

Scanlon, Amy

From: Ron Shutvet <rshutvet@gmail.com>
Sent: Friday, February 23, 2018 9:09 AM
To: Historic Preservation
Cc: Eskrich, Sara
Subject: Notice of public meetings and recording of minutes of public meetings

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To the Historic Preservation Plan Advisory Committee

I am writing that in addition to other forms of meeting notice the you propose to use to inform the public that you send notices of upcoming meetings in a timely manner to the contact persons for all active neighborhood associations in the city of Madison. The Madison website has a [list of all active neighborhood associations and contact information](#). Many of these neighborhood associations have active listserves and written or online newsletters that can be used to spread the meeting notices to neighborhood residents. Both an early notice announcement and a second or subsequent announcements should be made again closer to the date of the meeting to remind city residents again of the upcoming meeting.

In addition, I suggest that you post notices of upcoming meetings on the [Historic Madison WI Photo Group on FaceBook](#). Try to include a historic image of a unique or special historical place in Madison in the post as that will draw more group members to the post and read it. This popular FaceBook group has over 12,000 members, many of whom live in Madison.

Regarding meeting minutes, every public meeting should be recorded with minutes that are detailed enough to allow someone who was unable to attend the meeting to get a good idea of what transpired at the meeting including the names of members of the public who chose to speak at the meeting and a brief summary of what they spoke about but not so sparse in detail that the main intent of the speakers comments are lost. I have recently found the minutes of some city or county meeting minutes so sparse that it is impossible to discern what happened at the meeting. Names of committee members and what they said during discussions are important to catch in the minutes, too.

Such sparse statements such as 'discussion ensued' about this or that item on the agenda without indicating who said what are inadequate.

I hope you take these comments into consideration and strive to implement them. You should consider using microphones to record meeting discussion and public comment to allow the minute taker to create better detail in the minutes than can be accomplished by someone taking brief notes during the meeting. The Urban Design Commission uses this process as well as some other committees. The microphone would also allow everyone at the meeting to more clearly hear the discussion at the meeting. Often people sitting further from the committee members can't clearly hear the discussion. It is important that members of the public who take the time to attend a public meeting can actually be able to hear what is being discussed with no difficulty.

Thank you for reading my concerns.

Ron Shutvet