



TOWN OF GROTON


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Board of Selectmen

Anna Eliot, *Chairman*
George F. Dillon, Jr., *Vice Chairman*
Peter S. Cunningham, *Clerk*
Joshua A. Degen, *Member*
Stuart M. Schulman, *Member*

Town Manager
Mark W. Haddad

To: *All Boards, Committees and Commissions*

From: *Mark W. Haddad – Town Manager* 

Subject: *Remote Participation at Board, Committee and Commission Meetings*

Date: *November 28, 2011*

The purpose of this memorandum is to advise you of action taken by the Board of Selectmen at their regularly scheduled meeting of Monday, November 21, 2011 concerning Remote Participation at Board and Committee meetings under certain conditions. Specifically, the Open Meeting Law has been recently updated by the Attorney General to allow for this type of participation as long as the Chief Executive Body of the Town (Board of Selectmen) ratifies its acceptance by majority vote. Please be advised that the Board voted unanimously to ratify its acceptance at its November 21, 2011 meeting.

This approval is subject to the following rules and conditions:

- No change in open meeting postings
- Physical attendance at meetings is strongly encouraged. A quorum and the chair (or alternate chair) must be present at the main meeting location.
- The Chief Executive of the Town must authorize by majority vote to allow remote participation. That authorization applies to all town public bodies.
- Authorization may be revoked.
- Permissible reasons defined for use of remote access include temporary disability and geographic distance.
- The chair must state to the public meeting that remote access is being used, by whom, and for what reason. The technology used must be audible or visible (i.e. video technology) to all at the main location.
- All votes must be by roll call.
- Remote participants may participate in execute sessions, but must certify that no other person is present or able to hear. A majority vote of the public body allows for another person or persons to be present.
- Documents to be discussed should be distributed to all participants.

Please feel free to contact me with any additional questions or concerns with regards to this matter.

MWH/rjb

cc: Board of Selectmen
Michael Bouchard – Town Clerk
David Doneski – Town Counsel