

POLICY MANUAL

For The

BOARD OF SELECTMEN

Of The

TOWN OF ST. GEORGE

Reviewed and Approved by the Board of Selectmen on July 2, 2007.

Terence Driscoll, Chairman

Frederic Carey

Leeanne Cote

Donald Lunt

Keith Miller

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Selectmen's Policy Manual

INTRODUCTION

In the summer of 1988, the Board of Selectmen recognized that there was no formal source of policy statements that existed. To some extent they were contained in the minutes of the meetings of the Selectmen, but were not identified as such, and were not available for ready reference or review. As a result of this, the Board adopted on July 25, 1998, a Policy Policy that made the following resolution:

RESOLUTION

- a. That a formal Policy Log be established.
- b. That the Policy Log be organized and maintained by Town Office personnel under the direction of the Town Manager.
- c. That new policy statements may be added to the Policy Log, or existing policy statements in the Policy Log may be changed or revoked, by a majority vote of Selectmen present at a formal meeting of the Selectmen. Notice of the proposed policy change must be provided two (2) weeks before the meeting. Any member of the Board that cannot be present at the meeting for a valid reason may notify the Chairman of that valid reason and request that consideration of the proposed policy change be re-scheduled. The request may be made in any form and by any means, but must be received before the start of the Regular Session. An initial request must be honored by the Chairman. A second request may be honored at the Chairman's discretion. If the full Board of Selectmen is present, such notice is not required. The objective of this part is to avoid two things: unreasonable delay in adopting policy and adoption of policy without the full Board's involvement in the action.
- d. That the only valid policy statements are those that have been approved for inclusion in the Policy Log.
- e. That all current actions that are considered to be based on existing policy shall be continued until confirmed, replaced, or revoked, by formal entries in the Policy Log.

The current edition of the Town Charter states at Section 201.3.7 "The Board of Selectmen shall determine rules for conducting Town of St. George business and shall maintain them in a Selectmen's Policy Manual."

FUTURES FILE

DEFINITION

This policy statement establishes a “Futures File” to contain information concerning future events that will require action to be taken by town officials. While the file is not restricted as to content, it is intended to contain reminders about long-term or unusual contracts or commitments made by the Town that must be re-negotiated or honored, and/or actions that should be initiated. Examples are long-term leases or contracts.

PROBLEM

Due to the long term nature of Municipal affairs, and the normal turnover of town officials, both elected and appointed, actions that must be taken by the Town may not be known to current officials.

RESOLUTION

1. That a formal Futures File be established.
2. That the Futures File be organized and maintained by town office personnel under the direction of the Town Manager.
3. That the Futures File will contain information to remind future town officials of actions that must be taken.
4. That the Futures File content will be “hard-copy” and be available for review by both town officials and the general public.
5. That the Futures File will be reviewed by the Town Manager on a regular basis and any required action be brought to the attention of the official (s) that must take the action.

Amended by the Board of Selectmen 9/26/05.

TOWN OFFICE MEETING ROOMS

INTRODUCTION

The town office has several meeting rooms available for meetings and other events. It is intended that these rooms be made available for use by the townspeople. This policy establishes guidelines concerning the use and scheduling of the rooms.

GUIDELINES

All usage is to be approved and scheduled by the Town Manager or designated town office staff, in accordance with these guidelines.

PRIORITY

Town government activities such as voting and Board and Committee meetings are to have first priority for use of the available rooms. The Fire Department and Ambulance Association will have priority on the Fire Station Meeting Room.

The next priority is to accommodate requests from town service organizations such as the fire department, ambulance, and health clinics.

Because of the potential for scheduling conflicts the room should not usually be considered as a regular meeting place by other organizations and individuals. It may be used when available for one time or occasional meetings, or for regular meetings, at the discretion of the Town Manager.

RESPONSIBILITY

An individual must be designated who will be in charge of the meeting. This individual will be responsible for arranging access, keeping order, cleanup after the meeting, and securing the room after the meeting (lights off, thermostat down, doors locked, etc.). Alcoholic beverages or liquor of any kind are not permitted at any meeting or event in these rooms.

Amended by the Board of Selectmen 7/2/07.

TAX ACQUIRED PROPERTY POLICY

Parcels of property that become tax-acquired through the tax lien foreclosure process in the Town of St. George shall be conveyed back to the taxpayer against whom the liened taxes were committed, provided that the taxpayer pays to the Town a sum of money equal to all outstanding taxes, interest, costs, and an additional amount representing taxes that would have been collected against the property had it not become tax acquired. Said additional amount representing taxes that would have been collected against the property had it not been tax acquired shall be entered for bookkeeping purposes as part of cost to said Town of St. George.

The right to redeem set forth in the preceding paragraph shall be available to the taxpayer until such time as the Board of Selectmen awards the property to a bidder at a public auction, or pursuant to a bid process, or obtains a court judgment confirming the Town's title to the property. No public auction or bid process shall be held, nor court action commenced, until after one (1) year from the tax lien foreclosure date, although such action may be taken at any time thereafter. The taxpayer (last owner, heirs, or representative thereof) shall be given notice of the auction or bid process by first class mail to the last known address of town record to said taxpayer, mailed at least fourteen (14) days prior to the date of auction or bid opening.

The Tax Collector or Treasurer is authorized to collect partial payments on any taxes that are due or delinquent, provided nevertheless that no partial payments shall be accepted by the Treasurer with respect to any property after the date on which said property becomes tax acquired by virtue of the foreclosure of a tax lien.

For transition purposes, this policy shall affect only those properties that become tax-acquired after the adoption date of this policy.

Adopted by the Board of Selectmen July 1, 1991

Ralph E. Cline, Jr.

Paul E. Gaudette

Donald W. Kingsbury

Carol P. Paulsen

Edward L. Zaklow

TOWN OFFICE HOURS OF OPERATION

POLICY OF THE BOARD

The day-to-day operation of the Town Office is the responsibility of the Town Manager. The Town Manager is responsible for the staff and the setting of the work schedule for the staff.

It is the direct responsibility of the Board of Selectmen to set the hours of operation for the Town Office, said hours to be approved by a majority of the Board of Selectmen.

The hours of operation shall be subject to the holiday schedule as described in the Personnel Policy.

