**AGENDA**

 **Communications/CATV Committee**

February 1st, 2018

Memorial Town Hall

7:00 P.M.– General Meeting ~2nd floor conference room

**MEMBERS: CHARLES DURNEY, CH., STEVE SADLER, MICHAEL HINCHLIFFE, KELSEY SOUSA, JANET MORRISSEY**

1. Discuss the potential development and execution of a town survey
	1. Content (questions)
	2. Delivery methods (email, paper, Survey Monkey, etc.)
	3. Timeline for delivery
2. Town website updates: options for streamlining the process and potentially having the Communications Committee perform some of those updates
3. CATV Equipment Upgrade at town hall
	1. Project Plan overview (what are we going to do?)
	2. Timeline to complete (when will it be complete?)
	3. Budget (how much $$ do we need to complete it?)
	4. Resources needed (who needs to do what?)
4. Cable provider contract renewals: discuss next steps and deadlines
5. Involved App – discuss POC
6. ADJOURNMENT

**NEXT TENTATIVE MEETINGS** April 5th, June 28th

**ITEMS NOT REASONABLY ANTICIPATED BY THE CHAIR 48 HOURS IN ADVANCE OF THE MEETING.**