This is a list of topics that were raised in our previous working group meeting.   It is important to note a couple of things:

1) We never took a "formal" or "informal" vote on any of these topics.

2) All perspectives on these topics did not get fully flushed out or heard.

3) We did not have full participation of the working group membership at all of the meetings.

4) We will make decisions on these items at a later meeting.

The goal of the next series of meetings is that we will use this document to lead and structure our conversation as we develop recommendations for policy guidance and/or statutory changes for the Legislature, and the creation of the best practice guide and resources for communities.

Topics Raised		Applies to:		Does this belong in the Best Practice Guide?	Would this be policy guidance, Resource collection, or statutory change?	Is this no cost, low cost, or high cost. Would state support be needed	Considerations	*For Future Meeting:* *Does the group agree on making a Recommendation*
		OML?	Annual Meeting?					
Universal Design Space – physical and virtual	IT platforms – Standardized across the state, if yes, who approves?							
	Training on best practice for universal design in hybrid meetings							
	Hybrid meetings for all local meetings statewide							
	Share existing resources on universal design							
	More hearing accessible spaces in the state							
	Spaces – physical and virtual need to clearly state what accessibility features are offered							

Topics Raised		Applies to:		Does this belong in the Best Practice Guide?	Would this be policy guidance, Resource collection, or statutory change?	Is this no cost, low cost, or high cost. Would state support be needed	Considerations	*For Future Meeting:* *Does the group agree on making a Recommendation*
		OML?	Annual Meeting?					
Universal Design Technology	Websites for all municipalities							
	Accessibility audits to include hybrid meetings not just physical buildings							
	Websites/towns designate contact person for ADA requests							
	State grant to help increase hybrid meeting resources for municipalities							

Topics Raised		Applies to:		Does this belong in the Best Practice Guide?	Would this be policy guidance, Resource collection, or statutory change?	Is this no cost, low cost, or high cost. Would state support be needed	Considerations	*For Future Meeting:* *Does the group agree on making a Recommendation*
		OML?	Annual Meeting?					
Universal Design - Logistics	Name all the tasks in a hybrid meeting that need a person to be responsible for them							
	Include universal design items on all agendas (accommodation request contact, parking info, when materials are shared, where materials can be found)							

Topics Raised		Applies to:		Does this belong in the Best Practice Guide?	Would this be policy guidance, Resource collection, or statutory change?	Is this no cost, low cost, or high cost. Would state support be needed	Considerations	*For Future Meeting:* *Does the group agree on making a Recommendation*
		OML?	Annual Meeting?					
Universal Design- General	Democracy Committee							
	DEI/Accommodations Committee							
	Translation of materials if the population of a community is over X percent?							

Topics Raised		Applies to:		Does this belong in the Best Practice Guide?	Would this be policy guidance, Resource collection, or statutory change?	Is this no cost, low cost, or high cost. Would state support be needed	Considerations	*For Future Meeting: Does the group agree on making a Recommendation*
		OML?	Annual Meeting?					
Training	Training on what reasonable accommodations mean under the law							
	Facilitation training							
	Training on cultural competency for municipal officials							
	Training on best practice for universal design in hybrid meetings							
Resources	Share existing resources with municipal officials for things like							

Topics Raised		Applies to:		Does this belong in the Best Practice Guide?	Would this be policy guidance, Resource collection, or statutory change?	Is this no cost, low cost, or high cost. Would state support be needed	Considerations	*For Future Meeting:* *Does the group agree on making a Recommendation*
		OML?	Annual Meeting?					
	translation and interpretation							
	Providing on-call resource options to fulfill requests for accommodations							
	State-provided language services							
	Share VSARA resources for archiving meetings							
	Share meeting platform info document – with specific features of different platforms							

Topics Raised		Applies to:		Does this belong in the Best Practice Guide?	Would this be policy guidance, Resource collection, or statutory change?	Is this no cost, low cost, or high cost. Would state support be needed	Considerations	*For Future Meeting:* *Does the group agree on making a Recommendation*
		OML?	Annual Meeting?					
Technology (that is not universal design, per se)	Seek opportunities to scale up for efficiency, consistency							
	Archive meeting content in full, with metadata attached, for longer period of time							