Exceptions to the hours of operation shall be:

- Immediate attention...The Town Manager may alter the hours of operation based upon items that need immediate attention, such as emergencies and storm days.
- Temporary changes...Temporary changes to the hours of operation may be approved by action at a Board of Selectmen's meeting. Those items requiring a temporary change in hours may include, but are not limited to, holiday weekends that occur at the end of the month, state and federal elections, or scheduled workshops that require full staff attendance.

Adopted by the Board of Selectmen April 1, 2002.

Reginald Montgomery
Robert E. Dennison
Steve N. Miller
Wayne Sawyer

Amended July 2, 2007.

CONCEALED FIREARMS PERMIT PROCESS

DEFINITION:

In December 1991 the State Legislature enacted a new law that enables municipalities without a full-time Chief of Police to enter into an agreement with the State Police, designating the State Police as the issuing authority for the municipality. All of the functions of the issuing authority would be with the State Police, with the State Police receiving any fees authorized for performing these functions.

Exercising home rule, the municipality may retain the ability to issue concealed firearm permits, subject to the requirements of 25 M.R.S.A. Chapter 252.

POLICY OF THE BOARD:

In keeping with the Town's desire to maintain home rule, it is the Board's policy to retain the authority to issue concealed firearm permits. Administration of the permit process will be in accordance with state law. The Board of Selectmen shall exercise their right under state law to allow the applicant to "personally demonstrate knowledge of handgun safety" to the Board. As agent of the Board of Selectmen, the Town Manager will be responsible for administration of the process, with the Board of Selectmen reviewing the application and making the final approval or disapproval of the request for a permit.

Adopted by the Board of Selectmen February 22, 1999

Lawrence G. Batz
Robert E. Dennison
Richard J. Mathiau
Larry A. Small

PUBLIC HEARING POLICY

ISSUE

Public hearings are meetings to provide information and receive public input on particular matters. There are certain requirements that are involved with certain types of public hearings. Those requirements vary, depending on State statute or Charter.

POLICY

Public hearings may be called by Boards or Committees for specific reasons. Those public hearings that are called by Boards or Committees should be cleared with the Town Manager so scheduling of time and meeting space is approved, and that no conflict with State statutes or charter occur. The Town Manager will be responsible for proper notification of meetings. This will include the legal requirements for advertising.

Some public hearings may be required for certain items, such as adoption of ordinances. These public meetings should be arranged through, and called by, the Board of Selectmen as the subject matter involves town issues that fall into a category covered by State statute or Charter.

The Boards or Committees that are responsible for calling the public hearing will be responsible for administering the public hearing. This includes the conduct and subject matter of the hearing.

To ensure as much public involvement as possible in public hearings, the hearing shall be advertised as required.

Adopted by the Board of Selectmen December 20, 1993

Edward Zaklow
Ralph E. Cline, Jr.
Lawrence Batz
Pamela J. Batty

COMMUNITY SERVICE POLICY

DEFINITION

Community service, also known as alternative sentencing, is given as a punishment in lieu of a fine or jail time. The decision to sentence someone to community service is made by the legal system, whether it be the court or a juvenile intake worker. The person receiving the sentence is typically given a certain number of hours of work to perform for the benefit of a municipality or non-profit organization. After completion, each receiving organization must provide written acknowledgment of the hours performed on their behalf.

POLICY

Community service requests will initially be received by the Town Manager. In order to maintain confidentiality, requests for community service will be administered by the Town Manager, with a report filed in the town office on the community service performed.

Adopted by the Board of Selectmen August 18, 1997

Douglas Anderson, Jr.
Pamela J. Batty
Lawrence G. Batz
Robert E. Dennison
Erlaine E. Wilson

Amended by the Selectmen July 2, 2007.

ST. GEORGE HISTORICAL SOCIETY

DEFINITION

In recognition of the need for a formal arrangement to protect the interests of both the St. George Historical Society and the Town, the St. George Board of Selectmen presents a written policy on the use of the Town Office vaults by the St. George Historical Society.

POLICY OF THE BOARD

The area within the vault that will be available to the Historical Society for storage will be so designated and clearly marked. Other items within the vault shall not be intermingled with the Society's collection.

Items placed in the vault by the St. George Historical Society shall be catalogued. Items shall be received and recorded by the town's Records Officer. The log of items held in the vault shall include the following information:

- Date of receipt
- Description of item
- Name of person placing the item in the vault

Access to the Historical Society collection shall be limited, at the discretion of the Records Officer, to members of the Historical Society. If in doubt, the Records Officer shall verify access with either a trustee or officer of the Historical Society. Anyone receiving items for removal shall also sign a receipt for such items.

The Historical Society shall provide a letter to the Town holding the Town harmless in connection with any loss or damage to items held in storage by the Town for the Historical Society.

The Town Office staff shall provide, at the direction of the Town Manager, reasonable support services available at the Town Office, such as photocopying of historical documents, to assist in the preservation of the Town's history.

Adopted by the Board of Selectmen August 19, 1991

Donald W. Kingsbury
Ralph E. Cline, Jr.
Carol P. Paulsen
Paul E. Gaudette
Edward L. Zaklow

FINANCIAL MANAGEMENT POLICY

Section 1. GOALS The goals of the Town of St. George's Financial Management Policy are two-fold: 1) to maximize the amount of cash available, both to meet daily needs and to increase the amount available for investments; and, 2) to earn the maximum rate of return on invested idle cash while ensuring that the amount of principal invested is protected from loss.

Section 2. DELEGATION The authority to invest and reinvest money of the Town, to sell or exchange securities so purchased, and to deposit such securities for safekeeping is hereby delegated to the Town Treasurer, or in his/her absence to the Office Manager.

Section 3. INVESTMENTS The Town Treasurer is hereby authorized to purchase, at their original sale or after they have been issued, securities which are permissible investments under State law, as it now reads or may be hereafter amended, from money in his/her custody which is not required for the immediate necessities of the Town and as he/she deems wise and expedient.

Section 3.1 ADMINISTRATION OF INVESTMENT PROGRAM

- a. The Town Treasurer shall prepare a cash flow projection annually. This projection will be a tool used to maximize earnings while insuring adequate liquidity.
- b. The Town Treasurer shall solicit quotes from at least three separate financial institutions before purchasing certificates of deposit (CDs) or repurchase agreements (REPOs).
- c. The maximum maturity limit on securities purchased with General Fund monies shall be twelve (12) months. A longer maturity may be allowed for securities purchased with monies from other funds, such as: trust funds, reserve accounts, enterprise funds, debt service funds, and special assessment funds.

