

**Needs Assessment Subcommittee of the COA
Meeting Agenda**

Tuesday, March 9, 10:30-11:30am online via zoom

Join Zoom Meeting

<https://us02web.zoom.us/j/86534753031>

Meeting ID: 865 3475 3031

Dial by your location

+1 301 715 8592 US (Germantown)

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“Pursuant to Governor Baker’s March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor’s March 15, 2020 Order concerning imposition on strict limitations on the number of people that may gather in one place, meetings in the Town of Weston will be conducted via remote participation to the greatest extent possible. We will strive to provide access to such meetings via a link to call in, or other similar option. In the event we are unable to accommodate the same, despite best efforts, we will post recorded sessions of the meeting as soon as possible following the same. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings.”

Please be advised that this meeting is being recorded.

- Review the draft Mission Statement
- Review the key Objective of the Committee
- Define what we mean by a “critical need”.
- Where we go from here, interface with other committees to work on strategies, and set up our next meeting time.

Remote Online Attendance and/or Call-in Participation Instructions

- To use Zoom with video on a smart phone or tablet you must download the Zoom app first. After you’ve downloaded the app, enter the Zoom Meeting ID.
- To use Zoom on a computer, you have to download an installer the first time you join a meeting, which you’ll automatically be asked to do. After that, you’ll join meetings automatically when you click on the meeting link.

- Use the call-in number to join the meeting in audio-only mode. The call-in number is access if your computer doesn't have a microphone/speaker.
- You will be entered into a "waiting room" prior to joining the meeting.
- If you are calling in on a phone, you will be asked to identify yourself before you can enter the meeting Instructions for Public Comment
- All participants will be on mute upon entering the meeting. Please keep yourself on mute
- The public is asked not to speak until the Chair asks for public questions/comments
- To be recognized, click on the "Participants" button on the lower (or upper) bar and activate the 'Raise Hand' icon. You will be placed in a queue and called upon in order.
- For participants calling in on a phone, you will be unmuted in the meeting but please keep your phone on mute to reduce background noise. Call-in participants will be asked for comment and you can unmute yourself then to speak up to be recognized
- The chat function has been disabled