Act 133 Annual Meeting Topics				
Topics	Sub-Topic	Considerations or concerns	Would this be policy guidance, resource collection, or statutory change?	*For Future Meeting: Does the group agree*
General considerations	Length of town meeting			
	Who has access to the meeting – language, disability, working, childcare, etc.			
	Two-part meetings			
	Need to define terms: Town Hall Annual Meeting Pre-meeting Selectboard			
	Paid leave for voting			
	How do we move to hybrid Town Meeting with voting			
	Complexities of changing town charters			
	Frequently advocated for by marginalized communities			

Act 133 Annual Meeting Topics				
Topics	Sub-Topic	Considerations or concerns	Would this be policy guidance, resource collection, or statutory change?	*For Future Meeting: Does the group agree*
Hybrid/Remote Voting and Meeting	Security			
	Is there a technology for electronic voting that is secure?			
	Maintaining Privacy when doing a paper ballot			
	Maintaining Order			
	What happens when technology fails			
	Law is not clear and no case law			
Allowing for Hybrid voting on town meeting day	How does the paper ballot work?			
	Same building – different room			

Act 133 Annual Meeting Topics				
Topics	Sub-Topic	Considerations or concerns	Would this be policy guidance, resource collection, or statutory change?	*For Future Meeting: Does the group agree*
(Cambridge model)	Does it have to be in the same building?			
Have a empowered Town Meeting before Annual Meeting where Australian Ballot is used (Jericho Model)	3 meetings total (could be more) 1) Hybrid, fall, open engagement 2) January meeting like town meeting but allowed for amendments 3) Town meeting, Australian ballot of January items			
	Required a lot of volunteers			
	Logistics of voting remotely at the January meeting			

Act 133 Annual Meeting Topics				
Topics	Sub-Topic	Considerations or concerns	Would this be policy guidance, resource collection, or statutory change?	*For Future Meeting: Does the group agree*
	Need at least 45 days to prepare the ballot			
	Reduced concerns about voter security			
	New Hampshire – statewide Jericho model			
Representative Town Meeting (Brattleboro)	Currently a legal pathway that provides a level of			

Act 133 Annual Meeting Topics				
Topics	Sub-Topic	Considerations or concerns	Would this be policy guidance, resource collection, or statutory change?	*For Future Meeting: Does the group agree*
	accessibility while retaining deliberation			
Middlesex (fully remote with volunteers)	Fully remote on request			
	How does moderator know voters are part of the town (in Middlesex the moderator met with them prior)			
Massachusetts	Working on a remote voting technology			
Voting by Clicker	Currently in conflict with 17 VSA 2493			
	Solves privacy issues			
	Might be more efficient			
	Requirement that it be closed circuit? This reduces accessibility			

Type			Existing Resources?	Needs to be created?	*For Future Meeting: Does the Group Agree?*
General	Goals for Best Practices Guide	Emphasize both democratic quantity and democratic quality			
		Make clear legal baselines for accessibility, best practice standards ride on top, do not conflate			
		Highlight/create choices, provide assortment of options, note what is crucial			
		Focus on universal design, with additional process for accommodating folks who have additional needs			
		May need to balance and navigate competing inclusion needs. E.g. masks, screen sharing/seeing faces.			
		Elevate the options for meeting modalities so that towns realize they have more options			
		Acknowledge tensions between effective and inclusive			
		Recognize community size			

Type			Existing Resources?	Needs to be created?	*For Future Meeting: Does the Group Agree?*
	Guiding Principles	Adopt inclusivity statement as baseline.			
		Civic spaces should be free from discrimination and harassment as baseline			
		Protect third spaces			
		Create opportunities to participate in informal volunteerism, celebrating arts and culture			
		People who want to participate should be able to participate			
		Create culture of interest/inclusion, plus make interface easier			
		Follow inclusive process to invite and incorporate community input into vision and goals for municipality			
		Create a committee dedicated to inclusion and accessibility			
		Have a town accessibility guide			
		Create a committee dedicated to democracy (quantity and quality)			
	Resources/Tools	Town welcome manual			
		Universal access to decent broadband			
		Self-evaluate the effectiveness of community engagement and public communication efforts (quality assurance standards)			

