



ARLINGTON REDEVELOPMENT BOARD

TOWN HALL, 730 MASSACHUSETTS AVE., ARLINGTON, MASSACHUSETTS 02476

TELEPHONE 781-316-3090

MEMORANDUM

To: Arlington Redevelopment Board
From: Rachel Zsembery, ARB Chair
Date: November 2, 2022
Subject: Hybrid Meetings Decision Points Recommendations

Members of the ARB,

In late September, the Town of Arlington's Remote Participation Study Committee (RPSC) created a set of documents outlining the Town's hybrid participation pilot program, which the ARB has previously expressed interest in participating in. Contained within the document are a set of questions to be addressed by each Board or Commission participating in the program to ensure a consistent set of expectations around what hybrid participation looks like at their meetings.

Below please find my recommendations to address the attached Remote Participation Study Committee's decision points. Please feel free to send your feedback and comments to me via email ahead of our Monday November 7th Board meeting or in person during the meeting.

- 1. Should you designate a co-host?** A member of the DPCD (typically Claire Ricker or Kelly Lynema) will be designated as the co-host monitoring in-person attendees and remote attendees during the meeting. This is similar to the role that Jenny Raitt filled in acting as a co-host to the ARB's Chair during the ARB's virtual meetings.
- 2. What happens in case of a technical failure?** In the case of a technical failure or loss of connectivity, the meeting will be continued in person so long as a quorum of the board is present in person. As such, any applicants or presenters appearing before the board shall appear in person rather than virtually. Should an applicant elect to include a consultant or other non-decision making member of their team in their presentation virtually, they will need to be prepared to answer any questions and make any decisions required during the hearing without the input of the virtual members in the case of technical failure.
- 3. How do you recognize members of the public who would like to speak?** Members of the public who would like to speak either during public comment periods during a hearing or the open forum agenda item should indicate their desire to speak through using the raise hand function in zoom. They will be recognized and invited to speak in an order as determined by the discretion of the chair.
- 4. What are the expectations for committee members?** All Board members are required to attend the meetings in-person unless their in-person attendance is infeasible. In such case, the Board member shall notify the Chair in advance. A quorum of members in-person is required to hold a

meeting. If the Chair cannot attend in-person, the Vice-Chair or other designated in-person Board member shall conduct the meeting.

5. Zoom-specific decision points:

- a. Do you need webinar functions?** No.
- b. Do you enable chat for your participants?** No.
- c. Will you use the waiting room feature?** Yes until the meeting begins at which time all virtual members will be admitted into the meeting and the waiting room feature will be turned off.
- d. Do you record the meeting for the purpose of creating meeting minutes?** No – the meeting will be recorded by ACMI.
- e. Will attendees be muted upon entry?** Yes. Participants will be required to unmute themselves in order to speak.