



## TOWN OF SHERBORN

19 Washington Street  
Sherborn, MA 01770

### Select Board

Jeffrey Waldron, *Chair*  
Eric Johnson, *Vice Chair*  
Stephen Tsai, Clerk  
Paul DeRensis  
Marian Neutra

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January 25, 2024

To: All Boards, Committees, and Staff

Cc: Select Board and Office Staff

### **Re: Policy on Meeting Scheduling, Access, and Recording**

On January 25, 2024, the Sherborn Select Board approved the following policy to enhance public meeting access by setting a new transparency standard that reflects the current availability of multiple options for public access to in-person, virtual and hybrid meetings. The Select Board's intent is that all public meetings, in particular those of regulatory boards whose decisions most directly affect Sherborn residents, should consistently provide public access, enable public participation, record all public meetings on video or Zoom, and assure that such recordings are publically available. Additionally, documents/materials anticipated to be discussed should be provided to all board members at least 48 hours in advance or as soon as they are available, for review prior to the scheduled meeting.

The policy of the Select Board is to require that Select Board-appointed regulatory bodies of Zoning Board of Appeals and Conservation Commission, and the elected regulatory bodies of Planning Board and Board of Health, record all open-session meetings. Meetings may be recorded with Zoom or with Dover/Sherborn Cable TV (DSCTV) equipment, for subsequent posting on YouTube. All other bodies are encouraged to enable on-line public participation, record the proceedings, and share their Zoom meeting recording links with DSCTV either routinely, or selectively air meetings of high importance.

The Select Board also asks all regulatory boards and committees to schedule/hold meetings at a time/date not in conflict with Select Board meetings. Select Board meetings are typically held on alternate Thursday nights at 7pm. When possible, regulatory bodies should not schedule a meeting at the same time as another regulatory body. This should continue for all virtual, in-person or hybrid meetings.

#### **Option 1 – Virtual or Hybrid Meetings via Zoom**

If meetings are recorded via Zoom, regulatory bodies must have a practice in place to send the recording link to DSCTV as soon as it is made available to the meeting Host. Links to recordings are usually ready shortly after the conclusion of a meeting, typically within two hours. Upon downloading a Zoom recording, DSCTV will edit and upload the recording to its YouTube channel and the DSCTV website. DSCTV may also schedule recordings for playback on the DSCTV cable channel as part of its programming.

Forward recorded meeting links by email to DSCTV at: [mklein@dsctv.com](mailto:mklein@dsctv.com) cc: [jrichard266@verizon.net](mailto:jrichard266@verizon.net)

Be sure to inform DSCTV if (and at what time) there are any Executive Sessions at the beginning or end of the meeting; and identify any breaks taken during the open session.

Hybrid meeting equipment is currently available in the following locations: Select Board Meeting Room, Police Department Training Room, Fire Station Training Room, DPW Training Room, and Library Board of Trustees Meeting Room.

Procedure for conducting recorded meetings on Zoom:

- a) make sure a quorum is present, begin the recording, state openly that the meeting is being called to order, stating the body name, date, and time. Then hold a roll call vote to begin and read the agenda.
- b) all votes on motions must be conducted by roll call.
- c) all members arriving late or departing early should be announced as arrived or departed.
- d) Executive Session (ES) portions of meetings should not be recorded (if on Zoom, stop or pause the recording). After a roll-call vote to exit the ES, the meeting should always return to Open Session and then resume recording.

#### Option 2 – In Person Meeting (not hybrid) recorded on DSCTV in-house equipment

Regulatory Boards may decide, by majority vote of Board or Committee members, to hold one or more meetings in-person in the Select Board meeting room. If virtual access and Zoom recording are not used, such in-person meetings will be recorded by the DSCTV technician, promptly posted on YouTube and possibly aired on DCSTV cable TV as described above.

DSCTV should be provided two days advance notice to schedule, by contacting [mklein@dsctv.com](mailto:mklein@dsctv.com) cc: [jrichard266@verizon.net](mailto:jrichard266@verizon.net). The Select Board Office can assist in coordinating meetings with DSCTV.

#### A general note that applies to all public meetings:

MGL Ch.30A section 20F establishes that anyone attending a public meeting has the right to record all or any part of the meeting on a private recording device, provided that they inform the Board or Committee of their intention to record. The Chair must then inform all participants that the meeting is being recorded.

#### Support available:

If any board or committee has a question regarding this policy, the Zoom product, Zoom licenses, meeting hosting, recordings, hybrid meeting equipment, availability of the recordings, or any other technical or related policy issue, please contact Jeremy Marsette, Town Administrator, at [jmarsette@sherbornma.org](mailto:jmarsette@sherbornma.org). Inquiries may also be made to Diane Moores, Assistant Town Administrator, or Jeanne Guthrie, Admin. Assistant, in the Select Board Office at 508-651-7851.

For non-urgent questions regarding DSCTV, you should email Executive Director Mike Klein at [mklein@dsctv.com](mailto:mklein@dsctv.com).