Type			Existing Resources?	Needs to be created?	*For Future Meeting: Does the Group Agree?*
		Consider a variety of information sharing opportunities, channels of communication			
Meeting Preparation	Notice & Agenda	Notice that encourages people to show up			
		Have a point person for accommodations (notice and Agenda)			
		Provide childcare – don't use people who need to vote or participate in the meeting to provide the childcare			
		Provide transportation			
		Plan ahead to ensure input from a variety of sources. Invite participants whose input is needed. Ensure have right voices/diverse voices at table.			
		Well planned Agendas – able to get through all topics			
		Well organized. Think about what topics have public importance and priority when structuring			
		Clear: plain language, avoid jargon and acronyms			
		Post all materials ahead of time			
		Make clear purpose of meeting (decision-making, exploratory, etc.)			

Type			Existing Resources?	Needs to be created?	*For Future Meeting: Does the Group Agree?*
		Ensure that you have appropriate interpretation of documents, if necessary			
		Proactive intentional inclusion of/engagement with marginalized communities: e.g., incarcerated community members, people using hotel vouchers			
	Location	Consistent and familiar location for in person meetings			
		Have plan in place for tech moderation and glitches			
		Have the correct technology in place			
		Have interpreters available, if necessary			
Format of Meeting	Format of Meeting	All meeting are hybrid			
		Match the purpose of the meeting with the process to be used.			
		Have point person for handling technology in use			
		Record all meetings for people who can't attend or need the tech assistance			

Type			Existing Resources?	Needs to be created?	*For Future Meeting: Does the Group Agree?*
	Meeting Structure and Community norms	Clear articulation of when/how long community members may speak at start of meeting.			
		Rules of the road/community standards should be articulated ahead of time and explained at meetings			
		Adjust public comment style, timing, time limits to suit topic.			
		Ask that duplicative comments be avoided.			
		Don't have public comment set for after decision is made.			
		Alternate ways to submit public comment			
		All body members do their homework.			
		Clear communication out for when a decision will be made			
		Address side chat protocol			
		Stay off non-essential tech during meeting			
		Meetings should end with each agenda item having resolution/decision, or potential solutions put on the table with next steps clear			
		Go on record at end of meeting saying discussion among members on business is closed until next meeting			
		People identify themselves when they speak			
		Translation and interpreter services should be made available and advertised.			

Type			Existing Resources?	Needs to be created?	*For Future Meeting: Does the Group Agree?*
Hybrid Meetings	How to hold inclusive hybrid meetings	Make sure participants attending remotely know how to use their gear's technical functions			
		Technology needs are: closed captioning, screen reader capability, and keyboard navigation			
		Make sure everyone in room knows what tools are available and how to use them			
		Have and use effective technology for making familiar/intimate experience, e.g. making sure camera focuses on right place, multiple cameras, settings			
		Have microphones for all of the meeting, and require use, including small breakout rooms			
		Have cameras off unless people remotely are talking			
		Don't share materials if possible			
		Have everyone introduce themselves before talking			
Post meeting		Create standards for minutes presentation			
		Minutes in standard form			

Type			Existing Resources?	Needs to be created?	*For Future Meeting: Does the Group Agree?*
Training	Facilitation and Leadership	Leaders should know how/when to speak up when someone violates community standards, e.g. don't sit silent in face of blatant racism (free speech, but also…)			
		Best practices training for Hybrid meetings to connect together people in room and people on zoom, seamless experience, plus also those watching recording after.			
		Art of running meeting, not just legalities			
		Tracking who takes OML training			
		Use of tech during meetings – both facilitator/town staff			
		Robert's rules for facilitators			
	For all members	OML training			
		Robert's rules for board members			
		Use of tech during meetings – both facilitator/town staff			
	For the public	Technology			
Resources created/provided	How to . . .	Interested in becoming an official			
		new to participating in meetings (newly adult, New Americans, newly engaged)			
		Roberts Rules and meeting procedure			
		Town Operators Manual			
	Legal Guides	Open Meeting Law			

Type			Existing Resources?	Needs to be created?	*For Future Meeting: Does the Group Agree?*
		Public Records			