

**TOWN OF GOULDSBORO**  
**POLICY GOVERNING PUBLIC PARTICIPATION AT**  
**REGULARLY SCHEDULED SELECT BOARD MEETINGS**  
(30-A M.R.S. § 2608)

The Town of Gouldsboro (the “Town”) adopts this policy governing public participation at regularly scheduled meetings of the Town’s Select Board.

The purpose of public meetings of the Select Board is to conduct the business of the Town. The Select Board encourages residents to attend Select Board meetings so that they may become acquainted with the operations and programs of the Town. The Select Board also recognizes the value of public comments on matters of municipal affairs. To permit fair and orderly expression of public comments at Select Board business meetings, while still allowing the Select Board to conduct its business efficiently, the Select Board has adopted this policy to establish the standards governing public comments during any regularly scheduled public meeting of the Select Board.

At special meetings, emergency meetings, and workshops of the Select Board, or at committee meetings, public comments will be limited to the topic(s) of the particular meeting, or in some cases, may not be permitted at all.

- 1. Public Comment Period.** The Select Board includes a public comment period, not to exceed 15 minutes, on the agenda of its regular business meetings. Comments by individuals are limited to a maximum of three (3) minutes at any given regular business meeting. Individuals may not relinquish a portion of their allotted time to another speaker. The time limits in this paragraph may be modified at particular meetings at the discretion of the Board Chair.
- 2. Sign-In Sheet.** Individuals who wish to speak during the public comment period are required to fill out the sign-in sheet available at each Select Board meeting, prior to the beginning of the public comment period, and to review a copy of this policy. Each individual will be required to state their name and address before beginning their remarks.
- 3. Rules of Order.** The Board Chair is responsible for ensuring the orderly conduct of Select Board meetings and for ensuring compliance with this policy, including the following rules of order:
  - a. Speakers will be recognized by the Board Chair, and comments should be addressed to the Board Chair. Requests for information or concerns that require further research may be referred to the Town Manager for further action, as necessary.
  - b. Speakers are expected to follow rules of common etiquette, civility, respect, and decorum and refrain from engaging in disruptive conduct, including but not limited to using vulgar or obscene language, yelling, threatening others using words or by other actions, making defamatory comments, exceeding the allotted time limits, talking over or interrupting others, offering repetitive comments, or offering comment on matters unrelated to the Town’s programs, policies, and operations.

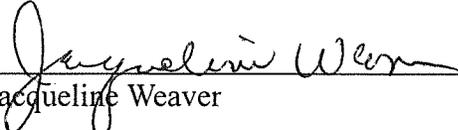
- c. Public comments must be germane to Town business or the topic at hand.
  - d. Discussion of personnel matters is not permitted during the public comment period due to the privacy, confidentiality, and due process rights of Town employees. For purposes of this policy, “discussion of a personnel matter” means any discussion, whether positive or negative, of the job performance or conduct of a Town employee. Any concerns about personnel matters should be directed to the Town Manager outside of Select Board meetings so that they can be addressed through an alternative channel and in a manner consistent with confidentiality, privacy, and due process rights of the individuals involved.
- 4. Authority to Maintain Order by Board Chair.** The Board Chair will stop any public comment that is contrary to this policy. Individuals who disrupt a Select Board meeting may be asked to leave in order to allow the Board to conduct its business in an orderly manner. In addition, if a person disrupts the orderly conduct of a public meeting, the Board Chair may call a recess, request the removal of such person from the meeting (if in-person) or the electronic platform (if remote), adjourn the meeting, or take other appropriate measures to return the meeting to order. The Board Chair may request the assistance of law enforcement if necessary to address disruptions or safety concerns.
- 5. Other Avenues of Public Communication.** In addition to speaking during the designated public comment portion of the agenda at Select Board meetings, members of the public are welcome to submit written comments on municipal matters to the Select Board and Town Manager, to submit requests to have items placed on a Select Board agenda, or to schedule a meeting to discuss matters related to the Town’s affairs with the Town Manager.

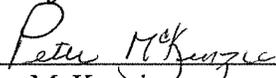
This policy will remain in force indefinitely unless amended or rescinded by the municipal officers of the Town.

Date: October 23, 2025

  
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Robert Harmon, *Chair*

  
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Danny Mitchell Jr., *Vice-Chair*

  
\_\_\_\_\_  
Jacqueline Weaver

  
\_\_\_\_\_  
Peter McKenzie

A majority of the municipal officers of the  
Town of Gouldsboro

A true copy, attest:

  
\_\_\_\_\_  
Brianna L. Mitchell  
Town Clerk, Town of Gouldsboro