

TOWN OF SUFFIELD

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Melissa M. Mack
First Selectman
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860-668-3838



DATE: March 26, 2020

TO: Town of Suffield Board & Commission Chairs, Vice Chairs and Recording Secretaries

RE: Open Meeting Teleconference Rules & Guidelines

CC: Board of Selectmen

Dear Chairs, Vice Chairs and Recording Secretaries,

I hope this letter finds you and your families well.

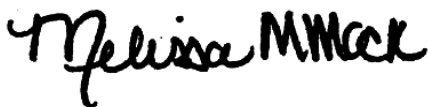
The Governor has suspended all in-person open meetings. In anticipation of this action, the Town of Suffield moved to a teleconference format utilizing Zoom. This format requires certain steps be taken in order to meet the legal definition of a meeting and remain in compliance with CT Freedom of Information Act requirements. Please follow the steps outlined below as you plan future meetings.

- Submit your meeting request to Kris Lambert in the First Selectman's office at fsadmin@suffieldct.gov who is acting as our designated Zoom "host" and will assist you with meeting set-up as well as meeting invites to all required attendees. Please provide her with the following information:
 - Name of board or commission
 - Meeting date
 - Meeting start time
 - Expected length of meeting
 - Email addresses of board or commission members, department heads, presenters and other participants to be invited to the teleconference
- Upon completion of set up Kris Lambert will provide requester with meeting information to be included on agenda:
 - Call- in number
 - Meeting ID number and password
- If Kris Lambert is unavailable, you may contact Deb Cerrato at dcerrato@suffieldct.gov who is also designated as a Zoom host

- Meeting agenda must be posted with the Town Clerk at least twenty-four (24) hours in advance of meeting and include information as to how the meeting will be conducted and how the public can access it.
- Any materials relevant to matters on the agenda shall be submitted to the Town Clerk a minimum of twenty four (24) hours prior and posted to the town website for public inspection prior to, during and after the meeting. If additional materials become available less than 24 hours in advance these must also be submitted to the Town Clerk for posting and review by the public
- During each meeting Kris Lambert will assist as follows:
 - Start the meeting
 - Start recording
 - Review the meeting guidance with participants
 - Coordinate callers during the public comment session
- **All speakers, including board and commission members, must clearly state their name and title, if applicable, before speaking on *each* occasion that they speak**
- The public may only participate during public comment and will be muted and in listen-only mode during the course of the meeting. The public will be unmuted and called on one at a time by their phone number during public comment. Public commenters must clearly state their name and address before speaking on each occasion that they speak
- All meetings must be audio recorded and such recording shall be posted to the Town website within seven (7) days. Please note: all Zoom meetings will be set to automatically record.
- Submission of written meeting minutes remains in effect and must be submitted within seven (7) days to the Town Clerk's office for posting to the Town website.

If you have any questions or concerns regarding the information provided, please feel free to contact Kris Lambert at 860-668-3838 and she will be more than happy to guide you through the process.

Sincerely,



Melissa M. Mack, First Selectman
Town of Suffield