YARMOUTH TOWN CLERK

'20SEP16PM4:05 REC

Town of Yarmouth

Per M.G.L.: All town and school boards, committees, commissions, and authorities shall post a notice of every meeting at least 48 hours prior to such meeting, excluding Saturdays, Sundays, and legal holidays. Notice shall contain a listing of topics/agenda that the chair reasonably anticipates will be discussed at the meeting.

Notice of Meetings

Name of committee, board, etc:	**Waterways / Shellfish Advisory Committee**
Date of Meeting:	**September 23, 2020**
Time:	**5:00pm**
Place:	**Virtual meeting**

The meeting will be held by remote participation pursuant to Massachusetts Governor Charles D. Baker's Order Suspending Certain Provisions of the Open Meeting Law dated March 12, 2020. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the town's website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

Members of the public can join the meeting using one of the following methods:

FOR PUBLIC MEETINGS WITH APPLICANTS

- To attend the meeting online, click or navigate to https://us02web.zoom.us/j/86704761806 and follow the prompts.
- Applicants will be called upon by the Chair to present their request. Applicants can use the "Raise Hand" button to identify themselves (all participants will be muted, you must be recognized by the chair to participate).
- To attend the meeting by dial-in phone, call +1 929 205 6099 and enter meeting ID 867 0476 1806. The dial-in number can also be used to access the audio while watching the online meeting (if you don't have speakers and/or a microphone).
- Applicants attending by dial-in should press *9 to notify the chair of their presence when called upon. The meeting host will un-mute applicants when they are called upon to speak.
- Meeting materials will be displayed at the online meeting and are attached to this agenda (available at http://www.yarmouth.ma.us/AgendaCenter). It is recommended that phone participants access materials in advance of the meeting.

Agenda (Topics to be discussed):

1. NOI: Sweetheart Creek Association, c/o Robert Griffin for the maintenance dredge of Sweetheart Creek adjacent to Great Island Road in Yarmouth, presented by Matthew Creighton of BSC Group

2. NOI: Christian G Heiter, Trustee, FEH Nominee Trust, 20 Arbor Lane, Hollis NH 03049 for maintenance dredging at 3 Cape Isle Drive, South Yarmouth, MA 02664 presented by Robert A Braman, Jr. of Braman Surveying & Assoc. , LLC

3. Committee Discussion

Posted By (Name):	Karl vonHone, Director/Harbormaster for Robert Churchill, Chairman
Signature:	Karl vonHone

Instructions for attending virtual public meeting:

We will be using the Zoom platform for virtual public meetings. We recommend using a computer to connect to the virtual meeting, as the presentations may be difficult to read on a smaller device.

To join the meeting, click the link provided by the meeting organizer or go to https://zoom.us/join and enter the 9-digit meeting/webinar ID from the Meeting Notice.

When prompted, enter your name and email address, then click **Join Webinar** or tap **Join**

We recommend joining the meeting early to provide time to troubleshoot issues you may encounter. We also recommend that you close other applications running on your computer for the duration of the meeting.

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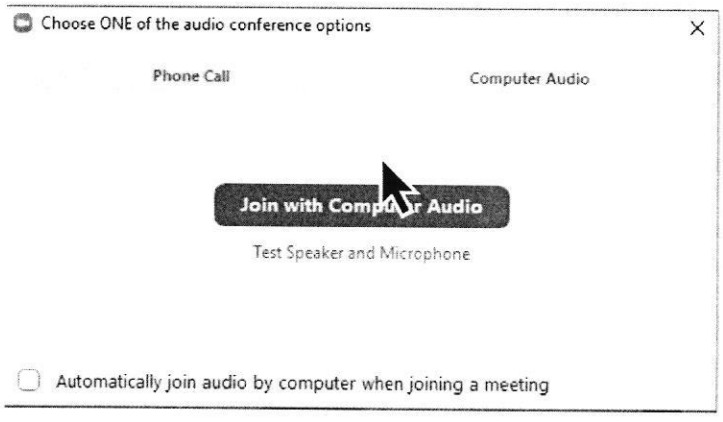
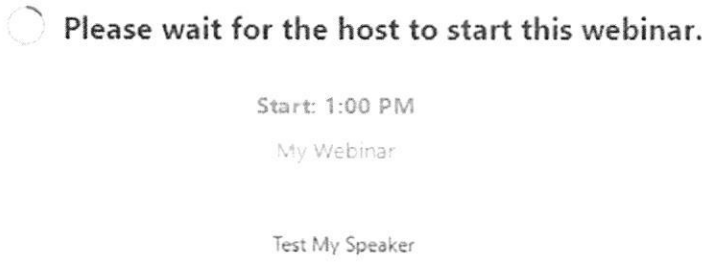


You will be prompted to choose an audio conference option. If your computer has a speaker and microphone, click the "Join with Computer Audio" button to connect to the meeting.

