

**MINUTES OF THE PROCEEDINGS OF THE
SPECIAL MEETING OF BOARDS & COMMISSIONS**
The Open Meeting Law Training Seminar

**June 1, 2011
WORCESTER CITY HALL – LEVI LINCOLN ROOM**

Board Members Present: Anne O'Connor – Planning Board
Staff Present: Joel Fontane - Planning & Regulatory Services Division
Luba Zhaurova – Planning & Regulatory Services Division
Heather Gould – Office of the City Manager

The meeting was called to order at 6pm.

Staff of the Office of Massachusetts Attorney General – Division of Open Government had discussed an Open Meeting Law (Exhibit A). The following topics were covered:

- Purpose of Open Meeting Law
- Attorney General's Role
- New Sections of the Law
- Definition of a Public Body
- Definition of a Deliberation
- Definition of a Meeting
- Meeting Notices
- Accessibility
- Public Participation
- Meeting Minutes
- Executive Session
- Meeting Records
- Complaint Process
- Resources

Present at the meeting were members of the City's Land Use Boards (Conservation Commission, License Commission, Historical Commission, Planning Board, and Zoning Board of Appeals) and members of the public.

The meeting was adjourned at 7:30 pm.

Exhibit A. Power Point Presentation. Open Meeting Law: Balancing Government Transparency with Government Efficiency. June 1, 2011. Worcester City Hall, Worcester, MA.