Section 4. REDEMPTION From time to time the Town Treasurer shall redeem the securities in which Town monies have been invested pursuant to Section 3 of this Policy so that the proceeds may be applied to the purposes which the original purchase monies were designated or placed in the Town treasury.

Section 5. REPORTS The Town Treasurer shall make a quarterly report of all investments to the Town's Board of Selectmen.

Amended by the Board of Selectmen July 2, 2007

PURCHASING PROCEDURES

DEFINITION

This policy statement is in response to Section 304.14 of the St. George Town Charter which requires a written policy to specify the authority of the Town Manager to act as Purchasing Agent and to establish requirements for sealed competitive bids.

RESOLUTION

- That the Town Manager shall act as the Purchasing Agent for all departments of the Town.
- That the Town Manager is authorized to act on his own initiative for purchases up to, but not exceeding, \$1000 in cost.
- That the Town Manager is to obtain prior approval from the Board of Selectmen for purchases that exceed \$1000 in cost.
- That the Town Manager may, for authorized purchases, determine a specific supplier for purchases up to a cost of \$5000 through a process of comparative shopping performed by the Town Manager, or an individual designated by the Town Manager.
- That the Town Manager will employ a sealed competitive bid process for all purchases that exceed \$5000 in cost unless otherwise directed by vote of the Board of Selectmen.

Amended by the Board of Selectmen July 2, 2007

BID PROCESS AND PROCEDURES POLICY

DEFINITION

This policy statement establishes the process and procedures for normal use in considering and awarding bids.

PROBLEM

Proper analysis and consideration of competing bids is difficult if conducted without sufficient time and under pressure. The current procedure of awarding bids the same night that they are opened presents this problem. Also, all bidders are not aware that their presence when the bids are opened is not only allowed, but is encouraged.

IMPLEMENTATION

The current practice of providing bid specifications and reserving the right to reject any or all bids is to be continued. The following information is to be provided in the specifications- :

- a. The specifications for request for bids will state the procedure that will be followed in opening and awarding the bid.
- b. The specifications will make it clear that an opportunity will be provided when the bids are opened for open discussion concerning details of the bids, and that bidders are invited to attend and participate in that discussion.

Normally a decision on the bids will be made at the next scheduled meeting of the Board of Selectmen after they have been opened. The bidders are also welcome at that meeting.

Any required analysis or further investigation will be scheduled to occur during the week following the date that the bids were opened.

Adopted by the Board of Selectmen February 6, 1991

Ralph E. Cline, Jr.
Robert E. Dennison
Carol P. Paulsen
Donald Kingsbury
Paul Gaudette

PAYMENT AUTHORIZATION POLICY

Definition:

This policy is intended to authorize the Town Manager to pay the usual outstanding bills on those occasions when the Board of Selectmen fails to hold its regular meeting. Failure to hold a meeting may occur due to holidays, failure to have a quorum present, weather conditions, or other reasons. On those occasions the Town should meet its financial obligations.

Policy Statement:

The Town Manager shall be authorized to pay all usual outstanding bills on those occasions when the Board of Selectmen fails to hold a meeting, and therefore, cannot review and approve the warrant. Such outstanding warrant(s) shall be reviewed for approval, and if approved, then signed at the next regular meeting of the Board of Selectmen.

Considerations:

The Town Manager shall use his judgment in paying outstanding bills and where reasonable, delay payment of specific bills until the Board of Selectmen can provide authorization.

Adopted by the Board of Selectmen January 29, 2001

Lawrence G. Batz
Donald R. Choquette
Robert E. Dennison
Reginald Montgomery
Wayne Sawyer

GENERAL ASSISTANCE VOUCHER POLICY

Definition:

This policy is intended to provide guidance to the General Assistance Administrator, or designee, when responding to the needs of eligible clients for basic necessities under the Town's General Assistance Ordinance.

Policy Statement:

It is the intent of the Board of Selectmen to use local St. George vendors to provide for the basic necessities as defined by the General Assistance Ordinance for the Town of St. George. However, when it is determined that a vendor located outside of the Town of St. George would be more cost effective and better serve the general assistance client, then the Administrator, or designee, shall issue purchase orders for those vendors.

Considerations:

There will be times when certain rules, regulations, or contracts will determine the vendor for the basic necessity. For example, heating oil is provided under a contract between the Town and a local vendor.

Adopted by the Board of Selectmen January 29, 2001

Lawrence G. Batz
Donald R. Choquette
Robert E. Dennison
Reginald Montgomery
Wayne Sawyer

DUTIES AND RESPONSIBILITIES OF THE BUDGET COMMITTEE

This definition of duties and responsibilities is provided as a policy statement by the Board of Selectmen, Town of St. George, to clearly state what actions are expected of the Budget Committee.

RESPONSIBILITIES: The Budget Committee is advisory in nature. Its responsibility is to monitor the town's current financial situation and when requested, or required by charter, determine the impact of policy decisions being considered by the Selectmen on the Town's long-term financial health.

DUTIES:

1. Review the status of the town's budget each quarter and report the committee's findings and recommendations to the Selectmen.
2. Review the appropriations planned to be included in a warrant for action at a Town Meeting and report the Committee's recommendations to the Selectmen. The Budget Committee's position on each appropriation will be stated in the warrant.
3. Consider annually the long term capital and operational expenses that may be incurred by the Town and provide a written report to the Selectmen and Town Manager by November 15th each year detailing the Committee's recommendations.

Amended by the Board of Selectmen November 6, 1995

Douglas Anderson, Jr.

Lawrence Batz

Erlaine E. Wilson

Pamela J. Batty

Ralph E. Cline, Jr.

RECREATION COMMITTEE

There shall be a Recreation Committee consisting of seven (7) voting members and two (2) or more alternate members to be appointed annually by the Board of Selectmen. Voting members shall elect their chairman and the secretary annually at the first regular meeting of the Recreation Committee following May 1st. An alternate may only vote in the absence of a regular member. The Chairman shall delegate which alternate will be temporarily raised to voting status. The Parks & Recreation Director shall attend Recreation Committee meetings to update members on activities and to coordinate efforts to further the goals of the Committee. The Recreation Committee shall oversee all resources, facilities and programs of a recreational nature, strive to maintain and improve the physical and mental fitness of the community, and administer, in cooperation with the Town Manager, the recreational programs to include all segments of the community on a year round basis. The Chairman shall submit to the municipal officers, by January 15th of each year, a written report of the previous year's activities, the same report to be included in the annual town report.

