**Procedures and Guidelines for Public Participation in Remote Board Meetings**

On March 14, 2020, Governor Lamont signed Executive Order 7B which suspends the in-person open meeting requirements of the Freedom of Information Act (provided certain conditions are met) in an effort to mitigate the risk of transmitting COVID-19 through in-person public meetings and proceedings. The Greater Waterbury Transit District (GWTD) has taken steps necessary to ensure that it will satisfy the conditions set forth in Executive Order 7B for holding GWTD meetings remotely by videoconference until such time that in-person public meetings are safe to resume.

GWTD welcomes public participation in its meetings, including meetings held remotely pursuant to Executive Order 7B. The procedure for public comment during such remote meetings is as follows:

* The public may submit written comments to Gabriel Filer, Transportation Planner up to two hours before each meeting.
  + Written comments on non-agenda items will be presented at the beginning of each meeting. Written comments on agenda items will be presented at the time of discussion.
  + Please provide your name and address with your comments.
  + All written public comments will be made public.
  + Written comments can be emailed to [gfiler@nvcogct.gov](mailto:gfiler@nvcogct.gov) or mailed to:

Naugatuck Valley Council of Governments

49 Leavenworth Street, 3rd Floor

Waterbury, CT 06702

* + Comment on non-agenda topics on regional matters will occur during the first designated portion except when the staff or guest presentations are scheduled.
  + The public will be allowed to call into the virtual space once a form is submitted.
  + Speakers must state their full name and address before speaking.
  + Speakers are limited to 2 minutes each, except by prior arrangement with Gabriel Filer, Transportation Planner.
  + Responses to questions may be deferred if answers are not immediately available.
  + Please be respectful.