

# **TOWN OF CONCORD**

## **PUBLIC HEARING SUBMITTAL OF ELECTRONIC PRESENTATION MATERIALS**

The following process has been developed with the goal of facilitating electronic presentations at Public Hearings. The desired outcome is a presentation that meets the goals of the Meeting in terms of clarity of message and efficient use of time.

### **Public Hearing Submittal**

Each submittal must provide contact information for the responsible party in the event any technical problems should arise. **The Article title and number should be at the top of each page of your presentation.**

Whenever possible, information should be submitted at least **48 hours prior to the Public Hearing** at which it may be used. This will allow for resolution of any technical issues that may arise during installation on the Town's PC. If presenters would like to view the information once installed on the Town's equipment, that desire should be expressed at the time the information is delivered to the associated staff person and they will schedule a time with the presenter to do so. With the efficiency of the meeting in mind, there will not be an opportunity for personal laptops to be connected for presentations at Public Hearings.

### **Finance Committee Public Hearing – Monday, February 28, 2011 regarding Town Budget and Articles Including Capital – send information to:**

Senior Budget & Operations Analyst Adam Roberts via e-mail at [aroberts@concordma.gov](mailto:aroberts@concordma.gov) or delivered on a PC formatted disk or CD-R (no CD-RW) directly to his office at the Town House, 22 Monument Square.

### **Finance Committee Public Hearing – Wednesday, March 2, 2011 regarding School Budget & Articles and Community Preservation Committee Articles – send information to:**

Senior Budget & Operations Analyst Adam Roberts via e-mail at [aroberts@concordma.gov](mailto:aroberts@concordma.gov) or delivered on a PC formatted disk or CD-R (no CD-RW) directly to his office at the Town House, 22 Monument Square.

### **Board of Selectmen Public Hearing – Monday, March 7, 2011 – send information to:**

Anna Trout via e-mail at [atrout@concordma.gov](mailto:atrout@concordma.gov), or Doug Meagher via e-mail at [dmeagher@concordma.gov](mailto:dmeagher@concordma.gov) or delivered on a PC formatted disk or CD-R (no CD-RW) directly to her office at Concord Public Works 133 Keyes Road; or to the Town Manager's Office at the Town House.

### **Planning Board Public Hearing – Tuesday, March 8, 2011 – send information to:**

Director of Planning & Land Management Marcia Rasmussen via e-mail at [mrasmussen@concordma.gov](mailto:mrasmussen@concordma.gov) or delivered on a PC formatted disk or CD-R (no CD-RW) directly to her office at 141 Keyes Road.

### **Finance Committee Public Hearing – Monday, March 21, 2011 regarding Enterprise Funds Budgets & Articles – send information to:**

Senior Budget & Operations Analyst Adam Roberts via e-mail at [aroberts@concordma.gov](mailto:aroberts@concordma.gov) or delivered on a PC formatted disk or CD-R (no CD-RW) directly to his office at the Town House, 22 Monument Square.