



# TOWN OF HUDSON

## EMERGENCY MANAGEMENT

12 SCHOOL STREET, HUDSON, NEW HAMPSHIRE 03051



### Planning Board Meeting COVID-19 Guidelines

Due to the impact of the COVID-19 event, it is recognized that the **Planning Board** will need to continue to provide the critical oversight over the administration of all applicable rules and regulations. **Planning Board** is exempt from Emergency Order #16 (Temporary Prohibition on Scheduled Gathering of 10 or More Attendees) that was issued by Governor Sununu on March 23, 2020. The following guidelines are being established to make ensure Land Use meetings are conducted in a safe and efficient manner and to provide the public the option to participate either remotely or in person.

#### Scope

This guideline applies to all **Planning Board** meetings. This guideline shall remain in effect until such time as it is rescinded by the Town of Hudson Health Officials.

#### Purpose

The purpose of this guideline is to provide a safe and efficient environment for Land Use meetings and to allow public input both in person and remotely. Access to the meeting shall be provided in the following manner:

1. The meeting will be livecast via Hudson Community Television (HCTV).
2. Board members and applicants may participate physically or via Go To Meetings both of which will be seen on HCTV.

#### Procedure

##### 1. In-person participation

- a. Cloth or Procedure masks shall be mandatory for all people who attend the meetings. Provisions will be made available for compliance.
- b. Hand sanitation stations shall be provided at all building entrances and use shall be mandatory upon entering and exiting.
- c. An individual health screening shall be completed by all persons who enter the public building to include symptoms for COVID-19.
- d. Public seating areas shall be arranged to provide for adequate social distancing at a minimum of 6'.
- e. Occupancy will be limited to 50% of building capacity as determined by the Fire Department.
- f. There shall be no congregating in groups that are not appropriately following social distancing.
- g. Violation of any safety precautions as established may result in being asked to leave the building.

- h. All surfaces in the public building will be decontaminated before and after the meeting.
- i. The microphone will be situated between the public and board in a manner to protect from virus spread and should not have contact with any attendee.
- j. The wait line for the microphone will be clearly marked to maintain social distancing guidelines.
- k. All board members, town staff and presenters shall be appropriately distanced from each other and the public.

## 2. Remote participation

- a. To **OBSERVE** the meeting in real-time, either:
  - i. Go to <http://hudsonctv.com/CablecastPublicSite/watch/2?channel=3>
  - ii. Comcast customers can tune in to Channel 22 on your television or
  - iii. Go to [www.hudsonctv.com](http://www.hudsonctv.com) and scroll to the bottom "Browse our other channels" and click 22-Government.
- b. To **COMMENT in REAL-TIME**, get added to the list by emailing [planning@hudsonnh.gov](mailto:planning@hudsonnh.gov) at any time before the public hearing is opened with your name, address and phone number.
- c. When the Planning Board opens public comment, the order of public comment will be as follows:
  - i. Those physically present that wish to comment will be called upon first.
  - ii. Remote commenters in the order their email or call was received. All commenters, physically present and remote, will be audible to those observing the meeting.

\* If you do not have access to e-mail, or are experiencing technical difficulties, call 603-886-6008. Leave a voicemail with your information if necessary or you may use e-mail per step #2 if possible.

- d. You may also submit your comments or questions in advance of the scheduled meeting to the Planning Department via:
  - i. E-mail to [planning@hudsonnh.gov](mailto:planning@hudsonnh.gov)
  - ii. Written comments can be submitted by mail to the Planning Department. (Include your name and address with the comments.) Letters should be addressed to the Planning Department, 12 School Street, Hudson, NH 03051.

\* All written comments must be received by 10am the Tuesday the week prior to the meeting to be included in the appropriate Board packet. Written comments received after the packet deadline above will still be included in the public record.