

VIDEO RECORDING OF MEETINGS POLICY - ORDINANCE:

All Town of Albany municipal board, commission and subcommittee meetings shall be scheduled and held in the Town Hall Conference Room and recorded via the Town's video recording equipment installed in that conference room.

Board, commission or subcommittee chairman shall be responsible for learning how to turn video camera "ON" and "OFF" by contacting the Town Administrator and getting the necessary instruction.

Board, commission or subcommittee chairman shall contact the Town Administrator during regular Town Hall office hours to schedule their meetings a minimum of five (5) business days prior to the start of that scheduled meeting.

The board, commission or subcommittee chairman shall turn the switch to the "ON" position approximately one (1) minute before the start of the scheduled meeting. There is approximately a one (1) minute delay until the "**red light**" on the camera lights up. When the camera's "**red light**" is on, the meeting is being recorded and the Chairman can then call their meeting to order.

The Chairman shall turn the switch "OFF" at the conclusion or adjournment of the meeting.

In the event of a non-public session/meeting the Chairman shall turn the switch "OFF" at the end of the public session of the scheduled meeting and can be turned back to the "ON" position if the scheduled public meeting is to resume after the conclusion of the non-public session/meeting or to adjourn the main public meeting.

Board of Selectmen Approved June 7, 2017