



MEMORANDUM

TO: Mayor Jones and Members of the Board

FROM: Karen Proctor, Town Administrator

DATE: August 5, 2021

RE: Remote Meeting Participation

DISCUSSION:

The Board asked Staff to bring back the options and costs to allow the public to participate in Board meetings remotely.

Based on research and recommendations, staff suggests the Board can try the Meeting OWL, which has received mixed reviews from other municipalities. The following link shows a demonstration of the Meeting OWL: https://www.youtube.com/watch?v=N_duZc5DZ2c

The estimated cost is:

Laptop	\$1,000
Meeting OWL Pro	\$1,000
ZOOM to include additional features	<u>\$1,000</u>
ESTIMATED TOTAL:	\$3,000

Another option that has been used by others is for each Board member to bring a laptop/tablet to the meeting and log into Zoom. If the Zoom microphone is used and the computer is on mute, this prevents feedback and provides a better picture than the meeting OWL.

The Town can use American Rescue Funds for the meeting OWL option. The only cost for the option of each Board member using their personal laptops would be the cost of Zoom at approximately \$1,000/annually. Staff is seeking the Board's direction.