

FROM: Jacqui Beebe, Town Administrator  
TO: Town Board & Committee Members  
RE: Remote Meeting Participation  
Date 3-17-20

**Town of Eastham**  
**Directions for Conducting meetings with remote members**  
**and participation from the public**  
**3-17-20**

In light of the ongoing COVID-19 coronavirus outbreak, Governor Baker issued an emergency Order on March 12, 2020, allowing public bodies greater flexibility in utilizing technology in the conduct of meetings under the Open Meeting Law. The Town of Eastham greatly values the participation of its citizens in the public meeting process, but given the current circumstances and recommendations at both the state and federal levels to limit or avoid public gatherings together with the present closure of Eastham Town buildings to the public, the Town of Eastham has decided to implement the "remote participation" procedures allowed under Governor Baker's emergency Order for all boards, committees, and commissions. This means that:

1. All or any of the members of the public body may choose to participate in a public meeting via remote access. Meetings may be virtual, in their entirety.
2. *The public will not be allowed into a Board/Committee meeting, even where there are any members of the public body and/or Eastham] staff or official(s) physically present at the meeting location during the meeting.*
3. Where individuals have a right, or are required, to attend a public meeting or hearing, including executive session meetings, they will be provided with information about how to participate in the meeting/hearing remotely.
4. Meeting notices will still be posted at least 48 hours in advance (not counting Saturdays, Sundays, or legal holidays), unless it is an emergency meeting as defined under the Open Meeting Law (in which

**In general:**

Please cancel/postpone any non-regulatory/essential meetings for the next two weeks. We will focus on Regulatory Board meetings *only* until April 6,2020 and re-evaluate at that time.

**For Regulatory Board Meetings:**

- We will host the meeting at town hall and the meeting will be broadcast live even though it will be just the phone, Staff person and possibly the chair/member of the board.
- If at all possible, staff for your Board Committee will be present in the Earle Mountain Room. There will be a graphic up on the screen with call-in information as well as a cell phone # if a member of the public wants to text in a question.
- We will display/post on the screen the staff person's email address so people can email questions or plan drawings which can be read or shown on the projector which will be displayed on the live stream.

**For Board and Committee Members:**

- We can use the conference phone for up to 20 persons at a time. Audio from all will come through just fine.
- **Call 774-801-3299, when prompted press 3148#.** You will hear music until the meeting is set to begin.
- The Chair, will call the meeting to order, and one by one, read the names of each committee member for attendance, so everyone knows which committee members are on the phone.
- The chair should run the meeting as he/she normally would, except that at regular intervals or whenever comment is needed, the Chair should call each commissioner/committee member by name one at a time for comments and questions

**For Public Comment and/or questions:**

- We have a cell phone in the Earle Mountain Room for calls or texts from the public. The cell number will be on the screen during streaming to let the public know they can call in. **The phone number for the public is: 508-922-5983**
- Either the Chair or the Staff person, or someone else so delegated, should indicate to the Chair that there is a comment or question, and during the public comment period, read it into the record. If it is a question, it should be answered during the live stream meeting.
- A person calls in, they get acknowledged by the chair and told to stand by. The chair or staff keeps track of who is on the line and calls them by name when it is time for comments and questions. It may be a bit slow but it will work.

Future notices for public hearings will contain additional information about how the public may participate via electronic/technological means.

*If you have any special concerns/questions, please call:*

**Mike Caliri**

**Video Services Coordinator**

**774-801-3243**

Thank you all for your patience as we continue to explore better ways to conduct non-meeting meetings!