

## ZOOM MEETING/ YOUTUBE LIVESTREAM INFORMATION FOR BOARDS AND COMMISSION MEETINGS

1. Governor Lamont's Executive Order 7B, signed on 3/14/2020, suspended person to person public meetings, giving us the option to use Zoom for meetings.
2. All board/commission/committee meetings must be open to the public.
  - a. Residents on the agenda receive a zoom meeting invite.
  - b. Residents not on the agenda will be able to view meetings from the town YouTube channel.
  - c. Public comments will be received via email up to at least 1 hour before the scheduled meeting time and will be read during 'public comments' on the agenda.
3. All meeting agendas must have instructions for the public at the top informing them:
  - a. That the meeting will be viewable on YouTube via livestream and will include the YouTube channel name and link.
  - b. That the public will be in view mode only, but they can submit public comments via email provided on the Agenda. If they would like to submit a public comment, it must be emailed at least 1 hour before the scheduled meeting time and it will be read during Public Comments on the Agenda.
  - c. That a recording of the meeting will be available on the website and the YouTube channel 7 days after the meeting.
4. For meetings like P&Z, Inland Wetlands, or others where there are applications, plans, documents and such, all material must be posted on the town website at least 24 hours prior to the meeting for public review. All information from the public must be received at least 24 prior to the meeting to be posted.
5. During the conference call everyone who speaks must clearly state their name and title before each time they speak.
6. Board/Commission members will receive Zoom meeting log in information via email as soon as the conference call is scheduled. Those without email access will receive the information via text or phone call from the Board/Commission Chair or Secretary.

Example of wording at the top of meeting agendas:

The public will be able to view the meeting live only on YouTube. To submit a public comment, please send an email to (insert town email for board/committee here) at least one hour before the scheduled meeting time. Emails received will be read during the Public Comments or if no Public Comments, the Correspondence, line on the meeting Agenda. This public meeting is being held via Zoom and will be livestreamed on the town YouTube channel which is: Town of Voluntown, CT- Government,  
<https://www.youtube.com/channel/UCXdF6kZQMhDVNetgjDX2MAQ>