



TOWN OF WELLFLEET

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Office of the Town Clerk

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To: All Town Boards & Committees
From: Town Clerk
Date: September 18, 2020
Re: Updates to Zoom Meetings to Reduce Technical Difficulties

First, thank you all for your hard work and dedication to this Town and for continuing during to serve during this pandemic. Additionally, we thank you for your ability to pivot and learn a new technology quickly to be able to keep doing your work.

We have had instances in the past few months where a meeting ID or password, or the link, were posted incorrectly to the Town website for board/committee meetings. Staff have since taken measures to ensure that this does not happen in the future by assigning Meeting IDs/Passwords to all boards/committees currently using Zoom to host their meetings. The Chairs were informed of this decision and were provided said IDs/Passwords and meeting information to include on all future agendas.

In addition to the Zoom information, we have asked that all meeting postings contain the following language:

This meeting will be held virtually via Zoom Video Conference, in accordance with the temporary suspension and enhancement of the Open Meeting Law requirements by Governor Baker.

Instructions for a Zoom video conference meeting, which also allows phone dial-in, are given below. If you have technical difficulties joining a Zoom meeting please call 774-392-1457 or contact the Chair at this email: _____

The phone number provided is Courtney Butler's work cell phone and you should insert you or your secretary's email into the blank line provided. While we hope that assigning IDs will prevent any issues of the public from being able to join in the future, we are providing these means of assistance in case a problem does arise.

If you have questions regarding using Zoom, how to post meeting notices, or wish to seek further advice, please feel free to contact myself at TownClerk@wellfleet-ma.gov or Courtney Butler at Courtney.Butler@wellfleet-ma.gov.

Thank you,

Jennifer Congel
Town Clerk

Courtney Butler
Executive Assistant