



# East Greenwich Municipal Land Trust

Tuesday, May 12, 2020

7:00 PM

Virtual Meeting Via Video- and Tele- Conferencing

DATE OF POSTING: May 8, 2020

## EAST GREENWICH LAND TRUST AGENDA

When: May 12, 2020 07:00 PM Eastern Time (US and Canada)  
Topic: EG Land Trust Monthly Meeting

Please click the link below to join the webinar:  
<https://us02web.zoom.us/j/83221500286>

Or Dial in by 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 +1 253 215 8782  
or 888 475 4499 (Toll Free)  
or 877 853 5257 (Toll Free)

Enter Webinar ID: 83221500286  
International are numbers available: <https://zoom.us/j/83221500286>

### East Greenwich Land Trust –

1. Call to Order – The essential purpose for convening is to orient Trustees to the Zoom Platform and Technology as “virtual” meetings seem likely to continue in Rhode Island for an indeterminate amount of time.
2. Roll Call
3. Board Member Orientation and Practice Session on the Zoom Platform with an overview of Best Practices for online engagement.
5. Old Business:
  - A. Boesch Farm Updates – Staff will provide information on the status of property maintenance and other issues at 830 South Road.
  - B. Sub-committee Activity Reports - As necessary -
    1. Trails and Events –
      - (A) Rescheduling “Earth Day 2020” in light of the COVID-19 health emergency.

2. Land Trust Structure and Authority
3. Property Management Policies

## Adjourn

### Public Access Instructions for “Virtual” East Greenwich Board Meetings

The Town of East Greenwich is conducting a virtual Land Trust meeting on Tuesday May 12, 2020 at 7 pm. The information below is provided to assist applicants, abutters, 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 on 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. We strongly encourage you to access the meeting visually – for obvious transparency reasons, so you can see Board members – but also because meeting materials/back-up information can be presented on-screen to round out your understanding of what is being discussed.

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 at its start time 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: 83221500286**

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 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 +1 888 475 4499 (Toll Free).

**Enter this Webinar/Meeting ID: 83221500286**

**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.

### **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.