

Agenda for Community Center Committee Meeting 1/31/2022- 6:30-7:45pm

1. Review:

- a. Presentation to Board in June with Justice. (link on Town Website)
- b. Met with Board for the workshop with the following plans:
 - i. Selectmen call members who had not been attending.
 - ii. Find new members
 - iii. Pam to reach out to UNH Professor for a rough estimate on cost.
 - iv. Matt to reach out to his contacts at Muskie for possible resources.
- c. Next steps? 2 possibilities for creating a needs assessment.
- d. Six-month timeline of what to do and expect.
- e. Longer planning- what are we currently here to do?

2. Membership:

- a. Current members- yay Steve!
- b. People who have declined or who we have talked to? Lindsay, Jennah Godo, others?
- c. New recruits- how do we recruit people with the skill set that we need?
What skillset do we need?

3. Attendance:

- a. Time commitment- 1x/ms meetings, evenings, outside hours.
- b. Do we want to set 3 meetings in advance- would that help with people being able to plan?
- c. What is the criteria for allowed absences? (Dave had mentioned this.)

4. Roles on the committee-

- a. Chair, co-chair.
- b. Secretary- someone to take notes and put them in an organized place, someone to schedule meetings- is email the best way to plan them?
- c. Identify roles of town supports - are you ok with your level of participation?
Pam? Mark?

5. Communication:

- a. We have used basecamp in the past- other ideas? Google docs?
- b. Scheduling meetings, where do notes go?

6. Additional:

- a. Once we have 7 members we might want to consider a few things:
 - i. Introductions- what brought you to the committee- what do you bring? Strengths and knowledge base.
 - ii. Create ground rules- I believe that we did this previously, at the start of our process? Do we have those notes?

7. Access to meetings:

- a. Discussion about adopting a meeting policy that allows remote attendance?

**Town of Topsham Planning Board
Policy on
Remote Participation in Public Proceedings**

Purpose

The purpose of this policy is to establish guidelines to ensure compliance with the Maine Freedom of Access Act (FOAA) provisions governing remote participation in public proceedings, 1 M.R.S.A. §403-B.

Definitions

Public Body – means the Planning Board of the Town of Topsham.

Public Proceedings - means the transactions of any functions affecting any or all citizens of the State by the Public Body.

Remote participation – means telephonic or video technology allowing simultaneous reception of information and may include other means when such means are necessary to provide reasonable accommodation to a person with a disability.

Application of Policy

This policy applies to the Public Body.

Means of Remote Participation

Permitted Methods - Remote participation is only permitted by the means specified in this policy.

Permitted web platforms include:

- Zoom Meetings or Webinars
- Microsoft Teams Meetings or Live Events
- Other (as approved by the Town Manager) Permitted telephonic means include:
- Conferencing through a municipal telephone system owned by the Town of Topsham
- Conferencing through a third-party telephone conferencing system (as approved by the Town Manager)

Prohibited Methods - Public proceedings may not be conducted by text-only means such as e-mail, text messages or chat functions.

Member Attendance, Quorum and Voting

Members of the Public Body are expected to be physically present for public proceedings except when being physically present is not practicable. Circumstances in which physical presence for one or more members is not practicable may include:

- Illness, other physical condition or temporary absence from the jurisdiction of the body that causes a member of the body to face significant difficulties traveling to and attending in person.
- The existence of an emergency or urgent issue that requires the public body to meet by remote methods.

A member of the body who participates in a public proceeding by remote methods is present for purposes of a quorum and voting.

Roll Call Votes

All votes taken during a public proceeding using remote methods must be taken by roll call vote that can be seen and heard if using video technology, and heard if using only audio technology, by the other members of the public body and the public.

Public Attendance and Participation

Members of the public must be provided a meaningful opportunity to attend by remote methods when members of the body participate by remote methods, and reasonable accommodations may be provided when necessary to provide access to individuals with disabilities.

If the body allows or is required to provide an opportunity for public input during the proceeding, an effective means of communication between the members of the body and the public must be provided.

The body may not determine that public attendance at a proceeding will be limited solely to remote methods except when the Town Manager determines the existence of an emergency or urgent issue that requires the public body to meet by remote methods.

Those who are not members of the public body, including the public, municipal staff, consultants, and advisors may be permitted to participate remotely by the means permitted by this policy, as determined by the Town Manager.

Notice Requirements

Notice of the proceeding must be provided in accordance with Maine FOAA. When the public may attend by remote methods, the notice must include the means by which members of the public may access the proceeding using remote methods. The notice must also identify a location for members of the public to attend in person.

Meeting Materials Available to the Public

The public body must make all documents and other materials considered by the public body available, electronically or otherwise, to the public who attend by remote methods to the same extent customarily available to members of the public who attend the proceedings of the public body in person, as long as additional costs are not incurred by the public body.

Adopted by the Planning Board:

8. Conclusion- Next steps? Next meeting?