

**TOWN OF GRANBY, COLORADO
BOARD OF TRUSTEES
MARCH 19, 2020
SPECIAL MEETING
AGENDA**

MAYOR CHAVOUSTIE TO CALL THE SPECIAL MEETING OF THE TOWN OF GRANBY BOARD OF TRUSTEES TO ORDER AT THE TOWN HALL, ZERO JASPER AVENUE (The Pledge of Allegiance will be said at this time. Any Board member with any potential conflicts of Interest regarding this agenda matter will declare it at this time.)

5:00 PM

(1) DISCUSSION AND ADOPTION OF RESOLUTION 2020-03-19, A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF GRANBY APPROVING AND ADOPTING AN ELECTRONIC PARTICPATION POLICY IN EMERGENCY CIRCUMSTANCES

5:00 PM

MEETING TO ADJOURN

5:15 PM

TOWN OF GRANBY

Board of Trustees

MEETING DATE: MARCH 19, 2020

- Consent Agenda**
- Resolution or Ordinance**
- Citizen Requests**
- Public Hearing**
- Committee/Staff Reports:**
- TOWN CLERK**
- FINANCE DIRECTOR**
- BUILDINGS AND STREETS**
- ECONOMIC DEVELOPMENT**
- PUBLIC SAFETY**
- RECREATION**
- WATER DEPARTMENTS**
- MAYOR**
- TOWN MANAGER**
- TOWN ATTORNEY**
- Other**
- Executive Session**
- Workshop**

TIME OF AGENDA ITEM: 5:00 PM

Agenda Request No. 1

MEETING TO BE HELD AT:
Town Hall, Zero Jasper Avenue
Granby, CO 80446

(1) DISCUSSION AND ADOPTION OF RESOLUTION 2020-03-19, A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF GRANBY APPROVING AND ADOPTING AN ELECTRONIC PARTICPATION POLICY IN EMERGENCY CIRCUMSTANCES
5:00 PM

**TOWN OF GRANBY
BOARD OF TRUSTEES
RESOLUTION 2020-03-19**

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF
GRANBY APPROVING AND ADOPTING AN ELECTRONIC PARTICIPATION
POLICY IN EMERGENCY CIRCUMSTANCES**

WHEREAS, the Board of Trustees of the Town of Granby, Colorado, pursuant to Colorado statute is vested with the authority of administering the affairs of the Town of Granby, Colorado; and

WHEREAS, a new outbreak of coronavirus disease, identified specifically as COVID-19, was detected in China in December 2019; and

WHEREAS, since then, the disease has spread to every continent except Antarctica and to 125 countries and territories; and

WHEREAS, on March 10, 2020, the Colorado Governor declared a state of epidemic disaster emergency on Colorado, and on March 11, 2020, the World Health Organization declared a global pandemic due to the spread of COVID-19; and

WHEREAS, according to the Centers for Disease Control and Prevention, one of the ways in which COVID-19 most quickly spreads is through personal contact, including contact that occurs when large numbers of people congregate in enclosed spaces, which is an occurrence at Board of Trustee meetings for the Town of Granby; and

WHEREAS, in order to minimize personal contact of the Board of Trustees and the members of the public and preserve the health, safety and welfare of the citizens of the Town of Granby in times of emergency, the Board of Trustees finds it in the best interest to adopt a policy permitting Board of Trustee members to participate and be present at Board of Trustee meetings via electronic means in times of emergency.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF GRANBY, COLORADO, AS FOLLOWS:

- A. The Board of Trustees of the Town of Granby, Colorado hereby adopts the Electronic Participation Policy, as attached hereto.

MOVED, SECONDED AND ADOPTED BY THE BOARD OF TRUSTEES OF THE TOWN OF GRANBY, COLORADO THIS 19TH DAY OF MARCH, 2020.

