

## MADAKET AREA PLAN WORKGROUP

MINUTES: January 12, 2024

### **CALL TO ORDER:**

Chair Bruce Mandel called the meeting to order at 4:14 PM.

### **ROLL CALL FOR ATTENDANCE**

Attendees: Leslie Forbes, Peter Haffenreffer, Bruce Mandel, Lars Soderberg, Tom Erichsen, Kitty Pochman, Jesse Bell, Joseph Topham: NPEDC representative and Tech Leader, M Maynard joined at 4:34PM

Absent: Collier, Molden, Devine, Madigan

### **CHAIR MANDEL Established a Quorum & read required notices for a public meeting**

**ACCEPTANCE OF AGENDA:** Agenda was accepted unanimously.

**APPROVAL OF MINUTES of December 6, 2023 Meeting :** Unanimously approved as written

**PUBLIC COMMENT:** No public comment

### **CONFIRMATION OF MAP WG CHAPTER ASSIGNMENTS, & SUGGESTED POLICY TOPICS**

Copy of the document with assignments and policy topics sent to members. There was little discussion of member Chapter assignments and policy topics. JBell informed group she will always be available to answer any Land Bank question, but may not be at all meetings. BMandel suggested that she (and other non-profit directors) appoint an alternate as needed.

Members discussed extensively the particulars of following Open Meeting Laws (OML.)

JTopham explained

- Town is looking for transparency
- Sub Group meetings must be posted, take place in ADA accessible public space, and submit minutes. Meetings do not need to be recorded, nor posted to Town You Tube channel. J Topham will confirm if need to record? Need to upload?
- Topham will research if members can use their own Zoom channel
- OML applies to all meetings where deliberation takes place, not just those with a quorum. Topham will confirm this.
- Joe will research if AI Companion will take minutes?

JBell confirmed that Chapter Sub-groups are governed by OML. She also cautioned that emails easily go from “no quorum to quorum” once others join the chain. That becomes a violation.

BMandel reiterated

- any deliberation with a quorum of members (>50%) must be during a publicly posted meeting. Updates and reporting do not require posted meetings. This is different than Topham’s understanding.
- Public meetings require 48 hour notice
- Chapter Sub-Groups may send information to Bruce for posting
- Any member with a committee communication can direct to Bruce, who will advise and direct how to proceed.

General discussion on OML:

- For a Committee of five, 3 = quorum; For a committee of 2, all meetings have a quorum
- If member sends email with everyone Bcc’d, “Reply All” OML violations cannot happen

General Discussion on OML (con't)

- With 9 Chapter sub-groups meeting at least once a month, MAP needs a standardized meeting schedule. L Soderbergh and M Maynard to meet to put this together.

### **NEW BUSINESS**

Leslie Snell emailed Chair Mandel with concern about NPEDC's availability to support the MAP WG monthly meeting on 2<sup>nd</sup> Friday of every month. Chair Mandel responded that Ms. Trudel has secured the Zoom channel for us, and J Topham has volunteered to be the technology meeting host. It is working well. Chair Mandel advises that the Work Group move ahead as is.

Ms Snell indicated she would need to discuss replacing two vacancies resulting from resignations. Chair Mandel responded that the broader Madaket community has affirmed that the group, even with two resignations, continues to represent Madaket well. The Area Plan guidelines do not require a particular size, and Chair Mandel indicates that adding more people will complicate the effort. He advises that MAP-WG move ahead as is.

After discussion and approval from the Workgroup, Chair Mandel will ask Holly Backus, the Town's Preservation Planner, for an inventory of historic structures in Madaket for consideration in the Madaket Area Plan.

### **FUTURE MEETING DATES:**

- All meetings going forward will be the 2<sup>nd</sup> Friday of every month, from 4:00 – 5:30 PM.
- Next Meeting is scheduled for Friday, February 9, 2024

### **ADJOURNMENT**

- The meeting was adjourned at 5:25 PM.

*Submitted by Leslie Forbes*