

Town of Scarborough Conservation Commission

October 25, 2021 | Special Meeting - 3:00 p.m. | Scarborough Town Hall

Meeting Minutes

Present: Randi Hogan, Suzan Nixon, Pete Slovinsky, Chuck Spangler, Emily Springer, Jami Fitch

Call to order

1. Meeting was called to order at 3:05 pm

New Business

1. Remote Meeting Policy

- All Scarborough boards and committees are asked to adopt a remote meeting policy to allow for remote and hybrid meetings. The Commission was provided with a draft remote meeting policy based on the policy adopted by the Town Council (included with the meeting agenda).
- Pete motioned to adopt the policy. Suzan seconded. Vote was unanimous.
- Adopted policy is attached.

Meeting adjourned at 3:24 pm.

Next Meeting: Monday, November 8, 2021 at 6:00 pm at Town Hall.

REMOTE PARTICIPATION POLICY | Scarborough Conservation Commission

Adopted September 25, 2021

Pursuant to 1 M.R.S. Section 403-B, the Scarborough Conservation Commission (the “Commission”) adopts this policy for remote participation in public meetings and proceedings.

PURPOSE

The purpose of this policy is to provide a framework for when remote participation is allowed for members of the Commission as well as members of the public and to outline acceptable methods of remote communication.

A. LIMITED IN SCOPE

The Commission members are expected to be physically present except when being physically present is not practicable, including the following circumstances:

1. The existence of an emergency or urgent issue that requires the full Commission to meet remotely.
2. For individual members of the Commission:
 - a. Illness or other physical condition; or
 - b. Temporary absence from the jurisdiction where traveling to the meeting would cause the member to face significant difficulties to attend in person.

B. REMOTE PARTICIPATION REQUIREMENTS

1. Remote Methods of Participation
 - a. The remote method of participation may be through telephonic or video technology that allows for the simultaneous reception of information and may include other means when such means are necessary to provide reasonable accommodation to a person with a disability. Methods of participation cannot be text-only, i.e., email, text messages, and chat functions.
2. Notice Requirements
 - a. Notice of the proceeding must be provided in accordance with 1 M.R.S. § 406.
 - b. When the public may attend via remote methods the notice must include how the public can participate remotely, as well as the physical location of the meeting for those that would like to attend in person (except in cases of an emergency under Section A(1) above).
3. Meeting Materials
 - a. All documents and materials considered by the Commission must be made available to the public who attend remotely, to the same extent they are made available to member of the public who attend in person.
4. Members of the Commission

Town of Scarborough

- a. A member who participates in a public proceeding by remote methods is present for purposes of a quorum and voting.
 - b. All votes taken during any public proceeding when one or more members of the Commission are participating by remote means shall be by roll call vote that can be seen and heard if using video technology and heard if using only audio technology.
 - c. A member who will be participating remotely shall notify the Chair as far in advance as possible.
5. Members of the Public
- a. Members of the public must be given the opportunity to participate remotely when a member of the Commission is participating remotely.
 - b. It is the intention of the Town Commission to allow members of the public to participate remotely in all public proceedings when technology and circumstances permit such participation.
 - c. The Commission may not determine that public attendance at a proceeding will be limited solely to remote methods except under the conditions in Section A(1) above.