

April 6, 2020

To: Sheffield residents and the public

From: Sheffield Board of Selectmen

Re: USE OF REMOTE PARTICIPATION & “VIRTUAL” MEETINGS/HEARINGS FOR ALL COMMITTEE, COMMISSION AND BOARD MEETINGS EFFECTIVE IMMEDIATELY

Given the ongoing COVID-19 situation and recent Emergency Orders from Governor Baker’s office limiting the number of people allowed to gather together and allowing greater use of technology and flexibility in conducting meetings under the Open Meeting Law,

The Town of Sheffield will effective immediately, until further notice, be conducting all of its public meetings/hearing using virtual meeting technology and remote participation procedures.

This means:

1. All meetings/hearings will be virtual; the public is encourage to participate via remote phone access. Check each meeting agenda for the appropriate call in number.
2. There will be no one allowed at a meeting/hearing even if members of the Committee, Commission or Board are physically present at the meeting/hearing.
3. The Chair will let the public know how the meeting will be conducted and how the public may participate if he/she so wishes, as the Public Comment portion of meetings has also been temporarily suspended by the Governor’s Orders.
4. All meeting materials may be obtained through the Town Administrator’s office, 229-7000 x152.
5. All meeting/hearing notices will include information on how to participate remotely.
6. Meeting/hearing notices will still be posted at least 48 hours in advance, according to OML.
7. Minutes will be taken. The public will be limited if the Board of Selectmen goes into Executive Session, as has been the case.

Please note: The Administrator’s office is staffed Monday through Friday 9AM – 4PM.

Questions/concerns regarding the above need to be addressed during these hours.