

2018

Waldoboro Selected Town Policies

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TOWN OF WALDOBORO

ARBITRAGE AND USE OF PROCEEDS POLICY

Post Issuance Compliance Policy Relating to Bonds Issued by the Town of Waldoboro

This policy is being adopted by the Town of Waldoboro (the "Town") in order to assure that the Town complies with the requirements of federal and state law and the covenants in its bond documents that apply following the issuance of Bonds by the Town.

For purposes of this policy, the term "Bonds" means any obligations of the Town incurred for the purpose of borrowing money, including, without limitation, bonds, notes, and equipment lease-purchase agreements.

1. Responsibility for Post-Issuance Compliance: The Town Treasurer (the "Treasurer") is responsible for monitoring compliance with this Policy. The Treasurer may designate employees to carry out their duties under this Policy.

2. Compliance with Covenants in Bond Documents: The Treasurer shall ensure compliance with all covenants made by the Town in the Bond documents, including, but not limited to, expenditure of bond proceeds by required deadlines, financial reporting, restrictions on the use and disposition of property, restrictions on the use and investment of Bond proceeds, and arbitrage and rebate compliance.

Immediately after the closing date of each issuance of Bonds, the Treasurer shall review all documents pertinent to the issuance, and shall note and enter onto the Treasurer's calendar all deadlines described in those documents, including but not limited to all deadlines described in the Arbitrage and Use of Proceeds certificate.

3. Continuing Disclosure Compliance: The Town will comply with any applicable continuing disclosure requirements of Rule 15c2-12 under the Securities and Exchange Act of 1934, as amended, and officially interpreted from time to time and the terms of any continuing disclosure agreement or certificate entered by the Town (each, a "Continuing Disclosure Agreement"), including submission of annual financial information and operating data to the Municipal Securities Rulemaking Board or any successor thereto ("MRSB") established under the Securities and Exchange Act of 1934, as amended and notice of the occurrence of material events with respect to the Bonds.

4. Federal Tax Law Compliance: The Town will comply with the terms of each arbitrage and use of proceeds certificate or tax compliance certificate (each, an "Arbitrage and Use of Proceeds Certificate") for each issue of Bonds issued by the Town and with the applicable provisions of federal tax law. Without limitation of the foregoing, the Town shall take the following actions:

(a) Proper Use of Proceeds — The Treasurer shall ensure that bond proceeds are

expended and allocated to expenditures in a manner that is consistent with the purpose for which each bond issue is undertaken, as set forth in any Arbitrage and Use of Proceeds Certificate or agreement related to each bond issue.

(b) Investment of Bond Proceeds — The Treasurer shall ensure that bond proceeds are invested in investments that are permissible under the terms of Maine law, the bond documents, and applicable federal tax laws.

(c) Arbitrage and Rebate — The Treasurer shall ensure that the Town complies with the arbitrage, rebate and yield restriction requirements of Section 148 of the Internal Revenue Code and the regulations promulgated pursuant thereto and that the Town completes all necessary arbitrage rebate calculations, payments and filings in a timely manner or confirms that the Bonds are exempt from rebate.

(d) Administration of Direct Pay Bonds — The Treasurer shall ensure the proper administration of each issue of Bonds qualifying for the payment by the Federal government of a credit equal to a percentage of interest on such Bonds, including the timely completion and filing of any forms required by the Internal Revenue Service to maintain or establish the applicable status of the Bonds for purposes of federal income taxation.

(e) Use of Bond-Financed Facilities — The Treasurer shall consult with Bond Counsel for the Town before entering into any agreement or other arrangement for the sale, lease, management or use of bond-financed property, including, but not limited to, service, vendor, and management contracts, research agreements, licenses to use bond-financed property, agreements granting special rights or entitlements to private parties or naming rights agreements. The Treasurer shall review such agreements for compliance with federal tax laws.

(f) Post-Issuance Transactions — The Treasurer shall consult with Bond Counsel for the Town before making any modifications or amendments to the bond documents for a bond issue, including, but not limited to, entering or modifying investment agreements; making any change in security for the Bonds; engaging in post-issuance credit enhancement transactions (e.g., bond insurance, letter of credit) or hedging transactions (e.g., interest rate swap, cap); terminating or appointing successor trustees; releasing any liens, or reissuing or refunding the Bonds.

(g) Remedial Action — In the event that is determined that any use of bond proceeds or bond-financed facilities is inconsistent with the character of the status for federal income tax purposes of the Bonds, the Treasurer shall consult with the Town's Bond Counsel for the purpose of determining the nature and extent of any remedial action necessary or proper for the Town to take with respect to such Bonds or bond-financed facilities.

5. Record Retention: The Town shall maintain all records relating to the issuance of Bonds and the requirements of the Internal Revenue Code and the representations, certifications and covenants set forth in the Arbitrage and Use of Proceeds Certificate relating to the issuance

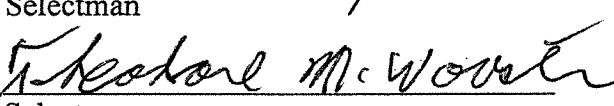
of Bonds until the date six years after the last outstanding Bonds have been retired. If any of the Bonds are refunded by tax-exempt obligations, the Town shall maintain all records required to be retained by this section until the later of the date six years after the last outstanding Bonds have been retired or the date three years after the last refunding obligations have been retired. The records that must be retained include, but are not limited to:

- (a) basic records and documents relating to the Bonds (including any loan agreement, Arbitrage and Use of Proceeds Certificate and the opinion of Bond Counsel);
- (b) documentation evidencing the expenditure of Bond proceeds;
- (c) documentation evidencing the use of the project(s) financed by the Bonds by public and private sources (i.e., copies of management contracts, research agreements, leases, etc.);
- (d) documentation evidencing all sources of payment or security for the Bonds;
- (e) documentation pertaining to any investment of Bond proceeds (including the purchase and sale of securities, SLGS subscriptions, yield calculations for each class of investments, actual investment income received from the investment of proceeds, guaranteed investment contracts, and rebate calculations).

7. Annual Policy Review and Education: On an annual basis, or sooner if deemed necessary or appropriate by the Treasurer, the Treasurer shall review this policy and assess the Town's compliance with this Policy. The Treasurer shall make changes to this Policy as appropriate to ensure compliance with any covenants in the bond documents or the requirements of federal tax and securities law and any other applicable law. The Town will also implement a program, including appropriate instruction and education of personnel, for purposes of ensuring compliance with the terms of this Policy.


Selectman


Selectman


Selectman


Selectman


Selectman

TOWN OF WALDOBORO RULES OF PROCEDURE FOR A BOARD OF APPEALS MEETING

1. Call to Order
2. Role Call/Quorum. There should be 3 unbiased members of the Board available. If at the time of notification of a meeting you have a conflict of interest please inform John Black, CEO.
3. If there is a conflict of interest at the time of meeting, state which agenda item you have a conflict with.
4. Approval of minutes.
5. Summarize the applicant's appeal, include supporting documentation.
6. Jurisdiction – The Board determines which section of the applicable ordinance gives jurisdiction.
7. Standing - make sure that the application is submitted in a timely manner regarding standing for the appeal.
8. Sequence of Presentation - see manual for guidelines, page 24.
 - a. Applicant and/or representative, and witnesses have up to 15 minutes for their presentation.
 - b. Questions from the Board.
 - c. Abutters and/or representative, and witnesses have up to 15 minutes for their presentation.
 - d. Questions from the Board.
 - e. General Public and other interested parties may speak briefly.

The Board will decide if more time is to be given to the applicant and abutter.

9. Entertain a motion on the appeal.
10. Discussion by the Board, review and/or collect the facts. This discussion is not for the public.
11. Undue hardship checklist.
12. Decision and vote on motion.
13. Other Board Business.
14. Adjournment will be approximately 3 hours after the start of the meeting.

Respectfully submitted,

Norma A. Hill
Secretary to the Board

Thomas R. Bernardi, Chairman

Jeanne Begley

Samuel R. Chapman

Arthur Emanuelson

Barabara Swiderek

BOARDS & COMMISSIONS POLICY

Overview of Boards & Commissions:

Citizen Participation: Although the most widely used and practiced form of citizen participation in local government is exercised through the right to vote at town meeting, another important form of citizen participation is service on volunteer boards, committees and commissions.

Citizens have a variety of reasons for seeking and accepting appointments to boards and commissions, including:

- To gain more information & knowledge about their community
- To serve the community and to make a contribution
- To have a voice in community affairs
- To have influence on matters of special concern
- To utilize their expertise (life experiences, education) of public service
- To act as a stepping stone to elected office

Types of Committees: Generally speaking, there are two types of advisory committees: 1) standing committees and 2) ad-hoc committees. Standing committees tend to be small (less than 15 members) with appointments for a number of years (usually up to five), and the topics are generally broad in nature. Ad-hoc or task force committees, on the other hand, may be larger in number (up to 20 members) with appointments with a definite and fairly short time (rarely more than one year).

Standing committees are usually established by municipal charter or ordinance. In Waldoboro, town meeting has assured citizen participation in policy issues by establishing by ordinance four boards and commissions (Planning Board, Board of Appeals, Shellfish Conservation Committee and the Transfer Station Committee) and authorized the creation of the Conservation Commission by article:

The Economic Development Committee is an additional advisory committee, created by the Board of Selectmen.

PLANNING BOARD	
Membership:	7
Term:	3 Years
General Plan:	Planning & Development
Function:	Act on Site Plan Review and Subdivision Ordinance, Sign Ordinance, Minimum Lot Size Ordinance
Established:	1952 (Zoning Committee) 1964 (Planning Board) 1967 (Planning Board Ordinance)

BOARD OF APPEALS	
Membership:	5
Term:	5 years
General Plan:	Planning & Development
Function:	Hear appeals of decisions made by the Planning Board or Code Enforcement Officer
Established:	1987 (Board of Appeals Ordinance)

TRANSFER STATION COMMITTEE	
Membership:	2 from Waldoboro 2 from each of the partners 1 Commercial Hauler appointed by the Waldoboro Board
Term:	1 year
General Plan:	Solid Waste Management
Function:	Enhance Recycling
Established:	August 2012 (by ordinance)

ECONOMIC DEVELOPMENT COMMITTEE	
Membership:	All Interested
Term:	None
General Plan:	Economic Development
Function:	The long-term goal of the Economic Development Committee is to help develop a broad, thriving and sustainable local economy.
Established:	March 6, 1972 (by Article)

SHELLFISH CONSERVATION COMMITTEE	
Membership:	9
Term:	3 years
General Plan:	Planning & Development
Function:	Establish Shellfish Digging Licenses, Shellfish Survey & Management Plan, Recommend Conservation Closures
Established:	March 7, 1992 (by Ordinance)

CONSERVATION COMMISSION	
Membership:	5
Term:	5 years
General Plan:	Planning & Development
Function:	Conservation and preservation of natural or scenic resources, Environmental Awareness
Established:	March 5, 1973 (by Article)

COMMUNICATIONS TECHNOLOGY COMMITTEE	
Membership:	5
Term:	3 years
General Plan:	Economic Development
Function:	Oversee the planning, installation, and operation of communication infrastructures and networks.
Established:	February 23, 2016 (by Select Board)

Benefits: There are numerous advantages for establishing advisory committees including:

- (Goal Setting) To aid in goal setting.

- (Community Forum) To serve as a forum for community discussion. (By concentration on a single major subject area the advisory committee can go into greater depth than can the legislative body.
- (Expertise) To involve qualified persons in the government who don't desire to seek election for public office.
- (Consensus Building) To serve as a buffer between the public and the legislative body on controversial issues and allow for development of consensus before elected officials have to deal with an issue.

Establishing an Advisory Committee (Planning):

Legal Authority: The Board of Selectmen must first be sure that the proper legal authority exists to establish the advisory committee.

Committee Composition: Select the best possible candidates for membership for your committees, considering factors such as sex, race, geography, knowledge, education, experience, expertise and other factors important for proper balance.

Time Limit: Establish a specific time limit for single purpose committees and discourage extensions. Terminate the committee under its appropriate "Sunset Provision" and thank the committee when their work is accomplished.

Recruitment: The Board of Selectmen shall on an annual basis advertise vacancies on each Board, Committee and Commission in order to notify all potentially interested citizens. The advertisement shall be in a display format and advertised two consecutive weeks in the Lincoln County News and on the Town of Waldoboro website at least 30 days prior to the end of the fiscal year. Each applicant will be asked to respond with their name, address, telephone number and brief statement indicating why the applicant would like to serve. (See sample attached)

Selection: A subcommittee of two selectmen and the town manager or his designee shall review and evaluate all applications and shall schedule interviews with as many applicants as they deem necessary. Consideration should be given to meeting with each candidate if possible.

Prior to conducting interviews the subcommittee shall prepare a list of questions that each applicant shall be asked and prepare an outline of the duties and responsibilities to review with the applicants. The committee will consider the knowledge, skills and abilities of each applicant and shall consider other composition considerations as outlined above.

The committee shall develop a profile for each recommended appointment, which shall include name, address, telephone number, work experience, and educational background.

The subcommittee shall recommend an appointment to the full board for consideration. The Board of Selectmen shall confirm all appointments.

Each Board member shall receive a copy of this policy when appointed. This policy shall be distributed to all applicants as part of the application process.

Managing an Advisory Committee:

Define Mission Statement: The Select Board will clearly define the goals, objectives, tasks and responsibilities of the advisory committee.

Work Program: The Select Board will develop a work program outlining the tasks, responsibilities and time schedule for completion for the committee for the term of its work.

Staff Support (Committee/Staff Relations): Since committees are voluntary and many committee members usually have other full-time jobs, it is important for them to have some staff or administrative support if at all possible and other resources necessary for the committee to complete its mission. The Board should consider hiring a full-time staff person or consultant for active committees whose tasks are long-range and complex. A staff member may be assigned on a temporary or part-time basis with less complex or active committees.

