

**Town of Belgrade**  
**Board of Selectpersons**  
July 15, 2021 / 6:45 p.m.

This meeting will be conducted online at  
<https://us05web.zoom.us/j/85075061032>

**A G E N D A**

**Call to Order and Pledge of Allegiance**  
*Open Meeting*

**1. PUBLIC COMMENT**

**2. OLD BUSINESS**

- A. Discussion and consideration of **2021 tax commitment**.
- B. Discussion and consideration of issues related to **remote meeting policy**.
- C. Discussion and consideration of a policy regarding **requested signage and striping**.

# Memo

To: Board of Selectpersons  
From: Anthony Wilson, Town Manager  
Date: July 15, 2021  
Re: Tax commitment

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Assessor Rob Duplisea will be in our offices on the morning of July 15 to calculate and compile our tax commitment worksheets. We have provided him updated municipal revenue sharing amounts, and we fully anticipate him having updated information from RSU 18 no later than July 13. As soon as we have the RSU 18 information and the worksheets, I will email that to you.

As a reminder, we need to commit taxes on July 15 to allow the Tax Collector the time needed to prepare tax statements to be sent to property owners before he leaves for vacation July 21.

**MAINE REVENUE SERVICES - 2021 MUNICIPAL TAX RATE CALCULATION STANDARD FORM**

*Municipality:* Belgrade

**BE SURE TO COMPLETE THIS FORM BEFORE FILLING IN THE TAX ASSESSMENT WARRANT**

1. Total taxable valuation of real estate	1	555,199,600	
		(must match MVR Page 1, line 6)	
2. Total taxable valuation of personal property	2	4,479,200	
		(must match MVR Page 1, line 10)	
3. Total taxable valuation of real estate and personal property (Line 1 plus line 2)	3		559,678,800
			(must match MVR Page 1, line 11)
4. (a) Total exempt value for all homestead exemptions granted	4(a)	20,837,600	
		(must match MVR Page 1, line 14f)	
(b) Homestead exemption reimbursement value	4(b)	14,586,320	
		<b>(Line 4(a) multiplied by 0.7)</b>	
5. (a) Total exempt value of all BETE qualified property	5(a)	2,123,600	
		(must match MVR Page 2, line 15c)	
(b) BETE exemption reimbursement value	5(b)	1,061,800	
		<b>(line 5(a) multiplied by 0.5)</b>	
Municipalities with significant personal property & equipment may qualify for more than 50% reimbursement. Contact MRS for the Enhanced Tax Rate Calculator form.			
6. Total valuation base (Line 3 plus line 4(b) plus line 5(b))	6		575,326,920

**ASSESSMENTS**

7. County tax	7	743,132.01	
8. Municipal appropriation	8	3,320,096.00	
9. TIF Financing plan amount	9	0.00	
		(must match MVR Page 2, line 16c + 16d)	
10. Local educational appropriation (local share/contribution) (Adjusted to Municipal Fiscal Year)	10	6,577,376.25	
11. Total assessments (Add lines 7 through 10)	11		10,640,604.26

**ALLOWABLE DEDUCTIONS**

12. Anticipated state municipal revenue sharing	12	293,722.00	
13. Other revenues: (All other revenues that have been formally appropriated to be used to reduce the commitment such as excise tax revenue, Tree Growth reimbursement, trust fund or bank interest income, appropriated surplus revenue, etc. (Do not include any homestead or BETE reimbursement))	13	1,585,136.00	
14. Total deductions (Line 12 plus line 13)	14		1,878,858.00
15. Net to be raised by local property tax rate (Line 11 minus line 14)	15		8,761,746.26

16.	8,761,746.26	<b>X</b>	1.05	=	9,199,833.57	Maximum Allowable Tax
	(Amount from line 15)					
17.	8,761,746.26	/	575,326,920	=	0.015229	Minimum Tax Rate
	(Amount from line 15)		(Amount from line 6)			
18.	9,199,833.57	/	575,326,920	=	0.015990	Maximum Tax Rate
	(Amount from line 16)		(Amount from line 6)			
19.	559,678,800	<b>X</b>	0.01538	=	8,607,859.94	Tax for Commitment
	(Amount from line 3)		(Selected Rate)		(Enter on MVR Page 1, line 13)	
20.	8,761,746.26	<b>X</b>	0.05	=	438,087.31	Maximum Overlay
	(Amount from line 15)					
21.	14,586,320	<b>X</b>	0.01538	=	224,337.60	Homestead Reimbursement
	(Amount from line 4b)		(Selected Rate)		(Enter on line 8, Assessment Warrant)	
22.	1,061,800	<b>X</b>	0.01538	=	16,330.48	BETE Reimbursement
	(Amount from line 5b)		(Selected Rate)		(Enter on line 9, Assessment Warrant)	
23.	8,848,528.02	-	8,761,746.26	=	86,781.76	Overlay
	(Line 19 plus lines 21 and 22)		(Amount from line 15)		(Enter on line 5, Assessment Warrant)	

**(If Line 23 exceeds Line 20 select a lower tax rate.)**

Results from this completed form should be used to prepare the Municipal Tax Assessment Warrant, Certificate of Assessment to Municipal Treasurer and Municipal Valuation Return.

