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TOWN OF WHATELY MASSACHUSETTS

SELECTBOARD

November 18, 2020

Second Guidance on Holding Meetings for Town Departments, Boards, Committees, and Commissions

This guidance document supersedes the Guidance on Holding Meetings for Town Departments, Boards, Committee and Commissions originally adopted on March 17, 2020.

Cases of COVID19 are once again on the increase in our region and community. The situation in our region remains very serious, with regional data indicating that community transmission is increasing, which is expected to lead to a rise in the number of cases, hospitalization and deaths in our region. In order to protect the health and safety of all town residents, all town volunteers and all town employees the Selectboard is continuing to require that all town boards, committees and commissions meet remotely as permitted by Governor Baker's Executive Order Suspending Certain Provisions of the Open Meeting Law dated March 13, 2020. Therefore, the Whately Selectboard hereby rescinds its *Guidance on Holding Meetings for Town Departments, Boards, Committees and Commissions originally adopted on March 17, 2020* and instructs the following:

1. The Selectboard recognizes the need for town boards, committees and commissions to meet on a regular basis to conduct business on behalf of the Town of Whately during the pandemic. All town buildings and grounds remain closed to all in-person meetings of town boards, committees and commissions, unless a waiver from this requirement is granted by the Town Administrator after consulting with the Selectboard Chairperson and the Town Clerk.
2. All public meetings of town boards, committees and commissions shall be conducted remotely via the Zoom meeting platform or similar remote meeting service approved by the Town Administrator. All meetings shall be recorded and a link to the recording shall be sent to adminassist@whately.org for public record retention purposes.

3. The Selectboard recognizes that site visits, need to occur in-person, and may only take place with appropriate COVID19 precautions in place that include all participants wearing a face covering and practicing social distancing.
4. All meeting agendas shall include a Zoom link when publicly posted so the town board, committee and commission members, along with the public, can access the meeting remotely. The Zoom link and login information can be requested from the Town Administrator (townadmin@whately.org) or Administrative Assistant (adminassist@whately.org).
5. For every remote meeting, the meeting host shall assign a co-host to help address any technical difficulties that may arise during the meeting. All votes during the remote meeting shall be done by roll call vote and recorded as such. Please remember that all other applicable laws remain in effect, minutes will need to be kept and all other rules relating to meeting decorum and executive session still apply.

If you need technical help with the Zoom service please contact the Town Administrator (townadmin@whately.org). Thanks for your patience as we continue to adapt to the challenges posed by the pandemic in the most efficient and safest manner possible. This guidance document will be updated as necessary.