

TOWN OF WINCHESTER



RECEIVED AND FILED

2021 NOV -4 AM 8:09

TOWN CLERK
TOWN OF WINCHESTER

PUBLIC MEETING NOTICE and AGENDA

(Postings must be filed with Town Clerk's Office one hour prior to the close of business)

Board/Committee Name: Cable Advisory Committee

Date: November 17, 2021

Time: 6:30pm

Place: Virtual; please contact Chair at astevens@bu.edu to receive the link

Submitted by: Ashley Stevens, Chair

Email: astevens@bu.edu

Agenda: Size and Composition of the Committee

Please submit postings to: townclerk@winchester.us

TO: Town Manager
CC: Town Clerk
Cable Advisory Committee
FROM: Ashley Stevens
SUBJECT: Reducing the Size of the Cable Advisory Committee
DATE:

RECEIVED AND FILED

2021 NOV -4 AM 8:09

TOWN CLERK
TOWN OF WINCHESTER

Background:

I am informed by the Town Clerk that the Cable Advisory Committee ("CAC") was established by the Board of Selectmen in 1973 and at that time had five members. The Board raised the membership to nine in 1979 and then to ten in 1982. The authorized membership of the CAC has remained at ten since then.

Eight members are residents of the Town appointed by the Select Board, plus there are two *ex officio* members, one from the Select Board and the second from the School Committee.

The Issue:

The CAC is an unusual committee. Its work comes in spurts – very active for the two-to-three year period that it takes to renew the licenses of the Town's two cable TV providers, followed by a period of no activity until the renewed licenses start to approach their renewal date, when a new cycle starts. It's work is highly technical.

Of late, it has proven very difficult to recruit members and the Committee had three vacancies for a long time, which recently increased to four after the completion of the most recent round of license renewals. WinCAM has reached out to its membership, who should arguably be the most motivated people to be on the Committee, since the PEG fees the CAC negotiates support WinCAM; the opportunities have been posted by the Town; the current CAC members, me included, have solicited our friends, all to no avail.

The problem that this gives in running the Committee is that the Committee's quorum is a majority of its **authorized** membership, not its actual membership. So, for the CAC that is 6, 100% of the current membership, including, most importantly, both *ex officio*'s. It is extraordinarily difficult to get 100% attendance; heaven knows membership of both the Select Board and the School Committee brings with it a heavy enough workload without having to attend meetings of additional committees to allow them to achieve a quorum.

The Proposed Solution:

[The Committee has voted] to ask the Select Board to reduce the authorized size of the CAC from ten to seven, made up of five appointed and two *ex officio*'s.. (The Town

To: Town Manager
Subject: Cable Advisory Committee Composition
Date:
Page 2

RECEIVED AND FILED

2021 NOV -4 AM 8:09

TOWN CLERK
TOWN OF WINCHESTER

Manager recommends Boards and Committees have an odd number of members to avoid the possibility of a deadlocked vote). This would make our quorum four and we would be able to get a quorum without having to prevail on the *ex officio*'s to give up one of their rare nights off.

We believe that seven members would be an adequate number to carry out the work of the Committee.

The Town Clerk tells me that pursuant to the State statutes at G.L.c. 166 (<https://www.mass.gov/service-details/cable-advisory-committees>) the Select Board, as Issuing Authority, determines the composition and number of members of the CAC.

If you concur with this recommendation, please can you secure me a position on an upcoming Select Board meeting to present this request. Please note that when I presented the modification of the Verizon license to the Select Board recently, I told them that I was planning on asking them to make this change and why, so it will not come as a surprise to them.