



## Hybrid Meetings

The Town of Highland has started to incorporate video and recordings during regular Town Board Meetings. *Currently, we do not allow for public comment on the Zoom platform*, it is recommended that if you can only join virtually and want to comment, that you email correspondence and questions in advance to the Town Clerk at [townclerk@townofhighlandny.com](mailto:townclerk@townofhighlandny.com).

We plan to allow public comment on Zoom in the near future. We would like to provide virtual participation in all meetings, such as the Zoning Board of Appeals and Planning Board.

## Hybrid Meeting Platform - Zoom

Zoom - <https://us06web.zoom.us/join#/login>

## Keeping Meetings Secure

The Town is instituting the following process to help protect Zoom meetings. ***Please do not post a link to the meeting, the passcode or the Meeting ID number on social media.*** We will post the relevant meeting links and information to the Town website in two places - News and Meeting Minutes.

Meetings will ***always require*** a **Meeting ID AND Passcode** for an added layer of security. This helps us moderate guests and disallow spam/hackers from joining or taking over the meeting - often referred to as Zoom Bombing.

You can join from a computer, laptop, the web or a smartphone with the link and/or the Zoom App. You can also simply use your phone with the Dial-In features.

Help us recognize you. Use a name Town Hall staff can recognize and rename yourself upon entering the Zoom. We moderate each guest and allow them to enter the meeting in order of arrival. See example on the next page.

*\*If a meeting has started, it may take a little wait time to be approved into the meeting, help us reduce this wait time by renaming yourself.*



**Example:**

A guest logs into the meeting from their phone and is listed in the waiting room as: 8459999999

Zoom moderator sees '**Janet Planet Glen Spey**' which is more recognizable by name and location, as trusted to enter without a long wait time.

Meetings are recorded, the recording is compressed and uploaded to [YouTube](#) which can be accessed by a link from the [Town website](#) under Meeting Minutes.

Staff moderates the meeting, those joining will notice their video and microphone is muted. We plan to allow public comment on Zoom in the near future, at that time participants will raise a hand to speak and the Zoom moderator will unmute the participant to speak and be given a limited time to provide public comment on agenda items, directed to the board.

Help us keep videoconferencing safe and secure. We thank you for participating.