



Town of Minot

329 Woodman Hill Road
Minot, Maine 04258
(207) 345-3305
(207) 346-0924 Fax
www.MinotME.org

Town of Minot Planning Board Public Participation Outline for Public Hearings

Hearing Date:

Hearing Time:

LOCATION: **REMOTE ACCESS MEETING** pursuant to LD2167, which permits public proceedings through remote access during the declaration of State Emergency due to COVID-19.

Please visit www.minotme.org or call 207-345-3305 for information on how to view and participate in the Public Hearing. Written comments can be submitted to Norma Dulac, Planning Secretary at asstclerk@minotme.org or sent or dropped off at the Minot Town Office, 329 Woodman Hill Road or faxed to 207-346-0924

Prior to the Public Hearing:

Project documents will be uploaded into the Town's website starting two (2) weeks prior to the public hearing.

Comments submitted via email or mail by 4pm on the day of the meeting will be provided to the Board at the meeting and read into the record.

Written comments can be sent to:

Minot Planning Board
Town of Minot
329 Woodman Hill Road
Minot, ME 04258

Or can be emailed to asstclerk@minotme.org

Or faxed to 207-346-0924

Public Hearing Public Participation:

The meeting will be conducted through the remote meeting platform Zoom (www.zoom.us). **LD2167 allows public proceedings through remote access during the declaration of State Emergency due to COVID-19.**

Starting one (1) week proper to the hearing, details on how the public can participate will be sent to those who have contacted the Planning Secretary or registered through the Google Form found on the Town Office website (www.minotme.org)

The meeting directions will resemble something like this:

Join Zoom Meeting
<https://zoom.us/j/xxxxxxxxxxxx>

Meeting ID: xxx xxxx xxxx
Password: xxxxx

One tap mobile: +1xxxxxxxxxx

Attendees will be able to listen and/or watch the meeting through Zoom through either the Zoom link or by calling the designated phone number during the designated period of the public hearing and by entering the meeting ID and password when prompted.

Procedures/Etiquette:

All participants will be muted by the host except for members of the Board, consultants, and applicants.

During the public comment period, the host will unmute members of the public one at a time and asked if they would like to comment. Those participating through the Zoom app can use the “raise hand” function or make a request to comment in the chat box. Those individuals commenting are asked to maintain civility, keep their comments pertinent to the application, and to keep them under five (5) minutes in length.

At the discretion of the Chair, the applicant may be allowed to respond to the member of the public and then the member of the public allowed to follow up. However, the Chair reserves the right to limit back-and-forth conversation or reserve applicant comment for after all members of the public have commented.

Post-Meeting Procedure:

Written minutes will continue to serve as the record for the meeting and will be completed by the following meeting and posted to the Town’s website.