



Town of Allenstown
Remote Viewing and Listening Instructions
BUDGET COMMITTEE MEETING WITH THE BOARD
OF SELECTMEN

Thursday, December 17, 2020

As Chair of the **Allenstown Budget Committee, I, Keith Klawes**, 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 the meeting will be held at the Allenstown Community Center (Space is limited, and we ask that non-committee members or presenters please RSVP with Town Administrator at 603-485-4276 X112 to make sure there is safe space for your attendance at the meeting) as well on Zoom and Zoom Conference Call, 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 **Zoom Video Conferencing, (We will also be attempting to use Facebook Live as long as bandwidth allows as a redundant video source)** for this electronic meeting. All members of the Budget Committee have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing **the phone number listed below (Not the local conference call due to the location of meeting), 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: Budget Committee Meeting 12-17-20

Time: Dec 17, 2020 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82319496886?pwd=T1daYkFCbzY5L1FyZWxkZ1BnR1h3QT09>

Meeting ID: 823 1949 6886

Passcode: 121720

Dial by your location

+1 646 558 8656 US (New York)

Meeting ID: 823 1949 6886

Passcode: 121720

For Facebook Live you can just tune into the Town of Allentown Facebook and look for the LIVE video there. (If this gets shut off you must tune in through ZOOM or calling the phone line above.)

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 Budget Committee Page** posted with the agenda for the Meeting. **This is the Notice as noted on the Meeting Agenda.**

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.

If the video begins to lag, or there are rare audio issues, then please call the phone 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 phone number line of the zoom fails to work. The meeting may be paused if the video links fail and a quorum of the Budget Committee is needed through the phone in method.**

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.

We ask that Facebook Live viewers type their names into the comments box, so we can capture you for attendance also.