



East Greenwich Historic District Commission

Monday, May 4, 2020

7:00 PM

Virtual Meeting Via Video- and Tele- Conferencing

DATE OF POSTING: April 29, 2020

EAST GREENWICH HISTORIC DISTRICT COMMISSION AGENDA

When: MAY 4, 2020 at 6:30 PM Eastern Time (US and Canada)

Topic: HISTORIC DISTRICT COMMISSION – Technical Work Session
Remote Meeting

Please click the link below to join the webinar:

<https://us02web.zoom.us/j/93294941124>

Or Telephone:

Dial(for higher quality, dial a number based on your current location):

US: +1 929 205 6099 or +1 312 626 6799 or +1 301 715 8592 or +1 346 248 7799 or
+1 669 900 6833 or +1 253 215 8782 6833 or 877 853 5257 (Toll Free) or 888 475
4499 (Toll Free)

Webinar ID: 932 9494 1124

International numbers available: <https://us02web.zoom.us/j/93294941124>

Historic District Commission – Technical Work Shop

1. Call to Order
2. Roll Call
3. Historic District Commission Orientation to Zoom Platform & Technology Practice Session
 - a. Overview of Best Practices, Zoom Platform Layout

b. Tools for Engagement & Procedures for Application Review & Public Hearings

4. Engagement With Attending Members of the Public

- a. Opportunity to Practice recognizing & engaging with applicants (and their representatives), abutters and attendees during the meeting.**

Adjourn

INSTRUCTIONS TO ACCESS THE MEETING

The information provided is to assist board members, applicants and their representatives, residents and other interested parties with the technical information necessary to participate.

The Town has chosen to use a video conferencing product called ZOOM for hosting local public meetings during the current health emergency. Zoom is available as an app – you can download it your smart phone or personal computer for free. (Deluxe “for-a-fee” versions also exist and many of you may already be using those in your own personal or business dealings.) You will also have the low-tech option of simply phone dialing-in for audio-only.

Attendees are encouraged to test their internet connection and audio capabilities in advance of the meeting. Please use the following link for detailed information from Zoom on how to test your equipment:

<https://support.zoom.us/hc/en/-us/articles/115002262083>

We strongly encourage you to access the meeting visually – for obvious transparency reasons, so you can see Board members and applicants – but also because the presentations will be on-screen (plan sets and related reports) to round out your understanding of what is being considered.

To be clear, you do not have to have a Zoom account to attend a Zoom meeting. You may wish to create an account, but that is not required to participate in the Town’s “virtual” public meetings. We hope you will join us via Smartphone, tablet, laptop, or computer as this option enables you to view the Board and presenters in a gallery view and to see all application materials presented on your screen. If accessing the meeting this way, you will be prompted to download the software. You can get to the meeting

by either clicking the hyperlink in the posted agenda (available via the Town's or Secretary of State's Website) OR -

Go to Zoom.us and Simply Click on “Join a Meeting”.

When you go to the Zoom website, you will be prompted to either JOIN or DOWNLOAD the Zoom tool. Note the download will require a second step to install the application. This is a personal choice.

Enter this Webinar/Meeting ID: 932 9494 1124

(The meeting ID will be different for every zoom meeting/webinar you join. The meeting ID above is specific to the May 4, 2020 HDC technical workshop meeting.)

To join you will be asked for your name and email. Your name is all that is required.

You will be asked if you want to join the meeting audio via computer audio, or via telephone. Use of computer audio is recommended, if enabled on your device, however you can also use your telephone for audio. When you enter the meeting room, your phone will be muted. You will be able to see members and participate when called on for public comment. If you would like to speak when the Chair opens the floor for public comment, use the ‘raise your hand’ icon in the Zoom platform, located toward the bottom of the screen. You will be recognized to speak and can share your comments via audio when recognized. You will be prompted on your screen to unmute yourself and you will be required to state your name for the record.

If Accessing the Meeting By Telephone:

If you do not wish to or if you do not have a device capable of accessing the internet-based Zoom meeting, you may use your telephone – land line or cellular - for audio-only access to the proceedings.

Dial this number to join: +1 929 205 6099

Alternative phone numbers can be used if necessary (if the line rings busy, for example):

+1 312 626 6799 (Chicago); or +1 346 248 7799 (Houston);
or +1 669 900 6833 (CA); or +1 301 715 8592 (Maryland).

Enter this Webinar/Meeting ID: 932 9494 1124

Then press # and then # again (there are no “Participant ID’s”).

When you join the meeting, your phone will be muted.

At the appropriate time, the meeting will be open for questions and comments.

During the public comment portion of the meeting, anyone who wishes to be heard will be allowed to speak. Only one commenter at a time will be allowed to speak to ensure the comment is clearly heard and recorded. To be recognized, you will need to “raise your hand”. Dial ***9** to ‘raise your hand’ and be recognized to speak. Dial ***6** to unmute your telephone; and when done speaking, dial ***6** again to mute yourself. All speakers will be required to state their name for the record.

For Future Scheduled Historic District Commission Hearings

Accessing applications, site plans and other documents:

All materials submitted for consideration will be made available on the Town’s website well in advance of the scheduled meeting. You will want to visit the Planning Department’s page via the ‘eastgreenwichri.com’ site. There you will see a sidebar heading called “Current Projects” where all relevant materials are placed and labeled.

{To get to this location directly, please go to:

<http://www.eastgreenwichri.com/648/Current-Projects> } Alternatively, once the agenda for the meeting is posted online, hyperlinks to the relevant application materials will be inserted for ease of access.

Please do not hesitate to call the Planning Department at 401-886-8645 or 401-886-886-8643 or contact Lea Anthony Hitchen at lanthony@eastgreenwichri.com if you need help viewing any information.

All interested parties who anticipate participating in this meeting are strongly encouraged to contact the Planning Department at 401-886-8645 or 401-886-8643 in advance. This is especially true if you expect to present evidence during the meeting (photographs, petitions, or other documents) as these will need to be officially entered into the record and marked appropriately as exhibits. Your cooperation is greatly appreciated.

Remember, you do not have to have a webcam to join a Zoom video conference or meeting. You will still be able to use your computer, laptop, etc. for access but will not be able to transmit your video. However, you **will** be able to listen to the proceedings and view any screen sharing.

Basic Zoom Audio Troubleshooting:

If you are recognized to speak, but cannot be heard in the Zoom meeting, please use the following steps to troubleshoot your computer audio or telephone connection.

- Ensure your microphone or telephone is unmuted. Remember on a phone, *6 toggles the mute/unmute feature. For users joining the meeting via computer video conference, you will find your 'mute' control in the lower left corner of the Zoom meeting screen.
- If you still cannot be heard and have joined by computer audio, you may need to switch to a telephone to improve the audio connection. Click on the 'drop-down' menu located beside the 'mute' control on the screen to change your audio connection to telephone. Use the information that pops-up on the Zoom screen to join the meeting using a telephone. You will need to **enter the meeting id** after calling the phone number.
- If you are still unable to be heard, you may need to disconnect from the Zoom meeting and rejoin. If you continue to have trouble during the meeting, you will need to use the 'Q&A' function on the Zoom screen to inform the Meeting Host that you cannot be heard.