



Town of Chebeague Island

To: Carol White, Chair of the Selectboard

From: Viktoria G. Wood, Town Administrator

Date: November 17, 2025

RE: Town Administrator Report

CHEBEAGUE ISLAND SECURES \$1 MILLION IN FEDERAL FUNDING FOR STONE PIER PROJECT

We're excited to announce that the recently passed federal funding package includes \$1,000,000 for Stone Pier improvement project! This investment will strengthen our infrastructure and help us adapt to climate change impacts, ensuring safe and reliable access for our community.

A huge thank you to Congresswoman Chellie Pingree and everyone who supported this effort. Stay tuned for next steps!



COMMITTEE MEMBERS NEEDED!

- Planning Board- 2 members
- BOAA-1 member

Planning Board Hearing December 8th at 6PM at the Hall. Notices are getting sent out this week to the abutters. Information is available on Town Site.

Chandlers Dock Repair

- We continue open communication with the Department of Transportation regarding Chandlers Dock repairs.

192 North Road, Chebeague Island, Maine 04017

T: (207) 846-3148 | F: (207) 846-6419 | E: townadmin@townofchebeagueisland.org

www.townofchebeagueisland.org

- The Harbormaster has been asked to notify all fishermen who will be impacted by the pile replacement work.
- Updated schedule: December 19 – January 1 for pile replacement.
- We will maintain ongoing communication with fishermen about these date changes and project details.

Broadband

- Andrew and I met to review broadband bills and payments from Axiom.
- A draft email to Axiom, including a statement and invoice, is under review.
- Once finalized, the draft will be shared with the Selectboard.

Meeting with DEP

- Carol, Paul, Lorren, and I met with Rob Wood from the Department of Environmental Protection.
- Discussion focused on managing the growing number of shoreline stabilization projects on Chebeague.
- Goal: Ensure effective tracking and municipal preparedness for these projects.
- Outcome: DEP provided helpful suggestions and gained a better understanding of the challenges faced by our small community with numerous significant projects.

Meeting with CTC

- Eliza, Richard, and I met with the CTC board.
- Topics included infrastructure and assets critical to CTC and municipal operations (parking lots, wharfs, etc.), with emphasis on essential functions such as transportation for residents, town employees, school children, and emergency services.
- Both boards agreed that agreements inherited from Cumberland need review and updates.
- Next step: Boards will meet in January with a detailed agenda focused on improvements and collaboration.

Float Removal

- Jeff is coordinating with the company responsible for float removal at Stone Wharf, scheduled to begin after December 1.
- Exact dates will be confirmed as the time approaches.
- I will consult with CWC regarding the recommendation to keep some floats in place, as has been done in recent years.
- Reasoning: Limited access at Chandlers for fishermen and reduced ice concerns compared to previous years.

*Respectfully submitted,
Viktoria Wood*



Town of Chebeague Island

To: Carol White, Chair of the Selectboard

From: Viktoria G. Wood, Town Administrator

Date: November 17, 2025

RE: 25-094: Summary of Draft Shoreline Resilience Resolution Updates

Thank you for reviewing the latest draft of the **Shoreline Resilience Resolution**. Below is a summary of the key updates and feedback received:

Summary

- The draft was revised to reflect Planning Board feedback and avoid language that appears to favor one approach over another.
- The resolution now emphasizes a **balanced approach**, encouraging nature-based solutions **where appropriate**, while committing to evaluating all options based on best practices.
- Ehrhardt Groothoff expressed support for these changes, noting they demonstrate a thoughtful and inclusive approach.

Key Changes

1. Original phrasing:

“Rather than relying on hard infrastructure such as seawalls, bulkheads, and riprap...”

Updated phrasing:

“Encourages consideration of nature-based solutions whenever possible and commits to evaluating all options as appropriate to the situation and best practices.”

2. Shift from directive language to inclusive language:

- Removed wording that implied disapproval of hard infrastructure.
- Added language promoting flexibility and collaboration with best practices.

Thank you for your time and input!

Respectfully submitted,

Viktoria Wood

TOWN OF CHEBEAGUE ISLAND
DRAFT SELECT BOARD RESOLUTION

Impacts from climate change, including sea level rise and an increasing intensity of coastal storms, have resulted in growing erosion along Chebeague's shore. Improving Chebeague's resilience to coastal erosion requires adaptation to these new conditions. Protecting coastal private property as well as coastal resources often involves choosing between gray (hard) and green (nature-based) infrastructure. Understanding the trade-offs is key to selecting the right approach for private property and the surrounding ecosystem.

