

**FINANCIAL ADMINISTRATION  
MEMORANDUM**

**To:** Michelle Krampitz, Town Clerk

**From:** Julie Twilley, Director of Finance & Administrative Services

**Date:** October 1, 2020

**Re:** Board of Finance  
Special Meeting – Agenda - **Amended**

This is to advise you there will be a special meeting of the Board of Finance on Tuesday, October 6, 2020, at 4:00 p.m. In person attendance is not available. The public may join the Zoom Video Conference as an Attendee (view and listen function only) as follows:

**Join by Zoom Meeting link:**

<https://us02web.zoom.us/j/86726085225?pwd=RUFMRTRzZUpFVFBhOUwzdKxxNm9aZz09>

**Passcode:** 850965

**Join by Phone:**

**Dial:** +1 301 715 8592 or +1 312 626 6799

**Webinar ID:** 867 2608 5225

**Passcode:** 850965

**The business to be transacted involves a \$225,000 appropriation and transfer for proposed purchase of the Cotton Hollow Mill site.**

1. Public Comment Session Pertaining to the Call (details on page 2)
2. Action: Possible recommendation to Town Council and funding of proposed Town purchase
3. Adjournment

cc: Richard Johnson

IN ACCORDANCE WITH GOVERNOR LAMONT'S EXECUTIVE ORDER 7B.1 "SUSPENSION OF IN-PERSON OPEN MEETING REQUIREMENTS", THE SPECIAL BOARD OF FINANCE MEETING OF TUESDAY, OCTOBER 6, 2020 WILL BE CONDUCTED THROUGH ZOOM VIDEO CONFERENCING.

## How to Contribute Public Comment

Residents wishing to contribute public comment to this meeting may do so before the meeting through a form on the town website, or during the meeting. Please see instructions for both below.

### Submit comment electronically **BEFORE** the meeting:

To contribute public comment in ADVANCE of the meeting, please visit [www.glastonbury-ct.gov/publiccomment](http://www.glastonbury-ct.gov/publiccomment) and submit your comments through the electronic form. Be sure to select *Board of Finance* in question 4 of the form. **Please note, you must complete and submit the form by no later than 2:00 pm one business day BEFORE the meeting is held for your comments to be included in the public comment session of the meeting.**

### Submit comment **DURING** the meeting:

If you are joining the meeting through Zoom, you can submit public comment during the meeting as follows.

- At the appropriate time during the meeting, the meeting host will announce when the forum is open for public comment and attendees can use the "raise hand" function as follows:
  - VIRTUALLY: press "raise hand" button at the bottom of the Zoom meeting screen; or
  - BY PHONE: press \*9 on your key pad to "raise hand"
- The meeting host will announce each speaker by name or phone number when it is their time to speak. At that time, the speaker's microphone will be enabled for comment by the meeting host. When it is your turn to speak, please mute all other devices that may create background noise to ensure you are heard clearly.
- It will be necessary to state your full name and address when you are prompted for comment.
- Please indicate when your public comment is complete so the meeting host may then announce the next speaker. The meeting host will then mute your microphone.
- **Public comment is restricted to no more than three (3) minutes and a person may NOT speak more than once.**