

TOWN OF ELMORE, VT

Meeting of the Elmore Select Board

Meeting Date: [Wednesday, December 9, 2020 at 6:00pm](#) **Meeting Type:** [Regular/Virtual](#)
Agenda Version Number: [V1.0](#) **Agenda Status:** [Draft](#)

ESB Members: [Caroline DeVore-Chair](#), [Robb Wills](#), [Glenn Schwartz-Clerk](#)
Elmore Road Commissioner: [Michel Lacasse](#)

The Select Board for the *Town of Elmore, VT* will meet remotely by electronic means on Wednesday, October 14 at 6:00pm. There will be NO physical meeting location. Use the following information to join this meeting.

Information on how to access the remote meeting:

Join by telephone:

Dial-in Number: 312-626-6799 Meeting ID: 980 1577 8481 Passcode: 8888

Join by computer: Joining from an Apple device? Download the Zoom app for the best experience. From a PC, click the following meeting link:

<https://zoom.us/j/98015778481?pwd=RVd1bjkzbVNCdWs5MmFZa200K3AvQT09>

Password: 8888

Join by smartphone, tablet, or another device: You may create a free account or sign into your existing account.

Join Zoom Meeting

<https://zoom.us/j/98015778481?pwd=RVd1bjkzbVNCdWs5MmFZa200K3AvQT09>

Password: 8888

Note:

Please review our "Informational Handout for Remote Public Meetings" to understand how these electronic meetings will be managed. If you wish to make a public comment but do not have the ability to comment remotely during the meeting, please email your comment(s) to the Select Board chairman, Caroline DeVore at cdevore@elmorevt.org.

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NOTE: SELECTBOARD MAY ENTER EXECUTIVE OR DELIBERATIVE SESSION(S)

Agenda: *Requester should be the same individual as the presenter.
 *3rd party or representative presentations are discouraged.
 *Request agenda slot to Select Board - minimum 1 week prior

Time Allocations:

| | <u>ITEM TYPE</u> | <u>1st Speaker</u> | <u>Next Speaker</u> | <u>Max total time</u> |
|----|------------------|-------------------------------|---------------------|-----------------------|
| 1. | Special Topics | Assigned by Select Board | | Set by SB |
| 2. | New | 5 Min | 2 Min ea. | 10 Min total |
| 3. | Active | 5 Min | 2 Min ea. | 10 Min total |
| 4. | Completed | 2 Min | 1 Min ea. | 5 Min total |
| 5. | Non-Agenda | 5 Min | 2 Min ea. | 10 Min total |

AGENDA

CALL TO ORDER: Caroline DeVore, Chairman

Review additions or deletions to the agenda and review/approve previous meeting's minutes.

1. SPECIAL TOPICS (Note: Topic will be addressed for no more than 10 minutes with follow-up as needed and noted by the SB.)

2. ACTIVE ITEMS

a. **UPDATE:** Town Garage

3. CONTINUING ACTIVE ITEMS (Update status by principle owner)

a. **UPDATE:** Road Commissioner's Report

b. **CONTINUING:** Elmore Town Office Closures: Remain in effect. All person's wishing to conduct business in the Town Clerk's Office or with the Board of Listers must make an appointment. During appointments, all visitors must wear a mask to cover their nose and mouth. Office employees must practice social distancing of 6 feet. If social distancing cannot be practiced, masks must be worn.

4. COMPLETED/INACTIVE ITEMS

1. Review Action Item List

5. NON-AGENDA/OTHER ITEMS: (Time Available and As Needed)

1. Routine Administrative, Operations items and payment approvals.

6. EXECUTIVE OR DELIBERATIVE SESSION AS NEEDED

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INFORMATIONAL HANDOUT FOR REMOTE MEETINGS

Remote Public Meetings

All public body meetings for the Town of Elmore will be conducted remotely via electronic means for the duration of Governor Scott's State of Emergency declaration. Whenever feasible, the public will also be able to access and participate in the remote meetings by dialing in through telephone.

Accessing a Meeting

Please refer to each public body's notice and agenda for information on how to access a remote meeting. Please note that whether you join by telephone, computer, or device, you may be put on hold or in a waiting "room" until granted access to the meeting. You also may be muted or restricted from using any chat function until the public comment portion of the meeting.

Participation

All meetings will be conducted in accordance with the respective "Rules of Procedure" of each public body, to the extent practicable. The public body will follow its agenda and allow public attendees to participate through voice (audio) means where feasible or alternatively using any chat function during the designated public comment periods on the agenda and at other applicable times as needed.

Initially, the meeting's host/organizer will mute all participants that are not members of the public body. This is necessary to control background noise. The host/organizer will then unmute participants or allow participants to unmute themselves when invited to speak by the Chair of the public body.

Please review the following guidelines:

- The Chair will invite comment:
 - during the time designated on the agenda for public comment;
 - after the public body discusses each agenda item;
 - before the public body takes action;
 - during any open public comment period, if applicable; and
 - other times as determined by the public body.
- When a participant/attendee is unmuted, they must state their name before commenting.

If the public body successfully moves to enter an executive session, the meeting's host/organizer will then place everyone that is not part of the executive session on hold or a virtual waiting "room." This will prevent attendees from hearing or participating in the meeting during the duration of the executive session. When the public body exits executive session, the host/organizer will then grant access back to the remote meeting.

When the public body adjourns the meeting, the host/organizer will end the electronic meeting by turning off/closing the remote meeting software. Attendees will be automatically disconnected.

Minutes and other public records that were part of the meeting will be made available in accordance with VT's Open Meeting and Public Records Laws.

To learn more about Remote Public Meetings and the Open Meeting Law, please visit the Secretary of State's Municipal Assistance webpage at <https://sos.vermont.gov/municipal-division/laws-resources/covid-19-response/>.