

May 29<sup>th</sup>, 2012  
Council Workshop  
10:05PMPM – Council Chambers

Present: Mayor Kenneth Murchison, Deputy Mayor David Martin, Councilors John Boone, Bryan Thompson, Philip McDonough, and Mary Kate Barbosa Absent: Gary Aiken  
City Manager Steven Buck

Mayor Murchison opened the Workshop

1. Training and Certification pursuant to the Freedom of Access Act for elected officials.

The Manager had provided a copy of the materials taken from the State's website "The Maine Freedom of Access Act, Your Right to Know." A highlighted copy of the "Frequently Asked Questions" had been distributed as part of at least three different Council packets. All Councilors had read the Packet in preparation for the Workshop/s and indicated there was no need for the Manager to go through the Packet line by line.

A general discussion of the "Right to Know" law ensued. Specific questions were raised about the use of emails and the passage of information between meetings. The Manager indicated that he had observed no email activity that could be construed as the conduct of business, the development of opinions, discussions, or any other activity. He commended the Council on their professional conduct and noted that email is used to send meeting reminders or updates of time sensitive matters, such as emergency activities, to keep the Council informed should they receive calls from constituents between meetings.

The Council also discussed the protocol to direct any inquiries for information to City Administration as the depository of all information. City Administration is also accustomed to these requests, is trained on how to make the information available for inspection, in print, or electronically. If a question of the legal ability to disseminate any type of information is raised, staff sends the request to the Maine Municipal Association's Legal Department for a ruling, as they regularly handles these questions.

The Councilors having completed their review of the Frequently Asked Questions pursuant to Title 1 MRSA §412 et. Al. Councilors signed their Training Certificates and the City Clerk will maintain on file.

Adjourn 10:20PM