

Meeting Procedures and Ground Rules for Chapter 500 Stakeholder Engagement Process

Project Goal

Develop a consensus-based framework for improving the State’s stormwater regulations, specifically Chapter 500, considering the State’s environmental protection and climate adaptation goals.

Stakeholders

Membership

Any member of the public interested in the State’s stormwater regulations, including those in the Technical and Steering Committee, are considered stakeholders.

Meetings

This group will not meet. However, stakeholders will be able to watch the Steering Committee meetings and ask questions at the end of each meeting.

Communication

Throughout the process, the stakeholders will be updated via bulletins published under “Chapter 500 stakeholders” GovDelivery topic. A subscription request must be sent to Chapter500.DEP@maine.gov in order to receive the bulletins. The stakeholders can send any question, comment, and feedback regarding the stakeholder engagement process to Chapter500.DEP@maine.gov. The facilitator will monitor the Chapter 500 email and respond within five business days to any questions received.

Meeting Procedures for the Steering and Technical Committees

General

Steering Committee and Technical Committee meetings will be facilitated by Bina Skordas (FB Environmental) who will ensure that meetings remain on task and topics are covered efficiently. Prior to each meeting, committee members will receive an agenda of topics to be discussed, though members will have liberty to diverge from these topics if desired to achieve the goal. Additionally, when appropriate, before each meeting, a poll will be sent to the committee members to prime them for the next meeting and to gauge opinions or experience on the next meeting topic. Committee members will be notified of meetings through e-mails sent via Chapter500.DEP@maine.gov. Meetings will be publicized at least one week in advance.

More information on each committee/group can be found on the following pages.

Meeting Format

Meetings will be hybrid with an in-person option available at the Augusta, Maine DEP office (32 Blossom Lane, Augusta, Maine) and a virtual option available. The format of each meeting will generally be group discussion based. This may include large group discussions and/or smaller work groups.

Decision-Making

Decision-making will follow the Continuum of Consensus for key decision making to maintain efficiency and fairness of the process (University of Maryland, Center for Leadership and Organizational Change). In this approach, there are five levels of consensus (Fig. 1): top two (“Endorsement” and “Agreement with Reservations”) will be considered to constitute acceptance of recommendations that are discussed and voted on. Following this process will allow key decisions to be made without the need for a unanimous agreement. This voting structure will be applied to the technical committee and if needed, the Steering committee. Only committee members will have voting rights.

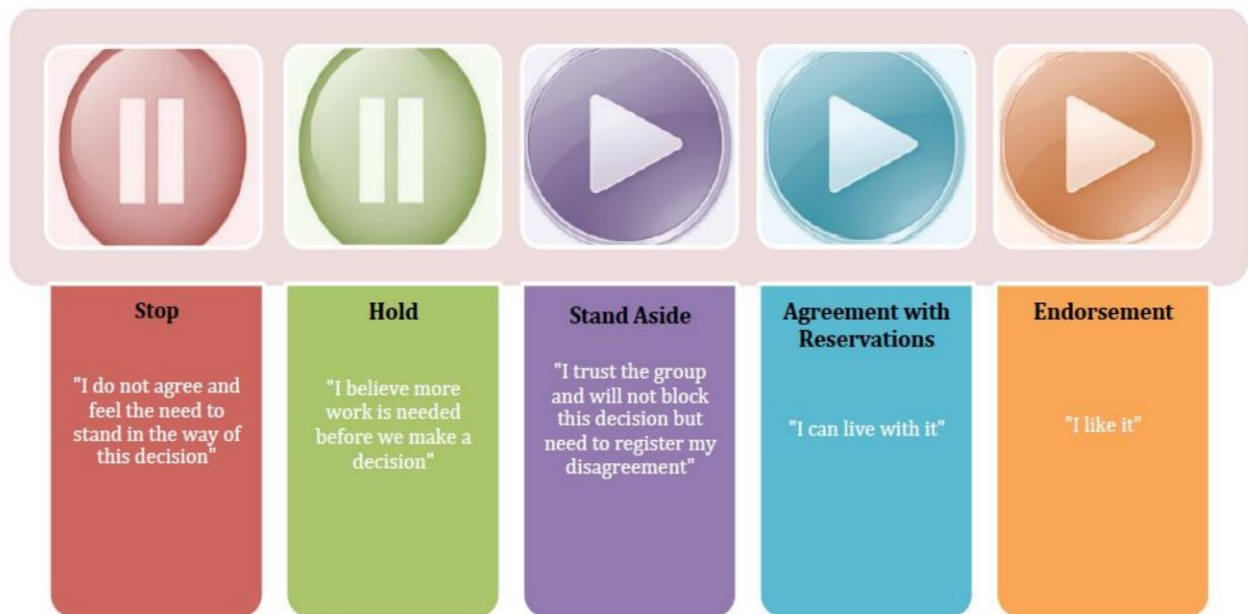


Figure 1. Five levels of consensus.

Ground Rules

All Steering Committee and Technical Committee meetings will adhere to Collaboration Best Practices:

- Commit the time, energy, and resources needed to meet project objectives;
- Recognize the validity of differing points of view;
- Be prepared to listen intently to understand others’ views;
- Regard disagreements as problems to be solved, not battles to be won.

Table 1. Facilitation and Project Support Team

NAME	EMAIL	AFFILIATION
Bina Skordas	binas@fbenvironmental.com , chapter500.dep@maine.gov	FBE (facilitator)
Maggie Kosalek	magdalynk@fbenvironmental.com	FBE (facilitator support)
Kerem Gungor	Kerem.Gungor@maine.gov	DEP
Cody Obropta	Cody.Obropta@maine.gov	DEP
Naomi Kirk-Lawlor	Naomi.Kirk-Lawlor@maine.gov	DEP
Rob Wood	Robert.Wood@maine.gov	DEP
David Waddell	David.Waddell@maine.gov	DEP

Steering Committee

Goal

Identify the areas of the State's stormwater regulations that need to be improved to define the Technical Committee's assignments.

Membership

Steering Committee members will consist of a representative cross-section of stakeholders and interested parties. Members of this committee will have various degrees of knowledge on and experience with the state's stormwater regulations and stormwater management. This committee will be capped at 20 members.

Meetings

There will be six Steering Committee meetings lasting up to three hours each. A regular schedule for meetings will be discussed and decided on at the first Steering Committee meeting.

Technical Committee

Goal

Develop scientifically and technically defensible, practicable stormwater standards as assigned by the Steering Committee.

Membership

Technical Committee members are to have professional experience and expertise pertinent to stormwater management and rules. This committee will be capped at 10 members. This committee may form ad hoc sub-committees to address specific issues. Ad hoc sub-committees may include additional subject experts other than the Committee members if needed.

Meetings

There will be five Technical Committee meetings lasting up to four hours each. A regular schedule for meetings will be discussed and decided on at the first Technical Committee meeting.