

Town of Hubbardston Remote Meeting Participation Guide

Board of Selectmen
2020

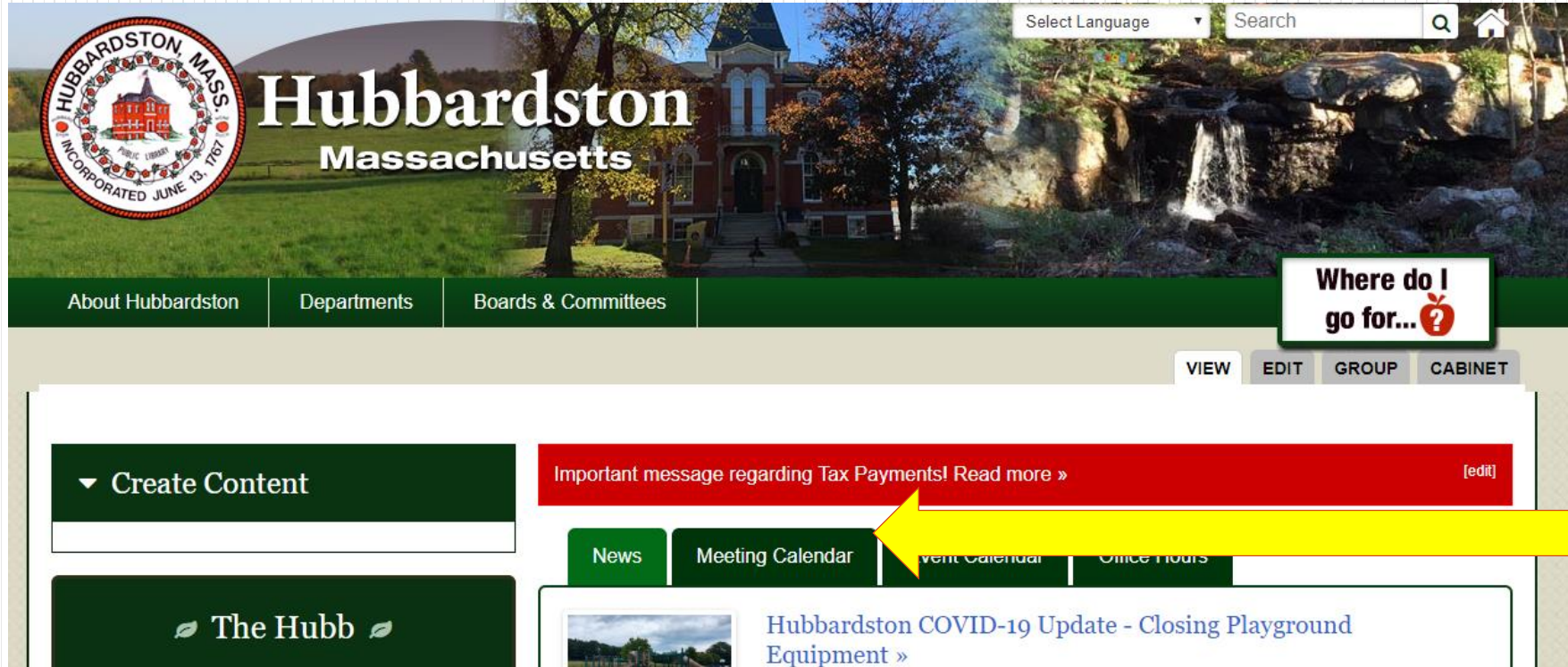


Summary

- The purpose of this guide is to help town officials and residents continue to participate in public meetings during the COVID-19 outbreak.
- The Town of Hubbardston will continue to hold meetings and perform the functions of local government using the ZOOM platform.
- If any town official or resident has a questions or concern, please contact the Town Administrator (admin@hubbardstonma.us)

Finding a Meeting

- The official posting board for the Town of Hubbardston is the town Web site. The link can be found here: www.hubbardstonma.us



Click on meeting calendar to find official meetings

Select Your Meeting

- Every meeting is posted with its agenda 48 hours prior to the meeting time. You can also sign up for meeting and agenda alerts.