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*Municipality:* Belgrade

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		(must match MVR Page 1, line 14f)	
(b) Homestead exemption reimbursement value	4(b)	14,586,320	
		<b>(Line 4(a) multiplied by 0.7)</b>	
5. (a) Total exempt value of all BETE qualified property	5(a)	2,123,600	
		(must match MVR Page 2, line 15c)	
(b) BETE exemption reimbursement value	5(b)	1,061,800	
		<b>(line 5(a) multiplied by 0.5)</b>	
Municipalities with significant personal property & equipment may qualify for more than 50% reimbursement. Contact MRS for the Enhanced Tax Rate Calculator form.			
6. Total valuation base (Line 3 plus line 4(b) plus line 5(b))	6	575,326,920	

**ASSESSMENTS**

7. County tax	7	743,132.01	
8. Municipal appropriation	8	3,320,096.00	
9. TIF Financing plan amount	9	0.00	
		(must match MVR Page 2, line 16c + 16d)	
10. Local educational appropriation (local share/contribution) (Adjusted to Municipal Fiscal Year)	10	6,577,376.25	
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**ALLOWABLE DEDUCTIONS**

12. Anticipated state municipal revenue sharing	12	293,722.00	
13. Other revenues: (All other revenues that have been formally appropriated to be used to reduce the commitment such as excise tax revenue, Tree Growth reimbursement, trust fund or bank interest income, appropriated surplus revenue, etc. (Do not include any homestead or BETE reimbursement))	13	1,585,136.00	
14. Total deductions (Line 12 plus line 13)	14	1,878,858.00	
15. Net to be raised by local property tax rate (Line 11 minus line 14)	15	8,761,746.26	

16.	8,761,746.26	<b>X</b>	1.05	=	9,199,833.57	Maximum Allowable Tax
	(Amount from line 15)					
17.	8,761,746.26	/	575,326,920	=	0.015229	Minimum Tax Rate
	(Amount from line 15)		(Amount from line 6)			
18.	9,199,833.57	/	575,326,920	=	0.015990	Maximum Tax Rate
	(Amount from line 16)		(Amount from line 6)			
19.	559,678,800	<b>X</b>	0.015400	=	8,619,053.52	Tax for Commitment
	(Amount from line 3)		(Selected Rate)		(Enter on MVR Page 1, line 13)	
20.	8,761,746.26	<b>X</b>	0.05	=	438,087.31	Maximum Overlay
	(Amount from line 15)					
21.	14,586,320	<b>X</b>	0.015400	=	224,629.33	Homestead Reimbursement
	(Amount from line 4b)		(Selected Rate)		(Enter on line 8, Assessment Warrant)	
22.	1,061,800	<b>X</b>	0.015400	=	16,351.72	BETE Reimbursement
	(Amount from line 5b)		(Selected Rate)		(Enter on line 9, Assessment Warrant)	
23.	8,860,034.57	-	8,761,746.26	=	98,288.31	Overlay
	(Line 19 plus lines 21 and 22)		(Amount from line 15)		(Enter on line 5, Assessment Warrant)	

**(If Line 23 exceeds Line 20 select a lower tax rate.)**

Results from this completed form should be used to prepare the Municipal Tax Assessment Warrant, Certificate of Assessment to Municipal Treasurer and Municipal Valuation Return.

**MAINE REVENUE SERVICES - 2021 MUNICIPAL TAX RATE CALCULATION STANDARD FORM**

*Municipality:* Belgrade

**BE SURE TO COMPLETE THIS FORM BEFORE FILLING IN THE TAX ASSESSMENT WARRANT**

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(b) BETE exemption reimbursement value	5(b)	1,061,800	
		<b>(line 5(a) multiplied by 0.5)</b>	
Municipalities with significant personal property & equipment may qualify for more than 50% reimbursement. Contact MRS for the Enhanced Tax Rate Calculator form.			
6. Total valuation base (Line 3 plus line 4(b) plus line 5(b))	6		575,326,920

**ASSESSMENTS**

7. County tax	7	743,132.01	
8. Municipal appropriation	8	3,320,096.00	
9. TIF Financing plan amount	9	0.00	
		(must match MVR Page 2, line 16c + 16d)	
10. Local educational appropriation (local share/contribution) (Adjusted to Municipal Fiscal Year)	10	6,577,376.25	
11. Total assessments (Add lines 7 through 10)	11		10,640,604.26

**ALLOWABLE DEDUCTIONS**

12. Anticipated state municipal revenue sharing	12	293,722.00	
13. Other revenues: (All other revenues that have been formally appropriated to be used to reduce the commitment such as excise tax revenue, Tree Growth reimbursement, trust fund or bank interest income, appropriated surplus revenue, etc. (Do not include any homestead or BETE reimbursement))	13	1,585,136.00	
14. Total deductions (Line 12 plus line 13)	14		1,878,858.00
15. Net to be raised by local property tax rate (Line 11 minus line 14)	15		8,761,746.26

