

Joe K.

CABLE/

file under
taping meetings
✓ broadcasting
meetings



TOWN OF UXBRIDGE
OFFICE OF THE TOWN MANAGER
Town Hall Room 102
21 South Main Street
Uxbridge, MA 01569-1851
508-278-8600 Fax 508-278-8605
town.manager@uxbridge-ma.gov

Jill R. Myers
Town Manager

DATE: February 5, 2007
TO: Committee Chairs and Department Heads
FROM: Jill R. Myers, Town Manager
RE: Broadcasting of Meetings

RECEIVED
TOWN CLERK
FEB 6 10 48 AM '07

I am writing to remind you of the Board of Selectmen's policy on the broadcasting and/or taping of meetings of Town Boards and Committees.

On December 12, 2005, the Board voted unanimously to support the following two policies:

- The Board of Selectmen supports the policy that all meetings of Town Boards and Committees will be broadcast live, taped and re-broadcast on a regular schedule for the benefit of the community.
- If a Town Board of Committee is unable to broadcast or tape a meeting for any reason, the fact that the meeting will not be broadcast should be indicated on the agenda so that the public will have time to decide whether or not to attend said meeting.

In scheduling your meetings, the availability of the following three rooms should be checked first as these rooms are able to house meetings to be broadcast live and/or taped:

- Board of Selectmen's Meeting Room – booked through the Town Clerk: 278-3156
- Lower Town Hall – booked through the Town Clerk: 278-3156
- High School Library – booked through the High School: 278-8633

The following rooms are also available and have the ability to have meetings taped to be rebroadcast, but require equipment to be set up:

- Council on Aging – booked through the COA: 278-8622
- Library – booked through Susan Stanovich: 278-8624
- Police Station Conference Room – booked through Jeanne Daley: 278-7351

For taping and broadcasting purposes, and in line with the Board of Selectmen's above listed policies, your meetings should be limited to using the above listed rooms.

Barry Giles, our Cable Access Coordinator, must be made aware of your meetings as soon in advance as possible. If staff and equipment is available, your meetings must be broadcast or taped for rebroadcast. When you post your agenda with the Town Clerk, you should also email Barry to let him know the time, date and location of your meeting. Barry can be reached at cable.access@uxbridge-ma.gov or 278-0708. We are also investigating options to stream video from the Town's website.

If you have any questions, please feel free to contact me. Thank you.