Members:

Christopher W Carman

Leonard Garner

Penny Gold

Cheryl Loeffler

Kevin Magnus

(Melvin) Michael Sherrow

Staff:

Sandi Henley

Susan Smith

Elizabeth Ramsden

**9:15 Sandi**

* Make sure everyone can access and understands how to raise hand to speak and to mute and unmute. No self-videos to provide better quality streaming.
* Best to have them mute at all times unless they wish to speak
* Tell the Chairman that once meeting is called to order, he is to announce a roll call and acknowledge presence of each member by raising of hands. Tell him immediately afterwards, Sue to make a public announcement for the record.
* Agenda shall remain on the screen until the powerpoint. Then return to agenda after the powerpoint unless there is something else you can put up on the screen.

**9:30 Chairman – Calls meeting to Order and Roll Call**

Sue Smith reads for the record:

For the record provide name and title..

***Good morning and thank you for participating in the April 14, 2020, Tax Oversight Committee public meeting. This virtual public meeting is being held pursuant to Executive Order #20-69 and is being conducted to provide the public with as much access to the virtual meeting as is feasible during the COVID-19 pandemic threat. The Town encourages public participation in all of its public meetings, including those meetings that are held virtually.***

***Participants have been provided three choices with instructions.***

***1. Listen to the meeting by phone***

***2. Watch the meeting and participate during the public comment in the meeting using Zoom. or***

***3. Listen or watch the meeting using Zoom and* provide public comments prior to the meeting by emailing me.**

***There have been no requests to speak submitted to me prior to this meeting. And I have received no written public comments prior to the meeting.***

**Opportunity for Public to be heard.**

Sue reaffirms and Chair asks if there Is anyone of the public that wishes to speak.

***There have been no requests to speak submitted to me prior to this meeting. And I have received no written public comments prior to the meeting.***

**Approve Minutes (July 8 2019).**

Chair will ask for a motion

**Finance Presentation and Discussion**

Elizabeth introduces herself and title.

Powerpoint on screen – (Control of slides progressing)

As hands come up Chairman has to recognize the hand coming up and by whom and ask them to speak. (Mute and unmuting control)

**Review of Draft Memo**

Announce:

***There is a Memo addressed to the Commission in your packet. This was drafted to summarize all the elements discussed today. If everyone agrees to its contents, the Chairman can sign the memo and return it to us and we will deliver it to the Commission*** .

**Committee Comments and Adjournment**

Chairman has to recognize the hand coming up and by whom and ask them to speak. (Mute and unmuting control)