



2020 SEP 15 PM 1:26

**TOWN OF TOPSFIELD
CABLE TV ADVISORY COMMITTEE**

RECEIVED
TOWN CLERK
TOPSFIELD, MA
Posted 9/15/20 1:35PM

NOTICE AND AGENDA

SEPTEMBER 17, 2020

7:00 P.M.

Pursuant to Governor Baker's March 12, 2020 order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitation on the number of people that may gather in one place, this meeting of the Topsfield Cable TV Advisory Committee will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Topsfield website at www.topsfield-ma.gov For this meeting, members of the public who wish to watch or listen to the meeting may do so in the following manner: Video conference (see log-in information below.) No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the Topsfield website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

To Join Meeting:

<https://us02web.zoom.us/j/87858104743?pwd=NGd0UWZmMXlwckZXdVZQNkZORE5KZz09>

Meeting ID: 878 5810 4743

Passcode: 666022

Phone# 1 929 205 6099

- I. Call to Order 7:00 P.M.**
- II. Approve Minutes of 8.27.2020**
- III. Old Business:**
 - a) Update Town website FAQs for Cable TV information.
 - b) Review plans to become familiar with Cable TV facilities.

c) Review draft of Public Opinion Survey

d) Review information requests.

IV. New Business:

a) Discuss Project Status Report

b) Discuss establishing a schedule of tasks to meet the 6/30/2021 Comcast license renewal date.

c) Establish a date to meet with Town's Legal team.

d) Discuss need for a "Business Plan" should Boxford no longer want a contract to deliver Cable TV services for Topsfield.

V. Correspondences and Materials:

The listings of topics are those reasonably anticipated by the Chair that may be discussed at the meeting. Discussion on topics is at the discretion of the Chair. Discussion during meetings should always be courteous and respectful. You must be recognized by the Chair before any comments, questions or discussion may be offered or considered.