▼ Create Content

Important message regarding Tax Payments! [Read more »](#) [\[edit\]](#)

[News](#) [Meeting Calendar](#) [Event Calendar](#) [Office Hours](#)

The Hub

- [Montachusett Regional Vocational Technical School](#)
5:30pm
- [Cultural Council Meeting](#)
6:30pm
- [Planning Board](#)
6:30pm
- [Montachusett Regional Vocational Technical School](#)
7:00pm
- [Montachusett Regional Vocational Technical School](#)
7:00pm

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[Report an Issue](#)

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March			
W	T	F	S
4	5	6	7
11	12	13	14
18	19	20	21
25	26	27	28

[All upcoming events](#)

Upcoming Meetings

[Board of Assessors Meeting - CANCELLED](#)
March 23, 2020 - 7:00pm

[Board of Health](#)
March 24, 2020 - 1:00pm to 2:00pm

March 24, 2020 - 6:30pm to 6:35pm

[Finance Committee Meeting](#)
March 24, 2020 - 7:30pm

[Montachusett Metropolitan Planning Organization Meeting \(MPO\)](#)
March 25, 2020 - 1:00pm

Click on the meeting you are interested in or for a comprehensive service, click all upcoming events

Virtual Log In Directions

- Once you click the individual meeting, you will find the agenda and log-in information for virtual meetings.

The screenshot shows the website for the Board of Selectmen. On the left is a navigation menu with links like 'Create Content', 'Annual Reports', 'FY20 BOS Goals', 'FY20 Meeting Schedule', 'Fees', 'Forms', 'Public Meetings', 'The Country Men Scholarship', and 'Town Policies'. Below this is a 'Contact Info' section with phone, fax, address, and map links. The main content area is titled 'Board of Selectmen Meeting' and includes a 'Virtual Meeting (See Instructions Below)' section with the event date (Wednesday, March 25, 2020 - 6:30pm). It also contains 'VIRTUAL MEETING INFORMATION' explaining the remote participation process and 'VIRTUAL LOG-IN INFORMATION' providing Zoom details, including a link, password, and phone numbers for dial-in.

Home » Board of Selectmen

Board of Selectmen Meeting

Virtual Meeting (See Instructions Below)

Event Date: Wednesday, March 25, 2020 - 6:30pm

VIRTUAL MEETING INFORMATION

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 order imposing strict limitation on the number of people that may gather in one place, this meeting of the Hubbardston Board of Selectmen will be conducted via remote participation to the greatest extent possible. Specific information and the general guidelines for remote participation by members of the public and/or parties with a right and/or requirement to attend this meeting can be found on the Hubbardstons website, at www.hubbardston.us. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. In the event that we are unable to do so, despite best efforts, we will post on the towns website an audio or video recording, transcript, or other comprehensive record of proceedings as soon as possible after the meeting.

VIRTUAL LOG-IN INFORMATION

You are invited to a Zoom webinar.
When: Mar 25, 2020 06:30 PM Eastern Time (US and Canada)
Topic: Board of Selectmen 3.25.20

Please click the link below to join the webinar:
<https://zoom.us/j/954008510?pwd=cG9BZkxQb0xqUkxRUeFzQlVzeVBjdz09>
Password: 627803

Or iPhone one-tap :
US: +13126266799,,954008510# or +19292056099,,954008510#

Or Telephone:
Dial(for higher quality, dial a number based on your current location):
US: +1 312 626 6799 or +1 929 205 6099 or +1 346 248 7799 or +1 669 900 6833 or +1 253 215 8782 or +1 301 715 8592
Webinar ID: 954 008 510
International numbers available: <https://zoom.us/u/ahqfPyUZ2>

Join from PC, Mac, Linux, iOS or Android: <https://zoom.us/j/408364582>

Or iPhone one-tap :

US: +14086380986,,408364582# or +16465588665,,408364582# Or Telephone:

