



**TOWN OF MANSFIELD
EMERGENCY TOWN COUNCIL MEETING
WEDNESDAY, March 18, 2020**

**AUDREY P. BECK BUILDING
COUNCIL CHAMBERS
3:30 pm**

AGENDA

Call to Order

New Business

- 1. Rules of Procedure Adjustment**
- 2. Update on Town Response to COVID-19**
- 3. Town Hall Closed to Public**
- 4. UCONN Response to COVID-19**

Adjournment



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: John C. Carrington, Interim Town Manager
CC:
Date: March 18, 2020
Re: Rules of Procedure Adjustment

Subject Matter/Background

The response to COVID-19 will affect the conduct of council meetings within Town Hall. Due to social distancing, Councilors may want to avoid Town Hall and call in to the meeting. I closed the Town Hall to the public to limit large gatherings and to enforce social distancing to protect everyone. This closure will prohibit the public from being physically present at meetings and therefore unable to provide public comment in the traditional manner, in the council chamber seated in front of the council.

In accordance with the Freedom of Information Act, and Governor Lamont's Declaration of Public Health and Civil Preparedness Emergencies dated March 10, 2020 and the Executive Orders implementing said Declaration, members of the Town Council may participate remotely by conference call, videoconference or other technology, provided that the public has the ability to view or listen to each meeting or proceeding in real time, by telephone, video, or other technology and that such participation is in compliance with the other provisions of the Freedom of Information Act and the Executive Orders.

The Town Council Rules of Procedure requires the presence of five members for a quorum but does not address electronic participation, as shown in Rule 2.

Rule 2 –Meetings

- a) All meetings shall be held in compliance with the Connecticut Freedom of Information Act, Connecticut General Statutes sections 1-200, et seq.
- b) The presence of five members of the Council is necessary for a quorum. Each Council member is asked to notify the Mayor or the Town Manager as soon as possible if the member expects to be absent

Rule 2 b) should be modified temporarily to read: “The presence **or electronic participation** of five members ...”

The Town Council Rules of Procedure address public participation at regular and special meetings as follows:

Rule 4 – Public Participation

a) Regular Meetings and Special Meetings

The Town Council welcomes comments from the public. On the agenda of each regular meeting of the Town Council, or special meeting which is merely a rescheduled regular meeting, a period shall be set aside and designated as an opportunity for the public to address the Council on any issue of importance to the Town. Public comments may be presented orally or in writing. For all other special meetings, a period for public comments, pertaining to the issue at hand, shall be set aside on the agenda. Each speaker will be allowed one opportunity to speak for a maximum of five minutes. Speakers are not permitted to yield any portion of their time to another speaker(s). Any member of the public so speaking shall identify him/herself by name and address, and if the speaker is speaking for a group or organization, she/he may so state. If he/she has an affiliation with a town appointed or elected position, he/she must so state. Any such speaker should declare whether he/she is speaking in that capacity or as an individual. Public comments will be accepted as presented. Written statements presented by speakers during the public comment section shall be included in the minutes of the meeting

In addition, the Town Council Rules of Procedure in Rule 3 b) addresses the regular order of business for regular and special meetings as follows:

Rule 3- Agenda of Council Meetings

b) Unless altered by a two-thirds vote of the Council, the regular order of business shall be as follows:

1. Call to Order
2. Roll Call
3. Approval of Minutes
4. Public Hearing (if scheduled)
5. Opportunity For Public to Address the Council
6. Report of the Town Manager
7. Reports and Comments of Council Members
8. Old Business
9. New Business
10. Quarterly Reports
11. Reports of Council Committees
12. Departmental and Advisory Committee Reports
13. Petitions, Request and Communications
14. Future Agendas

15. Executive Session (if scheduled)
16. Adjournment

Financial Impact

None

Legal Review

The Town Attorney reviewed this recommended adjustment

Recommendation

Staff recommends that electronic participation of the Town Council be added to Rule 2, that Opportunity for Public to Address the Council be temporarily removed from the agenda and that all public comment be received via US Postal Service or electronic mail. If the mail is received after the council packet is finalized and before 4:30 PM on the day of the Council Meeting, it could be read during the council meeting and/or distributed to the Town Council via email.

If the Town Council agrees, the following motion is in order,

Move, to revise Rule 2 to allow for electronic participation and to temporarily revise the Town Council Rules of Procedure Rules 3 and 4 to remove Opportunity for Public to Address the Council from the agenda and provides that public participation will be limited to comments received via US Postal Service or electronic mail.

Attachments

- 1) The Town Council Rules of Procedure



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: John C. Carrington, Interim Town Manager
CC:
Date: March 18, 2020
Re: Update on Town Response to COVID-19

A handwritten signature in black ink, appearing to read "John C. Carrington", is written over the "From:" and "CC:" lines of the header.

Subject Matter/Background

The Interim Town Manager will give an update on the Town's response to COVID-19.

Financial Impact

Unknown at this time

Legal Review

None

Recommendation

None



**Town of Mansfield
Agenda Item Summary**

To: Town Council

From: John C. Carrington, Interim Town Manager

A handwritten signature in black ink, appearing to read "John C. Carrington", is written over the "From:" line.

CC:

Date: March 18, 2020

Re: Town Hall Closed to Public

Subject Matter/Background

On March 17, 2020, the Town Hall was closed to the public. Signs are posted on each door informing the public and having them call 860-429-336 so they can contact the Department they need. Each case will be handled on an individual basis. If entry is needed and safe, it will be allowed. These actions are done to protect everyone and to practice safe distancing.

Financial Impact

Unknown

Legal Review

None

Recommendation

None



**Town of Mansfield
Agenda Item Summary**

To: Town Council
From: John C. Carrington, Interim Town Manager
CC:
Date: March 18, 2020
Re: UCONN Response to COVID-19

A handwritten signature in black ink, appearing to read "John C. Carrington", is written over the "From:" and "CC:" lines of the header.

Subject Matter/Background

The Interim Town Manager will give an update on the University of Connecticut's response to COVID-19.

Financial Impact

Unknown at this time

Legal Review

None

Recommendation

None