

## Process for consideration of Requests for Use of PEG Funds

Whereas, the Town of West Newbury receives funds on a periodic basis pursuant to its active Cable Franchise License Agreements;

Whereas, such funds are designated for cable-related purposes, and are available toward eligible Public, Educational, and Governmental (“PEG”) expenses;

Whereas, the appointed Cable Advisory Committee (“CAC”) has been charged by the Select Board with authorizing the use of PEG funds upon its (CAC’s) determination of eligibility;

Whereas, the CAC wishes to establish a process whereby other Town and local (West Newbury-based) non-profit non-governmental entities may request approval for authorization of eligible expenses for expenditure from PEG funds;

Now therefore, the CAC adopts this process to provide a framework for appropriation of PEG funds, toward eligible expenses, under the oversight of Town Boards/Commissions/Committees or local (West Newbury-based) non-profit non-governmental entities.

Process:

1. If a Town Board/Commission/Committee or local (West Newbury-based) non-profit non-governmental entity wishes to request use of PEG funds, it shall submit a written request to the CAC Chair which shall include, at a minimum: the proposed purpose(s) of the expenditure(s); the amount of PEG money requested for authorization; whether the expense is/are proposed to be paid by PEG funds directly, or reimbursed after the expense is/are incurred; the timeline for anticipated expenditure (including an end date or “sunset date”); the entity or individual who will be responsible for overseeing the expenditure(s); and contact information for the requesting entity.
2. The CAC shall provide a copy of the request to the Town Manager and the Town Accountant. If the Town Manager or Town Accountant will require any information, such as a vendor W-9, insurance certificate, etc., the CAC shall be notified to require any such documentation, as necessary, as a condition of any approval. Upon request of the CAC, the Finance Department shall provide a report on available PEG fund balance.
3. The CAC shall, at its next meeting (typically within 30 days after the request is received), consider the request and, upon its determination that the proposed expense is/are eligible for use of PEG funds, may either authorize the request, authorize the request with conditions, deny the request, or provide questions regarding the request and table the request to a future meeting. The CAC shall not fund content it deems to be pornographic, nor otherwise inappropriate expenditures of public funds. The CAC may consult with Town Counsel if/as needed in support of its review.
4. The CAC’s authorization of any such requested expenses shall be memorialized in writing (whether by an email or otherwise), and placed on file with the Finance Department. Any approval shall specify the person(s) authorized to sign off on expenses pursuant to the CAC’s authorization. Once the authorized expense is/are incurred, the Finance Department shall track costs against the amount and purpose(s) specified in the CAC’s authorization.

This process is not intended to constrain in any way the CAC’s ability to initiate its own or support others’ production of cable programming and content, or incur eligible expenses, in accordance with past practice. This process is intended solely to provide a framework for authorization of PEG funds under oversight of others.

*Adopted by: West Newbury Cable Advisory Committee, February 2, 2023*