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

US: +1 408 638 0986 or +1 646 558 8665

Meeting ID: 408 364 582

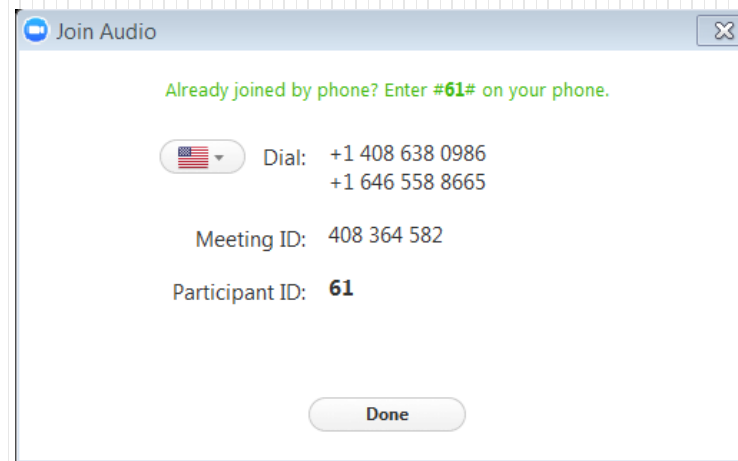
International numbers available: <https://zoom.us/u/aeH6YX>

Log in information includes a link to connect via your computer or smartphone and a telephone number to call into the meeting.

If you call into the meeting and do not use the link, you will not have video access.

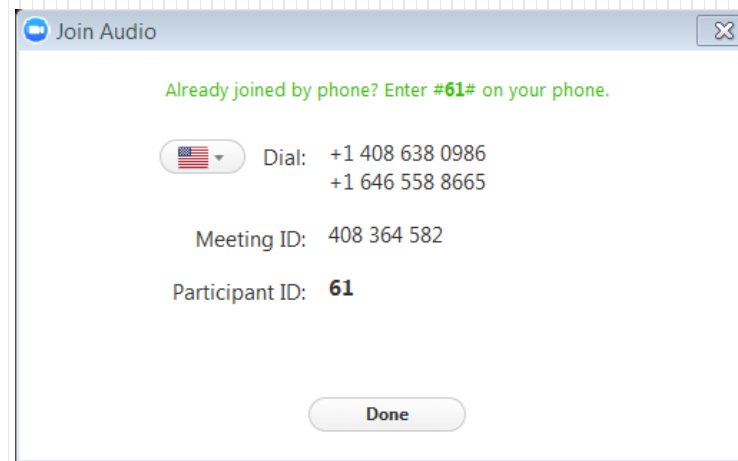
Logging into the Zoom platform

- A browser window will open up letting you know you may need to download an extension for Zoom to run. Select OK.
- A window will pop up asking how you wish to join the meeting. It is recommended you either join using Computer Audio or the Call-in Option. If calling in, you will be given the phone number and meeting number to enter. You will also be given a **unique participant ID**. This will link your phone to your computer when you join the meeting. Again, it is recommended you **click the link first and then follow the instructions**.



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Navigating The Meeting Room

- Once you are in the meeting room, you will see all the participants who have enabled video and names for those who have not. NOTE: you will need a web cam (often built into computers and audio enabled to see and hear)



Navigating The Meeting Room

- Once in the meeting room, there are many features to use.



Here you can change your audio settings or stop broadcasting your video. Many people mute their audio until it is their turn to speak

Here you can enter full screen and change the view from just the person speaking to all the participants.

