



## Remote Participation Study Committee

Date: **December 20, 2022**

Time: **7:30 – 9:30 pm**

Location: Virtual, via Zoom.

### Minutes

Attendance: Mustafa Varoglu, Chair, Alexander Bagnall, Eric Helmuth, Rachel Zsembery, Stacie Smith. Joined by Janice Cagan-Teuber and Bill Hayner

**Members of the Public:** Wynelle Evens

### AGENDA

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1. Review and accept meeting minutes from Nov 15 meeting – 10 minutes
2. Public Comment - 10 minutes
3. Hybrid demo current and next steps – 60+ minutes
  - Redistribution of efforts previously carried out by Jennifer Susse
  - Review of which boards, committees and commissions have agreed to the pilot program, and which have started (and any feedback)
  - Update on which boards, commissions and committees are using which rooms and technology
  - Review of hybrid meeting support materials on website
4. Future business – 5 minutes

#### Decisions Reached and Action Items:

- Minutes from November 15 meeting were approved
- All committee members will reach out to their respective piloting committees in the first or second week of January to check on how they are doing.

#### Summary of Discussions:

Meeting began at 7:30 pm. The Chair called the hybrid meeting to order.

Minutes from November 15 meeting were approved by a vote of 5 to 0.

## Hybrid demo current and next steps:

- The group acknowledged that Jennifer Susse had left the committee and thanked her for all that she did.
- Mustafa noted that Jim Feeney was at the Permanent Town Building Committee meeting and would ask about air handler at the Central School room.
- Mustafa reached out to the Clean Energy Future committee and the ZBA to see if they were moving forward. He confirmed that CPAC had declined to participate. ATED was still not confirmed, as it is mostly inactive at the moment. The ARB is not participating until the staffing and the air handling noise issues are addressed. The ZBA is open to trying it, but not in the Community Center room because of the noise issues. They are willing to try it in a smaller room and clarify that they can't guarantee equal participation ability for remote participants while the pilot is in progress.
- Group members discussed the level of effort needed to support hybrid meetings – including where to aim presentation, letting in remote participants, managing the chat. They spoke about pros and cons of the technology, including where people can sit, how many participant windows are available for the in-person attendees. They noted that there are some potential solutions that would need to be added to the instructions – for example, for those with their backs to the camera to log onto the zoom from their own devices. They discussed the technical features like waiting rooms, security, etc. One topic to address might be webinar license capacity, to consider purchasing additional licenses (for ~\$700/yr), and think through which committees might need to use webinar. The report should include some of the hurdles and their impacts.
- The group assigned responsible parties to support each of the committees in the pilot – see table below for assignments.
  - First or second week of Jan, reach out to remind them about the pilot, ask if they are still doing it, see if they have any issues, and invite them to use the survey to provide feedback.
- The group reviewed all the materials on its page on the town website.
- They discussed the final report – Mustafa agreed to draft an analysis of survey results and the report for Town Meeting. Stacie, Rachel, and Alex all offered to help edit.
- They discussed that rooms with Neat Bar technology have been available for those who want them, rather than the owls, but that the owls are being used by town departments to allow hybrid participation.
- Janice discussed that visually impaired committee members from the Disability Commission use Jaws and reminded the group to ensure that the materials on the website are compatible with Jaws, including information describing images.

## New Business:

- The group agreed to cancel the Jan 10 meeting, and follow up with pilot committees before meeting again on January 31.

Next meeting: January 31 at 7:30 pm.

Meeting adjourned at 8:52 pm by a vote of 7-0.

**Summary table of hybrid meeting participants**

#	Committee, Board or Commission	In Pilot?	Proposed Room	First Hybrid Meeting Date	Time	Technology	Committee Support
2	Tourism and Economic Development*	Likely (TBC)	TH Annex First Floor (or TM Conf. Room?)			Two Owls	Mustafa
3	Diversity Task Group	Yes	Town Hall Annex 2nd Floor	Thursday, Dec. 8th	6:45 PM	NeatBarPro, 2 Flat Panels	Alex
4	LGBTQIA Rainbow Commission	Yes	HHS Conference Room	Thurs, Nov. 17	6:30 PM	NeatBarPro, 2 Flat Panels	Mustafa
5	Disability Commission	Yes	HHS Conference Room	Wed. Dec. 21	4:00 PM	NeatBarPro, 2 Flat Panels	Janice
6	Arlington Human Rights Commission	Likely (TBC)	HHS Conference Room	Wed. Dec. 21	7:30 PM	NeatBarPro, 2 Flat Panels	Stacie
7	Tree Committee	Yes	Town Hall Annex 2nd Floor	Wednesday, Nov. 9th	7:30 PM	NeatBarPro, 2 Flat Panels	Eric
8	Zoning Board of Appeals	Likely (TBC)	Town Hall Annex 2nd Floor	Test on Feb 13	7:30 PM	NeatBarPro, 2 Flat Panels	Mustafa
9	<del>Arlington Redevelopment Board</del>	<del>Confirmed no sound issues</del>	<del>Community Center Big Hall A or B</del>	<del>Monday, November 21</del>	<del>7:30 PM</del>	<del>NeatBoard</del>	Rachel
10	Clean Energy Future Committee	Yes	Town Manager's Conference Room	Friday Dec 16	8:15 AM	Two Owls (Neat Bar Pro now)	Eric
11	Finance Committee	Yes	APD Community Room	Jan 30	7:00 pm	NeatBoard	Alex

TBC= to be confirmed