16.	8,761,746.26	<b>X</b>	1.05	=	9,199,833.57	Maximum Allowable Tax
	(Amount from line 15)					
17.	8,761,746.26	/	575,326,920	=	0.015229	Minimum Tax Rate
	(Amount from line 15)		(Amount from line 6)			
18.	9,199,833.57	/	575,326,920	=	0.015990	Maximum Tax Rate
	(Amount from line 16)		(Amount from line 6)			
19.	559,678,800	<b>X</b>	0.0155	=	8,675,021.40	Tax for Commitment
	(Amount from line 3)		(Selected Rate)		(Enter on MVR Page 1, line 13)	
20.	8,761,746.26	<b>X</b>	0.05	=	438,087.31	Maximum Overlay
	(Amount from line 15)					
21.	14,586,320	<b>X</b>	0.0155	=	226,087.96	Homestead Reimbursement
	(Amount from line 4b)		(Selected Rate)		(Enter on line 8, Assessment Warrant)	
22.	1,061,800	<b>X</b>	0.0155	=	16,457.90	BETE Reimbursement
	(Amount from line 5b)		(Selected Rate)		(Enter on line 9, Assessment Warrant)	
23.	8,917,567.26	-	8,761,746.26	=	155,821.00	Overlay
	(Line 19 plus lines 21 and 22)		(Amount from line 15)		(Enter on line 5, Assessment Warrant)	

**(If Line 23 exceeds Line 20 select a lower tax rate.)**

Results from this completed form should be used to prepare the Municipal Tax Assessment Warrant, Certificate of Assessment to Municipal Treasurer and Municipal Valuation Return.

**CERTIFICATE OF ASSESSMENT TO BE RETURNED TO MUNICIPAL TREASURER**  
STATE OF MAINE

County KENNEBEC , ss.

We hereby certify, that we have assessed a tax on the estate, real and personal liable to be taxed in the Municipality of Belgrade for the fiscal year 01/01/2021 to 12/31/2021, at 15.38 mils on the dollar, on a total taxable valuation of \$559,678,800

**Assessments:**

1. County Tax	743,132.01	
2. Municipal Appropriation	3,320,096.00	
3. TIF Financing Plan Amount	0.00	
4. Local Educational Appropriation	6,577,376.25	
5. Overlay (Not to Exceed 5% of "Net To Be Raised" (see tax rate calculation #16)	86,781.76	
6. <b>Total Assessments</b>		10,727,386.02

**Deductions:**

7. State Municipal Revenue Sharing	293,722.00	
8. Homestead Reimbursement	224,337.60	
9. BETE Reimbursement	16,330.48	
10. Other Revenue	1,585,136.00	
11. <b>Total Deductions</b>		2,119,526.08
12. <b><u>Net Assessment for Commitment</u></b>		8,607,859.94

Lists of all the same we have committed to NICHOLAS POOLE, Tax Collector of said Municipality, with warrants in due form of law for collecting and paying the same to NICHOLAS POOLE, Municipal Treasurer of said Municipality, or the successor in office, on or before such date, or dates, as provided by legal vote of the Municipality and warrants received pursuant to the laws of the State of Maine. (Title 36 MRSA, section 712)

Given under our hands this 07/15/2021

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Municipal Assessor(s)

Complete in Duplicate. File original with Tax Collector. File copy in Valuation Book

You are to pay to NICHOLAS POOLE, the Municipal Treasurer, or to any successor in office, the taxes herewith committed, paying on the last day of each month all money collected by you, and you are to complete and make an account of your collections of the whole sum on or before 12/31/2021.

In case of the neglect of any person to pay the sum required by said list until after 09/03/2021; you will add interest to so much thereof as remains unpaid at the rate of 2.79 percent per annum, commencing 09/04/2021 to the time of payment, and collect the same with the tax remaining unpaid.

Given under our hands, as provided by a legal vote of the Municipality and Warrants received pursuant to the Laws of the State of Maine, this 07/15/2021.

\_\_\_\_\_ Assessor(s) of: Belgrade  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CERTIFICATE OF COMMITMENT**

To NICHOLAS POOLE the Collector of the Municipality of  
Belgrade , aforesaid.

Herewith are committed to you true lists of the assessments of the Estates of the persons wherein named; you are to levy and collect the same, of each one their respective amount, therein set down, of the sum total of \$8,607,859.94 (being the amount of the lists contained herein), according to the tenor of the foregoing warrant.

Given under our hands this 07/15/2021

\_\_\_\_\_ Assessor(s) of: Belgrade  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Complete in Duplicate. File original with Tax Collector. File copy in Valuation Book

## ASSESSORS' CERTIFICATION OF ASSESSMENT

WE HEREBY CERTIFY, that the pages herein, numbered from     to     inclusive, contain a list and valuation of Estates, Real and Personal, liable to be taxed in the Municipality of Belgrade for State, County, District, and Municipal Taxes for the fiscal year 01/01/2021 to 12/31/2021 as they existed on the first day of April 2021.

IN WITNESS THEREOF, we have hereunto set our hands at Belgrade this 15 day of July, 2021.

\_\_\_\_\_ Municipal Assessor(s)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## MUNICIPAL TAX ASSESSMENT WARRANT

State of Maine Municipality Belgrade County KENNEBEC  
To NICHOLAS POOLE, Tax Collector

In the name of the State of Maine you are hereby required to collect of each person named in the list herewith committed to you the amount set down on said list as payable by that person.

