

Town of Acton, Maine
Meetings/Workshop Policy

All meetings and/or workshops called by any and all Town Board, Committee or Department must abide by the following guidelines:

- 1) Chairman/Dept Head confirms space availability with Town Administrator
- 2) Chairman/Dept Head notifies the Town Administrator, in writing, a minimum of 10 days prior.
- 3) Town Administrator posts notice to Town's website, cable and hallway, a minimum of 7 days prior.
- 4) Town Administrator notifies the APAT Director to schedule filming coverage.
- 5) APAT Director assigns meetings/workshop to cable person.
- 6) APAT Director, or their designee uploads video to website/you-tube within 3 business days.
 - A) In the case of any inappropriate content, camera person will notify APAT Director, who will notify Town Administrator. Only the Board of Selectmen have the authority to instruct edits.


(This policy does not apply to the weekly staff meetings held between the Board of Selectmen and the Town Administrator)

*EXEMPT FROM THIS POLICY ARE ANY POSTINGS GOVERNED BY THE
TOWN OF ACTON ZONING ORDINANCE.*

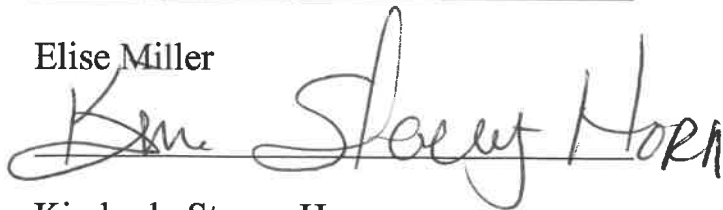
Adopted on 21st day of May 2019; Amended June 11, 2019



Edward Walsh



Elise Miller



Kimberly Stacey-Horn