Board Relations (Communications): The Board of Selectmen will strive to maintain appropriate contact and communication with advisory committees and will attempt to confer and solicit advice from the advisory committee. The Board recognizes that to neglect and ignore advice on a regular basis may cause people to decline or to be discouraged from serving on the committee. Each committee shall send regular reports of its activities to the legislative body. At least once annually the committee shall meet with the Board of Selectmen to review their progress on their work program and to approve the following year's work program, as applicable.

Evaluating an Advisory Committee:

Committee Evaluation: The Selectmen shall on an annual basis review the bylaws of all Boards and Commissions and evaluate the performance of each and set goals and objectives for the ensuing municipal year. The Board shall evaluate the committee based on the following guidelines:

Basis for Existence: When was the committee formed? Was it created by state law, county charter, administrative code, or other?

Goals and Objectives: What are the stated goals, objectives, and functions of the committee? Are they still valid? Are the stated functions still being carried out by the committee?

Committee Structure: Do committee members represent a broad spectrum of the community?

Is there duplication or overlap with another committee? Is a consolidation possible?

Citizen Input: Does the committee provide an opportunity for meaningful citizen input necessary to the operation of the related department or agency?

Do the committee members feel that their efforts have resulted in better community services?

Administration: Has a staff person been assigned the responsibilities for coordinating the activities of the committee?

Have necessary budgetary resources been provided for the actual and necessary expenses that may be required to insure the participation of certain citizens?

Did the committee receive initial training by staff as to the role of the committee, its functions, its relationship within town government, and an orientation to municipal government?

Approved this 23rd day of February, 2016.

Board of Selectmen:
Town of Waldoboro, Maine

Joanne Minzy, Chairman

Ronald L. Miller, Vice-chair

Clinton E. Collamore

Abden S. Simmons

A True Copy, Attest:

Eileen F. Dondlinger, Town Clerk

Katherine W. Winchenbach

TOWN OF WALDOBORO
BUDGET COMMITTEE
POLICY

Section 1. Purpose.

The purpose of this policy is to establish standard procedures for the Budget committee to review town meeting articles which call for an appropriation or expenditure of money as proposed by the municipal officers. It also establishes guidelines for procedural issues.

Section 2. Composition; election (appointment); qualifications; terms; vacancies.

The Committee shall consist of 9 members who shall be elected at the town meeting and who shall be registered voters of the Town. No municipal officer or full time employee of the Town may be a member. Members shall serve for terms of 3 year(s), except that they shall continue office until their successors are elected (appointed). (For transition purposes, the initial terms shall be staggered so that as nearly an equal number of terms shall expire annually.) Vacancies shall be filled within 30 days by appointment of the municipal officers for the unexpired term.

Section 3. Offices; meetings; quorum; procedure.

The Committee shall annually elect a Chairman and a Secretary from among its members at the first duly called meeting each year following the annual town meeting. The Chairman shall call meetings as necessary or when so requested by a majority of members or the municipal officers. A quorum necessary to conduct business shall consist of at least a majority of members. For voting purposes, a majority vote of all members shall be required. Failure to achieve or maintain a quorum shall constitute an informal meeting and no formal actions or votes shall be taken. The Chairman shall preside at all meetings. The Secretary shall maintain a record of all proceedings including all correspondence of the Committee. A copy of all minutes shall be provided to the town manager, and municipal officers and all committee members. All meetings and records shall be subject to the Maine Freedom of Access Act, 1 M.R.S.A. sections 401-410. The Committee may adopt rules of procedure not inconsistent with this policy.

Section 4. Powers and duties. The committee shall have the following powers and duties:

- A. To review all Town Meeting articles which call for an appropriation or expenditure of money as proposed by municipal officers. They may concur with such estimates or in case of failure of concurrence may submit to the Town Meeting its own recommendation for expenditure. If the Budget Committee, by majority vote of members present, recommends a budget item amount that does not concur with the amount proposed by the Municipal Officers, then such line item shall be the subject of a reconciliation discussion between the Municipal Officers and Budget Committee. The goal of the reconciliation discussion shall be to establish a line item amount acceptable to both the Municipal Officers and the Budget Committee. The reconciliation discussion

does not however, require either the Municipal Officers or the Budget Committee to modify the respective original approved amounts for the line item. If after the reconciliation discussion the final amount is different from the amount recommended by the municipal officers, the Budget committee shall record their reason(s) in their official minutes as kept by the Secretary.

- B. Any recommendation on a matter requiring town meeting action shall be printed with the article in the warrant and on the ballot, if any, along with such other recommendations as may be included by the municipal officers or required by law. The municipal officers shall cooperate with and provide the committee with such information as may be reasonably necessary and available to enable it to carry out its functions under this policy.

Adopted Date: January 24, 2012

Board of Selectmen:
Town of Waldoboro, Maine

Steve Cartwright, Vice-chair

Rebecca B. Maxwell

Theodore M. Wooster

Attest,

John A. Spear
Town Manager

Craig E. Cooley

POLICY PROCEDURES
FOR USE OF THE
WALDOBORO MUNICIPAL BUILDING

The following policy shall be in affect until amended or revoked and shall reflect the desires and opinions of the Board of Selectmen as being established for the beneficial operation of the Town of Waldoboro to be in the best interest of the majority of the townspeople.

1. The following groups may have use of the municipal building:
 - a) Functions that promote the proper operation of municipal government. (i.e. Board of Selectmen, Board of Assessors, Planning Board, Board of Appeals, Conservation Commission, Fire Department, Police Department, Ambulance Service, Public Works Department)
 - b) Municipal Connected Organizations. (i.e. Waldoboro Firemen's Association, Waldoboro Police Association, Democratic Town Committee, Republican Town Committee)
 - c) Organizations hosted by the municipal government or department thereof. (i.e. Knox County Mutual Aid Association, Mid-Coast Ambulance Association, Law Enforcement Regional Meetings)
- 2) The municipal building shall not be open to private clubs and organizations because of the lack of full time janitorial services and supervision of the facilities and due to emergency natures of police, fire and medical services located within the facility.
- 3) Use of the municipal building for town meeting, particularly the annual town meeting, shall be discouraged during the winter season (November 1 - April 1) due to the lack of available storage space for emergency ambulance and fire apparatus during extremely cold weather, lack of adequate parking facilities especially when the ground is snow covered and the lack of available service area for emergency personnel to operate during emergency situations.
- 4) The following stipulations shall apply;
 - a) Municipal use shall take precedence over any other use.
 - b) Organizations granted permission to use the building shall be responsible for any damages to municipal property which occurs during such use.
 - c) Organizations not covered by municipal insurance must have adequate liability insurance to cover accidents and loss of personal property and shall hold the Town harmless.
 - d) All groups must provide satisfactory supervision of the activity for which building use was granted and will make arrangements with the Town Manager for the opening and closing of the building and may be required to provide janitoria1 services when functions are open to the general public.

- 5) Permission to use the municipal building may be granted by the Town Manager according to the above guidelines.

Adopted by the Board of Selectmen - March 10, 1983

Richard A. Crabtree, Chairman
Ralph A. Simmons
Dollena C. Prescott
William B. Blodgett
Betty Lou Lee
Board of Selectmen

A True Copy: ATTEST:
Lee L. Smith
Town Manager

*Note: The Board of Selectmen voted on March 22, 1979 to not allow use of the new municipal building by private clubs and organizations.

TOWN OF WALDOBORO

Domestic Violence Policy

PURPOSE:

The purpose of this policy is to heighten awareness of domestic abuse and to provide guidance, education and resources for employees, elected or appointed officials and management to address the occurrences of domestic abuse and its effects in the workplace. The Town of Waldoboro is committed to promoting the health and safety of its employees. This document is intended to supplement, not supersede, existing policies such as sexual harassment, personnel, etc.

DEFINITIONS:

Domestic Abuse: A pattern of coercive behavior that is used by one person to gain power and control over another which may include physical violence, sexual, emotional and psychological intimidation, verbal abuse, stalking and economic control. The persons addressed in this situation include dating partners, family or household members, etc. and are further defined in M.R.S.A. 19-A, §§4002 (3-A and 4).

Batterer, Perpetrator or Abuser: The individual who commits an act of domestic abuse as defined above.

Batterer's Intervention Programs: Programs for batterers to attend that are designed to eliminate abuse in intimate relationships, stop other forms of abusive behavior, and increase victim safety.

Survivor or Victim: The individual who is the subject of an act of domestic abuse.

Employee: Shall include employees, elected or appointed officials and management.

POLICY & PROCEDURE:

Early Intervention and Education Prevention Strategies

It is the policy of the Town of Waldoboro to use early prevention strategies in order to avoid or minimize the occurrence and effects of domestic abuse in the workplace. The New Hope Program in collaboration with the Town of Waldoboro will provide the framework for support to employees around issues of domestic abuse. Education programs will be developed in

conjunction with New Hope which will provide employees with the knowledge of available resources as well as how to respond to an employee who is a victim or perpetrator of domestic abuse.

Leave Options for Employees who are Experiencing Domestic Abuse

Employees are eligible for paid or unpaid leave from their assigned responsibilities to receive medical treatment or to appear in court. In addition, victims of domestic abuse will also be given time off to obtain counseling, shelter or any other necessary services arising from the effects of abuse. Employees will be encouraged to explore whether paid options can be arranged which will help the employee cope with a domestic abuse situation without taking a formal unpaid leave of absence. Depending on the circumstances, this may include arranging flexible work hours so that the employee can handle legal matters, court appearance, housing and childcare.

Employee Performance Issues Related to Domestic Abuse

While the Town of Waldoboro retains the right to discipline employees for cause, it also recognizes that victims of domestic abuse may have performance issues, such as chronic absenteeism or the inability to concentrate as a result of the abuse. When an employee subject to discipline confides that the performance issues are caused by domestic abuse, a referral for appropriate assistance will be offered to the employee. The Town will allow a reasonable amount of time for the employee to obtain assistance regarding the domestic abuse, knowing that the effects of domestic abuse can be severe and may take extended periods of time to address fully.

Response to an Employee Identified as an Abuser

An employee, who is found using any town resources such as work time, work place telephones, a firearm, facsimile machines, mail, electron mail, a town vehicle, town credit card or other means to commit an act of domestic violence, sexual assault or stalking will be subject to disciplinary action, up to and including termination. Similarly, any employee who is arrested, convicted, or issued a court order as a result of domestic violence, sexual assault or stalking, when such action has a nexus/connection to their employment with the town, will be subject to disciplinary action, up to and including termination.

An employee who is in law enforcement must disclose to the employee's supervisor or the Board of Selectmen any criminal charge and any protective order involving allegations of domestic violence, sexual assault or stalking. Any non-enforcement employee who is named as a defendant in a protection order must disclose to their supervisor or Board of Selectmen any temporary or permanent order for protection from abuse or harassment with conditions that include:

1. Conditions prohibiting or limiting contact with other employees of the Town.
2. Conditions that may interfere with the employee's ability to perform job duties, such as a prohibition against carrying a firearm, or a no-contact order involving any person

with whom the employee may come in contact while carrying out the duties of their employment.

Failure to disclose the above information may result in disciplinary action, up to and including termination.

Any employee who is in law enforcement and carries a firearm as a condition of employment, and who is a named defendant in a temporary or permanent protection order, or who is otherwise prohibited by court order, bail conditions, criminal conviction, or probation conditions from carrying a firearm, will be subject to administrative action which may include disciplinary action, up to and including termination. Absent a court order, only the Town Manager or designee will have the authority to require the surrendering of an employee's firearm.

Any supervisor who becomes aware of a protection order or other information regarding an employee who is an abuser shall keep that information confidential to the extent permitted by law and may only discuss the information with those persons who need to be informed.

Disciplinary Procedures for Employees who Commit Acts of Domestic Abuse

The Town of Waldoboro is committed to providing a work place in which the perpetration of domestic abuse is neither tolerated nor excused. Any physical assault or threat made by an employee will be cause for corrective or disciplinary action.

Employees who are convicted of a crime as a result of domestic violence may be subject to corrective or disciplinary action when such action affects the work performance of the employee, or affects the normal operation of the Town of Waldoboro.

Assistance for Survivors of Domestic Abuse

The Town of Waldoboro seeks to create a supportive workplace environment in which employees feel comfortable discussing domestic abuse and seeking assistance for domestic abuse concerns. All employees will be made aware of available resources. It is important that the employee be reassured that the use of these resources in and of itself, will not adversely affect their employment. The Town of Waldoboro will make efforts to provide a non-judgmental and supportive environment for the employee, which is not dependent on the employee's decisions regarding the relationship responsible for domestic abuse. The employee's personal choices will be respected. When an employee who is the survivor of domestic abuse asks for help, they will immediately be made aware of available resources within the facility as well as the community. Information will also be made available where employees can obtain it without having to request it or be seen removing it (i.e., restrooms, cafeteria, etc.). Confidentiality regarding domestic abuse situation will be maintained to the extent permitted by law. Other employees will be informed of domestic abuse circumstances on a need to know basis only. Whenever possible, advance notice will be given to the victim of domestic abuse if others need to be informed of a domestic abuse situation.

Assistance for Perpetrators of Domestic Abuse

The Town of Waldoboro seeks to create a supportive workplace environment in which employees feel comfortable discussing domestic abuse and seeking assistance for domestic abuse concerns. All employees will be made aware of available resources. When an employee who is the perpetrator of domestic abuse asks for help, they will immediately be made aware of available resources within the facility as well as the community. Information will also be made available where employees can obtain it without having to request it or be seen removing it (i.e., restrooms, cafeteria, etc.). Confidentiality regarding domestic abuse situations will be maintained to the extent permitted by law.

Employee Workplace Safety Plans

When indicated, a workplace safety plan will be developed to minimize the risk to the victim, other employees and visitors. In domestic abuse situations, the victim is an essential part of developing a personal workplace safety plan, as they know their abusers better than anyone else. Assistance will be provided to the victim to develop the personal workplace safety plan and reasonable accommodations made for implementation. Security services are available to provide reasonable assistance to victims of domestic abuse. This assistance may be provided in collaboration with the Waldoboro Police Department, Lincoln County Sheriff's Department and the Maine State Police. Reasonable assistance may include, but is not limited to, documenting violations of restraining orders, providing escorts to parked cars and priority parking near building entrances, accepting and documenting transferred harassing phone calls from abuser, increased security patrols in victims immediate work area and restricting access to information regarding employees location.