Amended by the Board of Selectmen, Town of St. George, Maine 9/26/05.

RECORDS OFFICER

DEFINITION

Maine law provides that no local government may destroy official records without the approval of Maine's Local Government Records Board. This Local Government Records Board was authorized to develop rules to simplify the management of these records by providing retention and disposition determinations for most items. Section 6 of the Rules state that "each local government agency shall appoint a Records Officer to serve as contact person with the Local Government Records Board. The Records Officer shall be responsible for completing all forms and reports submitted to the Local Government Records Board, and shall have authority to obtain the required information from all units and/or divisions within the local government agency represented. When the Records Officer leaves the local government agency, or is replaced, the Local Government Records Board shall receive prompt written notification."

RESOLUTION

The Board of Selectmen hereby designate the appointed Town Clerk to serve as the Records Officer for the Town of St.George. At the annual appointment of the Town Clerk, the responsibilities and duties of the Records Officer, as well as the title and position, shall automatically be assumed by the Town Clerk.

Approved by the Board of Selectmen January 7, 1991

Robert E. Dennison, Chairman

Ralph E. Cline, Jr.

Paul E. Gaudette

Donald W. Kingsbury

Carol P. Paulsen

QUALIFICATION OF FIRE OFFICERS

DEFINITION

Fire officers are appointed by the Board of Selectmen within 30 days after the Annual Town Meeting, and are usually based upon the popular vote conducted by the St. George Volunteer Firefighters and Ambulance Association members in January.

RESOLUTION

Appointments to positions as officers in the St. George Fire Department should be made based upon qualifications. Areas used to determine qualifications shall include experience and training. All officers must be at least 21 years of age and have current training, as defined by the St. George Fire Department's Standard Operating Guidelines. Officers must also meet all State and Federal laws, guidelines and/or regulations. The following qualifications must also be met for the respective positions:

- FIRE CHIEF...served as an assistant or deputy fire chief for at least five years and has had officer and leadership training.
- DEPUTY CHIEF...served as an assistant or deputy fire chief for at least three years and has had officer and command training.
- ASSISTANT CHIEF...served as a firefighter for at least two years and has had officer and command training.

The Board of Selectmen will consider the recommendations of the St. George Volunteer Firefighters and Ambulance Association resulting from the vote at their annual meeting.

Approved by the Board of Selectmen December 23, 1991

Ralph E. Cline, Jr.
Carol P. Paulsen
Donald W. Kingsbury
Edward L. Zaklow
Paul E. Gaudette

Amended July 2, 2007

COMPENSATION OF MEMBERS OF TOWN BOARDS

DEFINITION

The intent of compensating the Board members is to provide appreciation for their community service, recognizing that membership on these Boards demands a lot of time and dedication.

POLICY OF THE BOARD

Members of the Planning Board, Board of Appeals, and the Coastal Waters Management Board shall be compensated on a quarterly basis. Compensation shall be based upon attendance at regularly scheduled meetings and hearings, as recorded in the minutes, at the rate of \$10 per meeting or hearing. At no time shall total compensation to the Boards exceed that amount appropriated by the Town. At the time that the budgetary level is met, the remaining balance of the appropriation shall be prorated among the members attending that specific meeting.

Adopted by the Board of Selectmen January 27, 1992

Ralph E. Cline, Jr.
Carol P. Paulsen
Donald W. Kingsbury
Paul E. Gaudette
Edward L. Zaklow

PERSONNEL POLICY

Definition:

This personnel policy establishes guidelines and rules to be followed when making personnel decisions. Personnel decisions are decisions that effect the employment, termination, salary, vacation, holidays, personal time off, benefits, training, qualifications, and assignments for employees of the Town of St. George. The Board of Selectmen has decided the following guidelines and rules to be appropriate for the Town of St. George. The objective of this policy is to ensure that fair and consistent practices will be followed for all personnel. To the extent that any part of this policy conflicts with County, State or Federal Law, the County, State or Federal Law will take precedence.

Employment:

The Town of St. George is an equal opportunity employer. In practice this means that the most qualified applicant for a position must be offered the position. In order to determine who is best qualified there must be a clear statement of the duties of the position and of the skills required. Each applicant's qualifications are to be judged against the job description used by the manager to advertise the position.

Termination:

Termination of an employee's employment with the Town of St. George, when not by mutual agreement, must be for just cause. Just causes for immediate dismissal include; violence, stealing, and insubordination. Just causes for dismissal after being given a reasonable opportunity to correct the problem include; incompetence, frequently absent or late, alcohol and/or drug abuse, and attitude when the attitude problem has a significant negative effect on operations.

The words "reasonable opportunity" as used above shall mean two months from the first warning. Regular meetings will be held between the employee and manager at least every two weeks during the two-month period to discuss progress or lack of it. These meetings shall be documented and reported to the Board of Selectmen. A second "warning period" for an employee is at the discretion of the Board of Selectmen.

The word "frequently" as used above shall mean five (5) or more times in any month without a reason acceptable to the employee's manager. Acceptable reasons may include; illness and family emergencies.

The words "significant negative effect" as used above shall mean that complaints from other employees and/or the public indicate that in the manager's opinion morale and/or public relations are being adversely effected due to the employee's attitude and/or actions.

Salary:

Salary administration is the responsibility of the manager within the bounds set by the appropriations provided by the town at Town Meeting. The guidelines are to set wages at a level that will attract and keep competent employees. Levels are adjusted based on employee's progress, local salary ranges for equivalent positions, and the cost of living.

Vacation:

A full time permanent employee of the Town of St. George will earn one day of vacation time for each month worked during the first year of employment, up to a maximum of ten (10) days. For the second through fifth year of employment the employee shall earn ten (10) vacation days per year. For the sixth through tenth year of employment the employee shall earn fifteen (15) days of vacation each year. For the eleventh year of employment and from then on the employee shall earn twenty (20) days of vacation per year. Vacation within these limits shall be taken when authorized by the manager, taking into consideration employee preference, work-load, and conflicts with other employees' vacation plans. In the case of conflicts in vacation schedules the request by the employee with the most seniority will prevail. All vacation must be taken by the end of January of the next year. By mutual agreement between the Manager and employee the employee may be paid unused vacation days. A year's vacation is considered "earned" at the end of January of that year. A year, as used here, means January 1 through December 31.

