



Kennebec Water District  
Notice of Public Hearing  
August 5, 2021

Adoption of Policy for Remote Participation in Public Proceedings

Pursuant to 1 M.R.S. § 403-B, the Kennebec Water District proposes to adopt the attached Remote Participation in Public Proceedings policy.

The Kennebec Water District Board of Trustees will be holding a public hearing to provide an opportunity for the public to provide comments regarding this policy. The public hearing will be held at the Kennebec Water District's water treatment plant located at 462 Main Street, Vassalboro, Maine on August 5, 2021 at 7:30 am.

For members of the public desiring to provide comment but unable to attend in person, written comments may be submitted in writing to Roger Crouse, General Manager at [rcrouse@kennebecwater.org](mailto:rcrouse@kennebecwater.org) no later than 12 pm on August 4, 2021.

Kennebec Water District retains the right to impose time limits on public commentors.

For more information, please contact Roger Crouse via phone at (207)873-2763 or e-mail at [rcrouse@kennebecwater.org](mailto:rcrouse@kennebecwater.org).



## Remote Participation in Public Proceedings

**PURPOSE:** This policy defines when remote participation in KWD Board of Trustee public proceedings may occur per 1 M.R.S. § 403-B.

**SCOPE:** This policy applies to public proceedings as defined by 1 M.R.S. § 402.

**ORIGINATOR:** Roger Crouse

**CURRENT OWNER:** Board of Trustees

**POLICY:**

1. Pursuant to 1 M.R.S. § 403-B, and after public notice and hearing, the Kennebec Water District adopts the following policy to govern the participation, via remote methods, of members of the Board of Trustees (body) and the public in the public proceedings or meetings of the body.
2. 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 via remote methods, or an illness, other physical condition, 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 determine 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.
3. 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.
4. The public will be provided a meaningful opportunity to attend via remote methods when any member of the body participates via remote methods. 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. The public will also be provided an opportunity to attend the meeting in person unless there is an emergency or urgent issue that requires the entire body to meet using remote methods.

Title: Remote Participation in Public Proceedings  
SOP ID: KWD00055  
Revision: Original

Prepared By: Roger Crouse  
Date: August 5, 2021  
Date of Revision: N/A

5. 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.
6. 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 using remote methods of attendance.
7. 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.
8. 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.
9. This policy will remain in force indefinitely unless amended or rescinded.

**ASSOCIATED DOCUMENTS:** None

**SUPERCEDED DOCUMENTS:** None

**RETENTION:**

1. This document is retained per the KWD Record Retention Schedules.

**REVISION LOG:**

Section	Page	Rev.	Date	Description Of Change	Approved by:
All			7/15/19	Original	Board of Trustees

**APPENDICES:** None