

**Notice of Change in Procedure for Public Land Use Board Meetings of the  
Town of Moultonborough  
Planning Board & Zoning Board of Adjustment**

**March 30, 2020**

Notice is hereby given that due to the COVID-19/Coronavirus crisis and in accordance with Governor Sununu's Emergency Order #12 pursuant to Executive Order 2020-04 and in accordance with NH RSA 676:5 & 676:7, the Planning Board & Zoning Board of Adjustment is authorized to meet for their regularly scheduled meetings beginning in April remotely using the Zoom web-based platform where members will not be physically present at one meeting location. 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 can communicate contemporaneously during this meeting through the Zoom platform, and the public has access to contemporaneously listen and, if necessary, at the discretion of the Chairs, participate in meetings using the platform. Those who log into the virtual meeting through Zoom can also see any plans and documents presented to the board, as well as see those board members who choose to use their device cameras.

All discussion must be discernable for citizens viewing the meeting through the Zoom services. Additionally, citizens will not have access to Town Hall as it is currently closed to the public for meetings.

If citizens have input for either land use Board please submit via email to Bruce Woodruff, Town Planner at [bwoodruff@moultonboroughnh.gov](mailto:bwoodruff@moultonboroughnh.gov) at any time prior to the meeting and during the time through the end of the public comment portion of a public hearing. Emails will be read into the record during the public comment portion on the Zoom meeting platform.

Citizens may also call into the meeting via 603-476-2347 during the public comment portion, however there are only eight lines available so several attempts may be necessary to get through. Please watch the Zoom meeting to ascertain when to call.

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

All meeting public notices will include information on how to access the meeting using Zoom and this public notice will reside on the homepage of the Town's website.

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

If there is an access problem, call 603-476-2347 or email  
[bwhitney@moultonboroughnh.gov](mailto:bwhitney@moultonboroughnh.gov)

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

In the event the public is unable to access a meeting, the Land Use Boards will continue any public hearings to a date specific and adjourn the meeting.

Please note that all votes that are taken during these meetings shall be done by Roll Call vote. All members must state their presence and whether there is anyone in the room with the member during this meeting, which is required under the Right-to-Know law.