**Agenda for Virtual Meeting 27-May-2020 at 6pm**

**Minutes: D.Della Selva**

**1. RTK Meeting Checklist**

As Chair of the Hampstead Communication Committee, due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu’s Emergency Order #12 pursuant to Executive Order 2020-04, this Board is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to the meeting, which was authorized pursuant to the Governor’s Emergency Order. However, in accordance with the Emergency Order, this is to confirm that we are:

*a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means;*

We are utilizing the Zoom platform for this electronic meeting.

All members of the Board have the ability to communicate contemporaneously during this meeting through the Zoom platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # **1-929-205-6099** or by clicking on the following website address: [**https://us02web.zoom.us/j/84396209953**](https://us02web.zoom.us/j/84396209953)The password is: **239718**

*b) Providing public notice of the necessary information for accessing the meeting;*

Instructions are provided on Hampstead’s town website at: <https://www.hampsteadnh.us>

*c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access;*

If anybody has a problem, please email the committee at: **Hampstead.NH.CC@gmail.com**

*d) Adjourning the meeting if the public is unable to access the meeting.*

In the event the public is unable to access the meeting, we will adjourn the meeting and have it rescheduled at that time.

Please note that all votes that are taken during this meeting shall be done by roll call vote.

Let’s start the meeting by taking a roll call attendance. When each member states their presence, also please state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

Chairperson M.Gillette:

Vice Chairperson D.Della Selva:

Member J.Lacasse:

Member S.Finocchiaro:

Member D.Meyer:

**2. Call to order**

**3. Opening remarks by the Chairman**

**4. Review and approval of minutes**

**A) 2020-02-24 meeting minutes**

**5. Old Business**

**6. New Business**

**A) Review and discuss the newly formed Communication Committee town page:** [**Communication Committee**](https://www.hampsteadnh.us/communication-committee)

**B) Review the "Hampstead Boards & Committees Contacts".**

**C) Modify and accept a Team Charter.**

Hampstead Communication Committee Charter:

The Communication Committee’s purpose is to manage and update the Town of Hampstead NH’s Website. We offer technical assistance for other Hampstead groups to update their own web pages. We are the megaphone with the goal of offering current content and transparency for the public.

Each Group on the Town of Hampstead’s website has their own page(s). We are not attending their meetings but will reach out to their contact for updates if we are the editors of their web pages (Frequency and deadline?).

**7. Other Business**

**8. Adjourn**

Next Meeting:

06/24/2020 Virtual Meeting Minutes: HCC Volunteer?