In alignment with state-level guidance, the Town of Chebeague Island supports adopting a local policy that promotes shoreline resilience informed by science and best practices. When appropriate, the town encourages property owners to collaborate with neighbors, town officials, and outside consultants to design shoreline restoration projects that reflect the principles outlined by the DEP—favoring nature-based solutions and living shorelines while balancing the need to protect private property.

Supporting Nature-Based Shoreline Stabilization Practices

WHEREAS, the Maine Department of Environmental Protection (DEP) has adopted rules encouraging property owners to consider nature-based solutions in the context of designing shoreline stabilization projects

WHEREAS, scientific evidence has shown that hardening shorelines with structures such as seawalls, bulkheads, or riprap can lead to increased erosion, beach loss, and negative impacts on neighboring properties and ecosystems; and

WHEREAS, the DEP's OUR SHORE Guide promotes ecological approaches that reduce erosion, improve water quality, and support wildlife habitat along Maine's freshwater and coastal shorelines; and

WHEREAS, nature-based strategies align with the Town's commitment to environmental stewardship, climate resilience, and sustainable land use practices;

NOW, THEREFORE, BE IT RESOLVED, that the Select Board of the Town of Chebeague Island hereby:

Supports the Maine DEP's initiative to promote and encourage nature-based shoreline stabilization practices;

- Encourages property owners within the Town to consult the OUR SHORE Guide and consider ecological alternatives to traditional hard armoring;
- Directs Town staff to share educational resources and guidance with residents, contractors, and developers regarding nature-based shoreline stabilization;

TOWN OF CHEBEAGUE ISLAND
DRAFT SELECT BOARD RESOLUTION

- Commits to incorporating considerations of nature-based principles into future shoreline-related planning, permitting, and conservation efforts.

Adopted this [Insert Date] day of [Insert Month], 2025, by the Select Board of the Town of Chebeague Island.

Chair, Select Board

Board Member

Board Member

Board Member

Board Member

DRAFT



Town of Chebeague Island

To: Carol White, Chair of the Selectboard
From: Viktoria G. Wood, Town Administrator
Date: November 13, 2025
RE: 25-095: FY27 Budget Approval Schedule

This memo provides an overview of the proposed budget timeline, which includes several changes from previous years. The schedule begins with a brief discussion of the process, sharing the timeline, and outlining expectations. Key adjustments include placing a stronger and earlier emphasis on capital expenditure, given their significance and the need for additional review time. Nonprofit presentations will be removed, shifting greater responsibility to departments to supply complete information without requiring the Selectboard to examine every detail. Additionally, the Finance Committee will present its recommendations immediately following the introductory discussion, ensuring their input is available before the process moves into deeper stages.

Timeline Summary

December 2025: Goals set, department requests submitted.

January–February 2026: Finance Committee presentation, drafts prepared, capital expenditures reviewed, nonprofits paperwork collected.

March–April 2026: Multiple revisions, school meetings, finalize capital requests, nomination papers handled.

May 2026: Final budget approval, ordinances signed, warrant posted.

June 2026: Annual Town Meeting for community vote.

Respectfully submitted,

Viktoria Wood

FY27 Budget Timeline

Budget Approval Checklist

- Wed. Dec 3, 2025, 6 PM – BOS Meeting: Introduction to Budget Process
- *Mon. Dec 15, 2025 – Department Budget Requests Due*
- Wed. Jan 7, 2026, 6 PM – BOS Meeting: Finance Committee Budget Presentation
- Wed. Jan 28, 2026, 6 PM – First Draft of Budget Presented
- Sat. Feb 7, 2026, 9 AM – Capital Expenditures Review
- *Mon. Feb 9, 2026 – Nonprofit Paperwork Due*
- Wed. Feb 11, 2026 – Second Draft of Budget & Capital Expenditures
- *Fri. Feb 27, 2026 – Nomination Papers Available*
- Sat. Mar 7, 2026, 9 AM – Nonprofit Contributions & Second Draft Review
- Tues. Mar 10, 2026, 6 PM – First Meeting with School
- Wed. Mar 25, 2026, 6 PM – Third Draft & Finalize Capital Requests
- **Wed. Apr 1, 2026 – Second Meeting with School**
- *Tues. Apr 7, 2026 – Nomination Papers Due*
- Wed. Apr 8, 2026, 6 PM – Fourth Draft of Budget
- **Wed. May 6, 2026, 6 PM – Review Draft Town Warrant**
- **Wed. May 20, 2026 – Final Budget Approval (Town Meeting Warrant Signed)**
- *Wed. May 20, 2026 – Ordinances Signed & Warrant Posted*
- Sat. Jun 6, 2026 – Annual Town Meeting