If you do not have a speaker and/or microphone (if you wish to speak during the meeting), select the "Phone Call" tab.

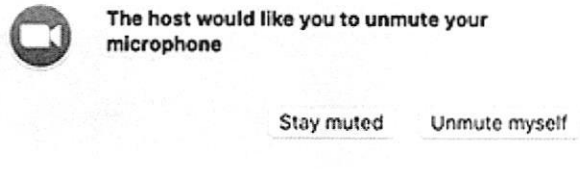
To connect via phone, dial the number provided in the Meeting Notice. Follow the prompts to enter the meeting ID. If you are not prompted to select an audio conference option, or if your attempt to connect to the conference fails, click the "Join Audio" button (found in the lower left-hand corner) to try again.

If the meeting organizer hasn't started broadcasting the meeting, you'll receive the following message:



Meeting controls

Audio Settings (only visible if the host hasn't granted you permission to talk): Change your audio settings.



Unmute/Mute: If the host gives you permission, you can unmute and talk during the meeting. All participants will be able to hear you. If the host allows you to talk, you will receive a notification. **Note:** You can still access the audio settings by click on the **^** arrow next to the Unmute/Mute button.

Chat: Open in-meeting chat, allowing you to send a message to the host

Raise Hand: Raise your hand in the meeting to indicate that you would like to speak. The host will instruct you on how they plan to use this.

For the Host:

- We are using the webinar function through Zoom. This simplifies and limits audience participation
- Enter the meeting (webinar) preferably using the link provided by the person who set up the webinar or navigate to https://zoom.us/join and enter the meeting ID. If prompted enter your first and last name and your email work address.
- You will automatically enter "Practice Mode" which will allow you and your committee members to get comfortable before going live.
- Set up when you join the meeting:
    - Audio – All Audience members will remain muted unless you click "Allow Speak" or "Unmute" during the meeting
    - Chat setting – chat settings allow for the audience to either chat with all panelists or with none. It is suggested that you allow audience to chat with no-one until you open the hearing up to public comment. Then you can allow the audience to chat with all panelists. Turn it off again when public comment closes.
    - Record – when you are ready to begin your recording click **Record** and then **Record to the Cloud**
    - Live Feed – When you are ready click **More**, then **Live Feed**, then select YouTube.
        - You will be prompted to enter a username and password. This will start the live feed.
        - You need to change the settings to not allow live comments on the YouTube feed.
        - Close the YouTube live feed window are you will get feedback.
        - When you are ready to begin click Broadcast at the top of the screen to open the meeting to the audience
        - YouTube video will automatically save when meeting ends and will end the recording
- See the attached script for beginning the meeting.
- You will unmute and mute individual applicants as required in the meeting.
- Make sure all votes are taken by roll call
- Make sure all speakers clearly identify themselves as time they speak
- You can share your screen within the meeting. Have your meeting material ready in advance.
- To allow an audience member to share their screen, you will need to promote them to panelist temporarily. Once they have presented you can change them back to an audience member.
- The screen will show the shared screen and a video box of the speaker in the top corner.
- Agree in advance who will take the roll call vote. This can be the chairman or the host/moderator.

For the Chair

- A script and instructions have been drafted and are attached
- The screen and mute/unmute functions will be handled by the host/moderator, via verbal instructions from the chair
- **ALL votes will be by roll call, either by call of the chair or at the chair's discretion, the host/moderator.**

For Committee Members

- Connection instructions are provided above
- Please use your email address used for communication with town staff when connecting. This will identify you as a "panelist"
- If you enter using phone dial in you will need a Panelist ID. Otherwise you will enter the webinar as a member of the audience. If this happens, the Host can make you are panelist from within the meeting.
- Mics will be opened for all members once you join the meeting
- Members are asked to use the "Raise Hand" button to be acknowledged by the chair
- Members are asked not to begin speaking until recognized and directed by the chair.
- All votes will be roll call.