### Assessments:

1. County Tax	743,132.01	
2. Municipal Appropriation	3,320,096.00	
3. TIF Financing Plan Amount	0.00	
4. Local Educational Appropriation	6,577,376.25	
5. Overlay (Not to Exceed 5% of "Net To Be Raised" (see tax rate calculation #16)	86,781.76	
6. <b>Total Assessments</b>		10,727,386.02

### Deductions:

7. State Municipal Revenue Sharing	293,722.00	
8. Homestead Reimbursement	224,337.60	
9. BETE Reimbursement	16,330.48	
10. Other Revenue	1,585,136.00	
11. <b>Total Deductions</b>		2,119,526.08
12. <b><u>Net Assessment for Commitment</u></b>		8,607,859.94



# Memo

To: Board of Selectpersons  
From: Anthony Wilson, Town Manager  
Date: July 15, 2021  
Re: Remote meetings policy

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Attached is an opinion from Sue Pilgrim, director of the MMA's Legal Services Department, addressing questions raised July 6 about whether board and committee members may participate in meetings remotely when they are away on vacation or for work responsibilities. Ms. Pilgrim reads nothing in the law that prohibits either that or the Board adopting a stricter policy that more narrowly defines the circumstances in which decision-makers may attend remotely. The latter would not inhibit allowing citizens and others from participating remotely in a hybrid meeting.

If the Board wishes to make changes to the MMA's template policy, which is also attached, you will want to consider those at the July 15 meeting so those changes can be presented during a public hearing July 20. If the Selectboard is to retain the ability to have remote meetings (albeit under stricter circumstances) beginning with its Aug. 3 meeting, we must adopt a policy after a public hearing, which is scheduled for July 20.

We have acquired the Meeting Owl and screens, and will be testing those thoroughly prior to Aug. 3. We will keep you apprised of how those test runs go.

**From:** [Legal Services Department](#)  
**To:** [Anthony Wilson](#)  
**Subject:** RE: Belgrade - Legal Information Request - MMA's sample remote meeting policy  
**Date:** Wednesday, July 7, 2021 3:48:47 PM

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**EXTERNAL MESSAGE:**

Anthony,

As I read the law, it allows a board member to participate via remote means when a “temporary absence from the jurisdiction of the body” causes a member of the body to face significant difficulties traveling to and attending the meeting in person. Although this phrase is in the same paragraph as the “temporary illness” and “other physical condition” language, it is separated by an “or” in the paragraph. I don’t see anything that requires that a “temporary absence” from the town be related to a medical condition. The board could certainly also check with the town’s private attorney to get a second opinion as this is a new law and it is possible that attorneys may interpret it differently.

I would also point out that the law allows, but does not require, the board to allow its members to participate via remote means. The Belgrade selectboard does not have to allow its board members to attend via remote means at all. I also don’t see anything in the law that would prevent a board from adopting a stricter remote meeting policy that only allows board members to participate via remote means when a medical condition prevents in-person attendance. The law and any additional limits the selectboard places on its members also in no way would prevent the board from routinely offering a “remote option” for the public to view selectboard meetings.

Regarding the examples that you shared, I do think the law would allow board members who were out of town on business, vacation or seasonal relocation to participate via remote means, as the law doesn’t require any showing as to why the board member is temporarily absent. Again, this does not mean that your board must allow for these situations. The board could adopt a policy that restricts remote participation to those members that are unavoidably out of town, or adds some additional criteria for “temporary absences.” The challenge will be in drafting workable language and then deciding how board members would document compliance with the policy limits. You could work with the town’s attorney to add these types of limits if the board wishes.

Concerning snow storms, they could possibly be considered emergency situations that require an entirely remote meeting. A severe snowstorm may inhibit travel even across town and might require a meeting via remote means. I think the board would also have to consider whether postponement would be more appropriate – I think this would depend on the urgency of the agenda items for the meeting. Remember, however, that the law requires that an in-person location be provided unless there is an emergency. For that reason, I think the snowstorm would have to be severe and the agenda items important in order to justify a fully remote meeting. I tend to think the exception for “emergencies” and “urgent issues” is meant to apply to situations where it is not possible for anyone to be there in-person and not possible for the public to be given an in-person option. If the board has the option of having some members physically present and maintaining an in-person option for the public by excusing a few board members to attend remotely, that is likely the preferred course of action.

I hope this is helpful. Please let me know if you have any questions.

---

**Susanne F. Pilgrim, Esq., Director**

**Legal Services Department**

**Maine Municipal Association**

60 Community Drive, Augusta, ME 04330

Phone: 207-623-8428

1-800-452-8786 (in state)

FAX: 207-624-0187

[legal@memun.org](mailto:legal@memun.org)

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**From:** Webmail

**Sent:** Wednesday, July 7, 2021 11:20 AM

**To:** Legal Services Department <[legal@memun.org](mailto:legal@memun.org)>

**Subject:** Belgrade - Legal Information Request - MMA's sample remote meeting policy

**Legal Services - Web Member Inquiry - Anthony Wilson - Town of Belgrade**

Municipality	Town of Belgrade
Subject	MMA's sample remote meeting policy
Full Name	Anthony Wilson
Title	Town Manager

Email Address	<a href="mailto:townmanager@townofbelgrade.com">townmanager@townofbelgrade.com</a>
Telephone	207-495-2258
Fax Number:	