Note: Bold dates indicate regularly scheduled Selectboard meetings; italicized items denote critical deadlines.



Town of Chebeague Island

To: Carol White, Chair of the Selectboard
From: Viktoria G. Wood, Town Administrator
Date: November 17, 2025
RE: 25-096: Suggested Special Town Meeting Date

This agenda item stems from my proposal at our last meeting to hold a Special Town Meeting. I am suggesting **Saturday, January 24, 2026, at 9:00 AM** as the date. If the board supports this, we will proceed with creating a warrant and drafting the proposed articles for a vote.

The warrant must be advertised and posted at least seven days before the meeting. I recommend finalizing it at the January 7th meeting to allow extra time for posting and avoid the need for a separate meeting just to sign the warrant. Based on this timeline, you can expect a draft of the warrant by December 17th.

If January 24th does not work, we will identify an alternative date. Ideally, it would be most efficient to complete this meeting before February.

Respectfully submitted,
Viktoria Wood



Town of Chebeague Island

To: Carol White, Chair of the Selectboard
From: Viktoria G. Wood, Town Administrator
Date: November 17, 2025
RE: 25-098: Committee Guidelines Memo

The *Town of Chebeague Island Committee Guidelines* establish clear expectations for the operation of volunteer Boards, Commissions, and Committees.

This document outlines the application and appointment process, meeting procedures, communication protocols, and ethical standards for members. Adopting these guidelines is essential to ensure transparency, consistency, and accountability in committee work, while fostering respectful collaboration and compliance with state and local laws.

It provides a framework that strengthens public trust and supports effective governance. I hope the Selectboard considers adopting this policy.

Respectfully submitted,
Viktoria Wood

Town Committee Guidelines — Town of Chebeague Island

The Town of Chebeague Island values the involvement of its citizens as volunteers on its numerous Boards, Commissions and Committees. These volunteers support the work of the Select Board and the municipal staff by providing insights and recommendations related to Town policies, programs and initiatives of interest and concern to the community.

In this handbook, the term “Committee” refers to all Town volunteer Boards, Commissions, Committees and Task Forces, whether standing or ad hoc. This guidebook provides detail on how you can apply to join a Committee, written guidance on Committee members’ responsibilities, the different roles within a Committee, how Committees should function, and what Town or State policies must be followed. Except for certain Committees that have legal decision-making authority (adjudicatory committees, such as the Planning Board and Board of Adjustment and Appeals), Committees and their members are not authorized to act without official approval and/or direction from the Select Board.

Finally, as a Committee member, you will be representing the Town in your role. Your conduct reflects the Town and is part of how it can achieve its goals surrounding both public involvement and advancement of our community. You are expected to follow the Select Board's Code of Conduct and Ethics Policy with respect to courteous behavior, dialogue and interaction with all fellow community members (Appendix). The following guidelines apply to Town Committees

Committee Application and Appointment

Before Applying:

Become familiar with the various Committees in Town through the Town’s website and the specific webpage for Committees. Consider contacting the Committee Chair or a member of a Committee that you think may interest you. Consider attending Committee meetings to learn more about what they do and how they function.

Application Form

Individuals interested in serving on a committee should fill out a Committee Application Form and return it to the Town Clerk. A copy of the form is online and in Appendix _____. Note that you need to be a Town resident to apply unless the Committee charge provides an exception to this rule.

