

**AGENDA for a Special Meeting  
of the Board of Trustees of the Town of Fairplay, Colorado  
Monday, November 2, 2020 at 6:00 p.m. at the Fairplay Town Hall Meeting Room  
901 Main Street, Fairplay Colorado AND virtually via GoToWebinar**

**Virtual Access Information to Join via Internet:**

<https://attendee.gotowebinar.com/register/8071789048517903629>

**Connect via Phone: Dial (213) 929-4212**

**Enter Access Code 202-539-469**

**PLEASE SEE DETAILED INSTRUCTIONS AT THE END OF THE AGENDA**

- I. CALL TO ORDER**
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
- IV. APPROVAL OF AGENDA**
- V. CONSENT AGENDA** *(The Consent Agenda is intended to allow the Board to spend its time on more complex items. These items are generally perceived as non-controversial and can be approved by a single motion. The public or the Board Members may ask that an item be removed from the Consent Agenda for individual consideration.)*
  - A. APPROVAL OF MINUTES** –October 5, 2020
  - B. APPROVAL OF EXPENDITURES**—Approval of bills of various Town funds in the amount of **\$28,856.51**
- VI. CITIZEN COMMENTS**
- VII. UNFINISHED BUSINESS**
  - A.** Other Discussion Items.
- VIII. NEW BUSINESS**
  - A.** Setting of Public Hearing for 2020 Amended and 2021 Proposed Budgets for all funds of the Town of Fairplay
  - B.** Other New Business
- IX. BOARD OF TRUSTEE AND STAFF REPORTS**
- X. EXECUTIVE SESSION:** Pursuant to C.R.S. 24-6-402 (4) (f) to discuss a personnel matter relating to the Town Administrator/Clerk.
- XI. ADJOURNMENT OF REGULAR MEETING INTO BUDGET WORKSESSION**

**Upcoming Meetings/Important Dates**

Veterans Day – Town Hall Closed	November 11, 2020
Regular Board Meeting	November 16, 2020
Thanksgiving - Town Hall Closed	November 26, 2020
Regular Board Meeting	December 7, 2020

*This agenda may be amended.*

*Posted at Fairplay Town Hall, Fairplay Public Library, Fairplay Post Office, and Town of Fairplay Website on Thursday, Oct. 29, 2020.*

## How to Participate in Virtual Meetings Using GoToWebinar

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To help control the spread of the COVID-19 virus the Town of Fairplay will be conducting Town Board meetings both virtually and in person encouraging public participation as usual. These efforts will keep the community, elected officials, staff and residents safe while continuing to conduct important Town business

The Town will be using a virtual meeting format, in conjunction with the usual in person format, for the Town Board of Trustee meetings until further notice and will be utilizing GoToWebinar for the virtual component. To comply with State and County COVID-19 guidelines there will be a limited number of individuals allowed in the meeting room at one time. There will be additional overflow seating provided and **attendees will be asked to wear masks if attending in person**. The public may also participate virtually and the instructions below are provided to describe the various ways this can happen.

**\*\*\*If you have any symptoms of COVID-19 or are feeling unwell, please attend our meetings virtually. If you are exhibiting symptoms you will be asked to leave the meeting room.\*\*\***

The link which will allow you to register for the meeting will be posted on the Town of Fairplay website, [www.fairplayco.us](http://www.fairplayco.us) under the "Mayor and Board of Trustees" tab and on the most recent agenda. On the most recent agenda there will be a link. Once you follow the link you will need to register for the meeting by providing your full name and email address. **Once you register, you will receive an email with a link and phone number you can use to join the meeting by web or by phone.**

Please note that if you plan to call into the meeting by phone **you must email your public comments to [info@fairplayco.us](mailto:info@fairplayco.us) by 4:30pm the day of the meeting.**

### **TO COMMENT IN ADVANCE IF YOU ARE PLANNING TO ATTEND BY TELEPHONE OR PHONE APP:**

- Email [info@fairplayco.us](mailto:info@fairplayco.us) to submit your question/comment.
  - **Please be aware that if you join by telephone or phone app you will not be able to ask questions, participate in public hearings or make comments via voice. All public comments must be emailed prior to 4:30pm.**
  - Your comments will be included in the record and read at the appropriate time during the meeting.

*This agenda may be amended.*

*Posted at Fairplay Town Hall, Fairplay Public Library, Fairplay Post Office, and Town of Fairplay Website on Thursday, Oct. 29, 2020.*

### TO JOIN THE MEETING BY TELEPHONE OR PHONE APP:

- You will need to register for the meeting via the link provided on the agenda and located on the Fairplayco.us website under “Mayor and Board of Trustees” and on the most recent agenda. You will see a link on the agenda to the registration page. Please enter your full name. After you fill out this form you will be sent an email that will provide instructions on how to join the meeting. **You are encouraged to do this ahead of time.**
- Join the live meeting through the instructions GoToWebinar sent to your email address after you followed the step above and registered.
- **If you are joining by telephone you will be required to enter an access code which is located below the “join in” phone numbers. Please note that you must complete the registration prior to receiving the call-in number and access code.**
- You will be joined to the meeting and automatically muted.

### JOINING THE MEETING BY WEB AND COMMENTING:

- Join the live meeting through the instructions above.
- You will be joined to the meeting and automatically muted.
- You will be able to comment and/or ask questions by “chat” if attending by internet.
- You will be unmuted in certain cases, such as public hearings or at the Boards request, and able to speak directly to the Board and audience. **Please note you will still need to notify the moderator of your desire to speak via the “raised hand” feature or by commenting to organizers via the chat.**

### HELPFUL TIPS FOR A GOOD VIRTUAL MEETING EXPERIENCE:

- If joining through the web, log on 5 minutes before the start of the meeting, since some online products require downloads and installations
  - Please be aware when downloading GoToWebinar to ensure you are on the official website. Scammers have been setting up downloads which, at first glance, appear to be run by GoToWebinar, but in actuality are not and can give a virus to your computer.
- Turn off nearby cellphones if you are using a computer to connect.
- Using a headset or headphones is recommended if listening online.
- **Only** have the virtual meeting application on your computer. If you are running other programs like email or have additional websites open in your browser, it may interfere with your ability to hear or see the information. For best results close all other windows and applications.
- Please limit distractions when possible—i.e. background noise, conversations with others, etc. when you are unmuted.
- Video streaming is a relatively new technology so please be mindful of the following things when connecting via the internet.
  - If you have an older computer, you may be better served by calling in by telephone.
  - If your internet is not reliable consider calling in by telephone

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