Address	990 Augusta Road
City/ Town	Belgrade
Zip	04917

**Comments:**

Belgrade's Selectboard is considering adopting the MMA's sample policy regarding remote meetings, but we need some clarification. The policy reads, "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 remotely or an illness or temporary absence of a member that causes significant difficulty traveling to the meeting location." The Selectpersons want to know if a "temporary absence of a member that causes significant difficulty traveling to the meeting location" would include someone who is not

physically present because of their work. For instance, last night, a Selectman participated remotely from Pennsylvania, where he was away on business. Moving forward, would that be allowed under the law? What about if someone is away on vacation? Similarly, would a seasonal resident who lives away four or five months out of the year be eligible to serve on a Town committee and participate remotely? Is that an allowable exception? One of our Selectpersons is a state representative, and he said the intent of the law to allow remote participation by decision-makers was meant to be a matter of protecting people with compromised health. He was doubtful that work or vacation would be allowable exceptions, but he wanted the opinion of your legal staff. Also, in the case of a snowstorm that impedes safe travel, we suppose a board could meet remotely in that circumstance. Or would it be more advisable to postpone that meeting to another date? Thanks in advance for your help.

---

Inquiry ID: d2816915-0fef-4dae-b524-5b537fa10b41  
IP Address: 24.39.189.138

## SAMPLE

*[This sample policy is provided by MMA Legal Services. It adheres to the requirements of 1 M.R.S. § 403-B, and may be tailored to meet the needs of individual board/committees.]*

*[We strongly encourage municipalities to consult their municipal attorney prior to enacting any policy.]*

### REMOTE PARTICIPATION POLICY

(name of body)

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 remotely 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 remotely when members of the body participate remotely. 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.

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 remotely.

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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# REMOTE PARTICIPATION POLICY

## Town of Orono, Maine

*This Remote Participation Policy is intended to establish guidelines on the practice of remote participation by members of the Town's public bodies.*

### **I. Purpose Statement**

Maine law (Title 1 M.R.S. § 403-B) allows members of public bodies, in limited circumstances, to participate remotely in public meetings. While all members of the Town's public bodies should endeavor to attend meetings in person, the law seeks to promote greater participation in government meetings by allowing members to participate remotely when physical attendance is not practical.

### **II. Adoption of Remote Participation**

This Policy is adopted in accordance with 1 M.R.S. § 403-B and the Town's Charter.

This Policy applies to all public bodies of the Town of Orono that are subject to the Maine Freedom of Access Act's (1 M.R.S. §§ 400 et seq.) public meeting requirements, including the following: Town Council; Planning Board; Board of Assessment Review; Board of Appeals; and all committees and subcommittees, whether such public bodies are appointed or elected.

Where this Policy is more stringent than 1 M.R.S. § 403-B, this Policy shall control.

### **III. Permissible Reasons for Remote Participation**

Members of all public bodies are expected to be physically present for public meetings, except when being physically present is not practicable. Circumstances in which physical presence for one or more members is not practicable may include, but is not necessarily limited to, the following:

- 1) Illness, other physical condition or temporary absence from the jurisdiction of the body that causes a member of the body to face significant difficulties traveling to and attending in person at the location in the notice under 1 M.R.S. § 406; and
- 2) The existence of an emergency or urgent issue that requires the public body to meet by remote means.

It is the express desire of the Town Council that remote participation in meetings be an infrequent event, for both individual board members and the Town's public bodies as a whole. Chairs of public bodies shall interpret this Policy strictly and their decision to allow or not to allow remote participation shall be final and shall not be appealable.

#### **IV. Procedures for Remote Participation**

Any member of a public body who wishes to participate remotely shall, at least 24 hours or as soon as reasonable possible prior to the meeting, notify the Chair (or the Chair's designee) and staff assigned to support the public body of his or her desire to do so and the reasons and facts supporting the request.

- 1) Notice of the meeting must be provided in accordance with 1 M.R.S. § 406. When authorized under law or this Policy to attend by remote methods, said notice must include the means by which members of the public may access the meeting using remote methods. The notice must also identify a location for members of the public to attend in person. The public body may not determine that public attendance at a meeting will be limited solely to remote methods, except in circumstances where the public body must meet by remote methods.
- 2) Prior to the meeting the Chair shall make every effort to ensure the equipment is available and function properly. If the required equipment is not available, then the Chair shall deny the request for remote participation.
- 3) At the start of the meeting, the Chair shall announce the name of any member who will be participating remotely. This information shall be recorded in the meeting minutes.
- 4) All votes taken during any meeting in which a member participates remotely shall be by roll call vote that can be seen and heard if using video technology, and heard if using only audio technology, by the other members of the public body and the public.
- 5) A member participating remotely for an executive session shall affirm at the start of such session that no other person is present and/or able to hear the discussion at the remote location and that the session is not being remotely recorded by any device.
- 6) A member of the public body who participates in a public meeting by remote methods is present for purposes of a quorum and voting.

#### **V. Minimum Requirements for Remote Participation**

- 1) Except when an emergency or urgent issue requires the public body to meet by remote means, at a minimum, the person authorized to chair the meeting shall be physically present at the meeting.
- 2) Members of the public must be afforded a meaningful opportunity to attend by remote methods when members of the public body participate by remote methods, and reasonable accommodations may be provided when necessary to provide access to individuals with disabilities.