Resources

The following resources are available to provide additional information and assistance

New Hope Program, 24 hour access: 1-800-522-3304

Web Site: www.newhopeforwomen.org

Maine Municipal Employees Health Trust, Anthem Employees Assistance Program

24 hour access: 1-800-647-9151 Web Site: www.anthemEAP.com Login MMEHT

The Department of Health and Human Services – Child & Adult Protective Services 1-800-452-1999

Approved this 14th day of October, 2014

Board of Selectmen:
Waldoboro, Maine

Clinton Collamore

Joanne Minzy

Theodore Wooster

Ronald Miller

Carl Cunningham

POLICY
USE OF MEETING ROOM
IN FIRE STATION

1. Fire Department shall have first priority use of meeting room and facilities each month.
2. Any group, including the fire department, shall indicate on a monthly calendar to be provided in the meeting room date and time their particular group would like to use the meeting room.
3. Any group utilizing the room shall immediately vacate in the event the fire alarm sounds.
4. All equipment and supplies shall be properly stored in the respective department.
5. All groups using the room shall be expected to leave the room in a clean and orderly manner for use by others. All supplies and equipment shall be returned to their proper location.
6. Janitor services shall be provided on a periodic basis by the building janitor.
7. Any group with grievances or complaints about the use of this room shall present them in writing to the Town Manager within 5 days of the situation giving rise to the grievance or complaint. The Town Manager shall respond to the complainant in writing within 14 days of the receipt of complaint and shall be the final authority on all complaints.



Town of Waldoboro

Information Technology POLICY

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General Policies

1. Acceptable Use

1.1. Overview

The Town of Waldoboro's (herein also known as the Town) intentions for publishing an Acceptable Use Policy are not to impose restrictions that are contrary to the Town's established culture of openness, trust and integrity. The Town is committed to protecting the Town's employees, supervisors and the Town from illegal or damaging actions by individuals, either knowingly or unknowingly.

Internet & Intranet related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts electronic mail (e-mail), WWW browsing, and FTP, are the property of the Town of Waldoboro, and thus subject to the *Maine Freedom of Access Law*, M.R.S.A. 1, Chapter 13, §§401 – 521 et. al. These systems are to be used for business purposes in serving the interests of the Town in the course of normal operations. Personal use of Town computers by Town employees is acceptable, during the off time of the employee, providing the employees use discretion and comply with the policies outlined in this document.

Effective security is a team effort involving the participation and support of every Town employee, at every level, who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

1.2. Scope

This policy applies to employees, contractors, consultants, temporaries, and other workers at the Town, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by the Town.

2. General Use and Ownership

2.1. While the Town desires to provide a reasonable level of privacy, users should be aware that the data they create on the Town systems is the property of the Town. Because of the need to protect the Town's network, management cannot guarantee the confidentiality of information stored on any network device belonging to the Town, with the exception of confidential folders on the shared network "H:/" drive (described further in section 3.1.).

2.2. Employees are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for

creating guidelines concerning personal use of Internet & Intranet systems. If there is any uncertainty, employees should consult their supervisor.

- 2.3.** The Town recommends that any information that users consider sensitive or vulnerable be placed into a password protected folder. For guidance with this process, please contact the I.T. Department.
- 2.4.** For security and network maintenance purposes, authorized individuals within the Town may monitor equipment, systems and network traffic at any time.
- 2.5.** The Town reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

3. Security and Proprietary Information

- 3.1.** Employees are required to store all Town data on the Town's server (the 'H:/ Drive'), or the Town's official website (www.waldoboromaine.org), so it can be backed up on a regular basis to avoid loss of data due to a workstation malfunction and for effective compliance of Maine's Right to Know Law. Folders on the H:/ drive should be classified as either confidential or not confidential, as defined by the Department Head or Town Manager. All State and federal guidelines are applicable. Examples of confidential information include but are not limited to: personnel records and documentation, HIPPA guidelines, and ongoing police investigations. Employees should take all necessary steps to prevent unauthorized access to this information. All folders on the H:/ drive have limited access per user or user group, depending on individual user needs.
- 3.2.** Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts. Users may be required to change their password on an administration determined period of time.
- 3.3.** Password complexity requirements: Passwords cannot contain the user's account name or parts of the user's full name that exceed two consecutive characters. Passwords must be at least six characters in length. Passwords must contain characters from three of the following four categories:
 - 3.3.1.** English uppercase characters (A through Z).
 - 3.3.2.** English lowercase characters (a through z).
 - 3.3.3.** Base 10 digits (0 through 9).
 - 3.3.4.** Non-alphabetic characters (for example, !, \$, #, %).
- 3.4.** All PCs, laptops and workstations should be secured by logging-off (*CTRL-ALT-DEL*) or (*WINDOWS KEY-L*) when the computing device will be unattended.

- 3.5. Because information contained on portable computers is especially vulnerable, special care should be exercised. Mobile computing and storage devices containing or accessing the information resources on the Town's H:\Drive must be approved by the I.T. Coordinator prior to connecting to the information systems at the Town, regardless of ownership.
- 3.6. Postings by employees from a Town email address to newsgroups, blogs, etc. should only be in the course of business duties.
- 3.7. All devices used by the employee that are connected to the Town Internet and / or Intranet, whether owned by the employee or the Town, shall be continually executing approved virus-scanning software with a current virus database.
- 3.8. Employees must use extreme caution when opening e-mail attachments received from unknown senders, or known senders which the employee is not specifically expecting an attachment, which may contain viruses, e-mail bombs, Trojan horse code, or other malicious software. If you are not expecting an attachment from a known sender, call or email the sender to verify its validity.

4. Unacceptable Use

Under no circumstances is an employee of the Town authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing the Town owned resources.

The lists below are not intended to be exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

4.1. System and Network Activities

- 4.1.1. Password protecting, locking, or otherwise making a file inaccessible to the I. S. Manager. Instead, please use the recommended method of placing the file into a confidential folder as described in §3.1 of this Policy.
- 4.1.2. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations.
- 4.1.3. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, or the installation of any copyrighted software for which the Town or the end user does not have an active license is strictly prohibited.

- 4.1.4. Installation of software on the Town's computing devices unless a prior request and approval is obtained by the requester's department head and approved by the I.S. Manager.
- 4.1.5. Bypassing a computing device's anti-virus program to run a program or visit a website unless a prior request and approval is obtained by the requester's department head and approved by the I.S. Manager. Disabling the anti-virus software on a workstation is strictly forbidden with few exceptions (under these extenuating circumstances, when the anti-virus software is disabled, do not run any applications that could transfer a virus, e.g., email or file sharing).
- 4.1.6. Introducing malicious programs into the network or server (e.g., viruses, worms, Trojan horses, e-mail bombs, etc.).
- 4.1.7. Revealing your account password to others or allowing use of your account by others. This includes family and other household members.
- 4.1.8. Using a Town computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws.
- 4.1.9. Making fraudulent offers of products, items, or services originating from any Town internet or intranet account.
- 4.1.10. Making statements about warranty, expressed or implied, unless it is a part of normal job duties.

4.2. Email and Communications Activities

The following guidelines are to prevent a derogatory public image of the Town by misconception of an employee's viewpoint or political stand, and therefore prohibited. When email is transmitted from the Town, the general public will tend to view that message as an official policy statement from the Town.

- 4.2.1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
- 4.2.2. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
- 4.2.3. Unauthorized use, or forging, of email header information.
- 4.2.4. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.

4.2.5. Creating or forwarding "chain letters", "Ponzi" (fraudulent investment schemes) or other "pyramid" schemes of any type.

4.2.6. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

4.3. Social Media

4.3.1. Use of social media by employees, whether using the Town's property and systems or personal computer systems, is also subject to the terms and restrictions set forth in this Policy. Limited and occasional use of the Town's systems to engage in these activities is acceptable, provided that it is done in a professional and responsible manner, does not otherwise violate the Town's policy, is not detrimental to the Town's best interests, and does not interfere with an employee's regular work duties. It is understood that some Town employment positions require interaction with social media.

4.3.2. Employees shall not engage in any activities that may harm or tarnish the image, reputation and/or goodwill of the Town and/or any of its employees. Town employees have a responsibility to help communicate accurate and timely information to the public, regardless of whether the communication is in the employee's official role or in a personal capacity. It is important for employees to remember that even some personal communication of employees may reflect on the Town, especially if employees are commenting on anything political in nature. The following guidelines apply to personal communication including social media:

4.3.2.1. Remember that what you write is public and may be for a long time. Use common sense. Refrain from posting information that you would not want your supervisors or other employees to read.

4.3.2.2. The Town expects its employees to be truthful, courteous, and respectful.

4.3.2.3. Avoid negative, sarcastic, or other comments that may damage the team atmosphere between or within Departments.

4.3.3. Employees are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when using social media or otherwise engaging in any conduct prohibited by the Town's Non-Discrimination and Anti-Harassment policy.

4.3.4. Employees may also not attribute personal statements, opinions or beliefs to the Town when engaged in these activities. If an employee is

expressing his or her beliefs and / or opinions in social media, the employee may not, expressly or implicitly, represent themselves as an employee or representative of the Town, and may not include any items in §4.3 of this Policy. Employees assume any and all risk associated with social media.

4.3.5. Apart from following all laws pertaining to the handling and disclosure of copyrighted or export controlled materials, the Town's logos and any other the Town intellectual property may also not be used in connection with any social media activity without explicit permission from your Department Head and the I.S. Manager.

4.4. Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

APPENDIX A: Definitions

Blogging - Writing a blog. A blog (short for weblog) is a personal online journal that is frequently updated and intended for general public consumption.

Chain email or letter - Email sent to successive people. Typically, the body of the note has direction to send out multiple copies of the note and promises good luck or money if the direction is followed.

Computing device - any device that is used to access a service through the internet or intranet via a wired or wireless connection.

Intranet - An intranet is a private computer network that uses Internet technologies to securely share any part of an organization's information or operational systems with its employees.

Mobile Devices - Mobile media devices include, but are not limited to: internet cell phones, PDAs, plug-ins, USB port devices, CDs, DVDs, flash drives, modems, handheld wireless devices, and any other existing or future media device.

Removable Media - Device or media that is readable and/or writeable by the end user and is able to be moved from computer to computer without modification to the computer. This includes flash memory devices such as thumb drives, cameras, MP3 players and PDAs; removable hard drives (including hard drive-based MP3 players); optical disks such as CD and DVD disks; floppy disks and any commercial music and software disks not provided by the Town of Waldooboro.

Spam - Unauthorized and/or unsolicited electronic mass mailings.

Town of Waldooboro network - A wired or wireless network including indoor and outdoor networks that provide connectivity to Town services.

Adopted Date: February 14, 2012
Amended: June 28, 2016

Board of Selectmen:
Town of Waldoboro, Maine

Joanne C. Minzy, Chair

Ronald L. Miller, Vice-chair

Clinton E. Collamore

Abden S. Simmons

Attest,

Linda-Jean Briggs
Town Manager

Katherine W. Winchenbach



TOWN OF WALDOBORO INVESTMENT POLICY

SCOPE

The Maine State Statutes authorize the treasurer to deposit or invest municipal funds by direction of the municipal officers. Pursuant to MRSA Title 30A, Section 5706 et seq., the Town of Waldoboro adopts the following investment policy for the management and investment of municipal funds. This policy once adopted applies to all the funds under the Town of Waldoboro's control, but may not be limited to:

- General Funds
- Special Revenue Funds
- Capital Project Funds
- Trust Funds

OBJECTIVES

Safety:

The primary objective with all municipal funds is the preservation of capital and the protection of investment principal. The municipality will diversify its investments to avoid incurring unreasonable risks regarding specific security types or individual financial institutions.

Liquidity:

The municipality's investment portfolio will maintain sufficient liquidity to meet any operating requirement which might reasonably be anticipated.

Return on Investment:

The municipality will strive to maximize the rate of return on the portfolio while avoiding unreasonable investment risks.

DELEGATION OF AUTHORITY

The finance officer shall invest any funds for which there is no immediate need, sell and exchange the securities so purchased and deposit such securities for safe keeping. Any investments should be made considering the investment objectives contained in the previous section and exercising judgment and care under the circumstances then prevailing.

INVESTMENT PRINCIPLES

The finance officer shall follow the investment principles as outlined when conducting the municipality's investment program.

1. The municipality may purchase only legally authorized investments as stated in 30A, MRSA Section 5706 et seq.
2. The maturity date of new investments shall not be further than the time that the municipality anticipates the funds will be needed. To maintain liquidity, new investments of municipal operating funds shall have a maturity of one year or less.
3. No investment for the purpose of trading or speculating shall be made.
4. Deposits and investments of municipal funds can only be made in financial institutions that are insured by the FDIC. Any funds deposited or invested above the \$250,000.00 insurance limit must be collateralized by the financial institution, or place the excess funds with other financial institutions.
5. Cash balances in all demand accounts shall not exceed compensating balances whenever possible. The financial officer should strive to invest at least 95% of all available funds on a day to day basis.
6. The municipality shall invest in financial institutions with significant Maine operations as much as possible and can only invest in out of state financial institutions where a significant interest rate differential exists.
7. The finance officer shall competitively bid municipal investments in excess of \$10,000.00 from qualified financial institutions to insure the best rate of return, subject to the limitations contained in paragraph 6.

REPORTING AND CONTROL

The finance officer shall report monthly to the Town Manager for the purpose of monitoring the performance and structure of the municipal investment.

In addition, the finance officer shall issue an annual report to the Board of Selectmen within 60 days after the fiscal year end. This report shall include an evaluation of the performance of the investment program for the previous year and present a plan for the investment of funds for the ensuing year.

ETHICS AND CONFLICTS OF INTEREST

All personnel involved in the investment program shall refrain from personal business activity that could conflict with proper execution of the investment program, or could impair their ability to make impartial

investment decisions. Such responsibility carries with it the duty to ensure that investments are placed without the appearance of any improper influence or personal gain. Personnel shall disclose to the Treasurer any material financial interests in financial institutions that conduct business within this jurisdiction, and shall further disclose any large personal financial /investment positions that could be related to the performance of the Town's portfolio.

