

[WWW.ESSEXVT.ORG](http://WWW.ESSEXVT.ORG)  
REMOTE MEETINGS TIP SHEET

**FOR QUESTIONS:**

Please contact Tammy Getchell, Assistant to the Manager at [tgetchell@essex.org](mailto:tgetchell@essex.org) or call 878-6951.

In an effort to preserve public health and safety during the COVID-19 pandemic, all Town Selectboard meetings are being held remotely using Microsoft Teams. If you participate with your computer or phone, you can either download the Microsoft Teams app or use your browser to join (Google, Internet Explorer) without downloading the app. To learn more about using Microsoft Teams, please visit the [Microsoft website](#).

To participate by phone, simply dial the number, (802) 377-3784 and enter the Conference Code provided for the meeting, followed by #.

To locate the “Join Microsoft Teams Meeting” link and the conference code for each meeting:

1. Visit [www.essexvt.org](http://www.essexvt.org)
2. Scroll to the bottom of the home page to the calendar and click on “View All Events”.

February 2021						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	1	2	3	4	5	6

**Thu, Feb 4**  
[Essex Junction Planning Commission Regular Meeting](#)  
[Read On...](#)

**Tue, Feb 9**  
[Village Trustees Meeting](#)  
[Read On...](#)

**Mon, Feb 15**  
[Presidents Day](#)  
All offices will be closed - except for the Villag...  
[Read On...](#)

**Tue, Feb 16**  
[Selectboard Meeting & Public Hearing on Plan of Merger](#)  
Call in (audio only) +1 802-377-3784 United St...  
[Read On...](#)

**Mon, Feb 22**  
[Selectboard / Trustees Special Joint Meeting](#)  
[Read On...](#)

**Tue, Feb 23**  
[Village Trustees Meeting](#)  
[Read On...](#)

[View All Events](#)



3. Click on "More Details" for the meeting you wish to join.

Home > Calendar

### Calendar

View All Calendars is the default. Choose Select a Calendar to view a specific calendar. Subscribe to calendar notifications by clicking on the Notify Me® button, and you will automatically be alerted about the latest events in our community.

List Week Month

Find a Facility Notify Me® Subscribe to iCalendar

Search calendar by: Start date End date Search Show Past Events Select a Calendar

February 2021


Su	M	Tu	W	Th	F	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	1	2	3	4	5	6

Jump To: Main Calendar (6)


#### Main Calendar

- Essex Junction Planning Commission Regular Meeting**  
February 4, 2021, 6:00 PM  
[More Details](#)
- Village Trustees Meeting**  
February 9, 2021, 6:30 PM  
[More Details](#)
- Presidents Day**  
February 15, 2021, All Day  
All offices will be closed - except for the Village Public Works and Wastewater Departments  
[More Details](#)
- Selectboard Meeting & Public Hearing on Plan of Merger**  
February 16, 2021, 6:30 PM  
Call in (audio only) +1 802-377-3784 United States Phone Conference ID: 195 190 840#  
[More Details](#)
- Selectboard / Trustees Special Joint Meeting**  
February 22, 2021, 6:30 PM  
[More Details](#)
- Village Trustees Meeting**  
February 23, 2021, 6:30 PM  
[More Details](#)

#### Featured Events



**Town Informational Hearing**  
March 1, 2021  
[Event Details](#)



4. The Conference ID number, links to download the agenda (when it is available) and the "Join the meeting on Microsoft Teams" link are all located here for Town Selectboard meetings.

Home > Calendar

### Calendar


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List Week Month

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#### Featured Events



**Town Informational Hearing**  
[Details](#)


### Event Details

[Return to Previous](#) [View Map](#)

#### Selectboard Meeting & Public Hearing on Plan of Merger

**Tuesday, February 16, 2021**  
Call in (audio only) +1 802-377-3784 United States Phone Conference ID: 195 190 840#

**Date:** February 16, 2021  
**Time:** 6:30 PM  
**Address:** Essex, VT 05452  
**Link:** [Join the meeting on Microsoft Teams](#)

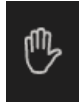


## Once you have joined a meeting, please follow our recommended guidelines:

- If attending via computer or phone: please mute your microphone when you are not speaking.



- Use the hand when you would like to speak. Note that the meeting will follow the agenda and there are specific times when the public is permitted to speak. The Chair will call on you when it is your turn.



- If attending via computer, please use the Chat feature only to request to speak if you are not able to raise your hand. Do not use the Chat feature for comments.

## Other TIPS:

- Join the meeting 10 minutes ahead of time to test your speakers and camera.
- If you are interested in watching the meeting but not participating, you can watch the live stream through [Town Meeting TV's YouTube Channel](#).
- If you have questions regarding the agenda, would like to submit documents for the record or would like to ask a question and are not able to attend the meeting, please contact Greg Duggan, Deputy Manager at [gduggan@essex.org](mailto:gduggan@essex.org) or by calling 878-1341.
- Please type in your full name if prompted and introduce yourself when speaking.
- Online meetings follow the same conduct as in-person meetings. The meetings follow an agenda and members of the public, staff and other board members are asked to speak when called on by the Chair.