Appointment

1. Committee members are appointed by the Select Board as specified by law or ordinance, or at the discretion of the Select Board. The term of appointment generally ends on June 30 of the appropriate year. Should an appointee fail to execute a committee oath form on file with the Town Clerk's Office within 60 days of appointment that appointment shall be null and void.
2. Reasonable attendance at committee meetings is expected. Continued absence will result in replacement.
3. Unless otherwise required by statute or bylaws, the Select Board may appoint the committee Chair or authorize the committee to elect its own Chair. When such election is not made, the Select Board shall designate the Chair. The committee may elect its secretary.
4. Upon acceptance of appointment with a committee, a person shall sign a copy of these Committee Guidelines and Code of Conduct and Ethics Policy and return the signed copies with the Town Clerk.
5. Most Committees have 3-year terms for their members, unless otherwise specified in the Committee's charge. The terms are staggered to provide continuity for their activities. However, candidates may be approved to complete an unexpired term if a previous member has resigned. In this case, the initial term may be less than a full term.

Reappointment

The process of being reappointed to a committee at the end of a term is the same as for the initial appointment process. The Town Clerk's office will notify the Committee member whose term is expiring several weeks in advance of their term expiration date so there is time to re-apply.

Committee members are not obligated to reapply if they no longer wish to serve on the Committee and the Select Board is not obligated to recommend reappointment. If you do not wish to reapply, notify the Clerk as soon as possible. Likewise, by not submitting a renewal application, the Select Board will assume that the candidate no longer wishes to continue as a Committee Member. Reappointment may be based on additional criteria including attendance record, public conduct and contribution to the Committee's charge.

Resignation

Committee members who wish to resign their position before the end of their term must notify the Town Clerk and Committee Chair in writing as soon as possible to allow for timely recruitment of a new candidate.

Committee Operations and Procedures

Meeting Procedures

1. All committees are subject to the Freedom of Access law and to the Town's Freedom of Access Policy. Members of the Planning Board and BOAA must complete FOIA training as required by law.
2. A committee may take or approve actions, hold votes or authorize recommendations to the Select Board or take other actions only at official meetings when a quorum is present.
3. A quorum of a committee, required for a formal meeting, is a simple majority of all members.
4. Only committee members who have accepted appointments or re-appointments may vote. In case of a tie vote, the vote shall be considered negative.
5. Recommendations to the Select Board must be authorized by majority vote at an official meeting and in presenting a recommendation to the Select Board, the number of yeas & nays shall be reported.
6. Minutes of all committee meetings shall be filed with the Town no later than five days after the committee meeting at which the minutes are accepted. Minutes are available for public review and should contain an account of all subjects discussed and any recommendations and votes taken or other actions.
7. Notice should be given to the Town Clerk or designee at least three days in advance of meeting dates to allow for adequate public notice. Committees should try to avoid scheduling meetings at the same time as other meetings. No meetings may be held at the same time as Select Board Meetings or Town Meetings.

Public Notice, Meeting Recording and Remote Meetings

Adjudicatory Committees

- All meetings must be publicly noted.
- All meetings must be conducted via the town's YouTube channel and recorded.

Advisory and Ad Hoc Committees

- All meetings must be publicly noticed and meeting minutes recorded.
- All Committees should follow the Town's Remote Meeting Policy (Appendix___) .

Communication

Communication with town staff and outside entities should be through the Committee Chair.

The town administrator should be copied on emails by the Committee Chair to outside parties such as state agencies, town contractors, property owners and staff. Prior authorization from Town Administrator is required before contacting outside counsel or town contractors.

Limitations:

1. Committees may not make decisions on behalf of the Town except as specifically provided by Maine Statute or Chebeague Island ordinance.
2. All documents issued by a committee to the media or to any agency, other than the Town, must first be cleared by the Town Administrator or the Chair of the Select Board.
3. The Town Administrator shall be consulted prior to any proposed media coverage.
4. No committee or committee members should represent that it or its members speak on behalf of the Town unless officially authorized to do so. However, committee members may speak as individuals.
5. No committee or committee member may commit Town funds. The expenditure of funds, within amounts appropriated, must be approved by the Town and purchasing policies followed. Committees needing to make a purchase should consult the Town Administrator.

Chairperson's Responsibilities

1. Orient new Committee members to the work of the Committee and these guidelines.
2. Assure that the guidelines are followed by all Committee members.
3. Prepare agendas for the Committee and chair the meeting discussions.
4. Assure that minutes are produced and transmitted for each meeting following these guidelines.
5. Notify the Town Administrator of member resignations or leadership changes.
6. May recommend member replacements to the Select Board due to resignation or continued absence.

