

Special Meeting Board of Trustees March 24, 2020 via ZOOM

Meeting called to order at 7:39 a.m. Members in attendance ; Trustee President Caroline Rose, Trustee Treasurer James Golter, Trustee Clerk Julia O'Connell, and Superintendent Mike Rogers.

Reviewed operation of remote meeting using ZOOM platform. Audio operating sufficiently for all in attendance. Trustee Golter on site with Supt Rogers. Video working for all except Trustee O'Connell which per new state guidelines is acceptable. (Only audio is required for remote meetings) Trustee Golter will follow up with tech support to access remotely using his device.

Covid-19 protocols reviewed

Per MMA (Maine Municipal Association) All votes made remotely need to be done by roll call and may continue to be held remotely up to 30 days after emergency is terminated.

Supt. Rogers will work with tech support and administer BOT meetings. Current ZOOM platform can host up to 100 participants for BOT teleconference meetings. Login information for each meeting will be posted on the KWD website to provide real-time access for any members of the public who wish to attend, remotely. Participants will be announced when they join the conference call. Info to be posted on KWD website. Supt. Rogers and tech support will set up and also make it possible to know when members of the public join the meeting.

There will be a Special Meeting for changing the bylaws to allow voting by phone after this emergency has passed. It will need to be announced in legal notices of the *Portland Herald*.

Work shifts at the filtration plant will begin a two-week staggered schedule with our veteran operator Greg Chapman being the first to be at home for two weeks. There will be two plant operators at the plant per shift. All staff will be available by phone when they are not on site, during their regularly scheduled hours. (Staggered shifts have begun locally for town employees to reduce the risk of "whole department" exposure)

Discussed back up plans for plant operators, superintendent, etc. and use of new computer system.

Discussed applicants for open laborer position. Supt. Rogers reports 7 applicants with 4 potential qualified persons.

New "sick pay policy" Trustee Rose moves that BOT amend sick leave policy so that during the current emergency, employees needing sick time will be paid without using their accrued sick time. Trustee Golter seconds motion. Roll call for vote. Three in the affirmative. Motion passes.

Next BOT meeting scheduled for Thursday March 25 at 7:30 a.m. Supt Rogers will email agenda and material and will post agenda on website.

Meeting adjourned at 8:24 a.m.

Disclaimer The above minutes constitute the author's understanding of the meeting. While every effort has been made to ensure the accuracy of the information, the minutes are not intended as a verbatim transcript of comments at the meeting, but is a summary of the discussion and actions that took place. Respectfully submitted, Julia O'Connell, Clerk

