

Selectboard Special Meeting Minutes

Mon., February 15, 2021 & Wed., February 17, 2021 at 7 pm via Zoom conference call

Present: Denise Wheeler (Chair), Sharon Winn Fannon (Vice Chair), John Brabant (Member), Rose Pelchuck (Member), Clif Emmons (Member), Katie Lane-Karnas (Recording Secretary), Jamie Moorby, Judith Robert (Town Clerk), Scott Bassage, Nick Emlen, Barbara Butler (Assistant Town Clerk), Sandra Ferver (Town Treasurer)

1. Call to Order: Denise Wheeler called the meeting to order at 7:05 pm. The purpose of this evening's meeting is a dry run to test technology and clarify roles and responsibilities for the live webinar informational meeting that will occur on February 20, 2021 at 1 pm.
2. Public Comment: None.
3. Review, Additions/Changes to Agenda: Clif Emmons noted that he will need to leave the meeting shortly.
4. Roles: Clif Emmons shared a document that reviewed roles and responsibilities. He will serve as the main host and manager. Scott Bassage will be the main co-host. Plans for addressing Zoom bombing and security were reviewed. Nick Emlen, Jamie Moorby, and Polly Wheeler (back up) will be Q&A monitors. Judy Robert and Barbara Butler will be ushers, alerting the moderator to when people have hands up. Gus Seelig, Town Moderator, will lead the meeting. Selectboard members will all be joining as panelists.

In the case of a lot of hands raised virtually, the ushers and monitors will support the moderator in addressing questions in as best order as they can discern. The gallery view will show raised hands in the sequential order they were raised, monitored and communicated to the panelists by the ushers. The dress rehearsal is another effort for a rigorous preparation to meet Robert's Rules of Order even at a virtual informational meeting. As noted, attendees will be muted until they are recognized, allowing the ushers thoughtfulness in accurately ordering who had hands raised and should be recognized to speak. The meeting will be run as closely as possible to an in-person meeting, including arrival time as warned at 1 pm, with presentations from Town groups/commissions at the start of the meeting as attendees continue to arrive.

5. Other: Front Porch Forum is being used to communicate with the public. Training information and processes for participants are being developed. The meeting will be recorded by the Town and ORCA Media will be invited. The recording will be available to the public. Best practice for internet connection is to have all tabs and programs other than Zoom closed at the time of the meeting. It is unclear how the internet connectivity will be impacted by a town-wide live video meeting.
6. Notes:

- The cause of echo is use of computer and phone by a single attendee; one needs to be muted.
- One of the hosts/co-hosts need to give someone permission to speak; the user needs to accept the invitation to unmute. To toggle back and forth: *6.
- To see the gallery and not be interrupted by the raised hands, exit the full screen.
- Attendees can raise hands or ask a question in the Q&A. They are automatically muted, until they are recognized and asked to identify themselves by a host.
- Attendees are not with video on the screen; the ushers will need to attend to the list of “Attendees” to keep an eye for hands raised there.
- Co-host and panelist cannot submit questions, only attendees can.
- Attendees are not sharing their video screen; it shows a black box and not their video.
- Attendees will be promoted to panelist roles to be seen with video.
- It is possible to raise a hand while screen share is happening, but harder to see that it has happened. Clif will screen share briefly to show the articles on the screen, and then will end screen share so panelists can be seen.
- The chat feature will be disabled.

7. Actions/figure out:

- Determine why some people cannot see a hand raise option.
- Determine if there is a logic to rely on in terms of order of hands being raised.
- The moderator will be invited to give input on meeting Robert’s Rules at the dress rehearsal.
- Will ORCA Media attend, or should we look into posting the recording to YouTube?
- Scott to get some digital pictures inside the Town Hall so panelists can use them as virtual backgrounds.
- Rose Pelchuck will use the Town Office for a reliable internet connection and coordinate with the Town Clerk.
- Confirm timing for Rep. Ancel
- Communicate arrival time for the presenting group of folks to arrive on Sunday (15-30 minutes early).
- Create final Front Porch Forum posts

