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# How to Watch Town Meetings Online

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# Online Meetings

On March 14, 2020, Governor Lamont established Executive Order 7B which grants Towns the ability to conduct public meetings via a remote platform. The Town of Madison has continued to develop a method for conducting these meetings in a manner that adheres to the regulations of this Executive Order.

Beginning Monday, April 13, 2020 all Town Meetings will be conducted via Zoom. Any member of the public will be able to access a meeting through a Zoom webinar link, or, to view the live stream of the meeting via Youtube.

The link to the webinar will be posted with the Meeting Agenda on the [Town of Madison Agenda Center](#) and on the event on the [website calendar](#). Any attendee of the Zoom webinar meeting will be able to view the meeting feed and listen to the actions of the meeting.

# Visit the Town Website at [www.madisonct.org](http://www.madisonct.org)

## [On the Calendar](#)



The screenshot shows a calendar interface with a dark blue header containing the word "Calendar" and a downward-pointing triangle. Below the header, the calendar lists several events for the week of April 8-10, 2020. The events are as follows:

- Wednesday 4/8/20 7:00**  
CANCELLED: Coastal Resiliency Commission
- Thursday 4/9/20 10:00**  
Shoreline Greenway Trail Committee
- Thursday 4/9/20 5:30**  
Board of Police Commissioners
- Thursday 4/9/20 5:30**  
Senior Services Commission
- Thursday 4/9/20 7:00**  
Economic Development Commission

At the bottom of the calendar view, there is a light brown button labeled "View All".

-OR-

## [In the Agenda Center](#)

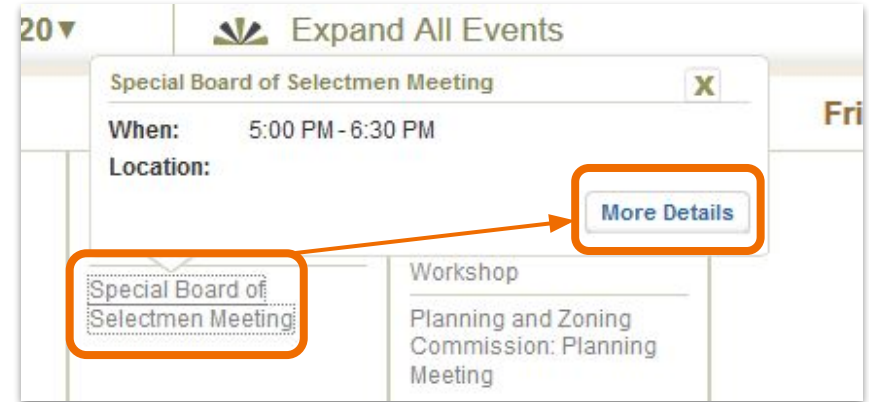


The screenshot shows the "Agenda Center" page. It features a circular logo with a blue building icon on a white background. Below the logo, the text reads:

**Agenda Center**  
*Board & Commission*  
*Minutes & Agendas*

# From the Calendar Event

1. Click the title of the event on the calendar so you can view all of the details.
2. Click the Zoom link



The 'Event Details' page for the 'Board of Selectmen Meeting' on Monday, April 13, 2020. The page includes a 'Return to Previous' link, a 'Download Agenda' button, and a 'Watch on Youtube' link. The event details are as follows:

<b>Date:</b>	April 13, 2020
<b>Time:</b>	8:00 AM - 10:00 AM
<b>Location:</b>	Remote Videoconference
<b>Contact:</b>	1 646 558 8656 Webinar ID: 819 085 987
<b>Email:</b>	<a href="#">Email comments 24 hrs in advance (8:00am, 4/12)</a>
<b>Link:</b>	<a href="#">Join Us with Zoom</a>

At the bottom of the page, there are social media icons for Facebook, Twitter, and Email.



Or call the phone number to **listen** to the meeting.

# Agenda Center

The screenshot shows the top navigation bar of the Madison Connecticut website with the following links: [Town Departments](#), [Boards & Commissions](#), [Resources & Forms](#), [Services](#), and [How Do I...](#). Below the navigation is the Madison Connecticut logo and a search bar. The main banner image depicts a beach scene with a gazebo and buildings. At the bottom, there is a row of six circular icons with corresponding text:   
1. **Subscribe** (exclamation mark icon) with subtext: *Sign-Up For Notifications*  
2. **Tax Payments** (credit card icon) with subtext: *You Can Now Pay Taxes Online*  
3. **Beaches & Parks** (flag icon) with subtext: *Recreational, Cultural & Leisure Activities*  
4. **Report A Concern** (speech bubble icon) with subtext: *Report Your Ideas or Concerns*  
5. **Agenda Center** (classical building icon) with subtext: *Board & Commission Minutes & Agendas*  
6. **Visit Madison** (suitcase icon) with subtext: *Sea, Shop, Stay.*  
An orange arrow points from the right side of the page to the 'Agenda Center' icon.













**Click on the  
Agenda Center**

# Click on the Agenda for the Meeting

Click on Date  
To view Agenda

## ▼ Board of Selectmen

2020 2019 2018 View More

Agenda	Minutes	Media	Download
 <b>Apr 1, 2020</b> <i>Special BOS Meeting</i>			Download ▼
 <b>Mar 23, 2020</b> <i>Special Meeting</i>			Download ▼
 <b>Mar 15, 2020</b> <i>Emergency Board of Selectmen Meeting</i>			Download ▼
 <b>Mar 13, 2020</b> <i>Special Meeting</i>			Download ▼

# Click on Livestream inside the agenda

Click here to view  
The meeting in real time



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[Livestream the Board of Selectmen Meeting](#)

SPECIAL AGENDA  
BOARD OF SELECTMEN  
WEDNESDAY, APRIL 1, 2020  
5:00 P.M.