- 3) If the public body allows or is required to provide an opportunity for public input during the meeting, then an effective means of communication between the members of the body and the public must be provided.
- 4) The public body shall make all documents and other materials considered by the public body available, electronically or otherwise, to the public who attend by remote methods to the same extent customarily available to members of the public who attend the meetings of the public body in person, as long as additional costs are not incurred by the public body.
- 5) Members of the public body who participate remotely and all person present at the meeting location shall be clearly seen and heard if using video technology, and clearly heard if using only audio technology, by the other members of the public body and the public.

#### **VI. Acceptable Methods of Remote Participation**

- 1) Telephone, internet, or satellite-enabled audio or video technology allowing simultaneous reception of information and may include other means when such means are necessary to provide reasonable accommodation to a person with a disability.
- 2) Any other technology that enables the remote participant and all persons present at the meeting location to be clearly audible and, if possible, clearly visible to all persons present at the meeting location.
- 3) Public meetings shall not be conducted by text-only means, such as e-mail, text messages, or chat functions.
- 4) The public body shall determine which of the acceptable methods may be used by its members.
- 5) If technical difficulties arise as a result of utilizing remote participation, then the Chair should suspend discussion while reasonable efforts are made to correct any problem that interferes with the remote participant's ability to hear or be heard clearly by all persons at the meeting location. If technical difficulties result in a remote participant being disconnected from the meeting, that fact and the time at which the disconnection occurred and subsequent reconnection, if achieved, shall be noted in the meeting minutes. A remote participant who is unable to reconnect shall be noted as absent.

# REMOTE PARTICIPATION POLICY

## Town of ~~Orono~~Belgrade, Maine

*This Remote Participation Policy is intended to establish guidelines on the practice of remote participation by members of the Town's public bodies.*

### **I. Purpose Statement**

Maine law (Title 1 M.R.S. § 403-B) allows members of public bodies, in limited circumstances, to participate remotely in public meetings. While all members of the Town's public bodies should endeavor to attend meetings in person, the law seeks to promote greater participation in government meetings by allowing members to participate remotely when physical attendance is not practical.

### **II. Adoption of Remote Participation**

This Policy is adopted in accordance with 1 M.R.S. § 403-B and the Town ~~of Orono~~of Belgrade Board of Selectpersons' approval's Charter.

This Policy applies to all public bodies of the Town of ~~Orono~~Belgrade that are subject to the Maine Freedom of Access Act's (1 M.R.S. §§ 400 et seq.) public meeting requirements, including the following: ~~Town Council~~Board of Selectpersons; Planning Board; Board of Assessment Review; Board of Appeals; and all committees and subcommittees, whether such public bodies are appointed or elected.

Where this Policy is more stringent than 1 M.R.S. § 403-B, this Policy shall control.

### **III. Permissible Reasons for Remote Participation**

Members of all public bodies are expected to be physically present for public meetings, except when being physically present is not practicable. Circumstances in which physical presence for one or more members is not practicable may include, but is not necessarily limited to, the following:

- 1) Illness, other physical condition or temporary non-scheduled absence from the jurisdiction of the body that causes a member of the body to face significant difficulties traveling to and attending in person at the location in the notice under 1 M.R.S. § 406. Allowed non-scheduled absences include last-minute doctor's appointments, emergency work-related call-outs, vehicle breakdowns, family emergencies; special meetings called while away on a scheduled vacation or scheduled work travel. Scheduled absences not allowed include vacations scheduled during normal board and committee meetings, work-related travel scheduled during normal board and committee meetings, and an extended change of residence for seasonal travel; and
- 2) The existence of an emergency or urgent issue that requires the public body to meet by remote means.

It is the express desire of the ~~Town Council~~Selectboard that remote participation in meetings be an infrequent event, for both individual board members and the Town's public bodies as a whole. Chairs of public bodies, and the Selectboard chair in consultation with other Selectboard members, shall interpret this Policy strictly and their decision to allow or not to allow remote participation shall be final and shall not be appealable.

#### **IV. Procedures for Remote Participation**

Any member of a public body who wishes to participate remotely shall, at least 24 hours ~~or as soon as reasonable possible~~but not less than 12 hours prior to the meeting, notify the Chair (or the Chair's designee) and staff assigned to support the public body of his or her desire to do so and the reasons and facts supporting the request.

- 1) Notice of the meeting must be provided in accordance with 1 M.R.S. § 406. When authorized under law or this Policy to attend by remote methods, said notice must include the means by which members of the public may access the meeting using remote methods. The notice must also identify a location for members of the public to attend in person. The public body may not determine that public attendance at a meeting will be limited solely to remote methods, except in circumstances where the public body must meet by remote methods.
- 2) Prior to the meeting the Chair or town manager shall make every effort to ensure the equipment is available and function properly. If the required equipment is not available, then the Chair shall deny the request for remote participation.
- 3) At the start of the meeting, the Chair shall announce the name of any member who will be participating remotely. This information shall be recorded in the meeting minutes.
- 4) All votes taken during any meeting in which a member participates remotely shall be by roll call vote that can be seen and heard if using video technology, and heard if using only audio technology, by the other members of the public body and the public.
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- 3) If the public body allows or is required to provide an opportunity for public input during the meeting, then an effective means of communication between the members of the body and the public must be provided.
- 4) The public body shall make all documents and other materials considered by the public body available, electronically or otherwise, to the public who attend by remote methods to the same extent customarily available to members of the public who attend the meetings of the public body in person, as long as additional costs are not incurred by the public body.
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the meeting location. If technical difficulties result in a remote participant being disconnected from the meeting, that fact and the time at which the disconnection occurred and subsequent reconnection, if achieved, shall be noted in the meeting minutes. A remote participant who is unable to reconnect shall be noted as absent.