Holidays:

The Town of St. George will observe the same holiday schedule as observed by State of Maine agencies. In addition one personal preference holiday will be available to each employee per year. Full time permanent employees will be paid at their regular rate for these holidays.

Sick Leave:

The general policy is that if an employee of the Town of St. George is sick or otherwise disabled the employee should not come to work. The employee must, however, contact their manager and report that they will be absent due to illness, or have someone else make the report. A full time permanent employee will be paid for up to fifteen (15) days of sick leave per year. Sick leave is divided into two kinds, short term and long term. Short-term sick leave days may be accumulated and carried over to following years to a total of twenty-five (25) days. Long-term sick leave, which can only accumulate up to 15 days, is only available for an extended illness. Accumulated short-term sick leave will be compensated for upon leaving employment at the rate of 50% of the current pay. Long-term sick leave is not eligible for conversion. Therefore, sick leave accumulated in excess of 25 days can either be held for long-term sick leave or converted from 1 day to 1 hour personal time off. Consecutive days of illness

in excess of three (3) days require verification, acceptable to the manager, when returning to work. Disability insurance is available from the Maine Municipal Association (and other sources). This is to be made known to each employee and may be obtained by them at their discretion and expense. "Worker's Compensation" rules must be followed by the manager and employee in cases of on-the-job accidents.

Personal Time Off:

Personal time off is at the discretion of the manager. Unused sick leave may be converted to "earned" personal time off at the rate of one (1) hour per unused day of sick leave from previous years, up to a maximum of sixteen (16) hours.

Bereavement

Full-time permanent employees are eligible to receive paid time off for bereavement. There shall be five (5) days allowed for the death of a spouse or child, three (3) days for another immediate family member, with additional time available at the discretion of the Town Manager through the use of sick time. Special consideration is allowed in this category at the discretion of the Town Manager.

Military Leave / Reserve Service Leave

This policy recognizes military leave/reserve service leave and the right to re-employment after such leave under the terms and conditions of applicable Federal and State law.

Jury / Witness Leave

Any employee shall be excused from work when required to respond to a summons for jury duty, to serve as a juror, or attend court for prospective jury service. The Town shall pay the employee the difference between his/her regular pay and the juror's pay, provided the employee presents an official statement of jury pay received.

Benefits:

Benefits are available to full time permanent employees. The monetary amount available in benefits to the full time permanent employees is equal to the individual coverage for health insurance and 5% of the individual employee's gross pay. The Maine Municipal Employees Health Trust [MMEHT] is the Town's insurer for health insurance. The MMEHT also offers dental, income protection and life insurance programs. The ICMA Retirement Trust handles the Town's deferred compensation plan (known as a 457 Plan). In order to provide the best possible use of the benefit dollars available to the eligible employees, the Town will allow the eligible employees to request a specific allocation of their benefit dollars among the benefits available to them. This allocation must be submitted in writing by the employee and approved by the Town Manager. The allocation requests will be made part of the employee's personnel file. If the eligible employee wishes coverage under the various benefit plans

available and the cost of the coverage requested exceeds the benefit dollars allowed that employee, the Town will provide the requested coverage and deduct the additional cost from the employee's pre-tax wages. Part-time permanent employees may enroll in the health insurance plan or deferred compensation plan offered by the Town to the full-time permanent employees, with any and all costs of the plans attributed to the part-time permanent employees to be paid by them.

Training:

The Town of St. George will authorize and pay for up to one week (five days) training for each full time permanent employee each year. This training must be consistent with the employee's duties and assignments. Days in excess of five (5) and the specific training for each employee will be at the discretion of the manager.

Qualifications:

The qualifications required to be met for each authorized position within the Town of St. George are set by the manager of that position. Over a period of time the qualifications required for any specific position may change. To the extent possible training should be provided to allow the current employee holding that position to continue to be qualified for the position.

Assignments:

Specific employee assignments are the responsibility of the department head. Assignments should normally be those related to the employee's position with the Town of St. George. Other duties may be assigned as required by the department head. Each employee is expected to perform the duties assigned.

Expense Reimbursement:

Employees of the Town of St. George shall be reimbursed for mileage incurred by them on their personal vehicles on an assignment or duty authorized by the Town Manager at the rate allowed by the Internal Revenue Service. This section does not supersede any agreement or contract in force with an employee.

Amended by the Board of Selectmen December 11, 2006

POLICY ON HARASSMENT

It is the policy of the Town of St. George that all employees should be able to work in an environment free from all forms of harassment. Harassment, as defined by this policy, is prohibited. This policy refers not only to supervisor-subordinate actions, but also to actions between co-workers. Any complaints of harassment will be investigated promptly. There will be no intimidation, discrimination or retaliation against any employee who makes a report of harassment.

A. Sexual harassment

1. Sexual harassment is the attempt to control, influence or affect the career, salary or job of an individual in exchange for sexual favors. Sexual harassment can also be conduct that creates a hostile or offensive work environment or unreasonably interferes with a person's ability to perform his or her job. Sexual harassment is an extremely serious matter. It is prohibited in the workplace by any person and in any form.
2. Specific conduct which is prohibited includes, but is not limited to:
 - a. threats or insinuations, implicit or explicit, that any employee's refusal to submit to sexual advances will adversely affect the employee's retention, evaluation, wages, promotion, duties or any other condition of employment;
 - b. unwelcome sexual flirtations, advances or propositions;
 - c. verbal or written abuse of a sexual nature;
 - d. graphic verbal comments about an individual's body;
 - e. sexually degrading words used to describe an individual;
 - f. the display in the workplace of sexually suggestive objects or pictures.
3. Any employee who believes he or she has been the subject of sexual harassment should report the alleged act to the Personnel Director or other appropriate management.
4. Any supervisor or employee who is found, after appropriate investigation, to have engaged in sexual harassment will be subject to discipline, up to and including discharge.

