

# Quick Access Guide

## Tolland Inland & Wetland Commission, April 16, 2020 Remote Meeting and Public Hearing

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### How do I submit information / comments / materials to the Commission for this meeting?

- If you wish to submit any written materials to the Commission, they must be submitted by email to [adrabicki@tolland.org](mailto:adrabicki@tolland.org) no later than 12-noon on Wednesday, April 15. This is in accordance with the Governor's Executive Order which requires all materials are posted at least 24 hours prior to a remote meeting.
- You may speak during the public comment period or during any public hearing.

### How do I find materials related to the meeting?

The two main items are the Agenda and the Meeting Packet.

**Agenda:** Go to [www.tolland.org](http://www.tolland.org) and click "Agendas and Minutes" on the left. Then under "Select Category" choose Inland Wetland & Watercourses Commission. Or click this link: <https://ecode360.com/documents/pub/TO1208/Agendas/?subCategory=Inland+Wetlands+Commission>

**Meeting Packet:** The Meeting Packet contains all relevant materials for the meeting. Please note the packet may be updated after initial posting, but cannot be updated within 24 hours of the meeting. Check back and look for the words "Updated". Packets are found at: <https://www.tolland.org/inland-wetlands-watercourses-commission/pages/meeting-packets>

### How do I participate in the meeting?

You will find participation instructions on the bottom of the agenda including a meeting ID and password.