TOWN OF GRANBY
BOARD OF TRUSTEES

Votes Approving: _____
Votes Opposed: _____
Absent: _____
Abstained: _____

ATTEST:

Deborah K. Hess, CMC
Town Clerk

By: _____
Paul Chavoustie
Mayor

ELECTRONIC PARTICIPATION POLICY DURING BOARD OF TRUSTEES MEETINGS

I. Purpose.

The purpose of this Policy is to specify the circumstances under which a member of the Board of Trustees may participate in regular and special meetings by telephone or other electronic means of participation, such as video-conferencing ("Electronic Participation"). Electronic Participation has inherent limitations because Electronic Participation effectively precludes a member of the Board of Trustees from contemporaneously observing documentary information presented during meetings; from fully evaluating a speaker's non-verbal language in assessing veracity or credibility; and from observing nonverbal explanations (*e.g.*, pointing at graphs and charts) during a speaker's presentation or testimony. The Board of Trustees finds that these limitations, inherent in Electronic Participation, may produce inefficiencies in meetings, increase the expense of meetings, and may undermine the decision-making process.

II. Statement of General Policy.

A member of the Board of Trustees may participate in a meeting of the Board of Trustees by electronic means only in accordance with this Policy.

A. *Emergency Situations*

In the event a quorum is unable to meet at the day, hour, and place fixed by the rules and procedures of the Board of Trustees because meeting in-person is not practical or prudent due to a health pandemic or emergency affecting the Town, meetings may be conducted by telephone, electronically, or by other means of communication so as to provide maximum practical notice. Meetings may be held by telephone, electronically, or by other means of communication if all of the following conditions are met:

1. A member or members of the Board of Trustees may listen by telephone or other electronic means to any Board of Trustee meeting. Such Board member(s) listening via telephone shall be deemed present for purposes of determining a quorum, but only for meetings during which no quasi-judicial matters will be heard or considered. The member(s) of the Board of Trustees may not participate nor vote in a quasi-judicial public hearing; however, the member may maintain the electronic connection and monitor and listen to the hearing. The member(s) of the Board of Trustees may participate and vote in legislative matters.

2. The Town Manager or the Mayor determines that meeting in person is not practical or prudent, because of a health pandemic or declaration of emergency affecting the Town;

3. All members of the Board of Trustees can hear one another or otherwise communicate with one another and can hear or read all discussion and testimony in a manner designed to provide maximum notice and participation;

4. Members of the public present at the regular meeting location can hear or read all discussion, testimony and votes, unless not feasible due to the pandemic or emergency;

5. At least one member of the Board of Trustees is present at the regular meeting location, unless not feasible due to the pandemic or emergency declaration;

6. All votes are conducted by roll call;

7. Minutes of the meeting are taken and promptly recorded, and such records are open to public inspection; and

8. To the extent possible, full and timely notice is given to the public setting forth the time of the meeting, the fact that some members of the Board of Trustees may participate by telephone, and the right of the public to monitor the meeting from another location.

9. Electronic Participation may also be made available to a Board of Trustee member during an executive session.

10. The Board of Trustees may discontinue the use of Electronic Participation by one or more members during a meeting where the participation results in delays or interference in the meeting process; *e.g.*, where the telephone connection or connection by other electronic means is repeatedly lost, the quality of the connection is unduly noisy or otherwise problematic to the conduct of the meeting, or the listening member is unable to hear speakers using a normal speaking voice amplified to a level suitable for the meeting audience in attendance.

III. Arranging for Electronic Participation.

A. To arrange to participate via Electronic Participation, a Trustee shall:

1. Contact the Mayor, Town Manager, or Town Clerk in advance of the meeting to determine if an arrangement for such participation via telephone conference or video conference is possible. Trustees shall endeavor to advise the Town of their intent to participate via Electronic Participation at the earliest possible time and not less than twenty-four (24) hours prior to the requested participation.

2. The Town shall initiate the Electronic Participation not more than ten (10) minutes prior to the scheduled time of the meeting. Upon disconnection during a meeting, the Town Clerk shall make one attempt to re-initiate the connection.

IV. Effect of Electronic Participation.

Telephonic participation shall constitute being present for purposes of establishing a quorum for meetings during which no quasi-judicial matters will be heard or considered.

V. Limited Applicability of Policy.

This Policy shall only apply to regular and special meetings (including study sessions) of the Board of Trustees of the Town of Granby.

VI. Reasonable Accommodations.

The Town shall provide reasonable accommodation and shall waive or modify provisions of this Policy to provide handicapped members of the Board of Trustees full and equal access to Board of Trustees meetings.