



# Town of Gilmanton, New Hampshire

## Planning Board

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## PLANNING BOARD MEETING ACCESS

**Thursday, June 11, 2020 at**

**7:00 p.m.**

Due to the COVID-19 emergency, members of the public may not attend this hearing in person. We will be utilizing *FreeConferenceCall.com* for the electronic meeting. All members of the Board will have the ability to communicate contemporaneously during this meeting through this platform. The public has access to contemporaneously listen and, if necessary, participate in this meeting through the following options:

To use *FreeConferenceCall.com*, you will need a computer with a microphone or headset, or a smart phone, or a standard telephone.

### To Use a Computer:

1. Go to <https://join.freeconferencecall.com/townadministrator11> or download the “FreeConferenceCall.com” desktop app.
2. Click on the “Join Online” Meeting icon
3. If the online meeting does not automatically generate, Enter the **online meeting ID: townadministrator11**
4. A microphone is required to speak to the Board (if you are solely connecting via computer). Many cell phone earbuds have a microphone and will work for this purpose.
5. If you do not have a microphone or speaker capabilities, you can also connect audio via telephone at this point. This allows you to watch on the computer and hear audio on the telephone. Please see the number below to call in.

### To use a smartphone:

1. Head to Google Play (Android) or App Store (iPhone) on your smartphone.
2. Search for and download the free “FreeConferenceCall” app (phone icon)
3. On the bottom left, click the Join+ icon, then click on join new meeting
4. Enter the **Online Meeting ID: townadministrator11**
5. If only using audio, you can enter the phone number and access code indicated below

### To use a regular phone:

1. Call (844) 855-4444 (toll free)
2. Enter access code: 349221, follow by #

When joining a meeting you will automatically be muted. There will be a time during each public hearing to allow for public input.

To speak, please wait for Chairman Michael Jean to ask for public comment

- If you are using the online meeting option via a computer or smartphone, click “Ask a question” to be placed in the queue.
- If you are using the audio/phone conference option, dial\*6 to unmute yourself and wait to be called on. When done, please dial \*6 again to return to mute.

To leave a meeting on a PC or smartphone, click “Leave Meeting”. On a phone, simply hang up.

To alert the public body during the meeting if there are problems with access: please email [planning@gilmantonnh.org](mailto:planning@gilmantonnh.org) or by calling (603) 267-6700 ext. 116. In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

**THESE INSTRUCTIONS CAN BE FOUND ON THE PLANNING BOARD  
PAGE OF TOWN’S WEBSITE**