Secretary Responsibilities

1. Prepare meeting minutes in a timely fashion
2. File meeting minutes with the administration within 5 days of approval

Note: In some cases, staff prepare minutes for the Planning Board and BOAA

Committee Member Responsibilities

1. Work to the best of one's ability to support Committee activities.
2. Notify the Chair if expecting to be absent – attendance affects a quorum.

3. Commit to attending meetings, being an active participant, engaging in respectful dialogue to carry out the work of the Committee.
4. Disclose any conflict of interest that may arise and recuse oneself from voting on that issue. The recused member may participate in the discussion as a member of the public.
5. Observe the Town's Code of Conduct and Ethics Policy.

Select Board Liaison

May be named as an ex-officio member of the Committee by the Select Board

1. Provides general guidance to the Committee
2. Serves as the conduit for Committee-related matters to come before the Select Board
3. Communicate with the staff about Committee related matters as necessary

I have received a copy of these guidelines

Signature

Printed Name

Date

Adopted: November 19, 2025



Town of Chebeague Island

To: Carol White, Chair of the Selectboard

From: Viktoria G. Wood, Town Administrator

Date: November 17, 2025

RE: 25-099: Remote Participation Memo

After COVID, the Selectboard adopted a remote participation policy; however, it did not apply to other boards. Selectboard meetings have been recorded via Zoom, livestreamed, and archived on YouTube. Remote participation has been challenging due to limited technology and staffing to manage the software.

There is significant interest in expanding remote access to all boards and enabling viewers to participate virtually. While we currently lack the capacity to implement this for every board, I am proposing updates to the existing policy. The most notable change is to include the Planning Board and Board of Adjustment and Appeals, ensuring all their meetings are recorded and livestreamed like the Selectboard.

These two boards are quasi-judicial and make decisions that carry greater weight and impact on the community, municipality, and residents compared to other boards. To promote transparency and improve public access, starting with these boards is a practical first step.

In the future—likely during the budget process—we should discuss creating a dedicated technology position or offering a stipend role. This is long overdue and essential to meet the growing demand for technological services. For now, I believe the proposed ordinance is a step in the right direction.

In addition to the proposed policy changes, I am including a brief FAQ sheet. This FAQ explains the proposed policy for remote participation in municipal board meetings. It covers which boards are included, when fully remote meetings are allowed, how members and the public can join remotely, recording and broadcasting requirements, voting procedures, and confidentiality rules for executive sessions. Town Meetings are excluded. The policy ensures transparency and accessibility while maintaining proper governance standards.

Respectfully submitted,

Viktoria Wood



Town of Chebeague Island

Remote Participation Policy – Public FAQ

1. What is the purpose of this policy?

The policy ensures open and transparent government by allowing municipal boards to conduct meetings remotely when necessary and enabling public participation through remote means.

2. Which boards does this policy apply to?

It applies to the Select Board, Planning Board, Board of Appeals (BOAA), and any other municipal boards or committees that adopt it by majority vote and file notice with the Town Clerk.

3. When can a board hold a fully remote meeting?

A board may hold a remote meeting only when the Chair (or Vice Chair) determines, in consultation with the Town Administrator, that an emergency or urgent issue requires it.

4. Can individual board members participate remotely in an in-person meeting?

Yes, if being physically present is not practicable due to illness, temporary absence from the island, geographic challenges, or disability accommodations.

5. How will the public be notified about remote meetings?

Public notice will include the date, time, physical location, and instructions for remote access. Members of the public must have a reasonable opportunity to participate remotely and in person (unless the entire meeting is remote).

6. Will meetings be recorded and broadcast?

Yes. The Select Board, Planning Board, and Board of Appeals must record all meetings conducted using the chosen videoconferencing platform (e.g., Zoom). These recordings will be preserved under public records laws and made available to the public. Additionally, all such meetings will be broadcast live on the Town's official YouTube channel, and links will be posted on the Town website.

7. Are all municipal boards required to record all their meetings?

No. At this point, the municipality does not have the capacity to record and stream all municipal boards. Selectboard, Planning Board and Board of Adjustment and Appeals (as quasi-judicial boards) are required to record their meetings.

8. Do remote participants count toward quorum and voting?

Yes. Members participating remotely count toward quorum and may vote. All votes must be taken by roll call.

9. How are executive sessions handled remotely?

The Chair must confirm that no unauthorized person is present during an executive session conducted remotely. Executive sessions cannot be recorded.

