

City Council
Chairs Meeting
Monday, June 17, 2024
6:30 pm



The City Council will hold this meeting as a Hybrid meeting, virtual and in **Room 205** on Monday, June 17 at 6:30 pm. To view this meeting use this link at the above date and time:

<https://newtonma-gov.zoom.us/j/86576831295>

Or One tap mobile : +13126266799,,86576831295# or +16465588656,,
86576831295# Or Dial: +1 301 715 8592 Webinar ID: 865 7683 1295

Agenda:

1. Discussion and evaluation of formats for hosting virtual/hybrid meetings.
2. Review and discussion concerning Council communications and letterhead.
3. Other topics that may be raised by Councilors.

The location of this meeting is accessible and reasonable accommodations will be provided to persons with disabilities who require assistance. If you need a reasonable accommodation, please contact the city of Newton's ADA Coordinator, Jini Fairley, at least two business days in advance of the meeting: jfairley@newtonma.gov or (617) 796-1253. The city's TTY/TDD direct line is: 617-796-1089. For the Telecommunications Relay Service (TRS), please dial 711.



Memorandum

To: Council Committee Chairs
From: Carol Moore, City Clerk
Re: Virtual meeting options
Date: June 14, 2024

Thank you for the time to regroup and research effective methods to maintain virtual attendance while being secure and holding effective meetings. I would like to outline three different virtual meeting formats facilitated by Zoom for your discussion.

1. Zoom Webinar (currently in use):

- **Description:** Zoom Webinars are for meetings where interaction is limited to designated panelists. Attendees can join to watch and listen but can only interact through raising their hand. This format ensures a structured and organized meeting where the meeting is controlled, making it easier to manage large groups and prevent disruptions.
- **Security:** Zoom Webinars are less vulnerable to "Zoom bombers" as participants cannot share their screens or unmute themselves.

2. Zoom Meetings with Registration:

- **Description:** Zoom Meetings with mandatory registration require participants to sign up before joining. When a participant clicks on the meeting link, a window will pop up asking for their name and email address before letting them into the meeting. It will also email them the meeting info.

By requiring registration, we can manage attendance and have a record of who participated. While this format is admissible under state Open Meeting Law, this is not best practice as a participant must have an email address to receive the phone number to call in.

- **Security:** Registration helps filter out potential disruptors and provides an additional layer of security. Registrants can only join the meeting with email addresses, though dummy accounts can easily be obtained.

3. **Zoom Meetings with Security Step to Mute All Participants:**

- **Description:** In this format, all participants, including councilors, are muted by default. Participants can raise their hand to speak, and the host can ask participant to unmute themselves. Participants will need to ask permission each time to speak.

This process will take little bit longer as the clerk will need to give permission to unmute each time. Committee members and approved presenters can be made co-hosts to alleviate some of the process.

- **Security:** Muting all participants by default significantly reduces the risk of disruptions and inappropriate behavior, providing a safer environment for all attendees.

In conclusion, any security steps will help maintain a safe space for all participants to listen and contribute without fear of disruptions or inappropriate conduct.

2024-2025



Newton City Council

Date

Address

Name:

Body of letter

Sincerely,

List of Names

SAMPLE

2024-2025



Newton City Councilor Rena Getz

Date

Address

Name:

Body of letter

Sincerely,

Name (less than 24)

SAMPLE

2024-2025



**Newton City Council
Public Facilities Committee**

April 24, 2024

Person

Example address

Boston, MA 02114

Re: Letter of Support MVP FY25 Grant

Dear Ms. Newton:

The Newton City Council Public Facilities Committee, is pleased to submit this letter of support for the City of Newton's Municipal Vulnerability Preparedness (MVP) Action Grant Application, to the Massachusetts Executive Office of Energy and Environmental Affairs (EEA). We see this grant as a critically important tool for better understanding and wisely prioritizing and advancing needed investments to improve the condition and capacity of our stormwater management system, while at the same time improving the water quality and reducing the stormwater runoff that reaches the Charles River.

We respectfully request approval of funding for this important project that provides clear environmental benefit to the City of Newton and the Charles River Basin.

Sincerely,

Councilor Susan Albright, Chair, Public Facilities Committee, Ward 2

Councilor Alison Leary, Vice Chair, Ward 1

Council Vice President David Kalis, Ward 8

Councilor Rena Getz, Ward 5

Councilor Andrea Kelley, Ward 3

Councilor Leonard Gentile, Ward 4

Councilor Victoria Danberg, Ward 6

Council President Marc Laredo, Ward 7