



**TOWN OF KENNEBUNKPORT
Planning Board
ZOOM INSTRUCTIONS
December 2, 2020 @ 6:00 PM**

ZOOM MEETING/WEBINAR INSTRUCTIONS Ways to join the webinar: Connecting by computer or mobile device, @<https://zoom.us/j/98610373142>

You may be required to download the Zoom app in order to connect. This is free, and easy to use. Make sure to log in a few minutes early to ensure you can connect.

- Connecting by phone (Use phone number depending on location) +1 929 205 6099 US or +1 312 626 6799 US or +1 669 900 6833 US

International numbers available: <https://zoom.us/j/98610373142>

You will be asked to enter the Webinar ID followed by the # sign. **ZOOM WEBINAR ID: 986 1037 3142**

NOTE: During the meeting, only the Planning Board members and Town Planner will be on screen with audio connected. All other participants will be blacked out and audio muted except when the Board solicits public input.

PUBLIC COMMENTS: If you wish to speak on an agenda item and you are:

- **Joining via your computer or cell phone**
 - Please use the “raise your hand” feature by clicking “participants” (computer). The host will be notified and will identify you when it is your turn to comment.
- **Joining via landline phone:**
 - The following commands can be entered using your phone’s dial pad while in a Zoom meeting. The host will be notified and will identify you when it is your turn to comment.
 - *6 - Toggle mute/unmute
 - *9 - Raise Hand

Written Public Comments: With the shift to remote meetings, we are encouraging written public comments in place of in-person participation. Written public comments can be e-mailed to Lisa Harmon, Administrative Assistant to Planning Board at lharmon@kennebunkportme.gov or mailed to Planning Board, P.O. Box 566, Kennebunkport, Maine 04046, or dropped in the Town Office “drop box” prior to the day of the meeting. These comments will become a part of the permanent record of the meetings. If e-mailing, please note “Planning Board / Applicant Name and the meeting date in the Subject field. *This method is subject to change. Any updates will be communicated.