



## **PUBLIC MEETINGS**

### **TEMPORARY PROTOCOLS DURING COVID-19 STATE OF EMERGENCY**

Effective Immediately, March 16, 2020

In response to the Order Suspending Certain Provisions of the Open Meeting Law, G. L. c. 30A, § 20, issued on March 10, 2020, by the Baker-Polito Administration the Board of Selectmen voted to implement the following measures for public meetings.

It is recommended that public bodies consider postponing all public meetings unless there is a critical or time-sensitive action that must be taken or a pending statutory deadline is approaching that could lead to adverse consequences to the public interest.

If a public meeting will be held, the recommendation is that agendas shall be limited to those items that are critical, time-sensitive, or required by statute. Other business should be postponed until further notice.

All meetings will be held remotely by all members and the public. The Town of Norton has established a remote participation process utilizing a dial-in conference service with recording capabilities. The Chair, acting Chair, and/or the Vice Chair will be provided with remote meeting information upon request to the Town Manager, to include a Host PIN, information to enable call recording, and notification to Norton Media Center of a posted meeting. Technology resources will be allocated based on the urgency of the business pending before the public bodies. All attempts will be made to accommodate virtual meeting requests but are not guaranteed.

Public bodies may choose to use other technology solutions to hold public meetings whereas those solutions meet the requirements set forth in the Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, § 20.

Agendas must list a call-in number and access code or PIN where interested members of the public may access the meeting remotely, and all attempts will be made to record and broadcast public meetings via Norton Media Center. Agendas must also include URLs virtual meeting locations, where used, and best efforts should be made to also list URLs of additional locations of meeting materials.

All documentation or information required for a public meeting or hearing must be submitted electronically and posted with the meeting agenda in advance of the meeting. Paper copies shall not be distributed to public bodies or members of the public.