8. Other Business/Old Business/New Business: None.

9. Adjournment: The meeting was not adjourned but will be continued on Wednesday, February 17, 2021 at 7 pm.

Continuation of Special Meeting Minutes

Wednesday, February 17, 2021 at 7 pm via Zoom conference call

Present: Denise Wheeler (Chair), Rose Pelchuck (Member), Clif Emmons (Member), Katie Lane-Karnas (Recording Secretary), Jamie Moorby, Judith Robert (Town Clerk), Scott Bassage (panelist), Nick Emlen (panelist), Barbara Butler (Assistant Town Clerk), Sandra Ferver (Town Treasurer), Gus Seelig (Town Moderator), Polly Wheeler (panelist), Charlotte Hanna Bassage, Craig Line, Fletcher Dean, Jane English, John Simaskas, Larry Bush, Mary Alice Proffitt, Rick Kehne, Michael Loignon, Kristina Bielenberg, Tom Blachly, Stephanie Kaplan, Linda Schütz, Elizabeth Perry, Jan Ohlsson, Reenie De Geus, Rep. Janet Ancel, Cindy Gardner-Morse
Absent: Sharon Winn Fannon (Vice Chair), John Brabant (Member)

10. Welcome and Purpose: The purpose of this evening's meeting is a dress rehearsal with many Calais volunteers participating to help with IT and procedural processes of a virtual information meeting. The warned meeting is being held on Saturday, February 20, 2021 at 1 pm. Clif Emmons explained how the process of a Zoom webinar works with "panelists" versus "attendees." The group practiced recognizing to participate in the meeting. Other housekeeping items were addressed. If a break is needed at 2:30 pm the Moderator will exercise his judgment about taking a break. The Board hopes to keep the meeting well within two hours. In the case of a long meeting and unaddressed questions in the Q&A, the Board could send written answers (the Q&A content will be archived).

11. Actions/figure out:

- Create a slide and language for FPF post to alert attendees as to what to expect (they will be there as participants without video or audio; they may raise hand or use the Q&A.
- Include reminder at the meeting about actions to improve the Zoom meeting experience
- Consider a plan to address the case of echo
- Panelists to rename themselves including their role in the meeting
- Offer a pamphlet that includes instructions for participants to download or pick up in advance of the meeting
- Panelists should plan to sign in to the meeting around 12:30 pm

12. Notes:

- Meeting will be recorded
- Q&A content will be read aloud and answered aloud (not in writing) to make the content available to all participants and be recorded in the video.
- After someone's question has been addressed, the panel will ask if their question has been addressed, avoiding the need for starting all over (with hand raising) in the case of a follow-up question
- The host sets the default view for attendees (it's set to "gallery," they do not have option to change views such as to "speaker" view)
- If an attendee is invited to speak and not promoted to panelist, they do not have access to video. If they are promoted to panelist, they have the video option but they will experience a delay and access to Q&A. From a meeting flow point of view, and a technology point of

view, it makes sense to allow people to talk from an attendee role and not be promoted to a panelist. The group agreed this was the best solution.

- Attendees could potentially ask their questions by submitting them in writing ahead of time
- It may help to ask people to get close to their mics

13. Overview of the Meeting: The Chair presented an overall plan for the sequence of events to happen during the Informational Meeting. The Moderator will clarify that this is *not* a town meeting, but an informational meeting. Rep. Ancel commented that she appreciated the dress rehearsal and will attend the meeting on Saturday. The Board and Moderator reiterated that the virtual meeting will be as close in process and participation to an in-person meeting as possible. The group noted this meeting is really about questions about articles, and does not include debate or action on the articles. Everyone is doing their best with the circumstances we have; the Board thanked panelists and attendees for their help.

14. Adjournment: The meeting adjourned at 8:26 pm.

Date: 2/17/2021 Respectfully Submitted, Katie Lane-Karnas, Recording Secretary
Approved by the Selectboard at the 2/22/2021 meeting

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https://drive.google.com/drive/folders/1W7btgbdpPg8_fRCbsHYgusAwFtj_-unR?usp=sharing