

Public Access to Saco Digital City Council Meetings - Zoom Info Sheet

The COVID-19 pandemic has brought many changes to our community. City staff are working daily to continue to provide efficient service and remain accessible for community members. To do our part in social distancing, we are currently shifting to virtual City Council meetings.

Please refer to the information on this page as the most comprehensive and up-to-date guide from the City of Saco on how to participate in Saco's remote City Council meetings.

We appreciate your willingness to learn this technology and value your participation. This will help us keep you connected with City Council debate and decisions.

HOW TO PARTICIPATE

We will be utilizing Zoom's Webinar feature for digital Council meetings. Any member of the public can engage with the meetings in a variety of ways, outlined below. You can also visit www.sacomaine.org/watchmeetings, which will be updated with the most recent information.

We offer five ways to participate in City Council meetings:

- Watch the live-stream on our [Facebook page](#).
- Watch the session directly in Zoom by joining the meeting as an attendee. This link will change for each meeting and can be found on the City website and social media, and will be posted at www.sacomaine.org/watchmeetings. To use this method, please follow the installation instructions in the next section of this document.
- Dial in to the meeting on your mobile, work, or home phone. The toll-free dial-in numbers for each meeting will be posted at www.sacomaine.org/watchmeetings.
- Watch the broadcast on SacoTV, local channel 1301.
- Watch the meeting the next day on our [YouTube channel](#). This option will provide closed captions once the video has finished processing.

INSTALLATION

For those using tablets to view the remote meetings, please download the Zoom application from the Apple App Store [here](#), or from Google Play [here](#), depending on your device. You can download the Zoom application for laptop/desktop [here](#).

Dial-in options will also be presented for those without access to internet. This method requires no installation, just a phone.

TRAINING

Zoom offers several trainings to help users navigate the platform. Please watch these training videos, totaling two minutes –

[Join a meeting](#) (1 min.)

[Joining & Configuring Audio and Video](#) (1 min.)

PUBLIC COMMENT AND PUBLIC HEARINGS*

With the shift to remote meetings, we have modified how we receive public comment and conduct public hearings.

Members of the public may join the full Council meeting and listen/watch via Zoom using the methods described earlier in this guide. When the Council reaches Public Comment or votes to open a Public Hearing, members of the public will be allowed to speak. Each member of the public who participates in Public Comment or a Public Hearing is asked to keep their comments to a maximum of three minutes.

If you are participating by desktop, tablet, or other mobile device – when Public Comment is reached or when the Public Hearing is open, you may use the “raise hand” feature in Zoom (see screenshot below) to be recognized by the Mayor before your microphone will be enabled and you are able to speak. You will not share your video, you will just be unmuted. When members of the public speak, they are asked to state their name and address for the record. There may be a slight pause as the host mutes or unmutes microphones; please do not be alarmed, as this is a normal function of the software.



“Raise Hand” feature in Zoom.

If you are participating by phone – members of the public who use a phone to dial-in to the meeting will be muted by the host until the Council reaches Public Comment or opens the Public Hearing. During the Public Comment or Public Hearing, the Mayor will ask if there are members of the public participating by phone who would like to address the Council. At that time, those participating by phone will be recognized by the host and Mayor to speak, before addressing the Council. Members of the public who are participating by phone are asked to keep their phone microphone muted (if possible) until the Public Hearing is open, to reduce background noises.

If you are unable to participate via Zoom for any reason, you may submit written public comment in place of in-person participation. Written public comments must be e-mailed to City Administrator Bryan Kaenrath at BKaenrath@sacomaine.org, or mailed to Public Comment 300 Main St. Saco, ME 04072. Public Comment received by 5 PM on the date of the Council meeting will be provided to the City Council in advance of the meeting and will become a part of the permanent record of the meetings. If e-mailing, please note “Public Comment” and the meeting date in the Subject field.

*This method is subject to change. Any updates will be communicated.

EXECUTIVE SESSION

To ensure privacy from the public and because our Communications Coordinator, who manages remote City Council meetings, is not privy to Executive Session, we will take the following procedure:

- City Administrator Bryan Kaenrath will host a separate, private Zoom meeting for Executive Session.
- Once a motion is approved in the public Zoom meeting to enter executive session, participants in Executive Session would exit the public meeting.
- Executive Session is done securely in private.
- Once Executive Session is complete, participants leave the private Zoom meeting and re-join the public meeting using their panelist join-link for potential report from Executive Session and adjournment in front of the public.

QUESTIONS?

If you experience any challenges accessing our remote City Council meetings, please email SacoTV@sacomaine.org. Thank you for your patience and adaptability while we adjust our operations to ensure our elected officials, city staff, and community members can participate in our city council meetings remotely.