Town of Alna
1574 Alna Rd.
Alna, Maine 04535

alnaclerk@gmail.com
http://alna.maine.gov
(207)586-5313

Alna Remote Public Meetings - Zoom Info Sheet

Please refer to this document for information on how to use Zoom for
remote meetings. Please read the information below in its entirety.

We appreciate your willingness to learn this technology enough to be able to use it well,
which will help us ensure community members can follow along remotely. Fortunately, it is
straightforward and relatively user-friendly.

When you connect to the zoom meeting, please enter your first and last name, as well as
your preferred contact email address (see screen below). This is used as our attendance just like
our normal sign in sheet, please complete this accurately as it is how we will contact you should
we need to. If you wish, you can check the box to save this information for next time as well.
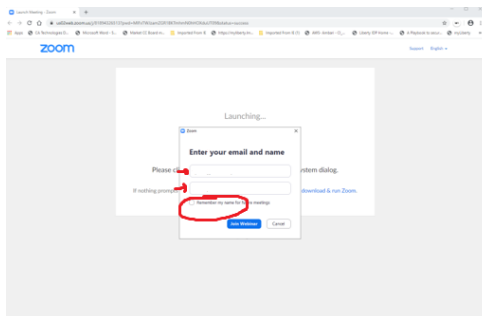
ZOOM REMOTE MEETING OPERATIONS OVERVIEW
We utilize Zoom's Webinar feature for digital meetings in order to divide the participants into
Attendees and panelists. People who will speak and be visible are panelists. Members of the
public can join the session as attendees. Attendees can join from a wide variety of platforms
including traditional telephone (audio only of course).

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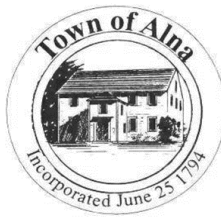alnaclerk@gmail.com
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Once the public comment period starts, you can raise your hand to be recognized by the chair. Your screen should look similar to this (A pc screen is shown for illustrative purpose only), with attendee controls at the bottom of screen. Other zoom platforms may vary slightly from this, please review the zoom documentation for your platform prior to meeting to become familiar.

Please note: We cannot perform tech support for individuals during a meeting.
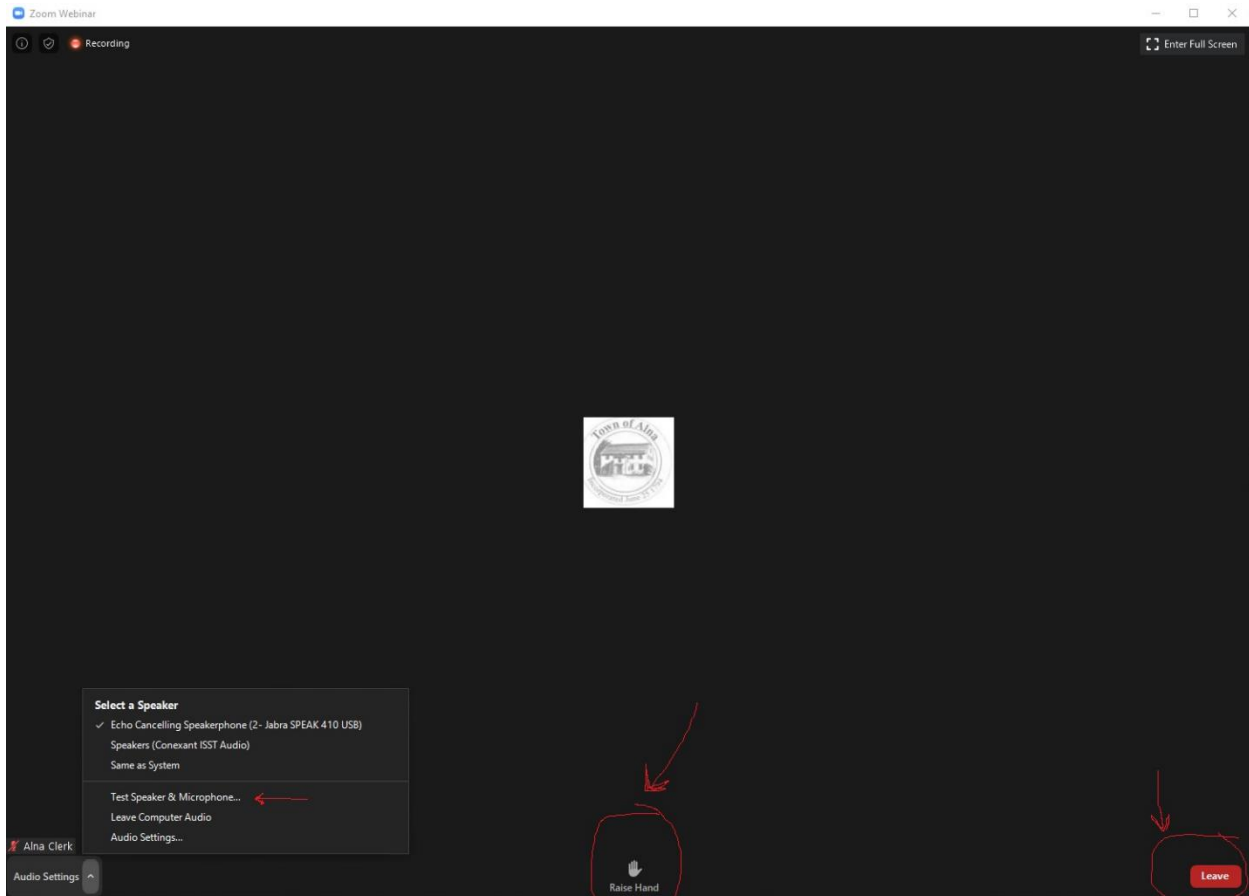
Screen shot showing attendee screen with key attendee controls highlighted by red arrows/circles. Audio test menu (left side) is open to show appearance.

