

**TOWN OF YARMOUTH
MINUTES OF THE TOWN COUNCIL MEETING**

Meeting: Special Meeting 2- 21/22
Date: July 29, 2021
Time: 7:00 PM
Place: Video Conference

***Coronavirus Note: Meeting was held by audio or video conference**

1st Order of Business: Roll Call of Members

Roll Call of Members P = Present A = Absent T= Tardy

P David Craig 25 Madison Dr.
P April Humphrey, 277 East Main St
P Heather Abbott, c/o 200 Main St
P Michelle Cromarty 27 Summer Street
A Timothy Shannon, 47 West Elm St
P Randall Bates 30 Tannery Lane
P Robert Waeldner, 141 Oakwood Drive

2nd Order of Business: To open the meeting to a Public Comment period.
None

Item No. 9: To hold a public hearing and act upon a proposed policy for remote participation in Town Council Meetings.

Motion by Councilor Shannon, Seconded by Councilor Cromarty.

REMOTE PARTICIPATION POLICY

MMA Model

Yarmouth Town Council and Operations Committee

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.

Approved by Roll Call Vote 7-0

NOTE: It was agreed by consensus and announce by the Chair that at all meetings of the Town Council and Operations Committee, the Council intends to invite and encourage the public to attend meetings by remote means, and to participate by remote means whenever public participation is allowed for members of the public attending in person. This practice and the Remote Participation Policy are subject to the availability and functioning of the required remote access technology.

Motion by David Craig, seconded by several:

Be it ordered that all public meetings and sessions of the Yarmouth Town Council and Operations Committee shall be held in accordance with the most current Maine CDC recommendations and guidelines.

Approved by Roll Call Vote 7-0

Adjourned at 8:25 PM to immediately reconvene as the Operations Committee.

Respectfully submitted,

Nathaniel J. Tupper
Town Manager