



Town of Reading
16 Lowell Street
Reading MA 01867

Town Clerk /Records Access Officer
781-942-9050

fax: 781-942-9070
website: www.readingma.gov

September 7, 2020

DELIVERED BY EMAIL

Dear Members of the Select Board,

In view of the ongoing COVID-19 pandemic and the federal, state and local advisories to practice social distancing and avoid the congregation of crowds, I request approval to conduct the Town of Reading's Subsequent Town Meeting, scheduled to commence on November 9, 2020, through remote participation via Zoom Webinar videoconferencing platform in accordance with Chapter 92 of the Acts of 2020 (the "Act").

I have determined, with the assistance of the town's IT department and the positive experience we had with the annual town meeting, that the Zoom Webinar videoconferencing platform is suitable to use to hold the town meetings. In addition, I have consulted with Laura Gemme, Reading's local coordinator for the Americans with Disabilities Act ("ADA"), and I have confirmed that the meeting will comply with the ADA, if held over Zoom.

I hereby certify that: (A) I have tested the Zoom videoconferencing platform; and (B) the Zoom videoconferencing platform satisfactorily enables the Town Meeting to be conducted in substantially the same manner as if the meetings occurred in person at a physical location and in accordance with the operational and functional requirements set forth in the Act.

I further certify that the Zoom system provides for: (i) the Moderator, Town Meeting members, Town officials and any other interested members of the public to identify and hear the Moderator and each Town Meeting member who attends and participates in the remotely-held town meetings, as well as any other individuals who participate in the remotely-held town meeting; (ii) the ability to determine if a quorum is present; (iii) a Town Meeting member, Town official or other individual to request recognition by the Moderator without prior authorization; provided, however, that, to the extent technologically feasible, the request is visible or audible to the public in real time and upon review of the recording of the Town Meeting, preserved according to the Act; (iv) the Moderator to determine when a town meeting member wishes to be recognized to speak, make a motion, raise a point of order or object to a request for unanimous consent; (v) the Moderator to recognize a Town Meeting member, Town official or other individual to speak and to enable that person to speak; (vi) the ability to conduct a roll call vote; (vii) any interested members of the public to access the meetings remotely for purposes of witnessing the deliberations and actions taken at the Town Meeting; and (viii) the Town Meeting to be recorded.

Sincerely,

ALAN E. FOULDS

Alan E. Foulds
Town Moderator