Once the chair recognizes the individual who has pressed the 'raise hand' button during public comment (or possibly at other times during meeting at the discretion of chair), they will be allowed to speak to the board and the board will respond as appropriate.

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INSTALLATION & GENERAL ZOOM INFO

You can download the Zoom application for a variety of different systems:
For those using ipad/iphone for virtual meetings, please download the Zoom application here.
For laptop/desktop pc users please click here.

TRAINING
Zoom offers several trainings to help users navigate the platform. Please watch these training videos, totaling three minutes –
Join a meeting (1 min.)
Joining & Configuring Audio and Video (1 min.)
Sharing your screen (1 min.)

TIPS AND BEST PRACTICES
Here are a few recommendations to optimize your digital meeting experience.

- Take time to review documentation for your appropriate zoom platform in advance of the meeting and become familiar. (see zoom website. www.zoom.com)
- Take time to test your audio settings once you connect to the meeting using the 'test audio' controls located under 'audio settings' in lower left corner of screenshot shown above
- You can dial in using a phone and join the video portion using a computer. This is especially good if you have a latent internet connection (e.g. satellite) and want to ensure good quality audio while maintaining the best available video for your location.
- Arrive early. If you can, please join the meeting at least 5 minutes before the start time to ensure your system and connection works as you expect. By joining early, you will have time to troubleshoot any unforeseen technical challenges.
- Your internet connection has the most significant impact on your video/audio quality. **If you are able, it is best to use a wired Internet connection or ensure that others are not using the internet at the same time from your home (videos, games).**
- To hear and be heard best, we recommend using **a headset or headphones with a microphone**. If you don't have one, don't worry. You can achieve similar results if you are in a quiet room for the duration of the meeting. Wear headphones even if you don't have a microphone so that you can hear as well as possible.
- **Mute yourself when you are not speaking.** This helps eliminate background noise from your location. (note: in webinar mode, all attendees will be automatically muted unless recognized by the chair)

PUBLIC COMMENT*

With the shift to remote meetings, we have modified how we receive public comments to ensure that the public can participate. As always, we accept written public comment in addition to in-person participation. In general, unless otherwise posted for a specific or special meeting, written public comments must be e-mailed to the Alna Clerk at alnaclerk@gmail.com, or physically

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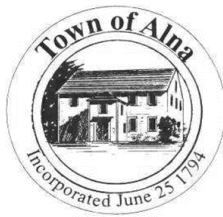
mailed to 1574 Alna Rd. Alna, ME 04535. Any Public Comments received by NOON on the date of the meeting will be provided to the board in advance of the meeting and will become a part of the permanent record of the meetings. If e-mailing, please note "Public Comment" and the meeting date in the Subject field in order to ensure they are routed to the board properly.
*This method is subject to change. Any updates will be communicated in future postings.

EXECUTIVE SESSION
To ensure privacy from the public if there is a need for Executive session, we will take the following procedure:

· Chair will host a separate, private Zoom meeting area for Executive Session if/as needed.

· Once a motion is approved in the public Zoom meeting to enter executive session, participants in Executive Session would exit the public meeting.

· Executive Session is done securely in private.

· Once Executive Session is complete, participants leave the private Zoom meeting area and rejoin the public meeting using their panelist join-link for potential report from Executive Session and adjournment in front of the public.