

## **UPDATED MESSAGE TO FALMOUTH BOARDS/COMMITTEES**

May 28, 2020

Dear Chair of Falmouth Board/Committee,

This message is the third in a series of updates to you regarding the postponement of meetings given the COVID-19 pandemic. As you know, we have received several Emergency Orders from Governor Baker regarding the curtailing of normal, non-essential operations and related matters. The Governor has begun the reopening process in phases, with Phase One now underway. I want to thank all of you for your understanding and support during this time of postponement and related challenges.

In consultation with Board Chair Megan English Braga, we are asking that you give consideration to initiating your meeting process no sooner than the week of June 15. As Governor Baker continues to prohibit gatherings of ten persons or more, all such public meetings must be in virtual format. You may wish to consider utilizing the Zoom teleconference format which the Town has utilized in the mandatory meetings of the Town's regulatory Boards. Other virtual platforms are, of course, available for your consideration. Be advised that, given limited staffing in the IT department, we are unfortunately unable to commit to providing staff support to your respective Committee in the conduct of your virtual meetings. If you are not comfortable with this virtual meeting technology, you may wish to continue a Committee postponement into July in the event that conditions change. As a further reminder, while the Commonwealth has extended a partial "rollback" of its Open Meeting Law during this pandemic, you will continue to be responsible for the required 48 hour public agenda posting notice in advance of meeting as well as providing for public input during your meeting and timely assembling and posting minutes of all Committee activity.

I will be following this communication in the next few days with further information to assist you in pursuing a virtual teleconference for those who are not as familiar with this technology. You are encouraged to stay in contact with your respective Board liaison for any issues which may arise. Be well.

Julian M. Suso  
Falmouth Town Manager

cc: Falmouth Select Board  
Town Counsel and Staff Members  
Media Contacts