For Applicants and Presenters

- Mics will be opened for presenting applicants during their portion of the agenda
- Presentation materials will need to be provided to staff in at least three (3) business days in advance of the meeting,
- Presentations will be made available as part of the meeting materials and displayed in the virtual meeting by the host.
- Presentations will be advanced by the host on verbal command from the presenter.

For General Public

- During the public comment section of the agenda, members of the public may speak by selecting the "Raise Hand" button and waiting for the chair to call on them to speak.
- If you are dialed in to the phone number provided, you can press *9 on your phone to indicate that you would like to comment.
- As an alternative to making comments via the online audio or phone, you may also submit comments to the moderator via the virtual meeting "chat" function. To do this click on the "chat" icon and type your message. When prompted, the moderator will read comments and questions into the record.
- Members of the public who wish to provide comment are asked to identify themselves by first and last name and affiliation for the public record and then provide their comment.

Example Script:

MODERATOR:

The June 17, 2020, meeting of the Yarmouth Waterways and Shellfish Advisory Committee is about to be convened. As a precautionary measure to reduce the spread of coronavirus, all Town buildings are closed to the public; therefore, this meeting will be held by remote participation. My name is Kelly Grant, and I will be moderating participation for this meeting. I will now turn it over to the Chair of the meeting:

CHAIR

My name is Bob Churchill, and I am Chairman of the Yarmouth Waterways and Shellfish Advisory Committee. I will begin by taking a roll call for quorum.

John Stuart

Lee Marchildon

Julian Mallett

Brad Hall

Ellie Lawrence

Rick Crawford

Al Keller

With a quorum present, I will now call the meeting to order and I will then explain how the remote participation will work before proceeding.

I will now ask the moderator to explain how remote participation works.

MODERATOR:

Pursuant to Governor Baker's March 12, 2020, Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 23, 2020, Order imposing strict limitations on the number of people that may gather in one place, this meeting of the Yarmouth Waterways and Shellfish Advisory Committee is being conducted via remote participation. No in-person attendance will be permitted, but every effort will be made to ensure that the public can adequately access and participate in the proceedings as provided for in the Order. Persons who would like to view this meeting while in progress may do so by watching via this virtual meeting or the live feed on the Town of Yarmouth YouTube Channel. You may also listen to the meeting by dialing in to the number provided on the Notice of Meeting. We will also post a recording of this meeting on the Town of Yarmouth website as soon as we are able.

Please be patient as we work to overcome any technological challenges with the virtual meeting. To reduce confusion during the meeting, all participants of the virtual meeting are muted by the moderator. As participants are called upon to speak they will be unmuted.

Applicants can use the "Raise Hand" button or press *9 on their phone to identify themselves to the chair. The meeting host will then un-mute applicants when they are called upon to speak.

Presentations will be advanced by the moderator on verbal command from the presenter.

FOR PUBLIC HEARINGS ONLY….

During the portion of the hearing designated for public comment, the Chair or moderator will ask who in the audience has any public comments or questions.

Members of the public attending this meeting virtually will be able to make comments using the "Raise Hand" button within the virtual meeting.

If you are dialed in to the phone number provided, you can press *9 on your phone to indicate that you would like to comment.

Please wait for the chairman to recognize you before speaking.

As an alternative to making comments via the online audio or phone, you may also submit comments to the moderator via the virtual meeting "chat" function. To do this click on the "chat" icon and type your message. When prompted, the moderator will read comments and questions into the record.

Members of the public who wish to provide comment are asked to identify themselves by first and last name and affiliation for the public record and then provide their comment.

If you wish to speak during a hearing please consider the following guidelines:

- Do not use speakerphone
- Do not use Bluetooth devices
- Mute all background noises
- Clearly state your name each and every time prior to speaking

Prior to concluding opportunities for discussion, comment, or question, the Chair will ask:

"At this time I did not hear any requests for additional comment, if you wish to speak, please indicate now and I will ask this final time if there is anyone who wishes to speak on the matter at hand."

ALL MEETINGS…

All votes must be roll call votes. After a motion is made and there is a second, the Chair will ask the moderator to take the roll call vote. The moderator will report the roll call vote.

All motions, decisions, documents, and letters will be verbally read into the record.

If it appears the meeting cannot or should not proceed, then the moderator will recommend that the Chair request to continue the hearing to a later date and time and/or until public meetings can resume normally. I will now hand the meeting back to the Chair.

CHAIR:

Please identify each agenda item by its number and full name.

Take Roll Call vote to close the Meeting