

# USING TECHNOLOGY TO YOUR ADVANTAGE

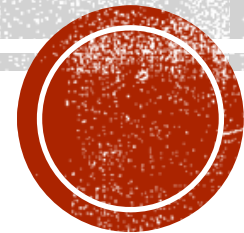
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What are you doing?

Who is involved?

Be Flexible Explore Options



## Sharing Data

### Use your website

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- Post data on site make it easy to find
- Make Contact information easy to find
- Explain how documents can be obtained if downloading from internet is not an option.

## Communication

### How can people reach you?

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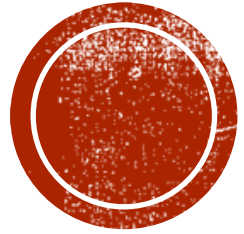
- Conference calls
- Emails – include Phone #, Mailing Address, Web Address
- Virtual Meetings



# Who are you addressing?

- **Tech Savvy**
  - **What do you do different?**
- **Not Tech Savvy**
  - **What will you do different?**





# DATA COLLECTION



## Getting Data

- Have multiple options in the event one or more options does not work for all involved.

## Tools

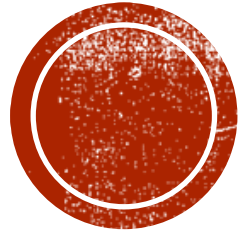
- In person discussion (Distanced accordingly)
- Smart Phones (Cell service may be an issue)
- Digital photos (Containing Personal Property may be an issue)
- Video Technology
  - Blue tooth (Distance may be an issue)
  - Other wireless options
- Drone Technology? – (Has restrictions)



# Finding Tech Options

- Ask other service providers that may use Technology in their line of work.
- Find others in community that you can learn from or share resources.
- Cost of technology to use 1 time.





# HOLDING HEARINGS





## Actual Hearing

- Are you meeting the requirements of the Statute involved?
- Make sure public can attend.
- What will you do if:
  - Can not attend? / Looses a Connection? / Can Not Connect to virtual meeting?

## Documentation/Tracking

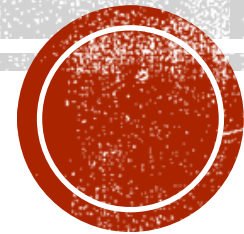
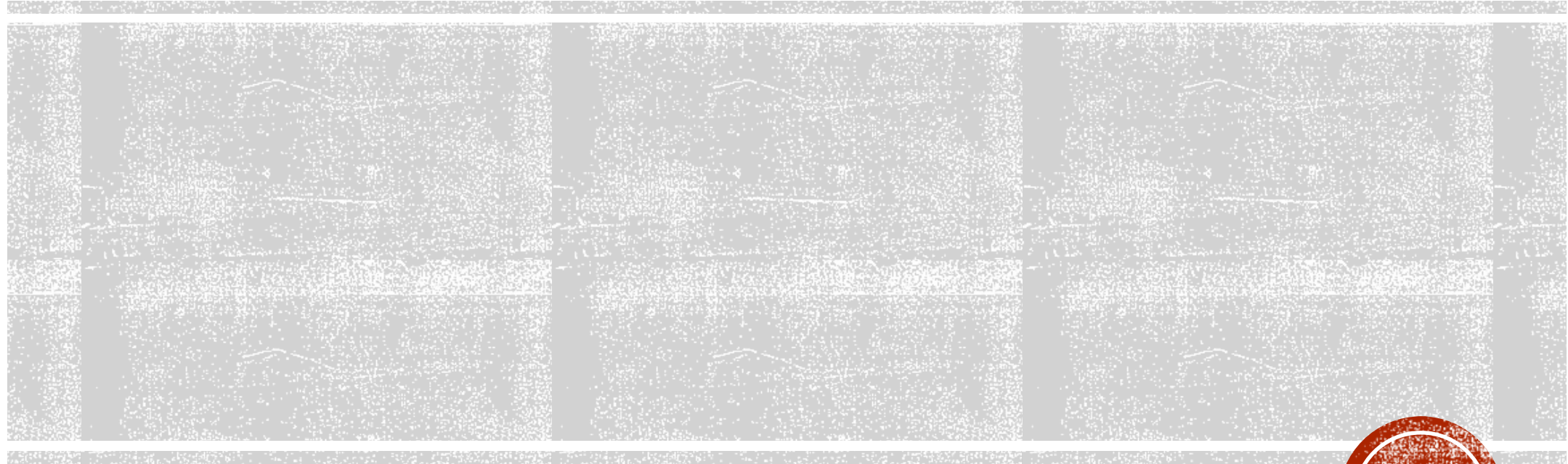
- Know what your existing software provides. (Do not reinvent the wheel)
- How will you document the meeting? Is it recorded?
- How will you communicate outcome?
  - Update data on your website?
  - Can you email information?



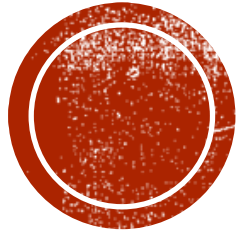
# Practice

- **Learn how to use before you try to use in live situation.**
- **Look for others to help train you that are already using the technology. For example (School board member that has been doing virtual meetings**
- **Look for online training for tool you are trying to use. (check out youtube for a video) chances are someone has made an easy tutorial to follow.**





# ANY FURTHER QUESTIONS CONTACT



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