



# TOWN OF TRURO

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## POLICY MEMORANDUM #65

Adopted: December 14, 2021; rev 9/13/2022

*\* This policy was revised at the September 13, 2022 Select Board meeting solely to reflect the titles used in the Town Charter for the Town Manager and Select Board and to modify language to be gender neutral. No changes were made to the content of the Policy at that meeting.*

### Hybrid Meeting Policy

This policy applies to all Truro boards/committees/commissions and their members. It aims to guide town resources in a deliberate manner and ensure public health is at the forefront of compliance with the state Open Meeting Law.

### I. BACKGROUND

Meetings prior to Covid-19 were held with the quorum guidance of both the Truro Charter and the state Open Meeting Law, which required that the majority of the body be physically present at the meeting location. Since the March 12, 2020 executive order from Governor Baker, meetings have been facilitated remotely or in a hybrid model.

Remote regulatory board/committee/commission meetings are held using an audio- and video-conferencing tool to both live-stream and record. Remote non-regulatory boards/committees/commissions are held using the same audio- and video-conferencing tool and the video recordings are later posted on TruroTV.

With Town Manager authorization, some non-regulatory boards/committees/commissions have had in-person meetings open to the public without live-streaming/recording. These meetings are held in ADA-compliant locations and minutes are taken for subsequent approval.

Support for hybrid meetings requires substantial economic commitment due to the need for a videographer with technical expertise necessary to live-stream and record the meetings and to troubleshoot problems. Videographer availability is limited. Other town staffers who help facilitate remote meetings have limited ability to be redirected toward supporting hybrid meetings.

### II. POLICY

For the purposes of this policy, the following definitions apply:

**In-person meeting:** All members of the public body and the public participate in person.

**Remote meeting:** All members of the public body and the public participate remotely, using Web-based video/audio-conferencing software. These meetings are posted on TruroTV. Regulatory board meetings are also live-streamed.

**Hybrid Meeting:** A combination of in-person and remote participation by members of the board and the public. These meetings, held in properly equipped town meeting rooms, are recorded and, if possible, are live-streamed.

The town manager has the discretion to approve a hybrid meeting or to determine that a specific meeting should be remote or in-person. The Town Manager will consider public health and safety protocols, available staffing and the financial cost in making this determination.

### **III. CONDITIONS**

1. Priority for hybrid meetings will be given to regulatory/high-engagement multi-member bodies. (Listed in Section V)
2. The Town Manager may approve a hybrid meeting for non-regulatory and advisory boards and committees that request it for special circumstances. Staffing and available time slots will be considered in making this decision.
3. Public bodies that request a hybrid meeting must do so at least two weeks in advance to allow for staff and video scheduling.
4. Boards/committees/commissions may request which meetings will be hybrid, in-person or remote. A minimum of the board/committee/commission quorum must attend in person for any hybrid meeting. If a quorum does not commit to in-person attendance, the meeting shall be remote.
5. The inability to achieve an in-person quorum for a scheduled hybrid meeting for three consecutive meetings will require town manager approval to schedule future hybrid meetings.
6. All boards/committees/commissions shall create and maintain accurate minutes of all meetings, including executive sessions, setting forth the date, time and place, the members present or absent, a summary of the discussions on each subject, and the decisions made and the actions taken at each meeting, including the record of all votes. Minutes must include a list of documents and other exhibits used at the meeting. Audio and video recordings of meetings are not acceptable as meeting minutes.
7. Minutes of all open and executive sessions shall be created and approved in a timely manner, typically within the next three public body meetings or within 30 days, whichever is later, unless the public body can show good cause for further delay.
8. All boards/committees/commissions not up to date with minutes and approvals shall be required to hold remote meetings that are recorded and accessible to the public.
9. All public meeting agendas must be posted at least 48 hours prior to the meeting, excluding Saturdays, Sundays and legal holidays.
10. Remote meetings must be scheduled at least three days prior to the meeting, excluding weekends and holidays, using the town's virtual ID to host and record/stream the meeting.
11. Hybrid meetings must be scheduled at least two weeks in advance and will be assigned a

meeting ID/link at least 48 hours in advance for those who participate remotely.

#### **IV. MEETING NOTICE**

1. All public meeting agendas must be posted at least 48 hours prior to the meeting, excluding Saturdays, Sundays and legal holidays.
2. Remote meetings must be scheduled at least three days prior to the meeting, excluding weekends and holidays, using the town's virtual ID to host and record/stream the meeting.
3. Hybrid meetings must be scheduled at least two weeks in advance and will be assigned a meeting ID/link at least 48 hours in advance for those who participate remotely.

#### **V. REGULATORY/HIGH ENGAGEMENT MULTI-MEMBER BODIES**

4. Select Board
5. Planning Board
6. Zoning Board of Appeals
7. Conservation Commission
8. Board of Health
9. Local Comprehensive Planning Committee
10. Walsh Property Community Planning Committee
11. Finance Committee
12. Budget Task Force



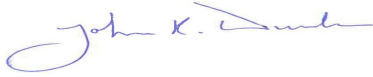
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Kristen Reed, Chair



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Robert Weinstein, Vice-  
Chair



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John Dundas, Clerk



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Susan Areson



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Stephanie Rein

Select Board  
Town of Truro