



## Town of Allenstown

### Remote Viewing and Listening Instructions

### Planning Board Meeting – August 19, 2020

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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 no physical location to observe and listen contemporaneously to this meeting, 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):**

(\*Note when you log into the video of the meeting, you will see the name of Town Administrator **Derik Goodine** on the screen.)

Topic: Planning Board Meeting 081920

Time: Aug 19, 2020 06:30 AM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89453621104?pwd=S1RSMDhXaWVhWHltd2tiSG5UcHBBQT09>

Meeting ID: 894 5362 1104

Passcode: 081920

**For Facebook Live you can just tune into the Town of Allenstown Facebook and look for the LIVE video there.**

*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 Board of 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@allentownnh.gov](mailto:dgoodine@allentownnh.gov).

**Please Note that this is the first time we have tried Zoom video software and Facebook Live, while it has been tested, we have not been able to test it will a mass of users on at the same time, so we are unsure of the quality of video and audio. If the video begins to lag or their 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 ask that Facebook Live viewers type their names into the comments box, so we can capture you for attendance also.**