B. Verbal Harassment

Derogatory or vulgar comments regarding a person's sex, religion, age, ethnic origins, physical appearance, or the distribution of written or graphic material having such an effect, are prohibited. Any employee who believes he or she has been the subject of such harassment should report the alleged conduct to the Personnel Director or other appropriate management. Any supervisor or employee who is found, after appropriate investigation, to have engaged in any harassment will be subject to discipline, including discharge.

Adopted by the Board of Selectmen June 3, 1996

Douglas E. Anderson, Jr.

Lawrence G. Batz

Erlaine E. Wilson

Pamela J. Batty

Robert E. Dennison

CONSERVATION COMMISSION

There shall be a Conservation Commission consisting of five (5) voting members and two (2) alternate members to be appointed by the Board of Selectmen. Members of the Commission shall initially be appointed for terms of one, two and three years, such that the terms of approximately one-third of the members will expire each year. Their successors shall be appointed for terms of three years each. Members shall serve until the appointment of their successors.

Voting members shall elect their chairman and the secretary annually at the first regular meeting of the Conservation Commission after the Board of Selectmen have completed the annual appointments. An alternate may only vote in the absence of a regular member. The Chairman shall delegate which alternate will be temporarily raised to voting status.

The Conservation Commission shall:

- A. Seek to coordinate the activities of conservation bodies organized for similar purposes; and,
- B. Keep an inventory of all open areas within the Town of St. George, whether publicly or privately owned, including open marshlands, swamps and other wetlands, for the purpose of obtaining information relating to the proper protection, development or use of those open areas. The Commission may recommend to the Board of Selectmen, or any municipal board or committee, a program for the better protection, development or use of those areas, which may include the acquisition of conservation easements.

The Conservation Commission may:

- A. Advertise, prepare, print and distribute books, maps, charts, plans and pamphlets which it considers necessary; and,
- B. Recommend the acquisition of land in the Town's name for purposes set forth in this policy.

The Chairman shall submit to the municipal officers, by January 15th of each year, a written report of the previous year's activities, the same report to be included in the annual town report.

Amended by the Board of Selectmen September 26, 2005

Amended by the Board of Selectmen July 2, 2007.

POSTING OF TOWN WAYS

DEFINITION

Review of the roads to be closed in 1993 led to a review of this policy and a recommendation to transfer the responsibility for posting roads to the Road Commissioner.

State law authorizes the municipal officers "to adopt such reasonable rules as in their judgment may be necessary to insure the proper use and to prevent abuse of all highways under their maintenance or supervision...whenever those highways require special protection."

Definitions of words contained within this policy are the same as those found in the Department of Transportation's Chapter 303 - Rules and Regulations Restricting Heavy Loads On Closed Ways.

POLICY OF THE BOARD

By November 1st of each year, the Road Commissioner shall designate those ways and bridges within the Town over which, during such periods of each year, it shall be unlawful for any vehicle to pass having a registered gross vehicle weight exceeding that prescribed by state regulations and traveling with a load other than tools or equipment necessary for operation of the vehicle; or to pass except according to restrictions as to gross weight, speed, operation and equipment prescribed and pursuant to its permit or notice.

By November 1st of each year, the Road Commissioner shall set the time frame under which these rules shall be effective.

Notice of the restrictions shall be given by the erecting at each end of the closed highway a poster indicating the following:

- 1) the date of the posting,
- 2) a description of the highway closed,
- 3) a summary of the vehicles exempt from the closing,
- 4) the name and telephone number of the Road Commissioner, and
- 5) statutory and regulatory references.

This restriction shall not apply to any closed highway which is solidly frozen.

Exempt vehicles shall be those as outlined in state regulations, with modifications, if any, made by the Board of Selectmen.

The municipal officers shall have the same power as the State Police in the enforcement of this section of state law.

Adopted by the Board of Selectmen April 26, 1993
Robert E. Dennison, Chairman

Street Light Policy

Definition:

This street light policy is intended to provide guidance when consideration is being given to the installation or removal of a streetlight.

Considerations:

The placement or removal of a street light will be considered by the Board of Selectmen at any time a resident or property owner within the Town presents a written request to the Board, or upon a periodic review by town officials.

Certain criteria may be considered in the addition or removal of a streetlight. Some of the conditions that may be considered are:

- sharp or blind curves
- crests of hills
- additional traffic on existing roads
- increased foot or bike traffic on existing roads
- school bus or snow plow stops or turnarounds
- other road situations that may be considered hazardous

The Board may request input from the public through a public hearing held at a regular Board of Selectmen's meeting, said meeting advertised at least seven (7) days in advance. The Board will also notify any adjacent land owners and provide fifteen (15) days for them to respond before making a final decision.

Approved by the Board of Selectmen May 6, 1996

Robert E. Dennison
Pamela J. Batty
Erlaine E. Wilson
Lawrence G. Batz
Douglas Anderson, Jr.

Amended by the Board of Selectmen July 2, 2007.

ACCEPTANCE OF PRIVATE ROADS AS PUBLIC ROADS

DEFINITION

Occasionally requests are made to town officials to have private roads be accepted by the Town as a public road. Due to the requirements involved with the process, most requests do not go beyond an informal inquiry to the town official. However, a policy must be in place for those who wish to pursue the request to town meeting.

In March 1969 the voters of St. George adopted Minimum Road Standards. Because the standards were adopted by town meeting, this policy can not be less stringent than, or contradict, what was voted. However, this policy can further explain the standards and the procedure to bring the request to town meeting vote, and be more stringent, if so desired.

POLICY

The following procedure shall be followed when a request is made to have the Town accept a privately owned road as a town road:

1. An application to the Board of Selectmen signed by all people having an interest in the road, such as owner in fee simple and abutting property owners having rights-of-way over the road, shall be presented to the Board. This application shall state that all parties having interest in the road will be willing to deed to the Town a right-of-way over the subject road, and that they would be willing to submit a notarized waiver of liability. The application shall also be accompanied by a scaled drawing of the road and right-of-way, prepared by a licensed civil engineer or surveyor, locating the road with reference to existing roads, waterfronts, etc., and showing all abutting property lines.
2. No privately owned road shall be accepted by the Town unless it meets all of the minimum standards for subdivisions as set forth in the Subdivision Regulations for the Town of St. George.
3. Upon acceptance of a completed application, the Board of Selectmen shall hold a public hearing to receive comments on the proposal. The Board of Selectmen shall also submit a copy of the application to the Planning Board for their review and comments. Based upon this review process, the Board of Selectmen may place other minimum requirements upon the applicants before the road may be accepted by the Town.
4. After appropriate review by the Board of Selectmen, the request will be placed on the warrant of the next Annual Town Meeting. Voters at town meeting may also place certain conditions and requirements on the applicants before the road is accepted as a town road.

