

Town of Plainfield  
Preliminary Policy for Board, Committee, and Commission  
Meetings Using Web-Based Programs

As a consequence of the Covid-10 pandemic, state and municipal offices across Vermont are closed and in-person meetings are not possible without risk of harm to others. Alternatives to in-person meetings exist and can be authorized if certain requirements are followed to comply with state law, direction from the Vermont Secretary of State, and from the Plainfield Select Board in order to assure that meetings are conducted with clarity about what is discussed and decided and to foster and support those seeking to participate in meetings of Plainfield committees, boards, and commissions:

1. Meetings held completely remotely are authorized only during the period of the Covid-19 pandemic and such meetings conducted by any Plainfield committee, board, or commission will comply with with this policy.

2. In accordance with the requirements of the Vermont Secretary of State, in order to hold completely remote meetings there must be a telephone conference line for those without internet access and any remote meeting for school boards and select boards must be recorded.

3. All Plainfield committees, boards, and commissions conducting meetings completely remotely during the Covid-19 pandemic or using technology to offer other than in-person participation at such a meeting will use the platform authorized by the Select Board. This is to assure consistency for those conducting and participating in Plainfield municipal meetings and to assure that those participating in such meetings do not need to learn or become familiar with a range of platforms in order to participate in meetings of Plainfield's committees, boards and commissions.

4. An individual or individuals will be designated for each committee, board, or commission to conduct completely remote meetings or provide the technological assistance to conduct meetings where remote access is offered.

5. Such individuals seeking to conduct completely remote meeting or to provide the technological assistance to conduct meetings where remote access is offered shall complete training defined by the Select Board before holding a completely remote meeting or offering remote access to a Plainfield committee, board, or commission.

6. Members of Plainfield committees, boards, and commissions participating in a completely remote meeting or remotely participating in a meeting shall identify themselves at the beginning of the meeting and shall be able to hear the conduct of the meeting and be heard throughout the meeting. 1 V.S.A. § 312(a)(2) Unless a vote is unanimous, votes shall be take by roll call.

7. All meetings of Plainfield committees, boards, and commissions which are completely remote meetings or which offer remote access shall be open to the public with no requirement that a person participating in such a meeting identify his or herself or speak or respond as a condition of participating in such a meeting. Provided

however, that a request may be made for a participant who wishes to make a public comment to provide his or her name and town of residence.


8. No person participating in completely remote meeting or a meeting which offers remote access shall be terminated from such participation as a result of his or her failure or refusal to provide information including name, town of residence, or any other information.

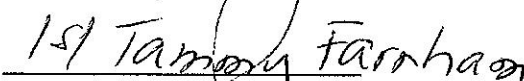
9. Meeting agenda must be posted in accordance with the Vermont Open Meeting law (1 V.S.A. § 312) including posting at the municipal building and two other public locations and the town website, for regular meetings 48 hours in advance of the meeting, for special meetings, 24 hours in advance of the meeting. Posting on the Plainfield People Facebook page and on Front Porch Forum is also highly encouraged.

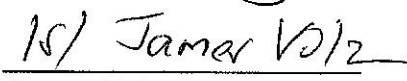
10. All recordings, transcripts and other records of such meetings of Plainfield committees, board, or commissions are the property of the town of Plainfield and not the property of any person conducting an entirely remote meeting or a meeting where remote access is offered and shall be provided to the Select Board and the Town Clerk at the conclusion of the meeting.

11. Minutes of completely remote meetings and meetings where remote access is offered shall be completed and sent promptly to Select Board and Town Clerk and to the Plainfield webmaster for posting on the website.

Duly adopted by the Plainfield Selectboard this 30th day of March 2020.

  
Sasha Thayer

  
Tammy Farnham

  
James Volz