Approved this 26th day of May, 2015.

Board of Selectmen:
Town of Waldoboro, Maine

Clinton E. Collamore, Chairman

Joanne Minzy, Vice-chair

Ronald L. Miller

Theodore M. Wooster

Carl W. Cunningham

Town of Waldoboro – ADMINISTRATIVE POLICY

Effective Date: December 1, 2010

Regulation No: 2010-001

Revision Date: None

Supersedes: None

Approved By: Board of Selectmen

Subject: **Municipal Purchasing Policy**

SECTION I. PURPOSE

This policy standardizes the Town of Waldoboro's purchasing procedures both to save money and to increase public confidence in the Town's purchasing decisions. The policy establishes the duties and responsibilities of the Town's Department Heads and its Purchasing Agent and ensures the fair and equitable treatment of all potential and existing providers of goods and services to the Town.

SECTION II. DEFINITIONS

Appoved Vendor means a vendor a Department Head and the Purchasing Agent, or if appropriate, the Select Board, agree is qualified to provide goods and/or Services to the Town.

Bid Closing Date means the date and time set for the opening of sealed bids.

Bid Most Advantageous to the Town—means a bid chosen on the basis of price, quality and suitability of merchandise and/or Services, and the reputation of the vendor. The Bid Most Advantageous to the Town may not necessarily be the lowest bid the Town receives.

Business Day means a day on which the Town office is open to serve the public.

Competitive Bidding means the process of obtaining Informal Quotations or Formal Bids from more than one vendor to improve the purchasing power of the Town. Competitive Bidding requires the Town to specify the merchandise or service it requires and to invite or request vendors to bid on those specifications. Invitations to Bid may permit vendors to offer alternatives to the Town's specifications. The Town's offer of a Competitive Bidding opportunity to vendors does not obligate the Town to accept any of the Formal Bids or Informal Quotations it receives. The Town reserves the right to negotiate with any vendor participating in the Competitive Bidding.

Cooperative Purchase means a Purchase made in cooperation with governmental or quasi-governmental agencies such as the State of Maine, or a school, a county, or another

municipality.

Department Head means the duly appointed head of one of the following Town Departments: Public Works, Finance, Assessing, Planning and Development, Fire, Emergency Medical Services, Police, Recreation, Town Clerk and other Town departments which may be created from time-to-time.

Emergency Purchase means a Purchase occasioned by a situation or circumstance, which prevents a Town Department or the Town Manager from otherwise providing the prevailing level of service to the Town's citizens. The Purchasing Agent shall support every Emergency Purchase he or she approves with a written report specifying the nature of the emergency and the reason the Purchasing Agent could not use Competitive Bidding. The Purchasing Agent shall specify in the report the probable loss to the Town of not following the Competitive Bidding process. If practical, all Emergency Purchases shall require the written approval of at least one member of the Town's Select Board.

Formal Bid means a written, sealed bid a vendor or an Approved Vendor submits to the Office of the Town Manager, pursuant to Competitive Bidding. The Town shall publicly advertise for, or otherwise solicit, Formal Bids and the Town Manager or his or her duly appointed designee shall open all submitted Formal Bids in public on the date and at the place, and time set forth in the public advertisement. The Town Manager, or designee, shall announce the amount and terms of each Formal Bid immediately upon opening it.

Informal Quotation means a written quotation a Department Head or the Purchasing Agent obtains from a vendor for purposes of budgeting, preliminary planning or specification or for an Operating Purchase. Acceptance of Informal Quotations shall not be construed as a Town commitment to make a Purchase. Informal Quotations may, however, assist Department Heads and the Purchasing Agent to develop a list of bidders for a Competitive Bid. Informal Quotations may also be solicited pursuant to a Competitive Bidding effort.

Invitation to Bid means a formal written Town request for prices based upon a package of materials (whether attached or incorporated by reference) the Town furnishes prospective bidders for the purpose of submitting a Formal Bid. All bidders shall be provided identical information, and the Purchasing Agent, Department Heads, and all other Town employees shall not show favor or preference toward, or share information with, any potential bidder to the exclusion of other potential bidders.

Negotiate or Negotiations mean any method of purchasing other than Competitive Bidding. The Purchasing Agent may only negotiate for goods or Services when Competitive Bidding is not an option because the Town requires goods or Services, which are not available from more than one vendor or because an Emergency Purchase is necessary.

Operating Purchase means a purchase of supplies needed in small quantities for day-to-day operations. Department Heads may make Operating Purchases from any vendor, provided however that vendors domiciled in the Town shall be given preference, all other factors of price and quality being equal.

Purchase means buying, renting, leasing, or otherwise acquiring supplies or Services for a price on behalf of the Town. For purposes of this Policy, a Purchase could be an Operating Purchase.

Purchasing Agent means the Town Manager, pursuant to Maine Revised Statutes Annotated (MRSA) Section 2636(7).

Purchasing Requisition Request means the completed and signed form a Department Head submits to the Purchasing Agent to support a required Purchase. The Purchasing Requisition Request shall fully describe the product or service required, identify the potential vendor or vendors, and state the cost. The Department Head shall sign it and the Purchasing Agent if approving the Purchase, must also sign it. All Purchasing Requisition Requests shall be kept on file with the Town's Finance Department for a period of not less than 6 years.

Services means the work of architects, engineers, and consultants, who conduct professional research, development, design, construction and other related services. Services means services for the alteration or repair of real property and incidental services that professionals under contract with the Town and those in their employ may logically or justifiably perform. Such Services include the undertaking of studies, investigations, surveys, evaluations, consultations, planning, programming, inspections, and conceptual designs. Such services include the preparation of plans, specifications, cost estimates, sample recommendations, and operations and maintenance manuals and other related items. Services also means all telephone, gas, water, electrical and power services; laundry and cleaning services; health insurance and other employee benefit arrangements or agreements; general liability, workmen's compensation and all other insurances the Town affords itself or its employees; leases or rentals on all grounds, buildings, offices, space or equipment the Town requires; and the repair or maintenance of equipment or real property owned by, or under the responsibility of, the Town, including all labor furnished to the Town by persons, firms, individuals or corporations not a part of or connected with the Town.

Specifications means standards, including quality standards, which Department Heads establish to guide the Purchasing Agent and to measure and evaluate Vendor compliance with the product and/or Service standards established for Formal Bids and Informal Quotations. Technical specifications shall be commensurate with departmental needs. Technical specifications shall be stated as broadly as possible to permit the participation of a diversity of vendors but they must be specific enough to ensure departmental needs are met. Non-technical specifications shall describe, in general terms, the required quality of goods and Services Department Heads may rely on the technical advice of suppliers, salesman and others to develop specifications, provided however that such reliance shall not be construed as a Town commitment to request a bid or to make a Purchase.

Supplies means all supplies, materials, and equipment the Town Purchases or intends to purchase.

Vendor means a person, company, firm, or other entity which responds to an Invitation to Bid or to a request for an Informal Quotation or to a Town advertisement for goods, materials or Services or which provides such Services or goods or materials to the Town at an

agreed upon price.

SECTION III. APPLICABILITY

This Policy shall apply without exception to all Purchases of goods, materials, Services and all other items the Town makes or intends to make.

SECTION IV. APPROPRIATION

All Purchases shall require a Town Meeting appropriation and/or Select Board approval, as appropriate. The Town Manager may put a potential Purchase out to Competitive Bidding prior to receiving a Town Meeting appropriation if the Town Manager deems it to be in the best interest of the Town to do so. Such Competitive Bidding shall note that the Town's acceptance of any bid is subject to the Town's Voters approving the required Town Meeting-appropriation.

SECTION V. PURCHASING AGENT - POWERS AND DUTIES

The Town Manager shall be the Town's Purchasing Agent. As Purchasing Agent, the Town Manager shall supervise and manage the purchase of all Services, Architect, Engineering and Consultant Services, supplies, materials, and equipment required for the operation of Town Departments. The Purchasing Agent shall be responsible for the sale of the Town's surplus; obsolete, or unused supplies; materials; and equipment. The Select Board shall award bids for Services; Architect, Engineering and Consultant Services; or materials, which exceed \$10,000 in value or which require bonding. The Purchasing Agent may enter into Lease purchases containing non-appropriation language. The Purchasing Agent shall not permit Department Heads to circumvent Purchase Limits and Procedures. The Purchasing Agent and Department Heads shall not create Purchase Requisition Requests with the intent of circumventing Purchase Limits and Procedures. The Purchasing Agent shall, for all Purchases requiring Select Board input and/or approval, ensure Informal Quotations and/or Competitive Bids are obtained well in advance of the Town's requirement of the intended Purchase in order that the Select Board may give full and complete consideration to the intended Purchase.

SECTION VI. PURCHASE LIMITS AND PROCEDURES

The following dollar limits shall pertain to all Purchases unless this Policy permits otherwise:

- A. Operating Purchase Limits. The Operating Purchase limit for the Public Works Department Head is \$2,500. The Operating Purchase limit for all other Department Heads is \$1,500.
- B. Procedures Regarding Other Purchase Limits. For purchases exceeding Operating Purchase limits, all Department Heads must submit a Purchase Requisition Request to the Purchasing Agent. All Purchase Requisition Requests shall be subject to Competitive Bidding in accordance with Section VII of this Policy.
- C. Any Purchase or intended Purchase in excess of \$10,000 shall require the approval of the Select Board.

- D. Emergency Purchases. Emergency Purchases whether within the limits of the Department Head and/or the Town Manager shall be exempt from Competitive Bidding, provided however that the Department Head must complete and submit a Purchase Requisition Request to the Purchasing Agent for approval. The Purchase Requisition Request shall confirm that an emergency exists, and it shall state the reason for the Emergency Purchase and explain why Competitive Bidding is not a viable option to make the Emergency Purchase. The Town Manager and the Department Head shall discuss the nature of the emergency, and they shall identify the source of funding for the Emergency Purchase and determine the most advantageous manner in which to make the Emergency Purchase. The Town Manager must report all Emergency Purchases to the Select Board at the Select Board's next scheduled meeting. No Emergency Purchase in excess of \$10,000 shall be permitted without the approval of the Select Board.

SECTION VII. INFORMAL QUOTATIONS, COOPERATIVE PURCHASES, AND WAIVERS OF COMPETITIVE BIDDING

- A. Competitive Bidding, whether by means of Informal Quotations or through solicitation of Formal Bids, shall be required for all Purchases unless this Policy or action of the Town Meeting or the Select Board specifically exempts a Purchase from Competitive Bidding.
- B. Department Heads may obtain Informal Quotations for Operational Purchases unless the Purchasing Agent requires the solicitation of Formal Bids. Department Heads must obtain more than one Informal Quotation for each Operating Purchase and must require all vendors or Approved Vendors to submit their Informal Quotations in writing. Department Heads must state in writing their reasons for awarding each Operational Purchase. This provision is exempted when Department Heads are making purchases of daily supplies, such as pens or paper, unless the Purchasing Agent determines that such supplies are best purchased by pooling Departmental requirements and obtaining quantity discounts from suppliers. Competitive Bidding procedures for obtaining Formal Bids are set forth in Section VIII of this Policy.
- C. The Purchasing Agent may make Cooperative Purchases if the Purchasing Agent determines, after entertaining Informal Quotations, that a Cooperative Purchase will obtain more advantageous terms for the Town.
- D. The Purchasing Agent may waive Competitive Bidding for Purchases of less than \$10,000 in emergencies or when Competitive Bidding is not possible due to the nature of the item, time constraints, or other factors, provided that the Purchasing Agent shall file with the Select Board at its next regularly scheduled meeting a full and complete written justification for the Purchase, which must include the reasons for waiving Competitive Bidding.
- E. The Purchasing Agent may waive Competitive Bidding if the Purchasing Agent determines that the Purchase is only available from a sole source supplier and the

purchase is covered in a line item in the current year's budget.

SECTION VIII. COMPETITIVE BIDDING: FORMAL BIDS

- A. Invitations to Bid: The Purchasing Agent shall prepare all Invitations to Bid using support documentation and specifications from Department Heads and information from other available sources. The Purchasing Agent shall ensure that Invitations to Bid describe the Town's requirements clearly, accurately, and completely, avoiding unnecessarily restrictive specifications that could unduly limit the number of bidders. Every Invitation to Bid shall note that all Purchases are subject to the conditions set forth in Section X of this Policy.
- B. Not less than ten (10) Business Days prior to the Bid Closing Date the Purchasing Agent shall publicize the Invitation to Bid by word of mouth, distribution to prospective bidders, and other appropriate means.
- C. Bidders shall submit clearly marked sealed bids to the Attention of the Town Manager prior to the Bid Closing Date.
- D. The Town shall not accept late bids however, the Town shall consider as timely, bids postmarked no later than one day prior to the Bid Closing Date but delivered on the Bid Closing Date even if the bid opening has occurred. In no case shall the Town accept a bid received the day after the Bid Closing Date.
- E. The Town Manager or the Town Manager's designee shall open bids publicly at the time and place specified in the Invitation to Bid. At the recommendation of the Town Manager, the Select Board may award a contract to the bidder who meets all requirements of the Invitation to Bid and whose bid is determined to be the most advantageous to the Town. The Town may delay the contract award pending verification of the bidder's credentials, the availability of adequate insurance coverages (if required), the consultation of references and the evaluation of the other bids received.
- F. The Purchasing Agent shall clearly state in all Invitations to Bid that the Town reserves the right to reject any and all bids it may receive.

SECTION IX. COMPETITIVE BIDDING: INFORMAL QUOTATIONS

- A. The Department Head or Purchasing Agent shall solicit Informal Quotations for the purpose of making a Purchase either by written notice sent to vendors, or by email. The written notice shall specify the quantity and quality of the intended Purchase, shall notify the vendor of the availability of bid packages or other details and shall state the date and time when Informal Quotations must be received at the Town Office. All solicitations or advertisements for Informal Quotations shall contain the condition set forth in Section IX of this Policy.
- B. All bids submitted pursuant to an Informal Quotation request must be in writing and must include a full description of the offered products and/or Services, delivered prices,

terms of payment, and cash discounts, if any, and any other information the vendor deems appropriate to make the sale. A copy of all bids shall be sent to the Finance Department, which must hold them for a period of not less than four years.

