

Town of Readfield
Remote Participation Policy
Adopted Pursuant to Title 1 MRSA § 403-B

Purpose

It is the policy of the Town of Readfield to allow elected and appointed members of all public bodies (municipal boards, committees, and commissions), municipal employees, volunteers, and members of the general public to participate in public meetings as defined by Title 1 M.R.S.A. § 403. by remote means including but not limited to telephonic and video conferencing capabilities.

Conditions and Requirements

Members of any public body (elected and appointed officials) are expected to be physically present for public proceedings except when being physically present is not practicable. Circumstances in which physical presence for one or more members is not practicable shall include:

1. The existence of an emergency or urgent issue that requires the public body to meet by remote methods;
2. Illness, other physical condition or temporary absence from the jurisdiction of the body that causes a member of the body to face significant difficulties traveling to or attending in person at the location in the notice provided by Title 1 § 406 M.R.S.A.; and
3. The area of the public body's jurisdiction includes geographic characteristics that impede or slow travel.

Members of the public will be provided the ability to participate by remote methods and the Town will provide conference call and/or video connection web links to any member of the public that wishes to participate by remote methods at any meeting where remote participation is allowed.

If public input is allowed at any meeting where remote participation is allowed, the Town will provide an effective means of communication between the members of the body and the public.

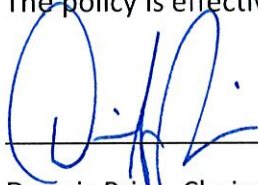
All notices of proceedings will be advertised by posting on the Town's website and bulletin boards. If applicable, the notice will include the means by which members of the public may access the proceeding using remote methods. The notice will also identify where the members will be meeting in person and this location will be available for members of the public to attend in person as well.

All votes taken during a public proceeding using remote methods must be taken by roll call vote that can be seen and heard if using video technology, and heard if using only audio technology, by other members of the public body and the public.

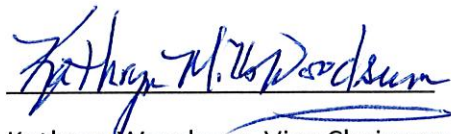
All documents and other materials considered by the public body will be made available electronically or otherwise to the public who attend by remote methods to the same extent customarily available to members of the public who attend the proceedings in person.

Effective Date and Amendments

The policy is effective on August 23, 2021 and may be amended by the Select Board.



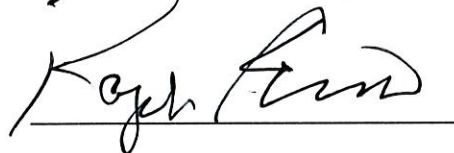
Dennis Pride, Chairperson



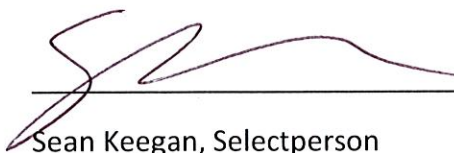
Kathryn Woodsum, Vice Chairperson



Carol Doorenbos, Selectperson

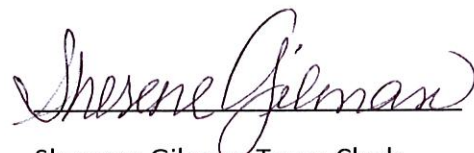


Ralph Eno, Selectperson



Sean Keegan, Selectperson

Attested as a true copy.



Sherene Gilman, Town Clerk

Date Aug. 24, 2021