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TO: Joe Colangelo, Hinesburg Town Administrator & Members of the Selectboard

FROM: Erik Wells, Program Manager, Vermont Local Roads Program

In response to a request addressing possible implementations for a tablet device in the municipal public works setting, our program recommends considering the following uses as a starting point. Having a device that uses a cellular network data plan enhances a tablet's daily use for the department:

- Email
 - This is a means to stay connected with a department head for email contact for the mobile highway operation.
- Photos / Video
 - Documentation is crucial for project proposals, completions, contracts and damage reporting. The cameras on tablets are easy to use to capture image and video.
- Dropbox
 - This is a cloud web hosting service. It can be used to store all of the departments' documents/maps etc... and then be utilized for remote access in the field. Towns use this application on tablets in the field to meet with contractors, board members and employees to provide explanation and guidance on a project.
- Report Monster
 - This application is used to take and mark-up photos and record notes. Assists in documentation and project planning/reporting. Once file is completed it can be merged into a PDF and emailed to recipients from the tablet.
- EduCreations
 - This application enables a user to create a voiceover slideshow with photos that can be marked up during the narration. It's easy to share with board members and the public. Towns use this for budget requests, project reports, insurance claims. It's a great tool. I sent samples from Essex Jct. for Joe to share.
- Calculator Applications (Asphalt Calculator, R&G Calculator, Construct Calcs)
 - These are all useful tools for quick calculations in the field in planning and executing a construction project.
- Maps
 - The built in GPS provides map imagery for the user to reference their current location, and look at the surrounding area.

Our program is in the beginning stages of learning about and sharing additional applications and implementations for tablets. The uses described above are being utilized by other towns in Chittenden County. We will grow our listing of useful apps through crowdsourcing and peer exchange amongst municipalities using this technology. A tablet enhances a public works department capacity to record and access information on the job. We have iPads available for free loan to municipal PW Departments to try out. I am happy to meet with Joe and Mike Anthony to demo these applications, and I can also be available to present for the Selectboard.