- C. The Purchasing Agent or Department Head shall make a best effort to solicit more than one Informal Quotation for every intended Operating Purchase and three (s) Informal Quotations for other Purchases of more than \$1,500 but less than \$10,000. If the Town receives fewer than three bids or if, in the opinion of the Department Head or Purchasing Agent, no bids are acceptable, re-bidding may be required.
- D. In all cases, the Purchasing Agent shall award the Purchase to the vendor who has submitted the bid most advantageous to the Town. The successful bidder may or may not be the low bidder.

SECTION X. ADMINISTRATIVE PROCEDURES AND CONDITIONS FOR COMPETITIVE BIDDING

The Purchasing Agent, with the cooperation of Department Heads, shall administer Competitive Bidding, which shall be subject to the following conditions:

- A. Invitations for Bids, Requests for Proposals, and Requests for Qualifications shall be mailed or advertised at least ten (10) Business Days prior to the time set for public opening of sealed bids.
- B. The town staff shall note on the sealed bids the time and date they arrive at the Town Office. The Town staff member receiving the sealed bids shall print and sign their name next to their notation of the time the bid is received.
- C. The Purchasing Agent shall keep a public record of all bids the Town Office receives. The record shall identify the item or Service put out for bid, the names and contact information of each bidder, and the amount of each bid.
- D. The Purchasing Agent shall notify, in writing, all bidders of the Competitive Bidding results not later than ten days after the Bid Award Date.
- E. The Town Manager shall evaluate tie bids and shall refer all tie bids to the Select Board for a resolution.
- F. The Town shall award contracts to those bidders who have offered terms and conditions, which are the most advantageous to the Town. The successful bidder may or may not be the low bidder.
- G. The Town reserves the right to reject any and all bids, or to accept the bid that is in the Town's best interest. The Town must investigate the qualifications of any low bidder, and reserve the right to waive any and all informalities when awarding a contract.
- H. If the Town awards a contract to other than the low bidder, the Town Manager shall file a full and complete statement of the reasons for determining that the low bid was not the Bid Most Advantageous to the Town, together with all papers relating to the bidding process.

- I. The Town shall retain custody of all bids submitted, pursuant to this Policy.
- J. The Purchasing Agent shall ensure the Departments requiring the same or similar goods and/or Services pool their Purchases through the office of the Purchasing Agent to obtain the best price for the Town.

SECTION XI. DUTIES OF DEPARTMENT HEADS.

Department Heads shall:

- A. Determine, subject to the review of the Town Manager, quality standards of commodities and supplies to be purchased.
- B. Reject unacceptable goods or materials vendors or Approved Vendors provide to the Town and submit a written report to the Purchasing Agent citing the reasons for the rejection.
- C. Prepare requisitions and keep corresponding records to facilitate correct accounting charges.
- D. Be responsible for accepting deliveries and approving invoices for their respective department Purchases.
- E. When necessary report to the Purchasing Agent the following:
 - a. Items, the useful lives of which have expired;
 - b. Items, which need to be replaced;
 - c. Items no longer of use to the Departmental operations.
- F. Maintain adequate supplies for the daily operations of their department(s).
- G. Undertake all other duties set forth in this Policy.

Approved this 9th day of November, 2010.

Board of Selectmen:
Waldoboro, Maine

Rebecca B. Maxwell

Theodore M. Wooster

Robert L. Butler

Craig E. Cooley

Steve Cartwright



**TOWN OF
WALDOBORO, MAINE**

PERSONNEL MANUAL

EFFECTIVE: JULY 1, 2012
AMENDED: SEPTEMBER 11, 2012
AMENDED: DECEMBER 12, 2017

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1. TITLE, PURPOSE AND DEFINITIONS

1.1. TITLE - This manual shall be known and may be cited as the Town of Waldoboro Personnel Manual.

1.2. PURPOSE - The purpose of this manual is to provide guidelines to achieve uniform and consistent personnel action. This manual includes guidelines for employee hiring and advancement, training and career development, job classification, salary administration, retirement, fringe benefits, discipline and other related activities. This manual shall apply to all employees. Portions of this manual shall apply to those employees covered by collective bargaining agreements to the extent that it does not conflict with an approved collective bargaining agreement. Nothing in this policy shall be construed as to limit the Board of Selectmen's authority to negotiate a contract with the Town Manager under such terms and conditions as the Board deems advisable.

1.3. DEFINITIONS - For the purpose of this manual, the following terms, words or phrases shall have the meaning set forth herein:

1.3.1. Regular Full Time Employees - Employees who are regularly scheduled to work 32 or more hours per week on a continuing basis.

1.3.2. Other Employees – All employees who are not Regular Full Time Employees as defined above including so-called “per diem employees” in the EMS Department.

1.3.3. Overtime – Overtime shall be defined as hours worked in excess of forty (40) during the weekly time period. Hours worked for the purposes of overtime computation shall include actual hours worked plus vacation.

1.3.4. Immediate Family – Immediate family shall include spouse, domestic partner, parents, child, sibling and parent in law.

2. ADMINISTRATION

2.1. RESPONSIBILITIES OF THE TOWN MANAGER - The Town Manager (hereinafter Manager) shall be responsible to administer this policy.

The Manager shall be responsible to appoint, subject to confirmation by the Board of Selectmen, supervise and control the heads of departments.

The Manager shall appoint, supervise and control all town officials whom the Board of Selectmen are required by statute to appoint, except members of Boards and Committees and to appoint, supervise and control all other officials, subordinates and assistants, except that s/he may delegate this authority.

The Manager shall report all appointments to the Board of Selectmen.

- 2.2. RESPONSIBILITIES OF EMPLOYEES** - It shall be a responsibility of each employee to acquaint him/herself thoroughly with this manual.

Employees are prohibited from:

- engaging in conduct which could reflect unfavorably upon the Town,
- disrupting operations of the Town,
- using public employment for private gain.
- releasing any information in violation of “right to know” or confidentially laws/regulations.
- using confidential information for private advantage
- engaging in any business or alternative work activities during work hours.
- accepting any gifts, gratuity, loans, or items of monetary value from any person or entity whose interests may affect the employee’s performance. (Acceptance of nominal gifts, such as food, pens, calendars, etc, is permitted).

3. RECRUITMENT AND SELECTION

- 3.1. EQUAL EMPLOYMENT OPPORTUNITY (EEO)** - It shall be the policy of the Town to recruit, select, train, promote, retain and discipline employees, without regard to race, color, sex, religion, national origin, marital status, political affiliation, age, sexual orientation, or condition of disability, unless related to a bonafide occupational qualification.

- 3.2. RECRUITMENT** - Within the limits of time during which a position must be filled, there shall be an open search for qualified candidates. The character of this search will vary from position to position, but may include advertising and posting with the Maine Municipal Association.

- 3.3. SELECTION** -The Manager shall interview applicants for a position vacancy. S/He may seek the assistance of other individuals, including, if applicable, the appropriate Department Head. S/he may delegate the responsibility to the appropriate Department Head. In interviewing and selecting a candidate to fill a job vacancy, the interviewer(s) shall consider the applicant’s skills, knowledge, experience, attitude, education and prior demonstrated performance.

- 3.4. REVIEW OF CANDIDATES** - All fully completed application forms will be reviewed fairly and equally. References shall be checked prior to an offer of employment. Criminal background checks shall be conducted on a post offer pre-employment basis and findings may be grounds for withdrawal of the offer. Physicals designed to determine an applicant’s ability to perform the essential functions of

the position may be conducted on a post offer pre-employment basis and findings may be grounds for withdrawal of the offer.

- 3.5. **NEPOTISM** - No person shall be hired, promoted or transferred to a position where the Manager, Department Head or supervisor is an immediate family relative of the employee.

4. **PROMOTION, DEMOTIONS, RESIGNATIONS & LAYOFFS**

- 4.1. **PROMOTION POLICY** - The Town encourages employees to develop skills attain greater knowledge of their work and make known their qualifications for promotion to more responsible positions.

- 4.2. **STANDARDS FOR PROMOTION** - The Manager shall apply the following standards with respect to promotions: job related skills, knowledge, abilities, experience, education, and past performance which will contribute to the satisfactory performance of duties of the position.

- 4.3. **DEMOTION** - An employee may be demoted to a lower position for which s/he is qualified when an employee would otherwise be laid off or because of the return to work from authorized leave of another employee or when an employee voluntarily requests a demotion.

- 4.4. **LAY-OFFS** - Any employee may be laid off because of lack of funds, lack of work, or other reasons as determined by the Town Manager. Layoffs of Regular Full Time Employees not made pursuant to approved budgets shall be subject to confirmation by the Board of Selectmen.

- 4.5. **REDUCTION IN HOURS** - Any employee may have his or her hours reduced because of lack of funds, lack of work, or other reasons as determined by the Town Manager. Reduction in hours for Regular Full Time Employees not made pursuant to approved budgets shall be subject to confirmation by the Board of Selectmen. Reduction in hours as used in this section shall mean a change in a Regular Full Time Employee's normal schedule on an ongoing basis and shall not preclude an employee's hours from being adjusted or reduced on an occasional and/or intermittent basis.

5. **COMPENSATION PLAN**

- 5.1. **COMPENSATION** - It is the intent of the Town that municipal employees be paid on a basis that is commensurate with salaries and wages for comparable public and private work in the area, and that will attract and retain well-qualified employees.

- 5.2. **COMPENSATION SCALES** – The compensation plan, dated as effective July 1, 2009 (see attachment 1) consisting of pay grades and incremental pay steps

within each grade shall be updated by the Town Manager, subject to the approval of the Board of Selectmen, within one year from the approval date of this manual. In updating the compensation plan, consideration shall also be given to cost of living, benefits received by employees, the financial capabilities of the Town, and other economic factors. It is acknowledged that existing compensation plan is not current. (For example, it lists positions now covered by a collective bargaining agreement, it lists the town managers salary at a rate that has been superseded by a contracted amount, it contains position titles that are incorrect or in need of updating and does not reflect proposed salary for certain positions)

5.3. ASSIGNMENT OF POSITIONS TO GRADES - Each job classification on the compensation scale shall be assigned a salary/wage grade. Employees will progress through the salary/wage steps in accordance with established employee evaluation procedures.

5.4. COMPENSATION SCALE UPDATES - The compensation scales shall be reviewed each year to determine whether they should be modified. When cost of living increases (as opposed to merit increases, which are the basis for the step increases on the compensation scale) are approved all applicable salary/wage grades and steps will be increased by the appropriate percentage. Such general increases will preserve the basis structure of the scales, and will not affect step increases based upon employee performance.

5.5. INITIAL COMPENSATION - New employees will be compensated in accordance with the first step of the pay grade of the job classification in which they are hired. This provision may be waived by the Town Manager if justified by qualifications and/or experience of the employee or the lack of available qualified applicants at the first step.

5.6. COMPENSATION INCREASES - All salary increases will be authorized on a merit basis subject to budgetary limitations. Yearly increases are not to be considered automatic.

5.7. STANDARD WORK WEEK/OVERTIME COMPENSATION

5.7.1. For payroll accounting purposes, the workweek shall commence at 12:00 a.m. on Monday and end at 12:00 p.m. on Sunday.

5.7.2. The current work hours are normally as follows:

- Town Office including Police and EMS offices: Forty hours per week Monday - Friday 8:30 a.m. to 5:00 p.m. with a half hour unpaid lunch.
- Public Works Garage - Forty hours per week Monday - Friday 7:00 a.m. to 3:30 p.m. with a half hour unpaid lunch.

- Transfer Station - Forty hours per week Tuesday – Saturday 8:00 a.m. to 4:00 p.m. with no unpaid lunch.

5.7.3. No non-salaried employee shall not work hours in excess of his or her regular approved schedule, including overtime, without the prior approval of the Department Head. Employees required to work overtime shall be compensated by payment at one and one-half (1 ½) their regular hourly wage for overtime work or compensatory time at a rate one and one-half hours (1 ½).

5.7.4. Salaried employees shall dedicate the time necessary to perform his/her duties and shall not be entitled to accumulate compensatory time in one pay period for use in another.

6. EMPLOYEE EVALUATION

6.1. RESPONSIBILITY FOR EVALUATION - All probationary employees shall be evaluated within two weeks prior to the end of the probationary period by their Department Head.

All non-probationary employees shall be evaluated on an annual basis during the months of April and May by their Department Head. The Department Head shall discuss the evaluation with each employee.

Supervision of the evaluation process shall be the responsibility of the Manager. Evaluations shall be made on a form designated by the Manager. Each Department Head shall submit all evaluations to the Manager. Evaluations shall be designed to:

- 6.1.1. fairly evaluate an employee's strengths, weaknesses, and potential for growth;
- 6.1.2. encourage and guide the employee's development of special skills and work interests;
- 6.1.3. improve operational programs through employee input;
- 6.1.4. serve as the basis for the granting of merit pay increases.

