



**Town of Windham
Planning Department**

8 School Road
Windham, Maine 04062
Tel: (207) 894-5960 ext 2
Fax: (207) 892-1916
www.windhammaine.us

MEMO

DATE: September 9, 2021

TO: Windham Planning Board
FROM: Amanda Lessard, Planning Director
Cc: Steve Puleo, Planner

RE: Remote Participation Policy

Governor Mills signed Public Law Chapter 290 into law on June 21, 2021. The law, attached, establishes (1) requirements that meetings be held in-person, and (2) the circumstances under which members of public bodies may participate in public meetings using remote technology.

In order to take advantage of the new remote participation law, the Planning Board must hold a public hearing and then adopt a policy in conformance with the new state law. If approved, the proposed Remote Participation Policy, attached, will allow both Board members and the public to attend Planning Board meetings via remote technologies pursuant to the requirements of Public Law Chapter 290.

Recommended Action

A public hearing is scheduled for the September 13, 2021 Planning Board meeting. After the public hearing and discussion by the Board, the Planning Board may take action on the proposed Remote Participation Policy.

MOTION: To adopt the Remote Meeting Participation Policy for the Town of Windham Planning Board.