5. Minimum road standards as set by the Board of Selectmen and voters of the Town would not have to be applied to the road until after Annual Town Meeting vote to accept, but should be completed within one (1) year of that town meeting vote to accept. The road shall not be considered a town road until all conditions and requirements have been met and approved by the Road Commissioner.

Adopted by the Board of Selectmen January 27, 1999

Lawrence G. Batz
Robert E. Dennison
Richard J. Mathiau
Larry A. Small

WINTER SAND POLICY

Definition:

This policy is intended to provide guidance when responding to requests by local contractors and private citizens for winter sand.

Availability for private use:

Sand will be made available to residents and property owners of St. George for their own use at their residence in St. George, by the bucket-full, at the sand shed without charge.

Availability for use by local contractors:

Sand will be made available to local St. George contractors at the sand shed for their use within the Town of St. George. Charges for the sand will be made at the cost to the Town. Loading is the responsibility of the Town's contractor, who will charge for the service.

Considerations:

Availability of sand may be denied if quantities on hand are not sufficient to more than meet the immediate needs of the Town.

Amended by the Board of Selectmen on January 29, 2001

Lawrence G. Batz
Donald R. Choquette
Robert E. Dennison
Reginald Montgomery
Wayne Sawyer

IMPLIED RESIGNATION

INTRODUCTION

The St. George Charter (Article 202) suggests and authorizes the Selectmen to develop a policy addressing the implied resignation of a Town Board or Committee member who is appointed by the Board of Selectmen.

POLICY

It is the intent that any member of a Town Board or Committee, who has been appointed to that Board or Committee by the Board of Selectmen, shall attend all meetings and hearings of that Board or Committee. If the member cannot attend a meeting or hearing, it is requested that the Chairman be notified of the absence. Any unexplained absence for three (3) or more consecutive meetings could be considered an implied resignation.

If a member of any Town Board or Committee has an unexplained absence of three (3) or more consecutive meetings, the Chairman of that Board or Committee shall notify the Town Manager who in turn shall notify the three times absent member in writing of his implied resignation. The three times absent member then shall have an additional fourteen (14) days within which to show good cause why his / her implied resignation should not be accepted. The Selectmen then have the option of declaring an implied resignation and accepting the same.

Adopted by the Board of Selectmen on June 23, 2003.

Reginald Montgomery

Robert Dennison

Steve Miller

Wayne Sawyer

Leanne Cote

Coastal Waters Management Board Procedures

DEFINITION

The Charter for the Town of St. George states under Article 202 that *"a Board or Committee of the Town of St. George shall follow any procedural requirements established by law, Charter or ordinance for that Board or Committee. Where there is no such requirement, the Board of Selectmen or the Board or Committee may establish written procedures for that Board or Committee."* The following establishes the duties, responsibilities and authorities of the Coastal Waters Management Board (CWMB).

PURPOSE

With respect to all coastal waters under the jurisdiction of the Town of St. George, the general purpose of the CWMB is to:

- Study and evaluate public and private usage of, and access to, all coastal waters, which include, but are not limited to harbors, mooring areas, non-mooring areas, anchorage areas, non-anchorage areas and all coastal shorelines that comprise the municipality of St. George.
- Plan for the future use and access of all Town coastal waters
- Propose regulations or ordinances concerning the Town coastal waters
- Monitor the enforcement of coastal waters rules, regulations and ordinances, and the maintenance and care of town-owned and/or administered waterfront facilities
- Advise the Board of Selectmen on policy matters that directly or indirectly may affect the coastal waters and waterfront facilities of the Town
- Regularly inform the Board of Selectmen of its activities, as well as other appropriate groups, boards and committees and officials of the Town.

ORGANIZATION

The composition of the Board is set by Section 202.2(4)1 of the Charter for the Town of St. George, and as of the adoption of this policy, it states *"there shall be a Coastal Waters Management Board consisting of five voting members with staggered three-year terms. Two alternate members shall be appointed for a one-year term. An alternate may become a voting member only in the absence, abstention or disqualification of a voting member. The Chairman shall designate which alternate votes."*

Appointments, to the extent possible, should provide representation from three major areas of the Town, i.e., Wheelers Bay, Tenants Harbor and Port Clyde, and, to the extent feasible, provide a balance of individuals with commercial marine and recreational boating experience.

The Town Manager, Harbor Master, the municipal officers, or their spouses, shall not be appointed to the CWMB.

GENERAL PROCEDURES

Meetings should be conducted, as far as possible, on an informal basis, relying upon Robert's Rules of Order as needed.

Article 202.1 of the Charter for the Town of St. George outlines the minimum procedures that a board or committee shall adhere to, and at the adoption of this policy, the Charter states:

1. Membership:

- a. *Each position on a Board or Committee shall be a separate office to which an individual is*

appointed by vote of the Board of Selectmen.

- b. A candidate for an office on a Board or Committee must be a resident of the Town of St. George.*
- c. A term of office shall commence on the May 1st following the appointment by the Board of Selectmen and shall terminate on the April 30th of the year ending the term.*
- d. Terms of office shall be staggered so that members will be replaced as evenly as possible over time. When a new Board or Committee is established, the initial terms of office shall be of different lengths to accomplish this.*
- e. Resignation shall be in writing, addressed to the Board of Selectmen. The Board of Selectmen, or an individual Board or Committee, may establish criteria for determining implied resignation for that Board or Committee.*
- f. Board or Committee members may be removed from office, for cause with hearing, by the Board of Selectmen.*
- g. The Board of Selectmen shall appoint a qualified candidate to fill any vacancy which may occur in a Board or Committee for the remainder of the term of that office.*

2. Appointment:

The appointment of any board or committee member shall be in writing and signed by the Board of Selectmen. Before assuming the duties of office, an appointed individual shall take an oath of office as specified by Section 205.2.

