



Virtual Meetings

MSA Program Meeting 6/15/22

Lauren Lind, Town of Cohasset Planning & Zoning Director

Discussion

- Town Committee Meetings – Staff Responsibilities
- Advantages
- Disadvantages
- Best Practices
- Q&A



Town Committee Meetings – Staff Responsibilities



STAFF LIAISON
ATTENDING ALL
MEETINGS



MEETING
SCHEDULING/LOGISTICS
ORGANIZATION



MINUTES



MONITOR CHAT, Q/A, &
PARTICIPANTS

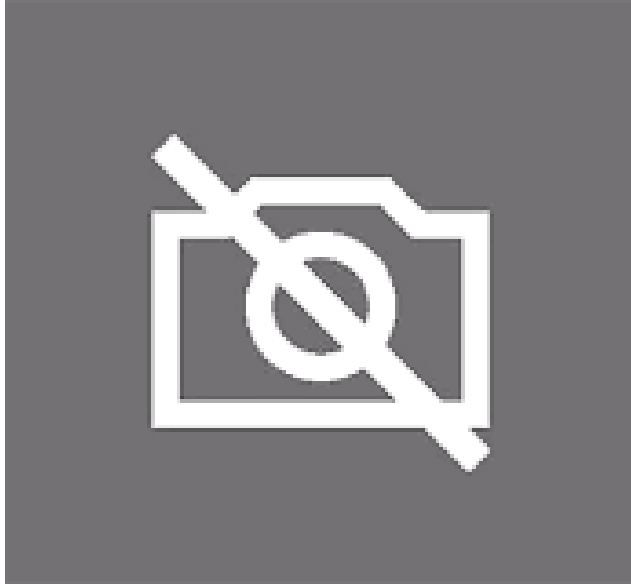


POST-MEETING FOLLOW
UP

Advantages of Virtual

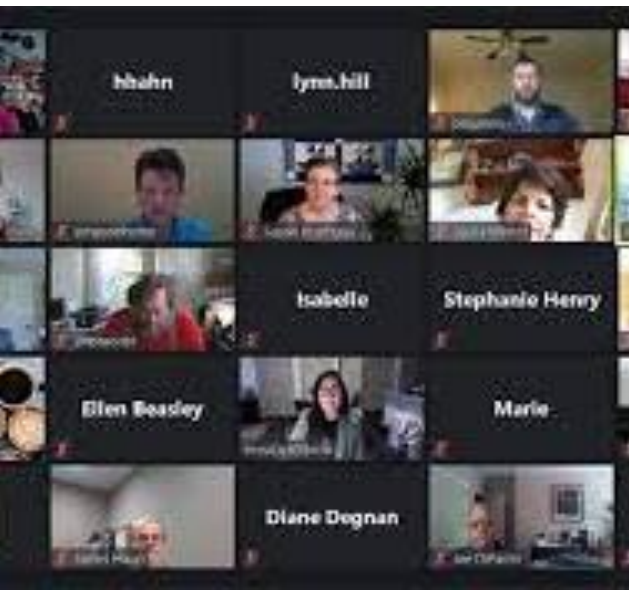
- Expanded public engagement
- No infrastructure needed
- Manage multiple meetings
- Increased attendance
- Cost reduction
- Recording & archives
- Diversified communication channels
- Streamlined efficiencies





Disadvantages of Virtual

- Less Engagement/Interaction
- Inappropriate behavior
- Increased staffing
- Frequency of meetings
- Collaborative planning can be challenging
- Technology concerns



Best Practices

- Public education
- Stick to a meeting agenda
- Set a meeting schedule
- Assign roles & establish protocols
- Review intended goals & outcomes
- Summarize decisions & action items
- Consider hybrid options & array of engagement opportunities
- Utilize virtual platform features to your advantage



TOWN OF COHASSET
 PLANNING, PERMITS, & INSPECTIONS DEPT.
 41 Highland Avenue
 Cohasset, MA 02025
 Tel: (781)-383-4100, ext. 5128



BOARD & COMMITTEE MEMBER GUIDE TO PARTICIPATING IN A ZOOM WEBINAR

The difference between a Zoom Webinar vs. Zoom Meeting

Zoom Webinar allows the participants in the meeting to be sorted as Panelists and Attendees. Each meeting has an assigned host and can assign co-hosts.

- **Panelists** - Board and Committee members will be featured as panelists, along with any applicant or individual making a presentation to the Board/Committee.
- **Attendees** - Members of the public and any additional interested parties will be provided with meeting access details that will allow them to participate as attendees.
- **Host** - A staff member will be responsible for organizing the zoom webinar and will be the host of the meeting. The host serves as the convener of the meeting and has ability to mute or unmute all participant and share additional functions for another participant by assigning a co-host.
- **Co-Host** - The staff member host of the meeting can assign co-hosts to assist with running the meeting. It may be another staff member or can be the Chair of the Board/Committee.

