



TOWN OF CASCO REMOTE MEETING ACCESS POLICY

I. PURPOSE

This policy is adopted by the Town of Casco in accordance with 1 M.R.S. § 403-B. It applies to all public bodies of the Town of Casco subject to the Maine Freedom of Access Act, including the Selectboard, Planning Board, Board of Assessment Review, Board of Appeals, and all committees and subcommittees, whether elected or appointed.

For purposes of this policy, “remote methods” means telephonic or video technology, including audio and/or visual systems, that allows the simultaneous reception of information. Remote methods may also include other means necessary to accommodate persons with disabilities. Public proceedings may not be conducted by text-only means, including email, text messages, or chat functions.

Consistent with the public policies underlying Maine’s Freedom of Access Act, the Town of Casco intends to conduct its public business in a manner that remains open to public observation.

II. REMOTE PARTICIPATION BY MEMBERS.

Members of Town of Casco public bodies are expected to attend public proceedings in person unless remote participation is authorized under this policy.

- A. **Permissible Reasons for Remote Participation.** A member may participate remotely only when physical attendance is not practicable, including when illness, another physical condition, temporary absence from the Town of Casco, the need to care for a family member, or the need to provide a reasonable accommodation for a disability makes in-person attendance impracticable.
- B. **Notice Requirement.** A member who wishes to participate remotely must notify the chair or presiding officer, and any staff assigned to support the public body, at least 24 hours before the meeting or as soon as reasonably possible. The notice must state the reason remote participation is requested.
- C. **Determination.** The chair or presiding officer will determine whether the request satisfies this policy. The decision shall be final.
- D. **Public Access When Members Participate Remotely.** When any member participates remotely, the public must be given a meaningful opportunity to attend the meeting by remote methods. Members of the public must also be provided an in-person location for attendance, except when the meeting is conducted solely by remote methods under Section II.

III. REMOTE-ONLY MEETINGS.

A Town of Casco public body may meet solely by remote methods only when the chair or presiding officer, in consultation with other members and appropriate Town staff when practicable, determines that an emergency or urgent issue requires the body to meet remotely.

- A. **Written Determination and Notice.** The determination that a remote-only meeting is necessary must be made in writing and attached to the meeting record. Public notice of the determination must be provided as soon as practicable and must include instructions for remote access.
- B. **Accommodations.** Reasonable accommodations will be provided to individuals with disabilities upon request.
 - 1. **Documents and Materials Made Available.** The public body will make all documents and materials to be considered available to members of the public attending remotely to the same extent they are customarily available to members of the public attending in person, provided that doing so does not impose additional costs on the Town.
 - 2. **Roll Call Vote.** All votes taken during a meeting using remote methods must be taken by roll call. Votes must be visible and audible to other members of the public body and to the public when video technology is used, or audible when audio-only technology is used.
 - 3. **Public Input.** If the public body allows or is required to provide an opportunity for public input during a public proceeding, it must provide an effective means of communication among members participating in person or remotely and members of the public participating in person or remotely.
 - a. **Methods for Public Comment.** The public body may facilitate public input by accepting written comments before the meeting, allowing comments from members of the public attending remotely, and using microphones or other available technology so that comments can be heard by members and the public participating in person or remotely.

This policy shall remain in effect unless amended or rescinded by the Town of Casco.

Adopted this day of August 18, 2026.

Approved by Casco Selectboard:

_____	Robert MacDonald, Chair
_____	Scott Avery, Vice-Chair
_____	Eugene Connolly
_____	Grant Plummer
_____	Joseph DeMartin