



**Town of Allenstown**  
**Remote Viewing and Listening Instructions**  
**Planning Board Meeting**

**February 03, 2021**

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As Chair of the Allenstown Planning Board, I, Mike O'Meara, find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is only limited space at the physical location to observe and listen contemporaneously to this meeting, thus we are broadcasting it virtually, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

*a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:*

We are utilizing a **Conference Call line, and Zoom Video Conferencing, (We will also be attempting to use Facebook Live as long as band width allows as a redundant video source)** for this electronic meeting. All members of the Planning Board have the ability to communicate contemporaneously during this meeting through one of these platforms, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following **phone # 603-485-7321 and password 1234**, or by **clicking on the website address link below or type it into your browser (You may need to download Zoom software to participate):**

**Topic: Planning Board Meeting 11-04-20**

**Time: Feb 3, 2021 06:30 PM Eastern Time (US and Canada)**

**Join Zoom Meeting**

**<https://us02web.zoom.us/j/83510451560?pwd=eFdrV3E0aFpJN1NnNnNna21YaHFQQT09>**

**Meeting ID: 835 1045 1560**

**Passcode: 020321**

*b) Providing public notice of the necessary information for accessing the meeting:*

We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Zoom or telephonically. (see above) Instructions have also been provided on the website of the Town of Allentown Planning Board page attached to the agenda for the Meeting.

*c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:*

If anybody has a problem, please call 207-595-0310 or email at: [dgoodine@allenstownnh.gov](mailto:dgoodine@allenstownnh.gov).

**If the video begins to lag, or there are rare audio issues, then please call the conference line to listen to the meeting.**

d) *Adjourning the meeting if the public is unable to access the meeting:*

In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled. **The Meeting will only be adjourned if the conference call fails to work. The meeting may be paused if the video links fail and a quorum of the Planning Board is needed on the conference call.**

Please note that **all votes** that are taken during this meeting shall be done by **roll call vote**.

**The Meeting will start by taking a roll call attendance. (When each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law. )**

**We will also attempt to capture people remotely attending the meeting.**

**Conference Phone First and then Zoom Video Participants. We also ask that Facebook Live viewers type their names into the comments box, so that we can capture you for attendance.**

**For Facebook Live you can tune into the Town of Allenstown Facebook and look for the LIVE video there.** Facebook is for convenience of viewers and not the official meeting, and if there are issues with that simulcast, you must join the Zoom or Conference line.