

Topsfield Cable TV Advisory Committee
Virtual Meeting Minutes
1/21/21
7:30 PM

Committee members participating were: Chair Bill Whiting, Member Marshall Hook and Member Rafael McDonald. Kevin Harutunian, Town Administrator and Brad Sweet, General Mgr. of Boxford Cable attended as guests.

Call to order:

Chair Whiting called the meeting to order at 7:40

Approval of Meeting Minutes:

Member McDonald made a motion to accept the Minutes of 1/21/21 as written, seconded by Member Hook. The motion carried by roll call vote.

Chair Whiting	Yes
Member Hook	Yes
Member McDonald	Yes

Former Business:

Rafael McDonald discussed the results of the Public Opinion Survey. We received 170 forms, 124 from Comcast and Verizon subscribers and 46 from non-subscribers. This is about a 7% rate of return which is considered a good response. The details are being analyzed for presentation at the Public Hearing scheduled for 3/15.

The Business Plan is under development. Donna Rich has provided useful information from the MUNIS data system concerning “Revenue” and “Costs”. Further analysis is required.

Information for the Plan will be obtained from the State and the cable companies.

New Business:

The Town is working on redesigning the Website. The Cable Committee wants to be involved in the revisions that are required to update the FAQ about Cable TV issues and what can be done to improve the effectiveness of Local Access programming. Brad Sweet provide helpful input.

The Fiber Municipal Area Network Project was discussed to see how this effort should be discussed at the Public Hearing and how it should be positioned in the Business Plan. A good deal of effort will be required to resolve these questions.

Adjourn:

At 9:30 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