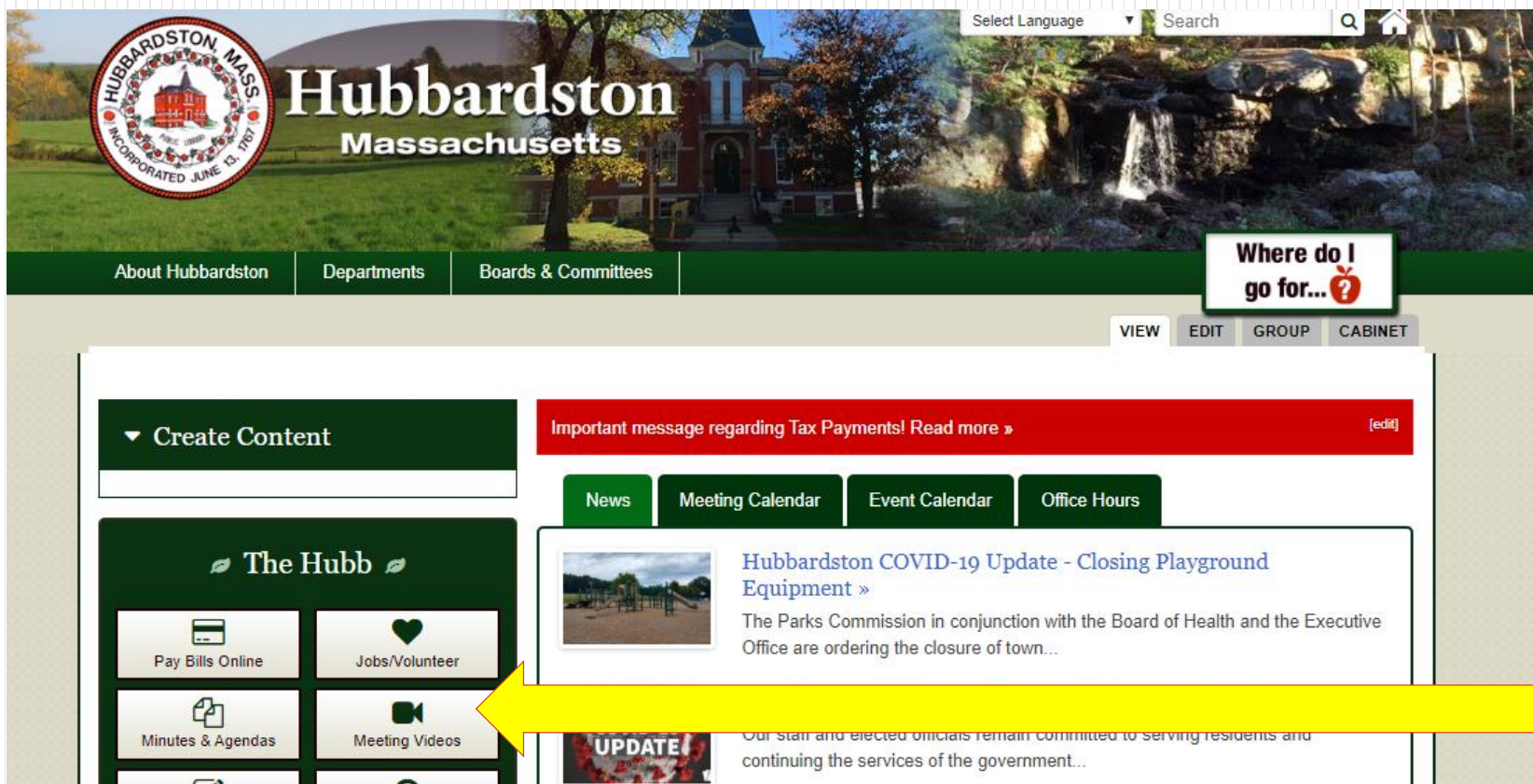
Here you chat with the meeting chair (or other participants) or raise your hand (virtually) to be selected to speak. The Chair decides speaking order.

CAUTIONS

- All virtual meetings are digitally recorded and cannot be edited. Everything said or recorded during the meeting is subject to public record.
- Please be aware of your surroundings when broadcasting your video. Everything on camera is considered a public record and cannot be edited.

Finding video recordings of meetings

- After every public meeting, including virtual meetings, the Hubbardston Cable Committee posts the meetings on You Tube.



Click meeting videos to find all recorded Hubbardston public meetings to include virtual meeting recordings on Zoom.

Finding video recordings of meetings

The screenshot shows a YouTube channel page for 'WHPA 191 & WHGA 192', which has 88 subscribers. The channel's homepage is selected, displaying a list of uploads. A yellow arrow points to the first video, 'Town Center Committee 03.19.20'. The list of videos includes:

Video Title	Duration	Views	Time Ago
Town Center Committee	59:14	6 views	15 hours ago
Mass Dept of Transportation 03.05.2020	2:26:22	19 views	1 week ago
Planning Board 03.04.20	2:26:22		
Conservation Commission	18:14		2 weeks ago
Board of Selectmen 03.02.20	1:26:38	44 views	2 weeks ago

The homepage link brings you to all recorded public meetings