**9:45 am**

~~Audio check for each panelist -Have everyone test their mute buttons and speak~~

~~Video check for each panelist – Turn off cameras and Make sure they can see the Agenda on screen.~~

~~Review the Participants panel with the group.~~

Rules overview for Committee

Leonard Garner will Chair the meeting. Once we call the meeting to order, I will read a statement regarding public meetings and virtual meetings.

I will control the agenda materials on the screen for everyone to follow along as we move through the agenda items.

Generally, because we are a small group, when someone is speaking or presenting try raising your hand first, before interrupting, to ask questions.

**Call Meeting to Order 10AM**

For the record provide name and title..

***Good morning and thank you for participating in the March 12, 2021, Citizens Tax Advisory Committee public meeting. This meeting will be conducted both in-person and virtually with limited seating to the public. A physical quorum of the Committee is required and in person gatherings are governed by applicable Executive Orders in effect, CDC guidelines and the Town’s Emergency Executive orders. This meeting is being conducted to provide the public with as much access as is feasible during the COVID-19 pandemic threat. The Town encourages public participation in all of its public meetings, including those meetings that are held virtually.***

***In addition to attending in person, the public has been provided virtual meeting access instructions, which were posted on the Town’s website, along with the agenda. The public has three options:***

***Option 1. Listen only mode by phone***

***Option 2. Watch the meeting and participate during the public comment in the meeting using Zoom. In order to participate, a request to participate had to be received by 9 AM.***

***3. Watch or listen to the meeting using Zoom and* provide public comments prior to the meeting by emailing me.**

***For the record, there have been no requests to speak submitted to me prior to this meeting and I have received no written public comments prior to the meeting.***

**Opportunity for Public to be heard.**

Sue reaffirms and Chair asks if there Is anyone of the public that wishes to speak.

***There have been no requests to speak submitted to me prior to this meeting. And I have received no written public comments prior to the meeting.***