

## Procedures for Remote Meetings

Physical distancing is a standard practice to support the health and safety of everyone in Winooski during COVID-19. With the State's passage of Act 92, the physical location requirements for public meetings is temporarily waived for the duration of the Governor's declared state of emergency. During this time, all City Council, board, commission, and committee meetings will be conducted electronically with options for public participation.

To view the full list of public bodies, visit <https://www.winooski.vt.gov/181/Boards-and-Commissions>

In an effort to help prepare the public for what to expect during remote meetings, the following information has been prepared to identify how the City will conduct business and how the public can participate. If you have questions about any of this information please reach out to Jessie Baker, City Manager: [jbaker@winooski.vt.gov](mailto:jbaker@winooski.vt.gov).

### How will I be able to participate in a remote meeting?

The City of Winooski is using a program called [Zoom](#) to conduct all remote meetings. Zoom allows meeting participation via computer, telephone, or mobile devices. Requirements to participate include:

- a landline telephone or
- a computer with a web browser (such as Chrome or Internet Explorer) or
- a mobile device such as an iPhone, iPad, or Android smartphone
- a reliable internet connection
- speakers to hear the discussions
- a microphone if you wish to speak

When a public meeting is warned, a website address, telephone number, and meeting ID will be provided with the notice. This will allow interested participants to choose the option that best suits their needs for participating. Each time a meeting is held, a new website address and meeting ID are generated and will be provided for public participation. Please note that the landline telephone option will only accommodate the audio portion of the meeting and toll charges may apply.

If you are only interested in watching the proceedings and not providing testimony, our meetings will continue to be live-streamed and archived via Town Meeting TV and can be viewed via your television or computer:

Town Meeting TV live broadcasts: <https://www.cctv.org/watch-tv>

Recorded Winooski Meetings: <https://www.cctv.org/watch-tv/municipalities/winooski>



## How do I provide public comment during a remote meeting?

Participants are requested to indicate in advance if they intend to provide public comment by using the [City's Public Comment Request Form](#) before any meeting. You can also call City Hall (802 655 6410) between 7:30 AM and 3:30 PM to request speaking time during an upcoming meeting. This will allow staff to organize topics and allow public comments on similar topics to be provided concurrently.

- Information should be provided at least **4 hours in advance of the meeting** (but can be provided via the online form up to the time when the meeting will be called to order).
- The link to the Public Comment Request Form will be provided with all meeting warnings.
- **Participants should join the meeting 10 minutes before the scheduled start time.** This will allow for us to note who is participating, but also confirm your intent to provide testimony or not. This is also a great opportunity to check your equipment to make sure we can hear you, and you can hear us.
- Participants will be asked to introduce themselves.
- Participants can indicate that they have additional comments or question during their time to speak or may indicate as such in the meeting's chat function.

## What can I expect at the meeting?

These are new and challenging times for everyone. While there is no way to predict exactly what will occur at the meeting, we are hoping to have a format similar to what occurs when we all gather to meet in person and will be easy to follow. In general, meetings will include the following:

1. The meeting will be called to order.
2. Time for general public comment will be provided at the beginning of each meeting. The meeting moderator will call on you to speak in the order of request received through our [Public Comment Request Form or through a call to the City Clerk's Office](#). When you are called on, your microphone will be unmuted. This time is set aside for general public comments on items that are not on the agenda.
3. Public comment will be requested per agenda item as needed. The meeting moderator will call on you to speak in the order of request received through our [Public Comment Request Form](#). If you are participating on a computer, you can also send a message to the moderator through the "chat" function to request to make public comment during an agenda item. You will then be called up and unmuted.
4. City Staff will provide an overview of each agenda item after it has been introduced. Documents that have been provided in advance will be shared by the moderator so anyone participating with a computer can see the documents. After the item has been presented, the body will have a chance to discuss, followed by public comment. Additional requests for discussion or public comments may be made before the agenda item is completed.
5. Be prepared for technical difficulties and lag in audio/video. Not everything works as planned, but we will do all that we can to ensure a complete record is created and everyone has an opportunity to participate.

## What happens when the meeting is complete?

Upon completion of all agenda items where the public is permitted to participate, the meeting will be adjourned and no other business will be conducted. As with all public meetings, minutes will be prepared and posted and a video recording (where applicable) will be posted to the City's Agenda Center: [winooski.vt.gov/AgendaCenter](http://winooski.vt.gov/AgendaCenter).

All the normal requirements for public meetings still apply. The City will work to ensure information is available and accessible in a timely manner to ensure the public has access to these records so they can be reviewed. If additional discussions are needed on any agenda item, they will appear on a future agenda where the public can participate and ask questions or provide comments.

