

TOWN OF SWANZEY

620 OLD HOMESTEAD HIGHWAY

P.O. BOX 10009

SWANZEY, NH 03446-0009

TOWN HALL (603) 352-7411 FAX (603) 352-6250

WWW.SWANZEYNH.GOV

Swanze Planning Board Special Meeting Agenda

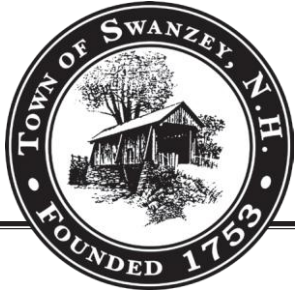
Swanze Town Hall, 620 Old Homestead Highway

April 2, 2020

6:00 p.m.

The Public is encouraged to participate in the meeting remotely over Zoom by going to www.zoom.us, using the Zoom App on a cell phone or tablet, or using a landline by calling (929) 205-6099 and entering Meeting ID number 235 370 4380 #. Please try to log in 5 minutes before the meeting's scheduled start time in case you run into any technical difficulties. If you are unable to access the meeting, please call (603) 352-7411 ext. 108.

1. Call to Order
2. Test of Zoom Online Meeting Platform
3. Adjournment



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Town of Swanzev – Remote Participation in Public Meetings using ZOOM

To assist with social distancing to slow the spread of COVID-19 (coronavirus) the Town of Swanzev has begun using Zoom to allow residents to participate in public meetings remotely.

YOU DO NOT NEED TO HAVE A ZOOM ACCOUNT TO PARTICIPATE.

1. You may participate using a desktop/laptop computer, cell phone, landline, or tablet.
 - a. If using a desktop or laptop computer go to www.zoom.us
 - b. If using a smart phone or tablet you want to download the Zoom App from either the Apple App Store or the Google Play Store. For these devices you want to search “ZOOM Cloud Meetings” and you should see an icon that looks like:
 - c. If using a landline or cell phone, call the number on the public notice or invitation (**usually 1-929-205-6099**).

From our experience so far a computer seems to provide the best audio and video quality for you, followed by a smart phone or tablet using the Zoom app.

2. Once you have Zoom up on your computer or app, you want to click “Join a Meeting.”
3. When prompted for a Meeting ID, enter the # from the notice or invitation. Do not enter the ID number with the dashes, enter numbers only. Usually the Meeting ID for Town Meetings will be **235 370 4380**. When asked for a participant code, press #.
4. After you have joined, you will enter a waiting room until the meeting starts. You may need to click “Join Audio / Video” if you want to be heard / seen. **Please try to log in a few minutes before the start of the meeting in case you run into any issues.**

****PLEASE NOTE – all microphones will be muted unless the chair or meeting moderator is accepting public comment. Time will be allotted to ask and answer questions, but we must mute mics until permitted times to ensure audio quality. ****

Thank you for your cooperation and patience as we all get used to this new method of public meeting participation. With questions about how to use Zoom for Town Meetings during regular business hours, please contact Administrative Assistant Jenna Fraunfelder at jfranfelder@swanzeynh.gov or 352-7411 ext. 115.