

**January 4, 2022 Planning Board Workshop meeting id error
Report from Maureen O'Meara, Town Planner**

The following is a summary of a meeting id error and mitigation efforts taken for the January 4, 2022 Planning Board Workshop.

1. The agenda and mailed public notice for the January 4, 2022 Planning Board Workshop included a Zoom meeting id error made by me.
2. The failed meeting id was discovered 7 minutes before the 7:00 p.m. meeting after the Planning Board Chair notified me that the meeting link was not working.
3. I checked the link, created a new zoom id meeting link, and sent it to the Planning Board, to the town webmaster for posting on the town website, to an abutter for circulation to the neighborhood, and to the applicants.
4. At about 7:05, all expected Planning Board members were in attendance using the new meeting id and discussed how to proceed.
5. The Planning Board workshop is an informal public meeting where votes are not taken and no oral public comment is allowed. The agenda and supporting materials for the workshop had been posted to the town website and 130+ public notices were mailed to abutters of the Carr Woods project.
6. The Planning Board agreed to take item 2, FOAA highlights, out of order at about 7:15 pm. An overview was presented by me, based on documents posted for the meeting on the town website. That presentation ended at about 7:30 pm.
7. The Planning Board considered not proceeding with the workshop. I noted that the applicant has voluntarily agreed to attend the workshop. There was no time to reschedule the workshop prior to the submission deadline for the regular February 18th meeting, so it is likely the applicant would not have waited until the February workshop. At that point, there were 23 meeting attendees, indicating that the abutters had successfully circulated the new meeting id. I had also received a text from the Town Clerk that she had received an inquiry from Drew Johnson, at the Forecaster about the meeting id. I sent her the meeting id info to forward to Drew.
8. The Planning Board decided to go ahead with the workshop item on Carr Woods. In order to make the discussion accessible to anyone who had not received the new meeting id, this portion of the workshop was recorded, which is an exception to the standard practice for Planning Board workshops.
9. In a situation with no good options, I think the public interest was better served by allowing the Planning Board to provide input into the revised Carr Woods design before

the applicant prepared a revised set of plans for formal submission. The abutters, who had received a mailed notice and set aside time in their personal lives to attend the meeting, were able to hear the presentation on the revised design. Those who could not locate the new meeting id will also have access to the presentation from the workshop recording. The applicant was also able to benefit from Planning Board comments prior to making the investment in a significant redesign of the project.

10. If this had been any other meeting than a workshop, there would be no question that the meeting must be cancelled.
11. I apologize for the meeting id error and appreciate everyone's understanding and ability to quickly adapt to the situation. If the meeting had been in person, the error would be akin to listing the wrong room for a meeting. The meeting noticing, day, time, and agenda were accurately provided. The workshop meeting recording, which begins with the Carr Woods item will be posted to the town website under the January 4, 2022 Planning Board workshop.