

Town of Shutesbury
Subscribed Email Announcement List Policy

These guidelines will govern the preferred process of using the subscribed email notification system available to all resident and non-resident interested parties, through an option on the town web site, www.sbutesbury.org.

Subscribed email announcements will comply with the web site policy. The intent of this policy is to maintain full and open disclosure of such announcements and responses to those announcements, and provide reasonable access to those without access to the Internet or email services.

Emails sent out through this system will go to all current subscribers on the list. That list is subject to public record laws and is available to anyone who requests it. The Selectboard designee(s) shall review the mailing before it is distributed. If approved and sent out, a copy will be provided to the Town Clerk, who will post written copies at the Town Hall and the Spear Library. Copies will also be made available on the town web site.