



TOWN OF KENNEBUNKPORT, MAINE

**Board of Selectmen Agenda  
August 10, 2021 @ 3:00 PM  
Village Fire Station – 32 North Street**

1. Call to Order.
2. Adopt Resolution regarding Remote Meeting Policy.
2. Adjournment.

August 6, 2021

## Resolution

### Kennebunkport Board of Selectmen

A recently adopted amendment to the open meetings law permits public meetings to be held remotely provided that the public body (in this case, the Board of Selectmen) adopts a policy to hold remote meetings. The Board of Selectmen adopted such a policy on July 22, 2021 which covers meetings held by the Board of Selectmen, and committees.

The CDC has recently designated York County as having “substantial” transmission rates of the COVID virus as a result of, among other things, the increasing prevalence of the Delta variant of the virus. As a result of this “emergency or urgent issue,” the Board of Selectmen finds that being physically present for Board of Selectmen and Planning Board, Zoning Board of Appeals, Board of Assessment Review and all other committee meetings at this time is not practicable, and therefore requires a return to holding public meetings by remote technology/methods only for the following bodies until further notice:

- Board of Selectmen meetings
- Planning Board
- Board of Appeals
- Board of Assessment Review
- Growth Planning Committee
- Goose Rocks Beach Advisory Committee
- Conservation Commission
- Budget Board
- Solid Waste Committee
- Sewer Advisory Committee
- Shade Tree Committee
- Street Lighting Committee
- And other such committees.

Zoom links for these meetings will be provided on agendas and on the Town website.

## REMOTE PARTICIPATION POLICY

(Town of Kennebunkport)

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

Members of the body are expected to be physically present for meetings except when not practicable, such as in the case of an emergency or urgent issue that requires the body to meet via remote methods, or an illness or temporary absence of a member that causes significant difficulty traveling to the meeting location. The chair or presiding officer of the body, 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. A member who is unable to attend a meeting in person will notify the chair or presiding officer of the body as far in advance as possible.

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 any member of the body participates via remote methods. If public input is allowed or required at the meeting, an effective means of communication between the body 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 body 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 body will not restrict public attendance to remote methods except in the case of an emergency or urgent issue that requires the body to meet using remote methods of attendance.

The body will make all documents and materials to be considered by the body 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 body and the public. A member of the body 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: \_\_\_\_\_

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