5:00 p.m. Special Session

1. Pledge of Allegiance
2. Update on Town's response to the COVID-19 pandemic and to state directives.

# View the Meeting After the Fact

You can view the meetings after the meeting happens.

Visit our website [www.madisonct.org](http://www.madisonct.org), click on the Agenda Center.

Find the Board/Commission. Click on the Media button for the meeting you wish to view.



The screenshot shows a table of meeting records for the Board of Selectmen. An orange arrow points from the text 'Click on the Media button' to the 'Media' column of the first meeting entry.

Board of Selectmen		2020	2019	2018	View More
Agenda	Minutes	Media	Download		
 <b>Apr 1, 2020</b> <i>Special BOS Meeting</i>			<input type="button" value="Download"/>		
 <b>Mar 23, 2020</b> <i>Special Meeting</i>			<input type="button" value="Download"/>		



# Public Comment

If the Agenda includes an option for Public Comment, you may raise your hand and wait to be called on by the host. When you have been called on, please state your name and address for the record before making your statement. Or, you may add your comment in the Question & Answer field found at the bottom of the Zoom screen, again stating your name and address. Attendee microphones must be muted at all times unless you have been called on by the meeting host.

You can “raise your hand” if you have called in on the Zoom telephone number by pressing \*9

If you are unable to access the meeting via Zoom or watch the meeting via Youtube and you have public comment relating to a piece of action on the Agenda, then you may email the commission at least 24 hours in advance of the meeting. The email contact for public comment will also be included on the Agenda/Calendar Event for the commission.

# Raise Your Hand in Zoom

1. Click **Raise Hand** in the Webinar Controls.



2. The host will be notified that you've raised your hand.
3. Click **Lower Hand** to lower it if needed.



## Note:

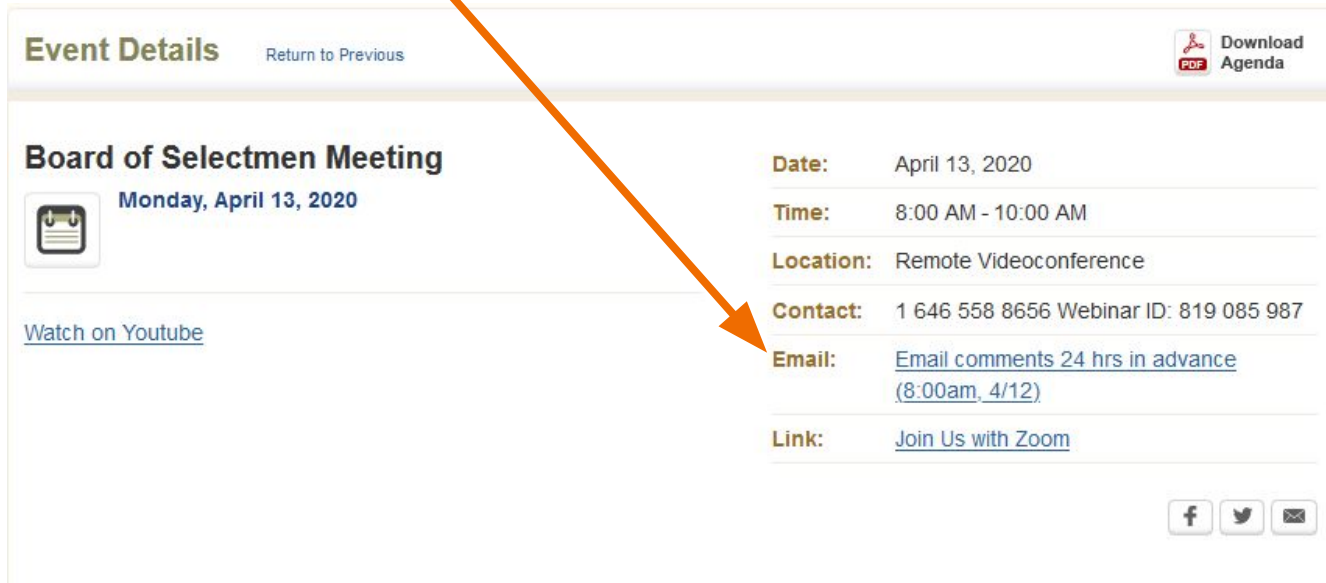
- **Windows:** You can also use the **Alt+Y** keyboard shortcut to raise or lower your hand.
- **Mac:** You can also use the **Option+Y** keyboard shortcut to raise or lower your hand.




If you have called in on the telephone, you can still *Raise Your Hand* by pressing **\*9**


# Submit a Comment

Submit your Public Comment at least 24 hours in advance of the meeting via email by clicking the Email link on the calendar.



**Event Details** [Return to Previous](#)  [Download Agenda](#)

## Board of Selectmen Meeting

 **Monday, April 13, 2020**

[Watch on Youtube](#)

<b>Date:</b>	April 13, 2020
<b>Time:</b>	8:00 AM - 10:00 AM
<b>Location:</b>	Remote Videoconference
<b>Contact:</b>	1 646 558 8656 Webinar ID: 819 085 987
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