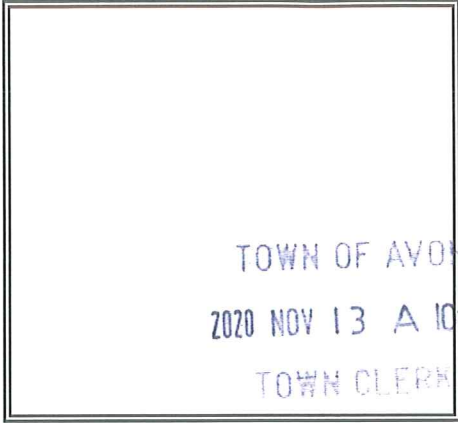


To: Patricia Bessette, Town Clerk
 From: Lynne McKenney
 Date: 11/13/2020



POSTED IN ACCORDANCE WITH THE PROVISIONS OF MGL 30A S18-25

PLANNING BOARD	
Thursday, November 19, 2020	7:00 PM
PLANNING BOARD OFFICE Remotely - Zoom	SUBJECTS TO BE DISCUSSED BELOW

Topic: Planning Board
 Time: Nov 19, 2020 07:00 PM Eastern Time (US and Canada)

Join Zoom Meeting
<https://us02web.zoom.us/j/87539135297?pwd=dFBIZ3R1NHVbGhwanAvMCtuMHdvdz09>

Meeting ID: 875 3913 5297
 Passcode: 213669
 One tap mobile
 +13126266799,,87539135297# US (Chicago)
 +16465588656,,87539135297# US (New York)

Dial by your location
 +1 312 626 6799 US (Chicago)
 +1 646 558 8656 US (New York)
 +1 301 715 8592 US (Washington D.C.)
 +1 346 248 7799 US (Houston)
 +1 669 900 9128 US (San Jose)
 +1 253 215 8782 US (Tacoma)

Meeting ID: 875 3913 5297
 Find your local number: <https://us02web.zoom.us/u/kbmkbyP1Eu>

Approve Minutes of previous meeting(s):	September 3, 2020; September 17, 2020, November 5, 2020
Old Business:	Housing Production Plan

New Business:	7:00 – Discussion with John Barry regarding 30 Leo’s Lane
Other:	Review correspondence and mail. Sign warrants, if any. Update from Building Inspector. Other topics not reasonably anticipated.

Meeting Posted by: *Lynne McKenney*, Recording Secretary

In keeping with the ongoing Emergency Order from Governor Charlie Baker to limit gatherings and maximize social distancing, and under legislation passed to address remote board meetings during the emergency declaration, this meeting will be conducted remotely over Zoom. Attendance by Board/Commission members will be remote and remote attendance shall count toward quorum.

To use zoom you will need to download the zoom application at www.zoom.us and create an account or use one of the call in numbers listed on the agenda. You will need the webinar ID to join by phone only.

While conducting meetings remotely we will endeavor to keep meeting operations as close to our standard procedures as possible, however use of this platform will necessitate some additional meeting protocols.

1. While the board members or commissioners and applicants will be on video and audio; public participants will join the webinar as attendee, meaning they are muted and with no video feed from them.
2. As a preliminary matter, the Chairman of the Board will confirm that all members and persons anticipated on the agenda are present. The Chairman will do a roll call and members are to speak in the affirmative when their name is called.
3. Please note that this meeting is being recorded, and that some attendees are participating via video conference.
4. Please be aware that other folks may be able to see you, and to take care not to “screen share” your computer. Anything that you broadcast may be captured by the recording.
5. During the public testimony portion of the meeting members of the public can be recognized by using the raise hand function, found under participants from zoom, or make a request with the Q&A function. If your joining only by phone you can press *9 to raise your hand. If an applicant wishes to display materials, please make the request of the Chair and the email materials to Board staff for sharing on screen.
6. For any response, please wait until the Chair yields the floor to you. When starting testimony please state your name and address for the record. Please remember to speak clearly and in a way that helps generate accurate minutes.

7. There is a markup function in Zoom which will allow you to call out specific areas of presentation materials.
8. If members wish to engage in colloquy with other members, please do so through the Chair, taking care to identify yourself.
9. As in any public meeting, indecent behavior will not be tolerated and anyone who abuses use of the meeting platform will be terminated from the meeting.
10. Business will be handled at the times indicated on the agenda. Business not concluded in the allotted time will be tabled to the end of the meeting to allow for timely logins and remote attendance.
11. All votes will be by roll call.
12. When all business indicated on the agenda has been completed, the members will vote to adjourn the meetings, signaling the end of the meeting. All participants will be disconnected from the webinar at that time.