**West Newbury Cable Advisory Committee Meeting**

DATE: Thursday, March 2, 2023 TIME: 6:00 PM PLACE: Remote on Zoom

Present: Kevin Bowe, Angus Jennings, Kelly Scott, Wendy Reed

Minutes

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| Approval of Minutes from 2/2/23 | Motion to approve minutes from 2/2/23 meeting; approved 2-0 |
| Potential upgrades to broadcast capability in second floor hearing room | Not above the threshold for bids, come back with a proposal for expenses and then schedule to be installed.  Motion to furnish Town Manager with a quote to make the 2nd floor Hearing room broadcast capable. 2nd and passed 2-0 |
| Town Meeting article request for appropriation of FY24 PEG funds | ITR specifies that this PEG account is not actually a revolving fund. It would set a cap on the funds available  Past Year’s appropriations:  2015: $55,000  2017: $75,000  No Vote since 2017 - town council recommends making it annual as standard practice moving forward.  Larger investments should be made after 7/1. In the future there should be a simple “budget” to show expected expenditures and ask the Town to vote to authorize the revolving funds to fund PEG projects for Program-related expenses.  Discussion around potential expenditures, grants for the schools, potential legal fees for negotiating new CAC license agreements.  For the purpose of FinCom and Town Meeting there is nothing preventing us from asking for an amount now, then revising that number in the fall that might include larger expenses.  Motion for $90,000 requested for FY24 appropriation at Town Meeting; Approved 2-0 |
| Protocols for CAC sign-off on PEG expenses | Discussion about the need to formalize the process to approve payments from the CAC Chair, then a more robust process for items that necessitate the full committee vote to approve.  Sign-off by the entity or individual responsible needs to be timely so bills can be paid on-time.  The Finance Dept has been satisfied with the CAC process for approved billing.  No changes to process at this time. |
| Reorganization of CAC | Kevin requested we discuss reorganization of CAC and Nominated Kelly Scott for Chair; Approved 2-0 |
| CAC Charge and Composition | Angus will send Kelly sample Charges  CAC Charge draft to be crafted by Kelly  Sent to Angus who will disseminate to CAC members for their edits  Discussion of increasing the committee to 5 members, filling any existing open seats. |
| Future agenda items | Draft Charge Discussion/editing  Adam Stone to present 2nd floor meeting room upgrades -with Jake’s input for IT security, a smaller monitor than the 1st floor, and wiring that will need to be run.  Server upgrades proposal, what is needed vs. what is wanted  March 22nd Fin Com meeting -Kelly will attend |
| Next Meeting Date | April 6th, 6 pm, 2nd Floor Hearing Room/hybrid -zoom available |
| Adjournment | 7:15 pm |