7. CONDITIONS OF EMPLOYMENT

7.1. PROBATIONARY PERIOD

7.1.1. Objective of Probationary Period - The probationary period shall be an integral part of the selection process.

- 7.1.2. Duration of Probationary Period - Every employee appointed or promoted to a position shall be required to successfully complete a probationary period of six (6) months.
- 7.1.3. Discharge - The Manager may discharge any new employee without notice and hearing during the probationary period.
- 7.2. **TRAINING** - Any employee required to attend a seminar or course of training during working hours shall be considered "working" and will receive his/her normal wages as well as expenses (transportation, meals, tolls) incurred for same. If the seminar or course is after working hours, the employee will not be reimbursed for the time expended but will be eligible for expenses. Following completion of the seminar or training, the employee must submit proof of his/her expenses in order that payment may be affected.
- 7.3. **EXAMINATIONS** - Physical or other examinations ordered by the town shall be promptly complied with by all employees. The town shall pay for all such examinations to the extent that such costs are not covered by health insurance. Employees will not be required to take examinations during their working hours, unless the Town pays for such time spent.
- 7.4. **PERSONAL IDENTIFICATION** - Employees shall carry and display personal identification if required to so by the Town. The cost of such personal identification shall be borne by the Town.
- 7.5. **INSERVICE TRAINING** - The Town recognizes the importance of employee training and shall provide training for its employees. The Town realizes that some training is mandatory for an employee to remain certified or licensed and shall make reasonable attempts to provide such training. Requests for training shall not be unreasonably denied. Reason for denial shall include, but not be limited to, costs, location of training and manpower availability.
- 7.6. **SAFETY EQUIPMENT** - Proper safety equipment shall be provided by the Town for all employees engaged in work where such equipment is necessary. When safety equipment is provided it must be used as intended.
- 7.7. **ACCIDENT/WORKPLACE INJURY** - Any employee involved in any accident and/or who sustains any workplace injury shall immediately report in writing the accident and/or workplace injury to his/her department head. Workplace injury reports shall be made on a form provided by the Town.
- 7.8. **BENEFITS** - Insurance and retirement benefits, leaves, holidays and vacation as described in sections 8-11 below shall be available to all Regular Full-Time Employees.

8. INSURANCE AND RETIREMENT BENEFITS

8.1. GROUP LIFE INSURANCE - The Town offers life insurance benefits under the Maine Public Employees Retirement System in effect at January 1, 2012 and as may be modified by the Maine Public Employees Retirement System.

8.2. INCOME PROTECTION - The Town offers income protection benefits under the MMA (Maine Municipal Association) Income Protection Plan in effect at January 1, 2012 and as may be modified by MMA.

8.3. HEALTH INSURANCE

8.3.1. The Town offers Maine Municipal Employees Health Trust (MMEHT) Insurance plan PPO 2500 or a reasonably equivalent plan with an Health Reimbursement Account reimbursement up to the deductibles and co pays which were contained in the Town's previous insurance plan known as the MMEHT POS-C plan.

8.3.2. The Town will pay 100% of the premium for the employee and 85 % of any dependent coverage elected by the employee for all employees.

8.3.3. The Town may elect to utilize other health insurance vendors or plans.

8.4. CASH IN LIEU OF HEALTH INSURANCE

8.4.1. The Town will pay the amounts specified below to employees eligible to participate in the health insurance plan who do not participate for the 12-month period from January 1 to December 31 and provide proof of coverage from another source.

8.4.2. Payments shall be made on a semi-annual basis in June and December and shall be subject to applicable withholding of taxes.

8.4.3. Payments shall not be made for dependents that are no longer eligible to participate.

8.4.4. Annual payment amounts are as follows: Employee only, \$1000; Dependent only, \$2,000; Employee and dependents \$3,000.

8.4.5. If a married couple works for the Town, and both qualify separately for the Town's health insurance, they may not receive cash in lieu payment if either (or both) spouse is enrolled.

8.5. RETIREMENT - The Town offers retirement benefits under the Maine Public Employees Retirement System in effect at January 1, 2012 and as may be modified by the Maine Public Employees Retirement System.

9. **LEAVES**

9.1. **BEREAVEMENT** - In the event of a death in the immediate family of an employee, the employee shall be granted up to five (5) days leave of absence with full pay to make household adjustments or to attend funeral services. In the event of the death of any other person, the Department Head may, at his/her discretion, grant a period of time, not to exceed one (1) day, for the purpose of attending the funeral.

9.2. **JURY DUTY** - Employees shall be granted a leave of absence with full pay any time they are required to report for jury duty, jury service or subpoenaed by a court as a result of them being a Town employee, provided that any compensation received for such services, exclusive of travel expenses, shall be reimbursed to the Town.

9.3. **LEAVE OF ABSENCE** - Leave without pay for a period not to exceed twelve (12) months may be granted an employee subject to the recommendation of the Manager and the approval of the Board of Selectmen.

At the conclusion of the leave without pay period, the employee may return to a position similar to that which he or she left, provided such an opening exists. Annual leave and sick leave will not be accrued during the leave period. The employee may retain health insurance during the leave period provided s/he pays 100% of the cost and it is allowed by the carrier.

9.4. **SICK LEAVE** - Any employee with a non-service connected sickness or disability, including medical and dental appointments, which renders such employee unable to perform the duties, shall receive sick leave with pay in accordance with the accumulation schedule outlined below.

9.4.1. Employees shall start to earn sick leave from the date of his/her hire and shall accumulate sick leave at a rate of 1.85 hours per week up to a maximum seven hundred and twenty (720) hours accumulation.

9.4.2. The Department Head or Manager may at his/her discretion require a physician's certificate prior to granting paid sick leave for sick leave requested in excess of three consecutive days. Any fee incurred for said doctor's visit after any health insurance reimbursement shall be paid by the Town.

9.4.3. Any employee desiring to be placed on sick leave must, unless incapacitated, report by phone to the Department Head, or in person, a minimum of one (1) hour (three (3) hours for EMS employees) before the start of his/her scheduled shift for each day of illness. The employee shall

state the phone number where he/she can be reached. Failure to comply with this section may result in loss of pay.

- 9.4.4. Employees may use sick leave to attend to family members illnesses for up to forty (40) hours per calendar year. Upon request the Manager may allow an employee to use more than forty (40) hours sick leave per year to attend to family members' illnesses. For purposes of this section only "family" shall be defined as defined in the Family Medical Leave Act.
- 9.4.5. Sick time used shall be charged to the employee's sick leave account in one half (1/2) hour increments
- 9.4.6. The Town shall comply with Federal and State law concerning the family medical leave. Any leave granted pursuant to Federal and State law family medical leave shall run concurrently, as opposed to consecutively, with other paid and/or unpaid leaves.

10. HOLIDAYS

10.1. The following days shall be paid holidays:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Day after Thanksgiving
	Christmas Day

- 10.1.1. In lieu of Patriots Day employees shall also be granted one (1) floating holiday per calendar year which must be used during said calendar year or be lost. The floating holiday may be used at a time approved by the Department Head and shall be paid at a straight rate of pay.
- 10.1.2. Employees shall observe holidays which occur on a Saturday on Friday and holidays which occur on Sunday on Monday.
- 10.1.3. Employees shall receive eight (8) hours pay at his/her regularly hourly rate for each of the above listed holidays
- 10.1.4. Non-salaried employees, who are required to work on a holiday, shall be paid one and one-half times his/her regularly hourly rate for hours worked on the holiday up to ten (10) hours. Any hours worked in excess of ten (10) hours shall be paid at his/her current hourly rate including overtime rate if applicable.

11. VACATIONS

11.1. VACATIONS - Employees shall accrue vacation at the following rates:

Eighty hours (80)	Start to 7 years of service
One hundred and twenty hrs. (120)	7 years to 14 years of service
One hundred and sixty hrs. (160)	14 to 20 years of service
Two hundred hrs. (200)	20 years and over

11.1.1. Vacation accrual rates shall be measured from the employee's last continuous date of hire.

11.1.2. Request for vacation time shall be in writing on a form furnished by the Town and must be submitted to the Department Head fourteen (14) days in advance. The fourteen (14) day advanced notice maybe waived at the discretion of the Department Head. Vacation leave shall be granted when, in the opinion of the Department Head, it shall be convenient to the conduct of departmental operations.

11.1.3. Vacation time maybe accumulated up to a maximum of two (2) years' worth of accrual. Once an employee reaches two years of accrual he/she will stop accruing vacation until such time as the amount of vacation accumulation falls below the two-year accumulation level, unless vacation time not accrued resulted from an employee's vacation request being denied by the Town. Any excess vacation time carried forward beyond the two-year limit as a result of denial shall be utilized in six (6) months or forfeited.

11.1.4. Vacation time used shall be charged to the employee's vacation account in one half (1/2) hour increments.

11.1.5. Vacation time may not be used during the first six (6) months of employment.

12. SEPARATION OF EMPLOYMENT

12.1. SEPARATION OF EMPLOYMENT

12.1.1. Upon separation, including involuntary separation, the Town shall pay to the employee all wages owed and any vacation pay due. Such wages and accrued vacation pay will be paid at the next regular pay day provided that any issued equipment, tools, or clothing have been returned.

12.1.2. Upon voluntary separation, and provided the employee complies with the requirements of 12.1.3 below, the Town shall pay to the employee his/her accumulated sick days, up to a maximum of thirty (30) days,

provided the employee has twenty (20) years full time consecutive service in a regular full-time position(s) and the payment would not be deemed as an early retirement incentive by MainePERS.

12.1.3. The employee shall provide the Town with written notice of intent to voluntarily terminate employment fourteen (14) calendar days prior to such termination.

13. DISCIPLINE

13.1. DISCIPLINARY RESPONSIBILITY - The Manager shall be responsible for enforcing all policies, rules, regulations and other legal and administrative requirements, except that he may delegate his authority to a head of a department.

13.2. DISCIPLINARY PROCEDURES - Disciplinary action shall be limited to the following:

13.2.1. Oral Reprimand - The Manager, or Department Head, may, for minor infractions, issue an oral reprimand in private. S/He shall make a written record of the date, time and circumstances of the incident. This record shall be placed in the employee's personnel file.

13.2.2. Written Reprimand - The Manager, or Department Head, may issue a written reprimand. A copy of such reprimand shall be placed in the employee's personnel file.

13.2.3. Disciplinary Probation - The Manager may place an employee on disciplinary probation. The employee will receive a written, notice stating the reason(s) for the disciplinary probation, the effective date of such action, and the length of same (maximum of 60 days). The employee shall continue his duties on a paid status while on disciplinary probation.

When the employee's disciplinary probation expires, the Manager will notify the employee in writing that:

13.2.3.1. The employee's performance and behavior during the disciplinary probation was satisfactory and that the employee will be retained in his/her position, or

13.2.3.2. The employee's performance and behavior remained unsatisfactory and s/he intends to initiate termination proceedings.

13.2.4. Suspension - The Manager may suspend an employee without pay up to a maximum of twenty (20) working days. The employee will receive a

written notice stating reasons for the suspension, the effective date, and the length thereof.

13.2.5. Administrative Leave -The Manager may immediately place an employee on administrative leave with pay to conduct an investigation or for any reason the Manager deems appropriate. Within three (3) days the employee will receive a written notice stating reasons for being placed on administrative leave.

13.2.6. Discharge - The Manager may discharge an employee, after notice and hearing, for unsatisfactory job performance or for violation of laws, regulations, rules and/or policies including policies outlined in this manual. Termination of probationary employees shall not be considered as discharge and said employees are not entitled to notice and hearing. Non-reappointment upon expiration of a finite term shall not be considered as discharge and said employees are not entitled to notice and hearing.

13.3. CAUSE FOR DISCIPLINARY ACTION - Cause for disciplinary action may include, but is not limited to, the following:

13.3.1. Incompletion, indolence or inefficiency in the performance of the duties.

13.3.2. Insubordination (violation of any reasonable or official order or failure to carry out any lawful and reasonable direction made and given by a proper supervisor and failure to follow a chain of command).

13.3.3. Habitual tardiness or absence from duty.

13.3.4. Exhibiting rude behavior including using inappropriate language.

13.3.5. Misconduct.

13.3.6. Stealing or misusing town property or property of others.

13.3.7. Intoxication or drug abuse.

13.3.8. Falsifying reports, timecards, making false allegations and any other form of lying.

13.3.9. Sleeping on the job (unless authorized).

13.3.10. Wanton carelessness or negligence.

13.3.11. Malfeasance, misfeasance, perjury, or subordination of perjury.

13.3.12. Willful violation of any provision of this manual.

13.4. CAUSE FOR IMMEDIATE DIMISSAL - Certain actions or behaviors, including items 13.3.5 through 13.3.12 above, may be cause for immediate dismissal and are not subject to the concept of progressive discipline.

14. HARRASSMENT

The Town of Waldoboro is committed to providing its employees with a safe and respectful work environment free from all forms of illegal intimidation and harassment. Non-sexual harassment and sexual harassment are strictly prohibited. This includes harassment based on race or color, gender, sexual orientation, physical or mental disability, age, ancestry, national origin, marital status, religion, veteran's status, genetic predisposition or whistleblower activity.

This policy applies to all officials, employees and volunteers of the Town of Waldoboro as well as all non-employee guests, customers, invitees, vendors, and suppliers.

14.1. Definitions:

14.1.1. Sexual Harassment: Sexual harassment is a form of illegal gender discrimination and is prohibited by Title VII of the federal Civil Rights Act and by the Maine Human Rights Act.

Sexual harassment is defined as: unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- 14.1.1.1. submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment,
- 14.1.1.2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- 14.1.1.3. such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment can also include conduct that is not sexual in nature, but is gender related or directed at an individual because of gender. It includes harassment of the same or of the opposite sex.

Examples of sexual harassment include, but are not limited to:

- Offensive sexual flirtations, gestures, leering;

- Verbal or physical abuse of a sexual nature or directed at an individual because of gender;
- Advances or propositions;
- Lewd jokes or nicknames;
- Sexually suggestive sounds, writings, comments or gestures;
- Unwelcome touching or advances, sexual practical jokes or horseplay;
- Display of sexually suggestive, lewd or offensive objects, pictures or materials.

14.1.2. Non-Sexual Harassment: Non-sexual Harassment is defined as unwelcome conduct or behavior based on race, color, gender, sexual orientation, disability, age, ancestry, national origin, marital status, religion, veteran's status, genetic pre-disposition or whistleblower status when: (1) enduring the conduct becomes a condition of continued employment; (2) submission to or rejection of the conduct is used as the basis for employment decisions affecting the individual; or (3) the conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Examples include, but are not limited to:

- Physical abuse, such as shoving, punching, tripping, stalking, groping;
- Damage to personal possessions;
- Verbal harassment/abuse, such as threats, innuendoes, foul language;
- Racist comments or derogatory stereotypes;
- Offensive jokes;
- Inappropriate comments, slurs, ridicule or jokes about an employee's accent, disability, age, religion, gender, sexual orientation;
- Inappropriate or offensive nicknames.

