

How Selectboard Meetings Are Conducted During the COVID-19 Pandemic

Please note that **Selectboard Meetings** are always broadcast by MCTV on Comcast Channel 1071 and streamed live on YouTube at <https://www.youtube.com/user/MCTVVermont>, and will continue to be even after the Governor's Stay Home/Stay Safe emergency order has been lifted.

The Town Offices remain closed to the public. Due to the Governor's State of Emergency declaration, and in accordance with Act 92, the Middlebury Selectboard is authorized to meet electronically. Until the emergency declaration is lifted, Selectboard meetings will be conducted via [Zoom video conferencing](#). The Board reserves the right to use an alternative video conferencing platform, with prior notification to the public.

Unless otherwise warned, all Selectboard meetings begin promptly at 7:00 p.m.

Options for accessing the remote meeting:

- **By telephone:** Dial +1 646 558 8656. When prompted, enter the meeting ID: **802 388 8100**
Note: This is not a toll-free number. Depending on your long-distance plan, charges may apply.
- **By computer:** Click the following URL, or enter it into your browser window <https://zoom.us/j/8023888100>. When prompted, enter the meeting ID: **802 388 8100**
- **By smartphone, tablet, or other device:** Download the Zoom app, which is available from the [Google Play Store](#) (for Android devices) or the [Apple App Store](#). When the Zoom app opens, select the option to join meeting and enter the meeting ID: **802 388 8100**

All participants will be placed in a "waiting room" until the meeting begins at 7:00 p.m. We recommend that you download the Zoom app (if you haven't done so already) and familiarize yourself with it before the start of the meeting. **Please access or dial into the meeting no later than 6:45 p.m.**

Please review "Participating in Remote Selectboard Meetings," below, to understand how the electronic meeting will be managed. If you wish to submit a public comment or question prior to the meeting, please email it to Town Manager Kathleen Ramsay at kramsay@townofmiddlebury.org **no later than 12:00 noon** the day of the meeting. We cannot guarantee that emails received after 12:00 p.m. will be addressed during the meeting.

Selectboard Meeting Packets are available for review at www.townofmiddlebury.org. From the main page, navigate to [Committees > Town Boards > Selectboard > Selectboard Meeting Packets > 2020 Packets](#).

Participating in Remote Selectboard Meetings

Upon entry to the meeting, all participants who are not members of the Selectboard will have their phones and microphones muted, and their cameras turned off, by default. This is necessary to control background noise and reduce visual clutter on the screen.

Please review the following guidelines:

- The Chair will invite comment:
 - during the time designated on the agenda for public comment regarding issues that are not on the agenda;
 - after the Selectboard discusses each agenda item;
 - before the Selectboard takes action;
 - at other times as determined by the Selectboard chair.

- Video participants may comment or ask a question by using the “Raise Hand” feature in Zoom. Click the Participants button to access this feature. Once recognized by the Chair, the meeting host will un-mute your audio.
- Participants who have called into the meeting may comment or ask a question by pressing ***9 on your keypad to “raise your hand.”** Once recognized by the Chair, **press *6 to un-mute your phone. Press *6 again when you are done** to re-mute your phone.

When the Selectboard chair adjourns the meeting, the meeting host will end the electronic meeting by turning closing the remote meeting software. Attendees will be automatically disconnected.

For more information about using Zoom, see the [Zoom Help Center](#).

More information about Remote Public Meetings and the Open Meeting Law, is available at the Secretary of State’s website at: <https://sos.vermont.gov/secretary-s-desk/commentary/updated-covid-19-impacts-and-considerations-for-open-meeting-law/>

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