3. Positions:

- a. At the initial meeting of a Board or Committee and at the first meeting after May 1st of each year, each Board and Committee shall, as a first order of business, elect a Chairman and Secretary by a majority vote. The election shall be for the period until the following April 30th. If either position becomes vacant a replacement shall be elected for the remainder of the period.*
- b. A Board or Committee may establish other positions and fill them, by majority vote, for the same period of time.*
- c. A Board may employ the services of a recording secretary who is not a member of the Board, the individual selected subject to the approval of the Town Manager, to assist the Secretary in taking and transcribing the minutes of all meetings. If authorized by the Board of Selectmen, a Committee may also obtain the services of a recording secretary under the same conditions if the funds are available.*
- d. In the absence of the Chairman, the members of a Board or Committee present at a meeting shall elect, by majority vote, one of themselves as acting Chairman for the period of that meeting.*

4. Meetings:

- a. A meeting of a Board or Committee may be convened only if a quorum is present. A quorum shall be a majority of the total membership, including alternates if any.*
- b. All motions shall require the vote of a majority of the members present to pass. A tie vote will constitute a failure of the motion.*
- c. A member shall abstain from voting on any particular matter where there is a conflict of interest or a possible appearance thereof. Any question of whether a member shall be disqualified from voting on a particular matter shall be decided by a majority vote of the members except the member who is being challenged. A tie vote shall result in disqualification.*
- d. All meetings shall be open to the public and notice shall be given as provided by law.*
- e. Minutes of all meetings shall be recorded in writing and approved, with amendments if*

necessary, by a vote of the Board or Committee. Copies of all approved minutes and any relevant supporting material shall be maintained by the Town Clerk as public documents.

- f. The minutes of all Board and Committee meetings shall be delivered to the Town Manager within five working days after the meeting date for distribution to members.

5. Annual Report:

The Chairman of each Board and Committee shall prepare a report of the activities of that Board or Committee over the preceding year to be submitted for inclusion in the Annual Report of the Town of St. George.

The Selectmen currently have a policy on Implied Resignation, which states:

“It is the intent that any member of a Town Board or Committee, who has been appointed to that Board or Committee by the Board of Selectmen, shall attend all meetings and hearings of that Board or Committee. If the member cannot attend a meeting or hearing, it is requested that the Chairman be notified of the absence. Any unexplained absence for three (3) or more consecutive meetings could be considered an implied resignation.

If a member of any Town Board or Committee has an unexplained absence of three (3) or more consecutive meetings, the Chairman of that Board or Committee shall notify the Town Manager who in turn shall notify the three times absent member in writing of his implied resignation. The three times absent member then shall have an additional fourteen (14) days within which to show good cause why his / her implied resignation should not be accepted. The Selectmen then have the option of declaring an implied resignation and accepting the same.”

APPEALS BOARD

The Coastal Waters Management Ordinance for the Town of St. George outlines the jurisdiction and procedures for the CWMB to act as a Board of Appeals. As of the date of adoption of this policy, the Coastal Waters Management Ordinance states the following:

“The Coastal Waters Management Board shall hear any appeal by any aggrieved person affected directly or indirectly by a decision, order, rule, or by any act or failure to act by the Harbor Master or his or her deputies. In its appeal decisions, the Board shall hear and approve, approve with modifications and/or conditions, or disapprove the decision, order, rule, act or failure to act by the Harbor Master or his or her deputies, except that, in no instance shall the decisions be in conflict with or violate existing State or Federal regulations, or the Coastal Waters Management Ordinance for the Town of St. George.

1. *An application for an appeal shall be submitted to the Town on the appropriate form describing the complaint and the relief sought. The original application will be placed on file at the Town Office and a copy of the original will be forwarded to the Chairman of the Coastal Waters Management Board.*
2. *The Coastal Waters Management Board, acting in its capacity to hear an appeal, is required to act on any complaint within thirty (30) days of the receipt of the application by the Town. A hearing beyond the thirty (30) day requirement may be scheduled at the mutual agreement of the applicant and the Town. The Town shall set a hearing date taking into consideration the schedules of the applicant and the members of the Coastal Waters Management Board. Public notice of the hearing shall be posted at the Town Office not less than seven (7) days prior to the hearing.*
3. *At the appeal hearing, the Coastal Waters Management Board may receive any oral or documentary evidence. Every applicant, or their agent, shall have the right to present their case or defense by oral and/or documentary evidence, to submit rebuttal evidence, and/or to conduct reasonable cross-examinations.*

4. *The minutes of the meeting, together with all papers filed in the proceeding, shall constitute the official appeal record. All decisions of the Board shall become part of the record and include a written statement of findings and conclusions. Notice of any decision shall be mailed or hand delivered to the applicant, or their agent, with copies to the Town Manager and Harbor Master, within seven (7) days of a decision."*

Adopted by the Board of Selectmen on July 2, 2007.

BOARD & COMMITTEE MEETING TIMES

INTRODUCTION

It is an always present goal of local government to be open and available to the general public. Good communications and an exchange of ideas improve the government function. It was recently suggested, in an effort to be more available to the general public and provide for consistency, that all town boards and committees should meet in the evening and at a standard time for regular meetings. On the flip side, members of the town boards and committees are basically volunteers, so the meeting times should also be convenient for them.

POLICY

It is the intent of the Board of Selectmen that all town boards and committees shall meet at a time that is convenient to the membership of that board or committee, and at a place that is open and available to the public. Any law, rule, ordinance or regulation that is contrary to this policy shall supersede this policy.

Adopted by the Board of Selectmen on July 2, 2007.

SMOKING POLICY ~ SOLID WASTE FACILITY

INTRODUCTION

Laws and rules regarding smoking in public places are set at the State level and typically pertain to smoking indoors. It has recently come to our attention that smoking outdoors at the solid waste facility does occur, and such smoking may be a safety hazard in the general vicinity of recyclables, trash, demo debris, brush & demo wood sites, etc.

RESOLUTION

There will be no smoking allowed on the town property at 276 Wallston Road, commonly referred to as the Solid Waste Facility. This policy will be enforced by town employees at the facility. If, after an initial warning, an offender of this policy re-offends, their privileges of using the facility may be suspended.

EFFECTIVE DATE

July 16, 2007

Adopted by the Board of Selectmen August 20, 2007.

Terence Driscoll

Leeanne Cote

Keith Miller

Frederic Carey

Donald Lunt