

Wayland Selectmen's steps taken to improve Open Meeting Law compliance.

As presented by Vice-Chair Cherry Karlson
on *Wayland Weekly Buzz*, May 14, 2017

- Organized and attended OML training sessions.
- Reorganized responsibilities and adjusted job descriptions of staff within the Town Administrator's office, resulting in hiring a contractor to take minutes - at an additional cost of \$8,000/year
- Assigned responsibility for minutes to Board members:
 - Executive Session minutes - Chair
 - Regular Session minutes – Vice-Chair
- Each agenda includes a line item for Minutes
- Executive session minutes are reviewed for release regularly and with the completion of each topic
- All meetings are recorded by WayCAM and generally available to view live, and later online
- Minutes are posted online
- Contact the Attorney General's Office or town counsel with questions or when advice is needed



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