10. Does this policy apply to Town Meetings?

No. Town Meetings are excluded from this policy.

TOWN OF CHEBEAGUE ~~REMOTE PARTICIPATION POLICY FOR MUNICIPAL~~
~~BOARDS~~

Pursuant to 1 M.R.S. § 403-B

Deleted: MUNICIPAL BOARDS

I. Applicability:

This policy applies to the Select Board, Planning Board, Board of Appeals (BOAA), and any other municipal boards or committees that choose to adopt it by majority vote. Each board may individually opt in by formal adoption and file notice with the Town Clerk.

Formatted: Underline

Formatted: Font: Bold, Underline, Font color: Red

Formatted: Font color: Red

II. Purpose: The Town of Chebeague Island strives to provide an open and transparent government that maximizes the ability of its residents to participate in the public process. This Policy sets forth the conditions under which an applicable board may conduct a remote meeting, as that term is defined in this Policy. In addition, this Policy sets forth how and under what circumstances individual members of the said Board (and members of the public) may participate in an in-person public meeting of the said Board by remote means.

Deleted: upon which the Town of Chebeague Island Select Board

Deleted: Select

Deleted: Select

III. Definitions:

a. "Public meeting" means a "public proceeding," as that term is defined in 1 M.R.S. § 402(2), as may be amended.

b. "Remote means" means "remote methods" as that term is defined in 1 M.R.S. § 403-~~B (1)~~, as may be amended. For purposes of this Policy, "remote means" may include, but is not necessarily limited to: Zoom, Go-To-Meeting, Skype, Google Meet, or other comparable internet-based videoconferencing platform that allows for "screen-sharing" functionality. Remote means does not include text-only means such as e-mail, text messages, or chat functions.

Deleted: B(

c. "Remote meeting" means a public proceeding, as defined in 1 M.R.S. § 402(2), as may be amended, conducted solely by remote means.

IV. Remote Meetings of Municipal Boards: ~~Boards~~ shall conduct their meetings in person unless the Chair (or in his/her absence, the Vice Chair), in consultation with the Town Administrator, makes a determination that an emergency or urgent issue exists that requires the Select Board to conduct a remote meeting. The determination of such an emergency or urgent issue shall be made as soon as possible and the notice of a meeting being conducted by remote means shall be disseminated consistent with 1 M.R.S. § 406, as may be amended, and this Policy.

Deleted: the Select Board

Deleted: The Select Board

Deleted: its

Formatted: Font: Not Italic

Formatted: Font: Not Italic

Formatted: Font: Not Italic

Deleted: practicable, and

Deleted: Individual Select Board Members

Deleted: Select

V. Remote Participation by Members: Except for a remote meeting being conducted consistent with Section III of this Policy, members of the Board are expected to be physically present for all public meetings except when being physically present is not practicable for one or more members. Circumstances under which physical presence for one or more members is not practicable include:

Deleted: Adopted 8/4/2021

Remote Participation Policy

- a. Illness or other physical condition, or temporary absence from the Town of Chebeague Island, that causes the member to face significant difficulties travelling to and attending the public meeting in ~~person.~~
- b. The Town's geographic characteristics impede or slow travel due to its territorial limits consisting of a number of islands that are not connected by bridges; or
- c. To provide a reasonable accommodation ~~for a member with a disability.~~
- d. ~~Remote participation is permitted for municipal employees and hired professionals such as the Town Attorney or engineers. This approach reduces travel to the island and simplifies meeting arrangements with the necessary board.~~

Deleted: person;

Deleted: to

Formatted: Normal

A member who is unable to attend a meeting in person shall notify the Chair (or in his/her absence, the Vice Chair), as well as the Town Administrator, of the existence of such circumstances as far in advance as is possible.

