

BOARD OF SELECTMEN

Town of Middleton
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VIDEOGRAPHY AND BROADCAST OF PUBLIC MEETINGS POLICY ADOPTED NOVEMBER 19, 2019

The Middleton Board of Selectmen hereby adopts the policy for videography and broadcast of public meetings as recommended by the Middleton Cable Television Advisory Committee.

Based on comments and Citizen's Petitions to Town Meeting, the Middleton Cable Television Advisory Committee developed recommendations for the Videography and Broadcast of public meetings in Middleton. The recommendations cover:

- Prioritization of meetings to be recorded and/or broadcast,
- Access methods for viewing the recorded meetings,
- Policy for retention of video records, and
- Methods for preserving the records.

Meeting Prioritization

Given the limited resources available for the videography of the meetings, there must be some prioritization so that the task of recording and broadcasting the meetings is clear to the Local Cable Access Department (LCAD) so they can manage the equipment and personnel necessary to do the job.

There may be different priorities for Regular Meetings and Special Meetings. There may also be different priorities for Live Broadcast and/or Recorded Streaming Broadcasts. For instance, Annual Town Meeting is a high priority for Recorded Streaming, but there are good reasons that it is not broadcast live.

Priority 1. Meetings that we believe to be very important to Broadcast Live or be Recorded and posted online get this top priority. The LCAD will provide the equipment and personnel to ensure that these meetings are handled with priority. The LCAD will plan the purchase of equipment and the hiring personnel so that this can be done on a regular basis.

Priority 2. Meetings that are desired to be Broadcast Live or be Recorded for posting on-line, but only if the LCAD has the equipment and personnel available, get priority 2. If the LCAD has the availability to broadcast or record the meeting, they should do so, but only if there is no more important meeting at the same time. Since this is desired, the LCAD should plan to have extra capacity to handle as many of these meetings as is reasonable and within the budget.

Priority 3. These meetings will be broadcast or recorded only if the Chair of the committee requests the recording and the LCAD has the availability. The LCAD does not have to plan for these meetings. If there is availability during the requested meeting, then the meeting should be recorded or broadcast.

Priority 4. These meetings should not be broadcast live/recorded. An example might be a live broadcast of Town Meeting or a recorded version of Executive Session.

See Attachment A for a table of recommended priorities.

Scheduling of Meetings – If the BOS requires or desires a meeting to be broadcast, or if the Chair requests the meeting broadcast, then scheduling will be important. There are currently only 2 rooms that have capability of broadcasting live, although we may have the opportunity (and capital) to add that capability to additional spaces. The current system seems to be working, but we should be aware that additional workload will quickly complicate the scheduling issues. The LCAD will procure a few video systems that will be portable and will be able to record meetings in any room, which should ease some of the scheduling issues.

Accessing Video Records

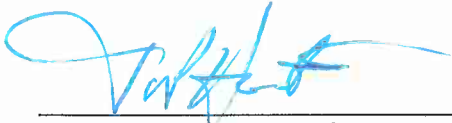
The CTAC recommends that the video files be uploaded to YouTube (or similar service) and that links are placed on the Town website for easy access. Keep in mind that YouTube may decide to run advertising during the meeting, but that is the cost of a free streaming service. It is possible to load the files onto our current website (service provider) for hosting, but the costs of the space required for this service is many thousands of dollars per year.

Retention and Preservation of Video Records

There are currently no laws that require the retention of video records. Until this changes, the CTAC recommends that video recordings of public meetings be retained for at least 10 years. The recorded video may be placed on-line or if removed to save space (or money), stored on a DVD or similar media so that it can be retrieved on request.

A backup of the video file must be maintained to mitigate the potential loss of the file from a commercial video streaming service.

MIDDLETON BOARD OF SELECTMEN



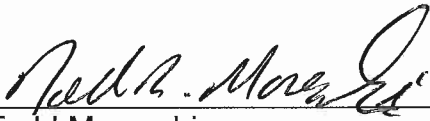
Timothy P. Houten, Chairman

Richard Kassiotis, Clerk

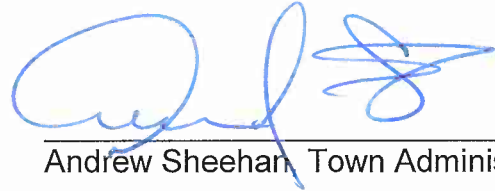


Kosta E. Prentakis

Brian M. Cresta



Todd Moreschi



Andrew Sheehan, Town Administrator

ATTACHMENT A

Streaming Priorities for Middleton Boards and Committees	Regular		Special	
	Live	Recorded	Live	Recorded
Name				
Board of Selectmen	1	1	3	3
Masco Regional School Committee	1	1	3	3
Master Planning Development Committee	1	1	3	3
Middleton School Committee	1	1	3	3
Planning Board	1	1	3	3
Zoning Board of Appeals	1	1	3	3
Town Meeting	4	1	4	1
Board of Assessors	2	2	3	3
Board of Health	2	2	3	3
Bylaw Review Committee	2	2	3	3
Community Preservation Committee	2	2	3	3
Conservation Commission	2	2	3	3
Finance Committee	2	2	3	3
Industrial & Commercial Design Review Committee	2	2	3	3
Master Plan Committee	2	2	3	3
Cable Television Advisory Committee	3	3	3	3
Complete Streets Committee	3	3	3	3
Council on Aging	3	3	3	3
Cultural Council	3	3	3	3
Electric Light Commission	3	3	3	3
Historical Commission	3	3	3	3
Housing Authority	3	3	3	3
Library Trustees	3	3	3	3
Memorial Day Committee	3	3	3	3
Municipal Tax Relief Committee	3	3	3	3
Rails to Trails Committee	3	3	3	3
Recreation Commission	3	3	3	3
Scholarship Committee	3	3	3	3
Solid Waste Study & Town Recycling Committee	3	3	3	3
Water Advisory Committee	3	3	3	3