



Town of Hampden

Town Planner

Memorandum

To: Anyone wishing to participate in remote Planning Board meetings
From: Karen M. Cullen, AICP, Town Planner
Date: May 21, 2020

Due to the ongoing coronavirus situation, the Hampden Planning Board will be conducting their meetings using remote technology to minimize the number of people attending the meeting in person. All meetings will still be held in the Council Chambers at the Town Office building, but most board members will be attending from remote locations. Applicants, abutters, and anyone else who may wish to attend have the option of doing so in person or from remote locations. If you attend in person, please practice physical (aka social) distancing while there, and we are encouraging people to use a face mask.

Since not everyone has a computer, tablet, or smart phone and access to broadband internet, the following instructions are provided to address known potential scenarios which participants may have:

To access the application materials:

1. If you have access to the internet – go to <https://hampdenmaine.gov> and click on Town Departments, Planning, Planning Board Applications and then click on the application you are interested in.
2. If you have access to email and can receive large files – either call 862-4500 ext. 160 or email planner@hampdenmaine.gov and leave a message stating what application you are requesting, along with your email address, and we will send it to you by email.
3. If you do not have access to the internet – call and leave a message for the Town Planner at 862-4500 ext. 160 with your name, mailing address, and which application you are requesting, and we will send a paper copy of the application to you. Please make sure you request it well in advance of the meeting so we have time to get it to you.

To participate in the meeting from a remote location:

1. If you have a computer or tablet with access to broadband internet: You can join the virtual meeting through the Google Meet platform.
 - a. If you are an applicant or an abutter, you will receive a link and instructions in the public hearing notice we will send to you.
 - b. If you are an interested citizen, please either call 862-4500 ext. 160 or email planner@hampdenmaine.gov and leave a message with your contact info and we will provide you with the specific information you'll need.
2. If you have access to broadband internet, you can watch the meeting through Town Hall Streams (<https://townhallstreams.com>, choose Hampden ME and click the go to button; or you can click on the Watch Meetings button on the town's home page (<https://hampdenmaine.gov>).
3. If you can watch the public access cable channel (Spectrum channel 1303) you can watch the meeting live.

NOTE: If you wish to submit testimony – comments or questions – for a public hearing, and are not going to attend in person, please submit your testimony in writing and email to the Town Planner at planner@hampdenmaine.gov PRIOR to the date of the meeting. She will read your testimony into the record during the hearing, and any questions or other responses will be made by the appropriate person during the hearing.

At this time (May 21, 2020) it is impossible to predict how long remote meeting technology will be used. Please feel free to email the Town Planner at planner@hampdenmaine.gov with any questions you may have. Thank you for your understanding; the Planning Board and staff are doing our best to keep business going during this uncertain time.