



TOWN OF EXETER, RI

PLANNING BOARD

675 Ten Rod Road
Exeter, RI 02822
Ph: (401) 294-2592

**Exeter Planning Board Work Session
Tuesday, December 8, 2020 - 6:30 p.m.
VIA VIDEO CONFERENCE**

Via Computer: <https://us02web.zoom.us/j/82281016393>

Via Telephone: **1 646 558 8656**

Meeting ID: **822 8101 6393**

Agenda items are available on Page 3

INSTRUCTIONS TO ACCESS THE MEETING:

The public can join this Zoom meeting electronically by computer, smartphone or tablet using the instructions below. If you do not have a smartphone or other electronic device capable of joining the Zoom meeting room, you may also join by telephone only.

Accessing the Zoom Meeting via Computer, Tablet or Smartphone:

Click on this link to join the meeting: <https://us02web.zoom.us/j/82281016393>

- When prompted you will be asked to join via computer audio, or telephone. Use of computer audio is recommended, however you can also use your telephone for audio.
- When you enter the meeting room, your phone will be muted.
- You will be able to view site plans, see members, and listen to discussion in the Zoom meeting.
- If you would like to speak during the meeting, use the “raise your hand” feature of the Zoom platform to inform the host. Speakers will be recognized individually by the Planning Board Chair. Once recognized you can share your comments via audio.

Accessing Documents & Site Plans:

- To access documents, and view site plans discussed during a meeting, please use the links on the town website.

Accessing the Meeting by Telephone Only:

- If you do not have access to a device capable of accessing the internet-based Zoom meeting, you may use your telephone to join the meeting.
- Dial this phone number to join the meeting: **+1 646 558 8656 US (New York)** (for higher quality, dial a number based on your current location)
- If prompted to enter a Meeting ID, use your phone to dial the following ID:
 - **822 8101 6393**
- When you join the meeting, your phone will be muted.
- If you would like to speak regarding an application, dial *9 to “raise your hand,” and inform the host. You will be recognized to speak. Once recognized to speak, you dial *6 to mute or unmute your telephone.

Testing Computer & Audio Equipment

Attendees are encouraged to test their internet connection and audio capabilities in advance of the meeting. Please use the following link for detailed information from Zoom on how to test your equipment: <https://support.zoom.us/hc/en-us/articles/115002262083>

Basic Troubleshooting when Speaking:

If you have been recognized to speak, but cannot be heard in the Zoom meeting, use the following steps to troubleshoot your computer audio, or telephone connection.

- Ensure your microphone or telephone is unmuted. For users joining the meeting in the virtual meeting room, you will find your “mute” control in the lower left-hand corner of the Zoom meeting screen. For telephone only users, dial *6.
- If you still cannot be heard and have joined by computer audio, you may need to switch to a telephone to improve the audio connection. Click on the “drop-down” menu located beside the “mute” control on the screen to change your audio connection to telephone. Use the information that pops up on the Zoom screen to join the meeting using a telephone. You will need to enter a meeting ID after calling the phone number.

WORK SESSION AGENDA:
TUESDAY, DECEMBER 8, 2020

I. CALL TO ORDER

II. PUBLIC COMMENT

Comments are not limited to items on this agenda. However, items not on this agenda will only be heard for informational purposes and cannot be acted upon by the Planning Board unless they are of an emergency nature. (Please note that a 3-minute time limit is permitted per item; a 15-minute maximum time limit is allowed for this agenda item).

III. WORK SESSION:

A. Discussion: Checklist/Peer Review Process

B. Cheers: Merry Christmas and Happy New Year!

IV. ADJOURNMENT:

The public is welcome to any meeting of the Exeter Planning Board. If communications assistance is needed or any other accommodation to ensure equal participation, please contact the Town Clerk's Office (295-7500) at least three business days prior to the meeting. Meetings of the Planning Board shall start at 6:30 p.m. and end no later than 9:30 p.m. unless voted on to extend. **This meeting will be held via video conference on Zoom as stated above. During the course of this meeting, and during any public hearing scheduled for this meeting, the chat function will not be monitored or recognized. Public comment is limited to specific agenda items and must be made and recognized by the Chair. Posted on Thursday, December 3, 2020.**