TOWN OF BELMONT

TOWN CLERK'S OFFICE
455 CONCORD AVENUE
BELMONT, MASSACHUSETTS 02478

ELLEN O'BRIEN CUSHMAN
TOWN CLERK

TEL. (617) 993-2603
FAX (617) 993-2601

Dear Belmont Town Meeting Member,

Using the form below, please provide a contact email address to be used for Town Meeting communications from the Town Clerk or Select Board. Town Counsel has recommended that I request individual clarification from each Town Meeting Member to allow or restrict public access to the provided email address. In addition, we ask you to provide a telephone number should we need to contact you by phone, typically between 8 am and 5 pm.

As a serving Town Meeting Member, I recommend and request that you make public at least one of the two contact methods, so your constituents may be in touch with you; the decision is yours whether it is email or phone. If you indicate that your email or phone number may be available for public distribution, that contact information would be released to anyone who requests it and posted on the Belmont website (www.belmont-ma.gov). If you indicate that your email address or phone number should be considered confidential, you would receive messages only from the Town Clerk's office for Town Meeting items or at the specific request of the Office of the Select Board.

Please complete the information at the bottom of this letter, sign and return it to me. If I do not receive a signed response from you, any email address you have already provided must be available for public distribution. Should you have any concerns or questions, please feel free to contact me directly.

Sincerely,

Ellen

Ellen O'Brien Cushman, Town Clerk
ecushman@belmont-ma.gov

Please Complete:
Town Meeting Member Name: _____   Precinct: _____.

Belmont Address: _____

Email Address: _____

Select One: ☐ Please consider this email address available for public distribution.

☐ Please consider this email address confidential for Town Clerk.

Best Telephone Number: _____

Select One: ☐ Please consider this telephone number available for public distribution.

☐ Please consider this telephone number confidential for Town Clerk's use.

_____   _____
Signature   Date