Cable TV Advisory Committee
Virtual Meeting Minutes
November 19, 2020
7:30 PM**

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

Brad Sweet from Boxford Cable TV attended as a guest and recorded the meeting for a future broadcast on Cannel 8 and 47.

Call to order:

Chair Whiting called the meeting to order at 7:35.

Approval of Meeting Minutes:

Member McDonald made a motion to accept the Minutes of 10/22/20 as written, seconded by Member Hook. The motion carried by roll call vote.

Chair Whiting	Yes
Member Hook	Yes
Member McDonald	Yes

Former Business:

Final plans were discussed to post the Public Opinion Survey on the Town Website by 11/23. There will be options for people to manually prepare this Survey. A News Release will be sent to the local newspapers. Several options were discussed to remind the public that they are requested to complete this process by the end of the year.

The need to update the Town Website FAQs related to Cable TV was discussed.

The Committee will receive copies of the current Select Board's Goals and Objectives.

The Town's plans for a Fiber Loop were reviewed. A contract has been approved by the Select Board.

The Schedule of Project Tasks was updated. A copy is attached to these Minutes.

New Business:

The Chairman reviewed his thoughts on the need to prepare a Business Plan for Topsfield's Cable TV that covered the next 10 years anticipating a Comcast contract for 10 years and a Verizon contract that lasted 5 years with the next contract for another 5 years.

Adjourn:

At 9:00 Member Hook made a motion to adjourn, seconded by Member McDonald. The motion carried by roll call vote.

Chair Whiting	Yes
Member Hook	Yes
Member McDonald	Yes

Documents:

1. Agenda
2. Schedule of Project Tasks – 12/9/20