



# TOWN OF CHILMARK, MASSACHUSETTS

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Jennifer L. Christy  
Town Clerk

To: The Board of Selectmen  
From: Jennifer L. Christy, Town Clerk  
Date: February 25, 2011  
Re: Alternate Posting Designation

Selectmen:

I am writing to request that you consider designating the Chilmark Town Website, [www.chilmarkma.gov](http://www.chilmarkma.gov), as the Alternate Posting Site for the Town of Chilmark. Currently, we are satisfying the Open Meeting Law (M.G.L. c. 30A, §20) requirements for 24 hour access by placing postings on the foyer bulletin board and in a loose-leaf binder outside the main door. Due to the minimal usage of this binder by the public and its exposure to the weather, I suggest that the town's website be made the alternate posting site. This alternate posting site would be both easier for staff to manage and would help to save on paper use.

I have included the notice posting requirements and have placed in bold 940 C MR 29.03, which refers to the alternate posting options:

## **29.03: Notice Posting Requirements**

### (1) Requirements Applicable to All Public Bodies

(a) Except in an emergency, public bodies shall file meeting notices sufficiently in advance of a public meeting to permit posting of the notice at least 48 hours in advance of the public meeting, excluding Saturdays, Sundays and legal holidays, in accordance with M.G.L. c. 30A, §20. In an emergency, the notice shall be posted as soon as reasonably possible prior to such meeting

(b) Meeting notices shall be printed or displayed in a legible, easily understandable format and shall contain the date, time and place of such meeting and a listing of topics that the chair reasonably anticipates will be discussed at the meeting. The list of topics shall have sufficient

specificity to reasonably advise the public of the issues to be discussed at the meeting. The date and time that the notice is posted shall be conspicuously recorded thereon or therewith.

**(c) Notices posted under an alternative posting method authorized by 940 CMR 29.03(2)-(5) shall include the same content as required by 940 CMR 29.03(1)(h). If such an alternative posting method is adopted, the municipal clerk, in the case of a municipality, or the body, in all other cases, shall file with the Attorney General written notice of adoption of the alternative method, including the website address where applicable, and any change thereto, and the most current notice posting method on file with the Attorney General shall be consistently used**

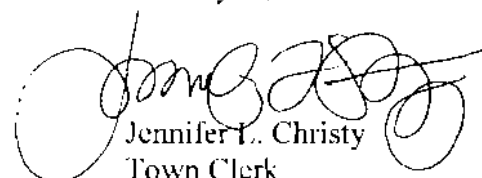
**(2) Requirements Specific to Local Public Bodies**

**(a) The municipal clerk, or other person designated by agreement with the municipal clerk, shall post notice of the meeting in a manner conspicuously visible to the public at all hours in or on the municipal building in which the clerk's office is located.,. Such notice shall be accessible to the public in the municipal clerk's office. If such notice is not conspicuously visible to the public during hours when the clerk's office is closed, such notice shall also be made available through an alternative method prescribed or approved by the Attorney General under 940 CMR 29.03(2)(b). A description of such alternative method, sufficient to allow members of the public to obtain notice through such method, shall be posted in a manner conspicuously visible to the public at all hours on or adjacent to the main and handicapped accessible entrances to the municipal building in which the clerk's office is located.**

**(b) For local public bodies, the Attorney General has determined, pursuant to M.G.L. c. 30A, §20(c), that the following alternative methods will provide more effective notice to the public:**

- 1. Public bodies may post notice of meetings on the municipal website;**
- 2. Public bodies may post notice of meetings on cable television, AND, post notice or provide cable television access in an alternate municipal building (e.g., police or fire station) where the notice is accessible at all hours;**
- 3. Public bodies may post notice of meetings in a newspaper of general circulation in the municipality, AND, post notice or a copy of the newspaper containing the meeting notice at an alternate municipal building (e.g., police or fire station) where the notice is accessible at all hours;**
- 4. Public bodies may place a computer monitor or electronic or physical bulletin board displaying meeting notices on or in a door, window, or near the entrance of the municipal building in which the clerk's office is located in such a manner as to be visible to the public from outside the building, or;**
- 5. Public bodies may provide an audio recording of meeting notices, available to the public by telephone at all hours.**

Thank you,

  
Jennifer L. Christy  
Town Clerk