Staff Assistance

Town Staff are ready, willing and able to assist with you with the transition to virtual meetings!

- **Staff Liaisons** - Each Board/Committee has a designated staff liaison that can assist with planning and hosting meeting logistics. Please don't hesitate to contact us with any questions. If you don't know your staff liaison, please contact Planning Director Lauren Lind at LLind@cohassetma.org for assistance.

How to Join the Webinar

You will receive information to access the webinar as a panelist from a staff member. This staff member will be the "host" of the meeting.

- **Download the Zoom Application** - You can download the Zoom Application on your laptop or phone by visiting the website www.zoom.us. If you have not yet downloaded prior to clicking on a meeting invitation, you will be prompted to download the app when you attempt to enter a meeting.
- **Invitation Link** - To join the webinar, click the link that the host provided you via email or calendar appointment. This will prompt you to download or open the zoom application on your laptop or phone.
- **Manual** - Open up the Zoom application on your laptop or phone and click to join a meeting. Locate the 9-digit meeting ID/webinar ID from your email or calendar appointment and manually enter the details for access.
- **Phone Dial-In** - You may dial in to the webinar using any of the telephone numbers provided in the email or calendar appointment. Once you have dialed in, enter your meeting access ID and/or password, which can be found under the phone numbers in the details, when prompted.

Best Practices

The following tips will contribute to smooth and effective meeting.

- **Location** - If possible, try to find a stationary location with good lighting to conduct the webinar in. Quiet locations with minimal opportunities for distraction work best.

Town of Cohasset - Planning Permits & Inspections Department
 Last Revised: April 29, 2020



TOWN OF COHASSET
PLANNING BOARD
 41 Highland Avenue
 Cohasset, MA 02025
 Tel: (781)-383-4100

PLANNING BOARD AGENDA

Date: Wednesday, June 22, 2022
 Time: 6:30 P.M.
 Place: Zoom Virtual Meeting

Please click the link below to join the webinar:

https://us02web.zoom.us/j/82114123578?pwd=qbsfR9gvbF9_3wUn4dwy-w2a5Ox.-1

Webinar ID: 821 1412 3578

Passcode: 960850

CALL TO ORDER

Scheduled times for all agenda items are approximate; Agenda time may not match advertised or continued hearing time; All public hearings will begin no earlier than 6:30pm unless otherwise stated.

REGULAR BUSINESS

- 6:30 PM PUBLIC HEARING** - Pursuant to MGL Ch40A & §300-5.12 of the Cohasset Zoning Bylaws for an application for Site Plan Review filed by Cohasset Golf Club. Subject property is 175 Lamberts Lane. (Cont. from 6/15)
- 7:00 PM PUBLIC HEARING** - Pursuant to MGL Ch40A & §300-5.12 of the Cohasset Zoning Bylaws for an application for Site Plan Review filed by Crocker II Realty Trust. Subject property is 25 & 30 Scituate Hill. (Cont. from 5/25)
- 7:30PM PUBLIC HEARING** - Pursuant to MGL Ch40A & §300-5.12 of the Cohasset Zoning Bylaws for an application for Site Plan Review filed by Cohllobster, LLC, c/o Attorney Adam Brodsky. The subject property is 46 Border Street. (Cont. from 5/25)
- 8:00 PM PUBLIC HEARING** - Pursuant to MGL Ch40A & §300-11 of the Cohasset Zoning Bylaws for an application for Land Alteration Special Permit for Ledge Removal, filed by Jon & Jamie Borbeau c/o Cavanaro Consulting. Subject property is 90 Howard Gleason Road.

ADMINISTRATION

Committee Liaison Updates
 Planning Director Updates
 Items not anticipated 48 hours in advance
 Approval of meeting minutes

Next Planning Board meetings: July 13th & 27th, 2022

ADJOURN

Discussion during meetings should always be courteous and respectful and, should be confined to the subject under consideration. Sarcasm is generally not respectful. Statements and questions should be directed to the Chair, who will ask the appropriate person(s) to respond. If you wish to record the meeting in any manner, you must advise the Chair prior to the start of the meeting. Comments and copies of documents used in a presentation must be provided to the Planning Board staff as part of the official record.

MEETING PROTOCOL:

Applicants shall be prepared to share their presentation material. Staff are not responsible for applicant presentations.

For Public Comment, please input your full name & address into the "Q&A" field. During public comment, questions will be addressed in the order received. Individuals who wish to speak to the Board will be promoted from attendee mode so that they can use microphone & camera. 3 minutes max. per individual. Please refrain from repeating items already discussed.

Statements/questions should be directed to the Chair, who will ask the appropriate person(s) to respond.

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Planning & Zoning Director

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Q&A
