

General Guidelines for MVP Public Listening Session:

The MVP public listening session grant requirement is to allow broader community participation in the MVP planning process beyond the 8-hr stakeholder workshop. At least one public listening session must be completed by **May 31, 2019** as part of the MVP planning grant requirement. Starting in FY 2019, the municipality would not be eligible for MVP Action Grants until the listening session is complete. Designation will be held back until the public listening session is complete. The purpose of these listening session(s) is to allow for a two-way exchange between the MVP community Core Team and members of the concerned public. Below are some guidelines for planning and implementing these sessions and some acceptable alternative formats.

- Ensure Listening Session is open to the public in a central, easily accessible location in the municipality (city/town hall, public library, community center, etc.) and well publicized.
- Post the DRAFT MVP planning workshop report on City or Town website.
- Provide web link to DRAFT report at the listening session.
- Ensure that the core team is present and ideally elected officials.
- Provide a speaker(s) to present an overview of the Summary of Findings Report
 - Speaker(s) should be from the core team members and/or elected official(s).
 - Service provider for the respective community should not be the principle speaker(s).
 - Speaker(s) to review purpose, intent, objectives, and outcomes of workshop process.
- Provide a question and answer period for members of the concerned public
 - Consider bringing targeted questions for audience feedback to allow for a two-way exchange.
 - Consider bringing an extra base map for participatory feedback during the listening session.
 - Core team member(s) and/or service provider(s) respectfully listen and record responses from public.
 - Provide clarification about Findings.
- Provide opportunity for members of the concerned public to contribute in writing further input at the listening session.
 - Provide and encourage participants to write on index cards or postits that can be collected at the end of the session.
- Consider adding a full appendix to the final MVP report capturing the public listening session feedback.

Acceptable alternative format:

A public listening session can take place at a selectmen meeting only if they are open and promoted for public attendance, with similar allotment of time (~60 min) for the MVP listening session portion.