

**Topsfield Cable TV Advisory Committee**  
**Virtual Meeting Minutes**  
**2/18/2021**  
**7:30 P. M.**

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 7:35 PM

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:

The Public Opinion Survey results were reviewed. We have two formats, one Excel and the other pre-formed graphics. Discussion followed to decide what format we should send to the Select Board who had requested a look at the results prior to our analysis. The Excel file was sent. We will verify that we have met their request.

There was discussion on the Public Hearing to be held at the 3/15 Select Board meeting. We will make a PowerPoint presentation on (a) whether the current cable operator is in full compliance with its currently-existing cable license; and (b) what are the Town's future community cable-related needs. The Chairman will discuss these two topics. The Town Administrator will address the Fiber Municipal Area Network project in more detail and answer any questions on this subject.

New Business:

Using MUNIS, the Committee has recorded the revenue received from Comcast and Verizon for the past 4 years. It is as defined in the contracts. The Draft Business Plan was reviewed and discussed in detail. The

Chairman explained that this is a “worst case scenario” look at a plan that provides detailed costs to meet specific requests for funding. Our Legal Council will advise us about the “rules” that apply.

The Fiber Municipal Area Network that the Town is building was discussed to see if PEG money will be requested as part of Cable TV negotiations.

A virtual meeting with our Legal Council will soon be held to review the Draft Business Plan and to strategize for upcoming negotiations.

Adjourn:

At 8:45 PM 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