

Effective Date: 12/1/78
Revised: 06/99

Town of Concord

APP # 7
Site Inspection Tours

The Open Meeting Law (General Laws Chapter 39, Section 23A and following) provides that:

"All meetings of a governmental body shall be open to the public and any persons shall be permitted to attend any meeting except as otherwise provided by this section".

Section 23A defines a "meeting":

"Any corporal convening and deliberation of a governmental body for which a quorum is required in order to make a decision . . . but shall not include any on-site inspection of any project or program".

The definition excludes site visits or tours of Town projects, facilities or areas of interest by any Town board or committee. It is understood that the board or committee would not, during such a tour, make any decisions about matters within its jurisdiction. If it intended to make a decision while on such a tour, then the time and location of the "meeting" should be announced in advance, minutes kept, and so on.

If any question arises, staff should seek guidance from their department head or the Town Clerk.

Distribution: All Department Heads
All Committee and Board Chairpersons
Town Counsel