

Board of Trustees In-person and Hybrid Meeting Options and Implications

Option 1: Continue conducting meetings using Zoom until there is no longer any concern for social distancing or whether a Hybrid or in-person solution is determined.

Pros and Cons:

- + Is more equitable and convenient for participants—including the public
- + Eliminates risk of spreading infectious diseases and other safety hazards
- + Reduces travel and helps Town with commute trip/GHG reduction goals
- + Easier to schedule presentations from remote participants, applicants/contractors
- Harder to build/maintain effective working relationships
- Virtual format is challenging for some to navigate and requires access to reliable broadband
- Crucial conversations are more difficult in a virtual environment

Option 2: Hybrid “OR” meeting (in-person OR virtual) – Those who feel comfortable in-person can be, while those who don’t feel comfortable in-person can attend virtually.

Meeting format details¹...

- BoT Members, staff, and presenters in the room at the dais, staff table, and audience seats, as well as attending via Zoom
- The large room monitors will show the camera feed
- Boardroom laptop is set to “Speaker Mode.”
- Boardroom laptop will display on the projector screen near the podium, where in-person staff will present. The presentation will be “Shared” in Zoom as well, so virtual attendees can see it.
- Board Members who join by Zoom can be “pinned”² on the screen in front of their seat at the dais. See examples below.



- The slide below shows the view virtual attendees will see during the meeting on Zoom. Channel 881 and Live streaming will show regular camera views and the Zoom feed when a Zoom participant is speaking.

¹ Staff is still investigating audio issues including how to have audio from Zoom participants so they are just as easily heard as the members in the room.

² Still need to test whether a Shared Screen on Zoom overrides a PIN, and if so, when the Shared Screen has ended, whether the PIN returns to the front without needing manual adjustment.



(View of Board Room from Zoom Meeting)

Pros and Cons:

- Zoom attendees will have very limited video view of meeting activity
- Communications logistics will be more difficult due to hybrid format; more likely to have instances of audio feedback and other audio issues (“you are on mute”, connection and bandwidth issues)
- Harder to build/maintain effective full-group working relationships because virtual attendees will often be left out
- Crucial conversations will be *more* difficult with hybrid attendance
- Likely frustration with various aspects among all participants
- Virtual format is challenging for some to navigate and requires access to reliable broadband
- + Allows each person to choose format based on their comfort level with being in-person
- + Is more equitable and convenient for virtual participants
- + Reduces risk of spreading infectious diseases and other safety hazards
- + Reduces some travel and helps Town with commute trip/GHG reduction goals
- + Easier to schedule presentations from participants who live/work elsewhere

Option 3: Possible* Hybrid “AND” meeting (in-person AND virtual) - All BoT and necessary staff attend in-person AND via laptop Zoom. *Staff is still investigating technical issues; to avoid audio feedback issues this may require in-person participants to use headphones or to meet at ECC to allow more spread out seating.³

Meeting format details...

- BoT Members, staff, and presenters are in the room at the dais, staff table, and audience seats, and use laptops to view/participate via Zoom
- The large room monitors show the camera feed⁴
- Zoom feed will display on the projector screen near the podium and in Zoom as well

Pros and Cons:

- + Allows face-to-face conversations among in-person attendees
- + More equitable and convenient for virtual attendees

³ There MIGHT be a way to allow the microphone audio to come into the Zoom call... will require testing and perhaps additional cabling.

⁴ If we set it up this way it would show the feed out of the AV mixer, which would also, sometimes, include the Zoom feed when we cut to that if someone on Zoom is presenting or speaking – but not constantly, like the Projector screen near the podium.

- + Reduces risk of spreading infectious diseases and other safety hazards
- + Reduces travel and helps Town with commute trip/GHG reduction goals
- + Easier to schedule presentations from participants who live/work elsewhere
- If in ECC, would require coordination on ECC room reservations that will result in reservation conflicts issues
- Need to test communications logistics; likely some instances of audio feedback and other audio issues (“you are on mute”, connection and bandwidth issues)
- Harder to build/maintain effective full-group working relationships because virtual attendees will often be left out
- Crucial conversations will be *more* difficult with hybrid attendance
- Harder to build/maintain effective working relationships
- Virtual format is challenging for some to navigate and requires access to reliable broadband

Option 4: In-Person Meetings. Return to pre-pandemic meeting format with all participants in-person (and those not attending in person are able only to observe)⁵.

Pros and Cons:

- + Allows face-to-face conversations among meeting attendees
- + Improves ability to have virtual conversations
- + Improves ability to build/maintain effective working relationships
- Less equitable convenient; requires travel to participate in the meeting
- Increases risk of spreading infectious diseases and other safety hazards
- Increases travel and resulting GHG emissions

Option 5: In-Person Regular Meetings & Virtual Study Sessions.

Pros and Cons:

- + Strikes a balance between the pros and cons of the different formats

⁵May also consider taking Public Comment by those in attendance first, then having a Zoom call for residents to share public comment virtually. We could also set up applicant presentations over Zoom on a case-by-case basis.