

BOARD OF SELECTMEN

Policy on Recording of Selectmen and Regulatory Board Meetings

Original Date: August 5, 1991

1991-1

Revised: September 19, 1994

Reaffirmed: March 16, 1998

Reaffirmed: January 29, 2001

Reaffirmed: March 9, 2004

Revised: January 13, 2009

All publicly posted meetings of the Planning Board, Finance Committee, Zoning Board of Appeals, Board of Health, Conservation Commission, Board of Water Commissioners and the Board of Selectmen shall be recorded in their entirety by the means of a tape recorder or by other means of sonic reproduction.

Since the tapes of the public meetings are public records, the following procedures are established to insure their security and accessibility for a reasonable period of time.

1. All recordings will be maintained in the department responsible for supporting the Board/Commission/Committee.
2. The recordings shall remain in the department for public inspection for one full year, unless the meeting concerns extremely controversial matters, under legal appeal, or a member of the Board/Commission/Committee has requested that the recording be retained for a longer period of time.
3. Original recordings are not to leave the department.
4. Requests for listening to recordings will be processed through the responsible Department by submitting completed Public Records Request Form (Attachment A).
5. Recordings will be set up (placed in machine by Town personnel) and listened to in an area that will allow Town personnel to monitor its use. There will be no charge for listening to recordings.
6. Copies will be made available to the public within seventy-two (72) hours when a completed Public Records Request Form is submitted to responsible Department. The cost of a copy of the recording will be the per hour salary of the lowest paid employee in the department that would be responsible for the task plus the cost of the tape. A good faith estimate of the cost will be provided to the requester before the request is processed.