

TOWN OF FRYEBURG SELECT BOARD REMOTE PARTICIPATION POLICY

Pursuant to 1 M.R.S. § 403-B, and after public notice and hearing, the Town of Fryeburg adopts the following policy to govern the participation, via remote methods, of members of the Select Board and the public in the public proceedings or meetings of the Town.

Board members are expected to be physically present for meetings which will be held in-person. If the public wishes to attend, then they will need to do so in-person. Remote participation will only be allowed in emergency or urgent situations that requires the public body to meet by remote methods, such as when meeting in public will create a public health issue (such as the COVID-19 pandemic). If the need arises to meet via remote methods, then the participation of the entire board and the public will be only be remotely, except that the chairman may be present with the town manager.

The chair or presiding officer of the board/committee, in consultation with other members if appropriate and possible, will make a determination that remote methods of participation are necessary in as timely a manner as possible under the circumstances.

Remote methods of participation may include telephonic or video technology allowing simultaneous reception of information and may include other means necessary to accommodate disabled persons. Remote participation will not be by text-only means such as e-mail, text messages, or chat functions. The public will be provided a meaningful opportunity to attend via remote methods when the Select Board participates via remote methods. If public input is allowed or required at the meeting, an effective means of communication between the board and the public will also be provided.

The public will also be provided an opportunity to attend the meeting in person unless there is an emergency or urgent issue that requires the entire board to meet using remote methods. Notice of all meetings will be provided in accordance with 1 M.R.S. § 406 and any applicable charter, ordinance, policy, or bylaw. When the public may attend via remote methods, notice will include the means by which the public may access the meeting remotely and will provide a method for disabled persons to request necessary accommodation to access the meeting.

Notice will also identify a location where the public may attend the meeting in person. The board will not restrict public attendance to remote methods except in the case of an emergency or urgent issue that requires the board to meet using remote methods of attendance. The Notice will also notify the public, how to determine, in advance of the commencement of the meeting, whether the meeting has been determined to be by remote methods of participation and how to participate remotely, as a member of the public.

The board will make all documents and materials to be considered by the board available, electronically or otherwise, to the public who attend remotely to the same extent customarily available to the public who attend in person, provided no additional costs are incurred by the body.

All votes taken during a meeting using remote methods will be by roll call vote that can be seen and heard if using video technology, or heard if using audio technology only, by other members of the board and the public. A member of the board who participates remotely will be considered present for purposes of a quorum and voting. This policy will remain in force indefinitely unless amended or rescinded.

Dated: _____

Signed:
