

## WORCESTER CITY HALL – TELEVISED MEETINGS TRAINING

### LEVI LINCOLN CHAMBER

June 10, 2009

5:30 pm

Facilitator: Judy Warren, Cable Services Director

Attendants:

Joel Fontane, DPRS  
Ruth Gentile, DPRS  
Luba Zhaurova, DPRR  
Edgar Luna, DPRS  
Lenny Ciuffredo, ZBA  
William Bilotta, ZBA  
Peter Schneider, WHC  
Tim McCann, WHC  
Tom Constantine, WHC  
Janet Merrill, WHC

Mr. Fontane called the training to order at 5:30 pm. He welcomed all attendants and introduced Judy Warren, Cable Services Director, and the meeting facilitator. Mr. Fontane stated that effective July, 2009 all Regulatory Boards and Commissions meetings will be held at the Levi Lincoln Chamber. These include: Planning Board, Zoning Board of Appeals, Historical Commission and Conservation Commission. He indicated that while the meeting location will change, the meeting schedule and times will remain unchanged. In addition, Mr. Fontane stressed that although the meetings will start being held at the Levi Lincoln Chamber in July, they will not be broadcast live until December, 2009.

Judy Warren stated that the Levi Lincoln Chamber is equipped with an effective recording and sound system which allows meetings to be taped and broadcast live throughout Central Massachusetts. She indicated that the meeting table will be equipped with stationary microphones, which all Board/Commission members will need to use in order to be heard clearly by the audience and be recorded accurately. She also indicated that the recording cameras in the chamber are controlled from the recording studio, and can be zoomed in onto individuals speaking and/or moved to get several angles of the chamber.