Instructions to Attend Committee, Commission, and Board Meetings Remotely

On each meeting agenda there will be a phone number to call and a meeting ID. An attendee has two options to join the meeting. Instructions will be provided on each meeting agenda for both methods.

Option 1: Call into the Meeting from a Cell Phone or Landline

> **Step 1:** Dial the phone number on the meeting agenda.
>
> Please enter your access code followed by #
>
> **Step 2:** Once connected, you will be asked to enter your access code followed by the "#" Sign.
>
> **Step 3:** You will be asked to "enter audio controls followed by your pin, if you do not Have a pin, press # sign."
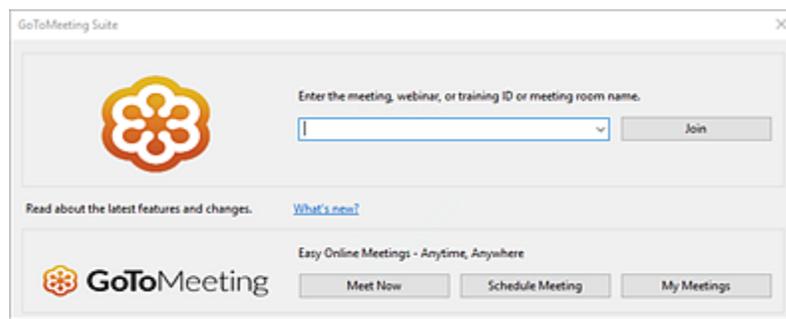>
> Press the # sign as you will not have a pin.
>
> **Step 4:** Mute your phone

Option 2: Recommended Method (If you have a Computer)

> Step 1: Download the GoToMeeting application by visiting the following link:
>
> https://support.goto.com/meeting?articleID=1195828281
>
> Step 2: Open GoToMeeting

> Step 3: Enter the access code and click "Join."
>
> Step 4: Click "Ok, I'm Ready."
>
> Step 5: Mute your microphone.

What do I do if I want to comment on an Agenda Item? GoToMeeting allows people who join the meeting to type messages to the Town Manager. If you wish to comment on an agenda item or have a comment on topics not on the agenda, please follow the steps below to be recognized by the Selectboard Chair. Anytime the Selectboard Chair asks if there is any discussion or comments from the public, the Town Manager will look here to determine if anyone wishes to be heard. This can be done in the three (3) simple steps displayed below.
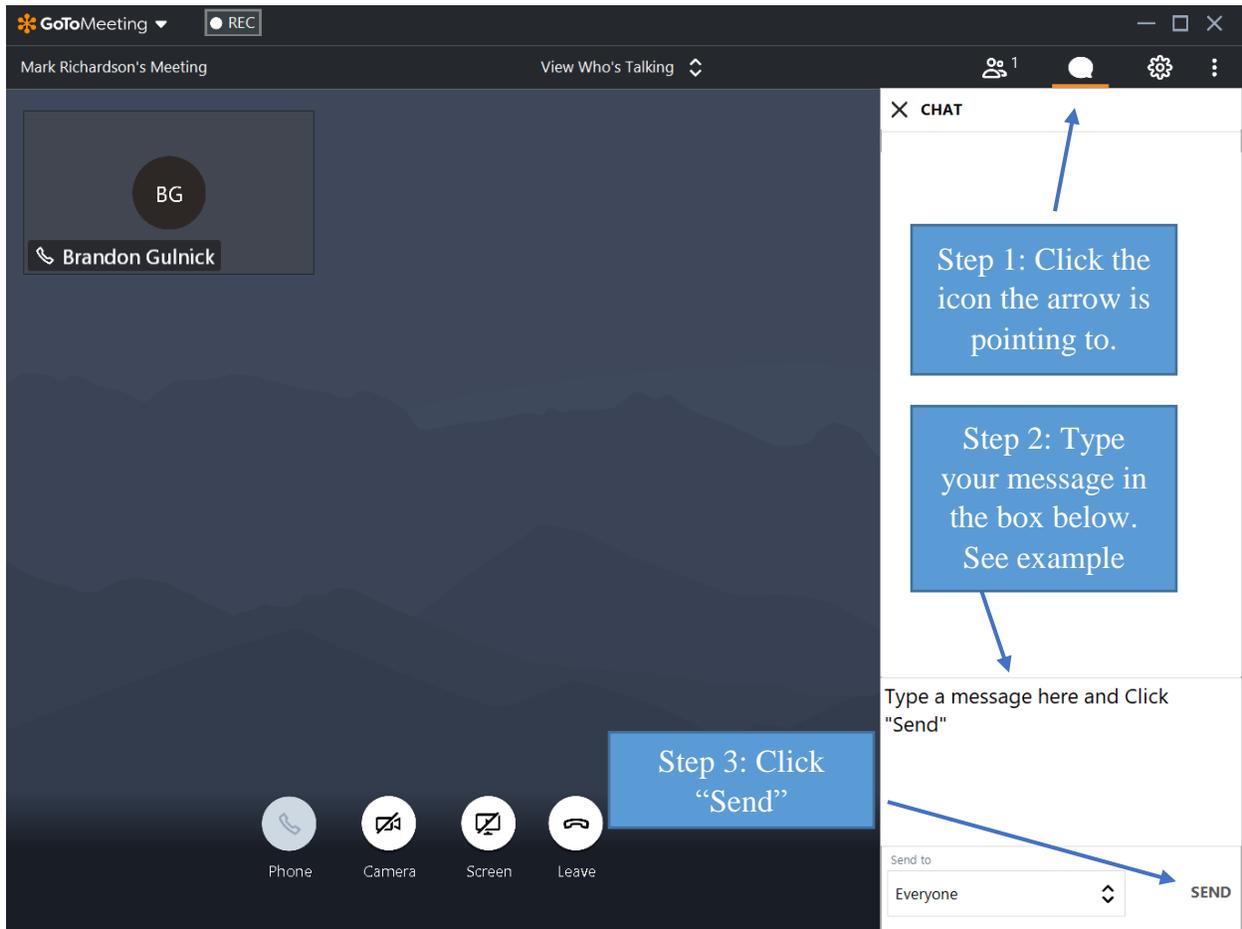
If you have any questions or concerns, please contact the Town Manager, who will help you set this up.

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