14.2. Non-Sexual Harassment and Sexual Harassment Strictly Prohibited:

The Town of Waldoboro does not tolerate sexual harassment or non-sexual harassment which may be based on race, color, gender, sexual orientation, disability, age, ancestry, national origin, marital status, religion, veteran's status, genetic predisposition or whistleblower status. Any such conduct is strictly prohibited and will be grounds for disciplinary action.

All employees and officials are expected and required to treat each other professionally and respectfully. Supervisors are responsible to create and maintain a work environment free of harassment and discrimination.

Supervisory staff are responsible to actively stop or prevent inappropriate conduct and are required to take immediate and appropriate action whenever becoming aware of conduct in violation of this policy. Corrective action is required regardless of whether a complaint is filed.

14.3. Complaint Process:

The Town of Waldoboro will promptly and fully investigate any issue sexual of harassment or non-sexual harassment or discrimination in the workplace. Every complaint will be promptly and thoroughly investigated. All employees and officials are required to cooperate fully in any investigation. If warranted, the municipality may take appropriate disciplinary action against any employee or official found to have engaged in sexual harassment or non-sexual harassment, which may include disciplinary action and/or measures to prevent a reoccurrence. Confidentiality will be preserved to the fullest extent possible, consistent with Maine law and our need to respect the rights of all employees involved.

Any municipal employee or official who witnesses, becomes aware of, or is the recipient of sexual harassment, non-sexual harassment or discrimination in violation of this policy is encouraged and expected to report it to his/her supervisor or to the contact persons listed below. Complaints may be filed by contacting your supervisor or by contacting:

Deputy Treasurer at 207-832-5369 or email finance@waldoboromaine.org

Or

Town Manager at 207-832-5369 or email townmgr@waldoboromaineorg

Or

EMS Director at 207-832-5369 or email ems@waldoboromaine.org

14.4. Maine Human Rights Commission:

Any employee or official that believes that he/she has been the subject of illegal discrimination, sexual harassment or non-sexual harassment also has the right to file a complaint with the Maine Human Rights Commission (MHRC). The MHRC is the state agency responsible for enforcing state employment discrimination laws. In most cases, a complaint must be filed with the MHRC within 300 days of the date of the act of illegal discrimination/harassment.

There is no requirement that an employee utilize the municipality's internal complaint process first, nor is it required that any internal process be exhausted before a MHRC complaint is initiated. For more information on how to file a charge with the MHRC, contact the MHRC at 51 State House Station, Augusta, Maine 04333-0051 or by telephone at 624-6050, TTY: 1-888-577-6690. Additional information is available on the MHRC website at: www.maine.gov/mhrc/index.shtml

14.5. Retaliation Prohibited:

No employee or official shall be retaliated against for reporting suspected discrimination, sexual harassment or non-sexual harassment or for participating in any part of the complaint process.

If you have any questions concerning this policy, please contact the Town Manager at 207-832-5369 or townmgr@waldoboromaine.org

15. EMPLOYEE DATING

The Town of Waldoboro recognizes the right of employees to engage in social relationships with each other, including relationships of a romantic or intimate nature. However, the municipality also recognizes that such relationships can be a problem in the workplace. They may result in favoritism, discrimination, unfair treatment, friction among coworkers, or the perception that they generate such problems.

To try to achieve a balance between employee rights and workplace needs, the Town of Waldoboro has adopted this Employee Dating Policy to apply to supervisor/subordinate dating and subordinate/subordinate dating.

If a dating relationship exists or develops, both parties involved shall report the fact to A) their immediate supervisor or B) human resources.

For the purposes of this policy, a supervisor/subordinate status means a situation where one employee, irrespective of job title or union membership, makes or has the authority to make decisions or to take action concerning another employee's compensation, promotion, demotion, discipline, daily tasks, or any other terms, conditions or privileges of employment with the municipality.

In addition, management reserves the right to address any workplace issues that may result from that relationship in the manner it deems appropriate.

Any employee who violates this policy will be subject to disciplinary action, up to and including discharge. The municipality regards a violation of this policy as particularly serious because such workplace relationships can cause favoritism, discrimination, unfair treatment of others and interference with municipal operations.

Nothing in this policy alters an employees at will status.

16. EMPLOYEE APPEALS

16.1. RIGHT OF APPEAL Employees below Department Head level of classification have the right to appeal disciplinary action or the interpretation or application of this manual.

16.2. APPEAL PROCESS The appeal process shall be as follows:

16.2.1. The employee(s) must first discuss and attempt to resolve his appeal with his/her Department Head. If an immediate solution satisfactory to both cannot be made by the Department Head, the employee shall put the appeal in writing. The Department Head must render a written decision to the employee within ten (10) calendar days and shall send a copy of the appeal and the decision to the Manager.

16.2.2. If the employee(s) is unsatisfied with the written decision of the Department Head, s/he may file a formal appeal in writing to the Manager within ten (10) calendar days of the Department Head's reply. This appeal must include a statement of the problem, why s/he is unsatisfied with the Department Head's decision and the desired result. The Manager shall render a written decision within ten (10) calendar days of the receipt of the appeal.

16.3. TIMELINESS OF APPEAL All appeals shall be commenced not later than thirty (30) days after the occurrence of the event giving rise to the grievance, or within thirty (30) days after the time such event became known to the employee(s), whichever is later.

17. PERSONNEL MANUAL AMENDMENTS /NON-CONTRACTUAL

17.1. POLICY REVIEW - The personnel manual will be reviewed at least annually and more often, if needed.

17.2. AMENDMENT PROCEDURE - The Manager, or the Board of Selectmen on its own initiative, may propose amendments to this manual. All proposed amendments to this manual will normally be posted 10 days prior to any amendment action being taken. Comments concerning any proposed amendment may be submitted to the Board of Selectmen.

17.3. No provision of this manual shall create, or be deemed to create, a vested contractual right in any employee, nor to limit the power of the Board to amend or repeal these rules at any time.

18. SEVERABILITY

The invalidity of any provision of this manual shall not invalidate any other part.

19. EFFECTIVE DATE

The effective date of this manual shall be July 1, 2012 and shall supersede and rescind the Personnel Manual adopted July 1, 1981 and all amendments issued thereto, shall supersede and rescind the Harassment Policy adopted July 1, 2000 and all amendments issued thereto, and shall supersede and rescind the Policy for Stipend for Non-Enrollment of Employee or Employee and Dependents adopted February 10, 2009 and all amendments issued thereto.

Select Board:
Town of Waldoboro, Maine

Clinton E. Collamore, Chair

Joanne Minzy, Vice-chair

Robert L. Butler

Abden S. Simmons

Katherine W. Winchenbach

Approved: June 12, 2012
Amended: September 11, 2012
Amended: December 12, 2017

Town of Waldoboro Planning Board Rules

OCTOBER 2002

SECTION 1. ESTABLISHMENT

Pursuant to Article IV of the Planning Board Ordinance of the Town of Waldoboro there are hereby created Rules of the Waldoboro Planning Board for which purpose they shall serve to enable the Planning Board to work clearly, effectively and impartially in carrying out the intent of said Ordinance. Officers of the Board shall consist of Chairman, Vice Chairman, and nonmember secretary. The terms "Chairman," "he," "his," and similar words are to be interpreted as gender-neutral.

SECTION 2. MEETINGS

A. REGULAR

The Board shall meet regularly on the second Wednesday of each month, unless the date falls on a holiday, in which case the meeting will be held the next following Wednesday. If warranted by the number of pending or newly submitted applications or by other business of the Board, a second regular meeting for the month may be called, typically for the fourth Wednesday of the month.

The meetings shall be held in the Waldoboro Town Office meeting room or such other time and place as the Board or Municipal Officers may designate.

B. SPECIAL

Special meetings may be called by the Chairman or when requested to do so by four members of the Board or by the Municipal Officers. Written notice of such meeting shall be served in person or left at the residence of each member of the Board at least seventy-two hours before the time for holding said meeting unless all members of the Board sign waiver of said notice. The call for said special meeting shall set forth the matters to be acted upon at said meeting, and nothing else shall be considered at such special meeting. In accordance with State Law, the press shall be notified of any special meetings in the same manner as Board members.

C. WORKSHOP

Informal workshop meetings shall be held regularly immediately prior to regular meetings and may be called as special meetings from time to time. Such meetings shall be held at the same location at which the Planning Board meeting is held. The purpose of

this type of meeting is to discuss business that may appear on the agenda of an immediate or future regular meeting of the Board or to discuss matters of Board administration or procedure. All workshop meetings shall be open to the public in accordance with State Law.

D. SITE WALK

Site walk meetings may be called by the Chairman or a majority of the Board for the purpose of allowing the Board and interested public to inspect the site of a pending proposal. Site walks are encouraged for all applications before the Board. The Vice Chairman is responsible for minutes of site walks. To ensure full and fair disclosure of Board actions to all members of the public, no formal motions shall be made nor votes taken at a site walk. Whenever possible, the time and place of site walks shall be set prior to adjournment of the Board meeting. Public notice shall be given of all site walks.

E. PUBLIC HEARING

Public hearings shall be at the discretion of the Board depending on the complexity of the proposed project and its effect on the neighborhood unless required by the applicable ordinance or statute. Public hearings shall be advertised in a local newspaper at least seven days prior to the meeting.

F. NOTICE

Notice of meetings shall be in writing and contain the items of business (agenda). The Code Enforcement Officer shall prepare the agenda and send notice upon approval of the Chairman.

G. QUORUM

A quorum shall consist of at least four members of the Board for the transaction of business.

SECTION 3. CONDUCT OF MEETINGS

A. GENERAL

1. The Chairman shall take the chair at the time appointed for the meeting, call the members to order, cause the roll to be called and identify those members absent. A quorum being present, the Chairman shall cause the Minutes of the preceding meeting to be discussed and accepted by the Board, with or without amendments, and proceed to business. Copies of the Minutes will be available prior to the meeting.
2. The latest edition of Robert's Rules of Order shall be used as the procedural authority for the conduct of meetings, except as otherwise provided by State Law, Town

Ordinance, or these rules. In cases of procedural uncertainty, all such questions shall be resolved by the Chairman in a manner that most affords all members of the public a fair opportunity to be heard. All decisions of the Chairman are subject to a majority vote of the Board.

3. The Chairman shall declare all votes, but if any member doubts a vote, the Chairman shall cause a recount of the members voting in the affirmative and in the negative without debate. A record of all votes will be kept by the secretary of the Board.
4. When a question is under debate, the Chairman shall receive motions that shall have preference in the following order:
 - a. adjourn
 - b. for the previous question
 - c. to lay on the table
 - d. to postpone to a day certain
 - e. to refer to a committee or some administrative official
 - f. to amend
 - g. to postpone indefinitely
5. The Chairman shall consider a motion to adjourn as always in order except on immediate repetition; and that motion, and the motion to lay on the table, or to take from the table, shall be decided without debate.
6. Voting shall be conducted only on items included on the agenda of the meeting, except as allowed for reconsideration of all previous votes. A motion shall be passed only by the affirmative vote of a majority of Board members present and voting, except as otherwise provided in these rules, the Town's Planning Board ordinance, or Maine statutes.
7. After a vote is taken, it shall be in order for any member who voted in the majority, or in the negative on a tie vote, to move a reconsideration thereof at the same, or the next regular meeting, but not afterwards; and when a motion of reconsideration is decided, that vote shall be final and the matter may not be considered further.
8. When the previous question is moved and seconded, there shall be no further amendment or debate; but pending amendments shall be put in their order before the main question. If a motion for the previous question fails, the main question and any pending amendments remain open for debate. To maintain the clarity of a question, each main question shall be limited to two amendments.
9. No debate shall be allowed on a motion for the previous question. No motion for the previous question shall be amended. All questions of order arising incidentally thereon must be decided by the Chairman without discussion.

10. Full public disclosure of the nature of any potential conflict of interest shall be made before discussion of each agenda item. The affected Board member should indicate in public to the Board whether he believes that he can hear and vote on the matter impartially. To a limited extent, members of the public shall also be allowed to comment on this matter at this time. Any question of whether a particular issue involves a conflict of interest sufficient to disqualify a member from voting thereon shall be decided by a majority vote of the members present, except the member who is being challenged. In this determination the Board shall consider whether the alleged conflict is such that it:

- a. may reasonably interfere with the affected member's ability to hear and act on the item impartially; and
- b. whether it would give the appearance to the public of an inappropriate conflict of interest so as to undermine public confidence in the fairness of the meeting.

11. No agenda item will be taken up at a meeting after 10:00 p.m. The lateness rule may be waived for just cause by consent of the majority of Board members present.

B. MOTIONS

1. Every motion shall be reduced to writing by the secretary.
2. Any member may require the division of a question when it makes sense to do so.
3. All questions relating to the order of agenda items shall be decided without debate.

C. DECORUM AND ORDER

The Chairman shall preserve decorum and decide all questions of order and procedure, subject to appeal to the Board. When a member is about to speak, he shall respectfully address the Chairman and confine himself to the question under debate. Personal issues must be avoided. No member speaking shall be interrupted by another, but by a call to order or to correct a mistake.

D. PUBLIC

Persons wishing to address the Board on an item that appears on the agenda shall wait until the Board considers such item. The Chairman may recognize a member of the public to speak to a particular question of the item under consideration. When a person is recognized by the Chairman he shall address the Board, shall state his name and address in audible tone for the record, and shall limit his remarks to the particular question under discussion. All remarks and questions shall be addressed to the Board as a whole and not to any individual member thereof. No member of the public shall interrupt the person having the floor.

E. RECORDS OF PROCEEDINGS

The votes for and against the passage of a motion shall be taken and entered upon the record of the Proceedings of the Board by the secretary. Minutes of all regular and special meetings of the Board, except workshop meetings and site walks, shall be kept by the secretary and shall take effect upon acceptance by the Board. An amendment by the Board of the minutes of a previous meeting shall not affect a previous vote of the Board.

