

## PROCEDURES FOR JANUARY 13, 2021 AMHERST TOWN COUNCIL MEETING

A Town Council Meeting will be held by the Amherst Town Council on Wednesday January 13, 2021, at 7:00 pm in the Council Chambers of the Town Hall, at which time such matters as set forth in the January 13, 2021, [agenda](#) will be discussed.

In accordance with the Governor's Order, we ask that anyone attending the meeting in person wear a mask. In the alternative, and as a result of COVID-19 restrictions and limited space at Town Hall, all Citizens can observe the Town of Amherst January 13, 2021, meeting live on YouTube by using this link: <https://youtu.be/Y3h0gMYfip4>

**Citizen Comments.** Town Council will observe the following for public comments:

- Any citizen of the Town of Amherst wishing to state his or her comments to Town Council who does not wish to appear in person must do so in writing no later than 6:30 pm January 13, 2021, by emailing: Town Manager Sara E. Carter at [sara.carter@amherstva.gov](mailto:sara.carter@amherstva.gov). Please include your full name and your address in your email so an appropriate record can be kept.
- In-person comments can also be made by individuals who sign up on the sheet provided on the table outside of the public meeting room entrance starting at 6:30 PM on January 13, 2021. Citizens may be asked to wait in their cars for their turn to speak in order to maintain social distancing in the public meeting room. Staff will call citizens in for their turn to speak.

**Public Hearings.** Citizens wishing to avoid attending but still address Council from home as part of a scheduled Public Hearing may email your name, address, telephone number, and public hearing topic to Town Manager Sara E. Carter at [sara.carter@amherstva.gov](mailto:sara.carter@amherstva.gov) by 6:45 pm on January 13, 2021, to reserve a slot. Those speaking through electronic means will be placed on speaker for all present to hear their comments. Speakers must identify themselves to the meeting by stating their name and address before making their comment.

This time is for citizens to address Council, and not designed to be a question and answer session or a discussion time. If follow-up is requested, that will occur after the meeting. Reading of comments is limited to three minutes for individuals and groups are limited to five minutes, after which the reading of the comment is stopped and a hard copy of the comment will be given to the Clerk of Council who will provide copies of the comment to the Mayor and Council members to read in its entirety.

If you have questions about the process, please call Sara Carter at 434.946.7885 or email her at [sara.carter@amherstva.gov](mailto:sara.carter@amherstva.gov)

[View entire January 13, 2021, Town Council Agenda here](#)