

**Meeting of the OSAC Public Participation Guidelines Subcommittee
Monday August 28, 2023
Microsoft Teams
Virtual meeting
2:00pm**

ATTENDANCE

Members Present: Tracey Hanson, Mayor Elinor Carbone, Dawn Niles

Members Absent: Shayn Ember

Visitors/Presenters: Katie Ramos

Recorder: Katie Ramos

Topic	Discussion	Action
Welcome & Introductions	Katie Ramos welcomed all in attendance	Noted
Review & Approval of Minutes	Minutes Approved, Dawn made motion to approve, Tracey seconded	Approved
Review Public Input Framework	Committee discussed survey link for public input. Discussed opening link in October following the OSAC meeting and having the link remain open for 30 days. Committee in agreement with this time frame. Katie provided update on municipality reporting. Committee reviewed and discussed guidelines for public input and will present at next OSAC meeting 9/12. Dawn agreed to present update.	Noted
Other business	Developed guidelines for public input and discuss at next meeting. No further meeting scheduled	Noted

NEXT MEETING – No meeting scheduled.

ADJOURNMENT – August 28th Meeting adjourned at 2:28 pm