DRAFT

# Memo

To: Board of Selectpersons  
From: Anthony Wilson, Town Manager  
Date: July 15, 2021  
Re: Policy for requesting road signs and striping

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A Main Street homeowner recently asked the Town to add striping on both sides of her driveway to indicate parking is not allowed there, along with a “no parking” stamp on the pavement. Motorists parking where they shouldn’t often block the residents’ view as they are attempting to exit their driveway. Maine Department of Transportation confirmed additional striping is allowed on that stretch of Route 27, if it is white.

The resident has indicated a willingness to pay for the striping, which Lucas said would cost \$25 per driveway. That would be in keeping with a Town practice of charging the costs of additional road signs to the parties who request them. I have been told that is Town policy, and I found a 2012 letter from a prior town manager stating that, but we could not find a written policy.

Attached is a proposed policy that would place the cost of requested signage and striping on the requesting parties. If the requesting party asked the Town to waive the cost, the Selectboard could determine whether absorbing the cost would be in the public’s interests.

The Roads Committee endorsed the policy, with one addition. Because the striping would benefit individual property owners versus the public at large, committee members believed the requesters should pay the costs of refreshing the striping. The same concept could be applied to replacing signs.

I counted 42 potential driveways in the village to which this policy could apply.

The changes requested by the Selectboard on July 6 and suggested by the Roads Committee on July 7 are highlighted in the attached draft.

Attached is Lucas Striping’s estimate for refreshing the striping the Town currently has. Additionally, the Roads Committee recommended adding double-yellow striping on the West Road hill (where the communications tower sits). Such striping marks blind hills on the Knowles and Horse Point roads. The cost is 10.5 cents per mile. The Knowles Road hill striping cost \$136.50.

# TOWN OF BELGRADE

## ROAD SIGN/STRIPING REQUEST POLICY

Town residents may request additional road signage (ex. “Children at Play,” “Snowmobile X-ing,” additional speed limit signs) and/or road striping (including no-parking zones) by submitting a written request to the Town Manager. The request should include the proposed wording (in the case of signs) and location of the sign/striping. The Town Manager will, if needed, consult with other officials, chiefly the Town’s Road Commissioner and the Maine Department of Transportation, in determining whether to recommend authorizing the sign or striping to the Board of Selectpersons. The Selectboard will decide whether to approve the request.

The Town will provide the requesting party the cost of the sign/striping in writing. The expense must be paid by the requesting party to the Town Treasurer in advance of the installation of signs or the striping of pavement. Only the Selectboard may waive the expense to the requester following a discussion during an open meeting.

Additionally, the expense of replacing a sign and refreshing striping will be borne by the party who initially requested the sign and/or striping.

**This policy was adopted on July 15, 2021, by the Belgrade Board of Selectpersons.**

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Melanie Jewell, Chair

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Rick Damren, Vice Chair

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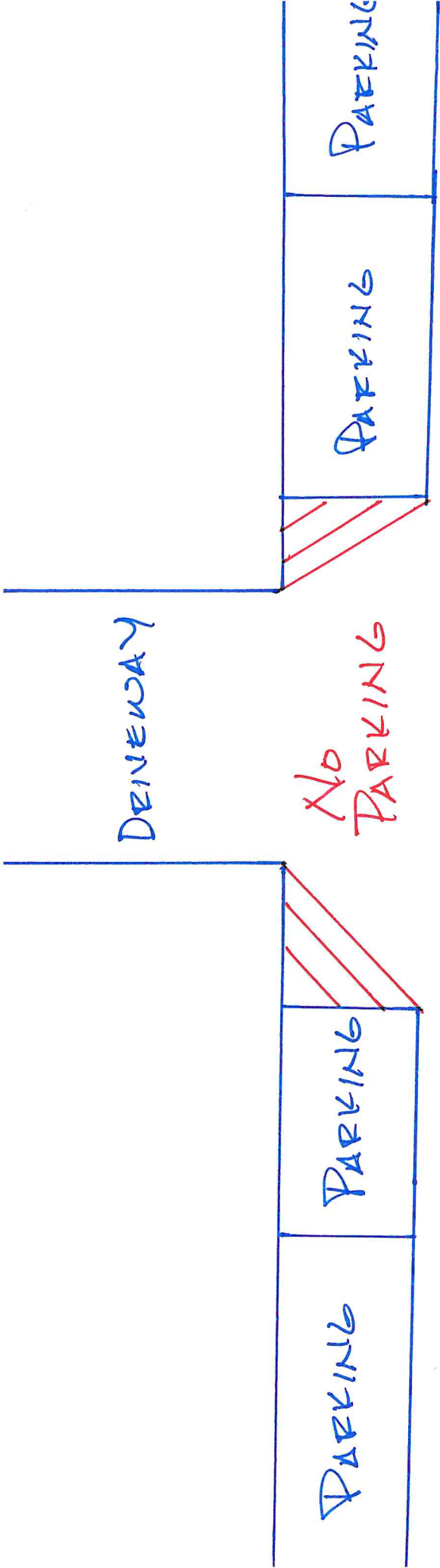
Ernst Merckens, Selectperson

