



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 Committee Member,

Congratulations on being appointed to a Belmont Board or Committee. In order to begin your service, you must appear in person to take the oath of office at the Town Clerk's Office, Town Hall, 455 Concord Avenue.

Using the form below, please provide a contact email address to be used for Town Board/Committee communications from the Town Clerk or Board of Selectmen. Town Counsel has recommended that I request individual clarification from each committee 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 Belmont Board/Committee 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. 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. If you indicate that your email address or phone number should be considered confidential (private), you would receive messages only from the Town Clerk's Office, the Office of the Board of Selectmen, or the committee itself.

Please complete the information at the bottom of this letter, sign and present it as you appear in person to be sworn in at the Town Clerk's office. If I do not receive a signed response from you, any email address you have already provided must be made 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 (print clearly):

Board/Committee Member Name: _____

Board/Committee to which you are appointed: _____

Home Address: _____

Please circle one:

Email Address: _____

PUBLIC PRIVATE

Home Phone Number: _____

PUBLIC PRIVATE

Work Phone Number: _____

PUBLIC PRIVATE

Cell Phone Number: _____

PUBLIC PRIVATE

Signature

Date: _____