



**EFFECTIVE IMMEDIATELY AND UNTIL FURTHER NOTICE**

**RECOMMENDED PROCEDURE FOR PUBLIC MEETINGS DURING THE DECLARED CORONAVIRUS (COVID-19) EMERGENCY**

Effective **Thursday, March 12, 2020 and throughout the week of March 16, 2020**: All meetings of public bodies should be scheduled in the Donn B. Griffin Room to ensure live broadcasting to ensure public access via broadcast. Given the limited times and the potential number of meetings to occur, preference will be given to all regulatory and policy-making bodies including but not limited to all elected boards, Planning, Zoning, Health, Conservation and Historic District/Historical Commission. Additional bodies related to Town Meeting preparation including Finance Committee and the Capital Outlay Committee will also be given preference above all other bodies not referenced here.

All other public bodies are advised, if practicable, to postpone meetings during the week of March 16, 2020. As we progress into a workable procedure, efforts will be made to incorporate all public bodies into this process.

**ENSURING "SOCIAL DISTANCING" WHENEVER POSSIBLE**

The CDC defines social distancing as "remaining out of congregate settings, avoiding mass gatherings and maintaining distance (approximately 6 feet) from others when possible."

Another facet of public meetings is the presence of the public body's membership, related parties and the general public. Efforts will be made to ensure ample space exists within the Griffin Room to allow for maintaining the recommended distance while still conducting the business of government. This will also allow for necessary cleaning efforts to occur in this central location before and after each meeting occurs.

While these efforts may seem extreme, they are necessary given the added efforts of staff required to create a safe, effective, and clean environment within which to conduct business.

This procedure is meant to aid in those efforts to minimize potential exposure to a present and concerning public health emergency and will be evaluated on an ongoing basis.

We must all strive to support the uninterrupted business of municipal government.

Thank you for your attention to this matter and your ongoing collaborative efforts.

Respectfully submitted,

Joseph F. Powers  
Interim Town Administrator