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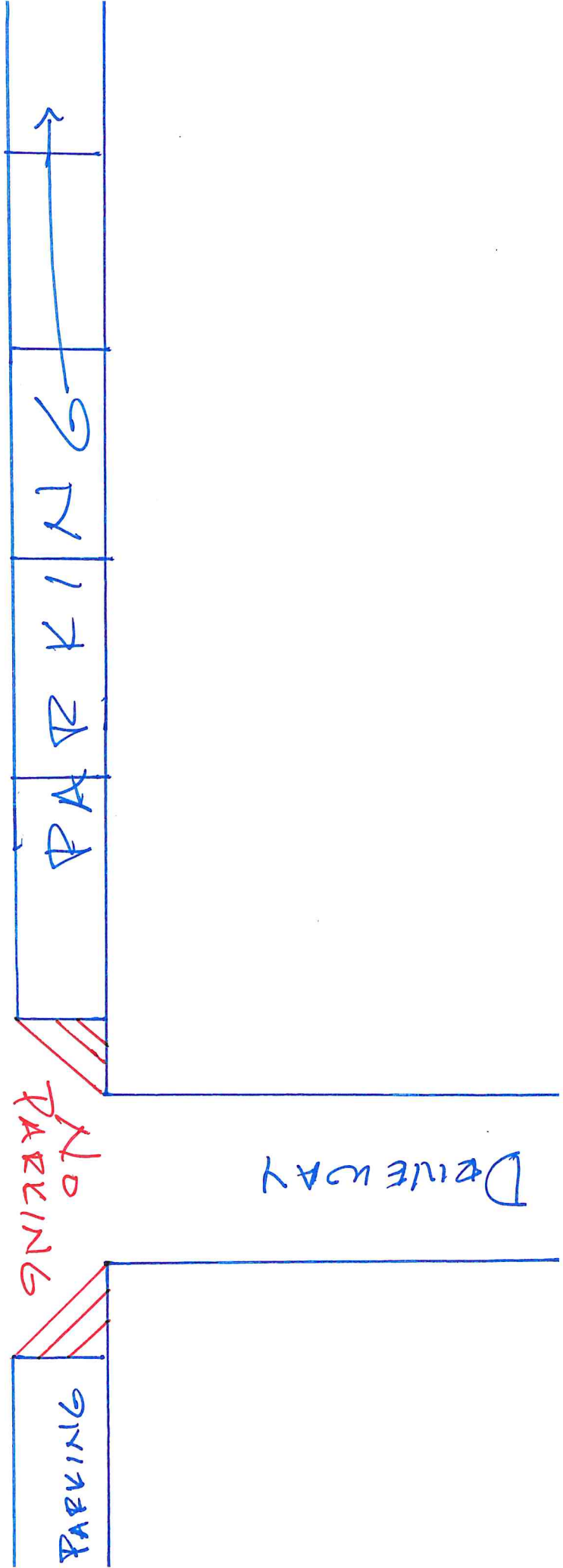
Dan Newman, Selectperson

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Barbara Allen, Selectperson



ROUTE 27





LUCAS STRIPING LLC

237 Plains Road  
Readfield ME 04355-3123

# Estimate

Date	Estimate #
4/13/2021	632

Name / Address
Town Of Belgrade 6 Manchester Rd. Belgrade, Me. 04917

			Project
Description	Qty	Rate	Total
Knowles Rd. & West Rd. - Double Yellow (Rn.ft.)	6,427	0.105	674.84
Knowles Rd. - White edge line (Rn.ft.)	2,400	0.06	144.00
Horsepoint Rd. - Double Yellow (Rn.ft.)	5,589	0.105	586.85
McGrath Pond Rd. - Double Yellow (Rn.ft.)	3,214	0.105	337.47
Wings Mills Rd. - Double Yellow (Rn.ft.)	350	0.105	36.75
Minot Hill Rd. - Double Yellow (Rn.ft.)	350	0.105	36.75
Minot Hill Rd. - White Edge Lines (Rn.ft.)	700	0.06	42.00
West Rd. - Stop, Stop AHD & Stop Bars (each)	2	175.00	350.00
Knowles Rd. - Added White Edge Line by calvert (Rd.ft.)	380	0.06	22.80
Added Double Yellow - 2018 (Rn.ft.)	1,300	0.105	136.50
Crosswalks - 2 x 6 Bars (each)	85	7.00	595.00
Blue Handicap Squares (each)	25	4.00	100.00
Parking Stalls (Rn.ft.)	408	0.38	155.04
2021 Striping Program - Thank You For Your Business		<b>Total</b>	<b>\$3,218.00</b>