

Topsfield Cable TV Advisory Committee
Virtual Meeting Minutes
12/17/2020
7:30 PM

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

Call to order:

Chair Whiting called the meeting to order at 7:30 PM

Approval of Meeting Minutes:

Member McDonald made a motion to accept the Minutes of 11/19/20 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 Public Opinion Survey began distribution on 11/25 . Information about the Survey was included on the town website, in a Press Release to the Salem News plus The Historical Society's and the Town Library's digital newsletters. As of 12/17 we have received 67 survey forms, a 3% rate of return. The program is planned to end on 12/31.

The very success live video broadcast of the 12/5 Holiday on the Green event was discussed. This type of community event will be showcased as a model for future local access programming.

New Business:

On 12/9 a request for a Project Status Report was received from the State Dept. of Telecommunications and Cable TV. The request was answered that day. It was positively received by the State. It should be noted that in order to meet the dates submitted, the Committee has a pressing need for

information from Town Hall that has been documented over the past few months. The Town Administrator has directed the Committee Chair to consolidate our requests and work with Donna Rich to obtain the required information by 1/31/21.

The idea of installing a “satellite dish” in town that would allow free programming content to be “streamed” to Cable subscribers.

There was a discussion of options for preparing a Business Plan to support our funding requests for Comcast and Verizon. The basic plan is to present information to answer two questions.

“Have we received enough “income” to cover current and past Cable TV expenses?

“How much funding do we need to cover identified new capabilities for the next 10 years?”

Adjourn:

At 8:00 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