~~To promote transparency and public access, the Selectboard, Planning Board, and Board of Adjustment and Appeals (as quasi-judicial boards) and any board that chooses to adopt this policy shall record all meetings conducted in person or by remote means using the chosen videoconferencing program (e.g. Zoom). These recordings must be preserved in accordance with applicable public records laws and made available to the public. Additionally, all such meetings shall be broadcast live on the Town's official YouTube channel to ensure real-time public viewing. The Town Administrator shall oversee compliance with these requirements and ensure that links to live streams and recordings are posted on the Town's website promptly.~~

VI. **Public Notice of Remote Meeting or Remote Participation:** When ~~a Board decides~~ to conduct a public meeting by remote means or when one or more members of the ~~Board~~ are permitted to participate in an in-person meeting by remote means, the following shall occur:

Deleted: the

Deleted: Select

Deleted: elects

Deleted: Select

- a. Notice of the public meeting shall be provided in a manner that provides ample time to allow public attendance. Such notice shall be disseminated in a manner that is reasonably calculated to notify the general public of the time, date, location, and method to be used to conduct the meeting. Such notice shall provide information regarding how members of the public may attend the public meeting remotely ~~and~~ shall provide the physical location where members of the public may participate in person.
- b. Members of the public shall be provided with a ~~reasonable opportunity~~ to participate in the public meeting by remote means, which shall at a minimum include an effective means of communication between such members of the public and the ~~Board~~. Reasonable accommodations may be provided when necessary to provide access to individuals with disabilities.

Formatted: Font: Not Bold

Deleted: Select

Deleted: Adopted 8/4/2021

c. Unless the entire Board is conducting a remote meeting as provided in Section III of this Policy, members of the public must be provided the option to attend the meeting in person or by remote means.

Deleted: Select

d. Documents considered by the board must be accessible to the public by the same or better means as provided to members.

Deleted: All documents and other materials considered by the Select Board shall be made available to members of the public by the same or more efficient means as they are provided to individual Select Board members. This requirement may be met by: (i) posting all documents and materials to be considered by the Select Board on the Town's website at least one (1) business day prior to the meeting; (ii) making physical copies of all documents and materials to be considered by the Select Board available for in-person pick-up at the Town Office at least one (1) business day prior to the meeting; or (iii) enabling the "screen-sharing" function of the remote means utilized for the meeting in such a way that members of the public are able to view all relevant documents and materials while the Select Board is reviewing and discussing the same.

VII. Quorum: Members participating remotely count toward quorum and may vote. All votes must be by roll call.

VIII. Roll Call Vote Required: All votes taken during a remote meeting being conducted consistent with Section III of this Policy or where one or more members of the Board are participating remotely 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 all members of the Board and the public.

IX. Executive Sessions: To preserve the executive session privilege of any portion of a meeting closed to the public, the Chair should confirm with each attendee that no unauthorized person is present or has access to any executive session being conducted via remote means. There shall be no audio or visual recording of an executive session.

Deleted: A member

Deleted: of the Select Board who

Deleted: es

Deleted: in a public meeting by remote means is considered present for purposes of determining the presence of a quorum and voting

X. Other Town Boards and Committees: Any public body organized under the auspices of the Town may adopt this Policy to comply with 1 M.R.S. § 403-B. Any public body adopting such a remote participation policy under this section must file written notice of the vote with the Town Clerk upon adoption. Any such public body may also choose to set more stringent regulations for remote participation, provided that said policy is at least as stringent as this Policy and complies with 1 M.R.S. § 403-B. Such enhanced policy must also be approved by a vote of a majority of the members of said body, and a copy of said enhanced policy must be filed with the Town Clerk upon adoption.

Deleted: Select

Deleted: Select

Deleted: in order to

Deleted: body

XI. Applicability: This Policy does not apply to Town Meetings.

XII. Amendment; Severability; Effective Date: This Policy may be amended as needed by a majority vote of the Board. The provisions of this Policy are severable, and if any provision shall be declared to be invalid or void, the remaining provisions shall not be affected and shall remain in full force and effect. This Policy shall take effect immediately upon adoption by the Board.

Deleted: Select

Deleted: Select

Date Adopted: August 4, 2021

Amended: November 14, 2025

Deleted: Adopted 8/4/2021

Remote Participation Policy

Adoption Template

Formatted: Font: 16 pt, Not Bold
Formatted: Centered

Sample Motion

[move that the [Board Name] adopt the Town Remote Participation Policy as presented, effective immediately, and file notice of adoption with the Town Clerk

Formatted: Font: 14 pt, Not Bold
Formatted: Font: 14 pt
Formatted: Font: Not Bold
Formatted: Indent: First line: 0"

Vote Record

Formatted: Font: 14 pt

Date of Vote: _____

Motion Passed: Yes / No

Board Chair Signature: _____

Formatted: Font: Not Bold

Remote Participation Policy

Deleted: Adopted 8/4/2021