



PARTICIPATING IN TOWN COUNCIL MEETINGS IN CONFORMANCE WITH SOCIAL DISTANCING REQUIREMENTS

In order to minimize the spread of the COVID-19 virus, the Town of Windsor is providing multiple alternatives to viewing Council meetings and providing comments on items on the agenda. These alternatives allow the Town to adhere to social distancing requirements, follow the Governor's Executive Order N-29-20 (which suspends certain requirements of the Brown Act), and provide a way for the public to provide public comment live during the meeting.

VIEWING MEETINGS ONLINE

You are able to view meetings online here: <https://www.townofwindsor.com/721/Agendas-Minutes-Videos> and select View Event at the time of the meeting.

SUBMITTING COMMENTS BY E-MAIL

If you choose not to attend the Town Council meeting but wish to make a comment on a specific agenda item, please submit your comment via email by 4:00 p.m. on Wednesday, June 17, 2020 at towncouncil@townofwindsor.com.

VIRTUAL PARTICIPATION BY ZOOM VIDEO CONFERENCING

The Town of Windsor is now offering the ability to view and participate in Council meetings via video meetings and telephonic conferencing via "Zoom" video conferencing computer technology. Instructions for participating via Zoom are provided below.

How do I join the Town Council meeting via Zoom Video Conferencing?

Please visit: <https://zoom.us/j/93230582867> and either sign-up for a free Zoom account or continue as a guest. Once you have downloaded the app on your smart phone, joined from your web browser, or downloaded the Zoom software on your computer you will be ready for the Council meeting on June 17, 2020 at 6:00 p.m.

If you have previously signed up for Zoom, you can enter the following meeting ID to join the meeting: 932 3058 2867.

I don't have a computer or smart phone; can I still use Zoom?

If you don't have a smart phone or computer to access the meeting via Zoom, no problem! You can participate on the phone, by calling 1-877-853-5247 (Toll Free) and entering meeting ID 932 3058 2867.

How can I provide Public Comment on Zoom?

Mayor Foppoli will request public comment during the Public Comment periods on the agenda and during each Public Hearing and Regular Calendar Item. Once Mayor Foppoli has announced the public comment period, please do one of the following.

USING A COMPUTER OR SMART PHONE:

- Click on the “Raise Hand” feature in the webinar controls. This will notify Town staff that you have raised your hand.
- Town staff will unmute your microphone when it is your turn to provide public comment.
- A prompt will appear to confirm you would like to be unmuted. Once you accept the prompt, you will have three minutes to provide public comment.
- Once your public comment has ended, you will be muted again.

USING A REGULAR PHONE:

- Dial *9 (star 9), this will notify Town staff that you have “raised your hand” for public comment.
- Town staff will unmute your microphone when it is your turn to provide public comment.
- You will hear “you are unmuted” and then you will have three minutes to provide public comment.
- Once your public comment has ended, you will be muted again.

I don't want to provide public comment live; can I provide my public comment for the record another way?

Of course! Please submit all public comments via email at towncouncil@townofwindsor.com.

I am having difficulties preparing for the meeting and learning Zoom, do you have any resources to help me?

Yes, please visit Zoom's website support page on helpful tips to prepare for the meeting:
<https://support.zoom.us/hc/en-us/categories/201146643>

ATTENDING MEETINGS IN PERSON

It is still possible to attend meetings in-person but please be advised that seating is very limited and will be offered on a first come first serve basis.