SECTION IV - AGENDA PROCEDURE

A. The following procedures shall be followed in establishing the agenda for Planning Board meetings.

1. To be placed on the Agenda for a Planning Board meeting, the applicant must submit the following materials to the Code Officer:
 - a. Twelve (12) copies of the completed application form and supporting documents, with the signed original application on top,
 - b. Twelve (12) copies of the site plan and all supporting plans, stapled and folded together,
 - c. A letter of authorization, if the applicant is represented by an agent, and
 - d. The required application fees and consulting escrow deposit.
2. All information shall be organized in packets containing one copy of all submitted material. The application form shall be the first item in the packet. Supporting documents should follow and all plans and other oversized material shall be folded to 9" x 12", with title displayed. Multiple plan sheets shall be stapled together.
3. Only complete applications for which all required information (as set forth in the Land Use Ordinance) is submitted will be considered for placement on an upcoming Planning Board Agenda, and only after completion of the staff review with the exception of pre-applications, which will be scheduled at the end of a meeting on a time-available basis.
4. The staff will review all complete applications and advise the applicant of any staff questions or concerns about the project and the number of revised plans and supporting material needed. (The staff review will take between 15 and 30 days, depending upon the complexity of the submissions.)
5. Applications will qualify for agenda slots only when the Town has received a complete application following the staff review. Space on an agenda may not be reserved by a call, letter, or partial submission. Public Hearings are placed at the beginning of the Agenda. Items tabled at previous meetings will generally receive

scheduling priority over new applications, in order of how long each has been pending, and new applications will be placed on the Agenda on a first-come, first-served basis.

6. No new or revised documentary information shall be presented at the meeting.
7. Old business pending from previous meetings will receive scheduling priority over new business generally in order of the length of time each application has been pending. New final subdivision plan applications shall be considered new business. Certain business will always be afforded agenda priority over all other business, as follows:
 - a. Advertised public hearings.
 - b. Business tabled at the previous meeting because of lateness.
 - c. Requests for reconsideration of action taken at previous meeting.
8. New complete applications will be placed on the agenda on a first-come, first-serve basis. If more items qualify for scheduling than can be considered by the Board at a single meeting because of the number or complexity of previously scheduled items, then excess items will be carried over to be scheduled on the next regular meeting. Space on an agenda may not be reserved by a call, letter or partial submission. Applications will qualify for agenda slots only when the Town has received a complete application. Applications or projects of special significance to the Town of Waldoboro may receive scheduling priority on the Planning Board agenda at the discretion of the Town Manager.
9. The final recording mylar for any subdivision, site plan or private way plan may be signed by the Planning Board at a meeting only if the mylar and three (3) paper copies have been filed with the Planning & Development Department by noon one (1) week prior to a Planning Board meeting.

SECTION 5. MISCELLANEOUS

- A. Absence or disability of Board Chairman - In the temporary absence or disability of the Board Chairman, the Vice Chairman of the Board shall be and is hereby designated as Board Chairman Pro Tempore.
- B. The rules of the Board shall not be dispensed with or suspended unless at least four members of the Board consent thereto, except as otherwise specified herein.
- C. No rule of the Board shall be amended or repealed without the Board giving notice of such action through the minutes, at the preceding meeting. Such amendment or repeal shall require the consent of at least four members of the Board.

- D. A Board member shall be counted absent from a meeting only for those items of business for which he is not present.
- E. Public availability of application materials - All written materials submitted to the Town for Planning Board review are public documents and, as such, are available for public inspection in the Planning & Development Department during normal business hours. At least one copy of each plan or document shall always be available for public inspection. Arrangements can be made to provide for copying of documents twenty-five pages or less at the Town's normal copying charge. Copies of longer documents or larger plans will have to be made by special arrangements with the Town staff. The Town will do everything reasonably possible to accommodate such requests subject only to maintaining at all times at least one copy of each submission document in the Department file.
- F. New member mentoring/training - The Code Enforcement Officer shall provide a packet of orientation materials for new Board Members and shall be available as necessary to assist new members in understanding the procedural and substantive duties of the Board.

APPROVED BY THE WALDOBORO PLANNING BOARD
October 9, 2002.

Members:

John Morris, Chairman

Carlo Bianchi

Charles Campbell

Dana Dow

Edward Karkow, Vice Chairman

Joanne Myers

William Yerxa, II

TOWN OF WALDOBORO

PUBLIC WORKS

WINTER OPERATIONS PLAN

1991-1992

THIS PLAN ADDRESSES THE WINTERTIME PUBLIC WORKS OPERATIONS FOR ICE AND SNOW CONTROL ON TOWN ROADS AND SIDEWALKS. IT ALSO IDENTIFIES ESSENTIAL COMMUNITY SERVICES PROVIDED BY THE PUBLIC WORKS DEPARTMENT FOR WINTER WATER AND SEWER EMERGENCIES, POLICE AND FIRE DEPARTMENT OPERATIONS AND SCHOOL COORDINATION.

RESOLUTION

BE IT RESOLVED that the Board of Selectmen of the Town of Waldoboro adopt the following statements of policy regarding winter snow and ice clearing operations:

- 1) **NOTWITHSTANDING** the circumstances involved with changing climatic conditions, the Town will endeavor to keep Town roads and designated walkways in a reasonably safe condition for travelers and
- 2) Town employees will endeavor to exercise reasonable care and diligence in the performance of their duties, consistent with the intent of the current Town of Waldoboro Public Works Winter Operations Plan and
- 3) Travelers who use Town roads and designated walkways are expected to demonstrate due care and reasonable caution, especially under adverse winter conditions.

Executed at Waldoboro, Maine, this

day of June, 1992.

William B. Blodgett, Chairman

Lowell B. Wallace, Jr.

Anne Marie Halco

ATTEST:

Douglas G. Tait

Rebecca B. Maxwell
Town Clerk

Clinton E. Collamore
**BOARD OF SELECTMEN
WALDOBORO, MAINE**

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I. General: Duties and Responsibilities:

The Town of Waldoboro Public Works Department is responsible for maintaining 54.3 miles of town roads, consisting of 39.24 miles (72%) of paved roads and 15.06 miles (28%) of gravel roads, the town landfill, and public buildings. A significant portion of the Department's overall efforts are directed towards maintaining the essential transportation and utility services during an extended period of high precipitation, low temperatures and heavy winds, which together characterize the Maine winter.

The Public Works Director has direct responsibility for daily operation of the Department, acting under the general direction of the Town Manager and authority of the Board of Selectmen. The Public Works Director supervises the day-to-day operations of three functional divisions - Highway, Transfer Station and Inert Landfill and Water/Sewer. Appendix A contains an organizational chart identifying Department positions and individuals.

II. Resources Available to the Public Works Department to Assist in the Planning and Execution of Winter Operations:

In order to provide timely winter street clearing services and to gauge the level of activity required prior to, during and following winter storms, the Town utilizes the following:

- A. Snow/ice storm warning forecasts and updates are obtained from the National Weather Service, located at the Portland International Jetport:

U.S. Gov't - Department of Commerce
NOAA (National Oceanic & Atmospheric Administration)
National Weather Service
Portland, Maine
(207) 775-7781 (Announcing System)
(207) 773-0352 (General Weather Info - Business Hours)

- B. In addition the weather forecasts are broadcast continually and receivers monitor this forecast at the Public Works Garage, Town Offices, and the residence of the Public Works Director.

National Weather Service - Frequency 1bz.4750

- C. Weather forecasts are provided by local radio and television stations, including the dedicated weather channel on cable television.
- D. Road and weather conditions throughout the State are monitored by the Maine Department of Transportation in Augusta and this information can be obtained by calling MDOT radio frequency, it also can be monitored on the scanner for current information.

State highway frequencies:

- E. Assistance is available on local road conditions from the Waldoboro Police Department. During off duty Public Works hours (3:30 p.m. to 7:00 a.m.), the Public Works Department utilizes information provided by police officers on duty/patrol. To provide the best possible response in the shortest time it is important that the following information be provided by the Police Department and conveyed to Public Works at the time contract is made.

1. **Is the problem Town-wide, restricted to one area of Town or at a specific location?** The problem location needs to be defined as accurately as possible.

2. **What is the specific nature of the problem?**

Snow - how much is on the road(s) and how much is falling?

Ice - how severe are the conditions and is it widespread or site specific?

Debris - what is it (i.e., tree in road), what is its size, is it blocking all traffic or only one lane, etc.?

Washouts - how large an area is affected (size) and is the washout in progress or over?

Emergency Access - police, fire or rescue cannot get to a location because of specific road conditions or problems.

Miscellaneous - explain what the problem is in as much detail as possible.

3. **What is being done by the Police Department pending arrival of Public Works Employees?**

1. officer/patrol will/will not remain on site
 2. barricades will/will not be put up
 3. roads will/will not be closed
 4. fire/rescue will/will not be contracted
 5. media will/will not be contracted
4. A decision on what effort is needed to correct the problem will be made by the Public Works Department. However, any input from the police officer on-site may assist Public Works in the timely arrival of help.
5. Once contact is made via telephone, follow-up should be by radio between Public Works and the Police Department. It is the responsibility of Public Works to establish radio contact with the Police Department as soon as assistance is on-site or on Town roads. Communication will be maintained until the problem is fully taken care of. Public Works will notify the Police Department when all work is complete.

III. Operations on Town Highways and Sidewalks:

A. General - During the winter period extending generally from the 15th of November through the 15th of April, the principal efforts of the Public Works Department are directed towards control of snow and ice on town roads and state aid highways. To accomplish the objectives and policies of the Town of Waldoboro, operating procedures have been implemented. The operating procedures take place over four distinct time periods including (1) Pre-winter Preparation, Training and Orientation, (2) Winter Storm Operations, (3) Continuing Winter Operations during non-storm periods and (4) Post Winter Follow-up. Items (1) and (4) are contained in Appendix C & D; the remaining operations are described in the following section.

B. Winter Storm Operations:

1. **Determination of Operations:**

Using the resources identified under item II and judgement based on experience, the Director of Public Works, will determine the appropriate level and timing of snow and ice control to be

performed by the Department. The director or his designee will contact employees in the Department using the alert notification list.

Although significant improvements have been made in weather forecasting, accurate predictions of the specific effect of winter conditions on the roads in the Town of Waldoboro are not possible. An overall plan has been developed to provide for clearing of the roads and this plan is generally followed. However, each storm event is unique and deviations from the plan occur often. Decisions must be made using individual judgement based upon a current assessment of the situation.

2. Control Center:

Upon notification, employees meet at the Highway Garage on Wagner Bridge Road, complete a pre-startup check of equipment and proceed to perform the necessary snow and/or ice clearing operations. The Control Center is the Highway Garage (tel. # 832-4255), although the director or his designee will leave the Control Center to evaluate conditions and assist in the operations. During the period of time in which he is absent from the Control Center he can be reached via radio. The list of radio numbers is contained in Appendix E.

3. Equipment:

To support the operation, the Department has the following equipment available, providing all equipment is operational:

Supplemental Equipment:

In an emergency situation where the Town equipment is out of service for repair or the situation is beyond the ability of the Town to handle, supplemental equipment and operators may be rented from area contractors. A list of potential contractors is indicated in Appendix F. Also assistance may be secured from neighboring communities, although help in this area is unlikely if the storm event affects neighboring communities as well as Waldoboro. Major winter disasters may require the assistance of the Maine National Guard.

4. Materials:

At the highway garage yard located on Wagner Bridge Road, ice and snow clearing materials are stockpiled for use during the winter season.

- a) 4000 cy of a 90% sand/10% salt mixture. The salt is utilized to prevent the sand pile from freezing and to allow safe thawing action to take place coincident with application of the sand.
- b) Approximately 150 to 250 tons of salt are maintained on site in a covered salt shed. During the course of a complete winter, the Town utilizes approximately 400 tons of salt. As the stockpile is depleted additional salt is ordered. The Town source currently being used is:

- 1) Harcros Chemicals, Inc.
50 Larrabee Road
P.O. Box 587
Westbrook, ME 04092
Attn: Garry Klundt
1-800-492-0818
(207) 856-6756

- c) Several gallons of liquid calcium chloride should be considered for stockpile in a fiberglass storage tank at the Highway Garage. This material is utilized in connection with rock salt to speed the thawing process and depress the thaw point.

ARTICLE II PRESEASON PREPARATIONS

Section 1. Coordination:

1. The Importance of Co-ordination:

- a. Update the operation plan yearly based on the previous years experience and let the media, police, fire department, school and other officials know about the plan. Conduct coordination meetings.
- b. Know the plowing and spreading routes.
 - 1. All employees will make trial runs of their routes before winter to familiarize themselves with routes, road conditions, obstacles and problem areas. Remember that road conditions change from year to year and obstacles may be present now that were not there in the past. Plan fall meetings to familiarize road crews with their winter duties and all routes in case someone becomes ill and another crew member must take over the route.
 - 2. During trial runs, pinpoint drains and waterways that must be opened after every storm. Mark other structures that will be hidden from a plow, including fire hydrants, guide rails, drop inlets, catch basins and curbing ends.
 - 3. Plan plowing routes to bring trucks back to storage facilities when they are almost empty of deicing material. This saves time and fuel.
 - 4. Review the new development plowing plan with the full crew in late fall.
- c. Effective Radio/TV Communication
 - 1. Review the alert notification roster and radio calls with all employees.
 - 2. Check all radio equipment and insure that working spares are stockpiled at the garage.
 - 3. Review the storm warning system with all affected employees.

Section 2. Equipment Operation and Maintenance:

2. Equipment - Its Operation and Maintenance:

- a. Train operators thoroughly in the use of their equipment. This will ensure that operators are more effective and that equipment will last longer and cost less to maintain.
- b. Check all equipment, including all wing and plow hydraulic systems, repairing, replacing and painting where necessary. Inspect the condition of moldboards and cutting edges on all snowplows. Order an adequate stock of parts for plows. Inspect snowplow hoists and underbody blades. Check air and hydraulic hoses and other critical parts of power units.

- c. Mount, load and test all spreaders. Make necessary repairs to spreaders. Make sure all personnel are familiar with spreader controls, whether they are manual or automatic.
- d. Inspect all vehicle lighting, including wiring and sockets on headlights, tail lights, stop lights and turn signals. (Warning lights must be visible from all sides, whether bodies are raised or lowered.)
- e. Make sure you have sufficient stocks of tire chains, tires, spreader repair parts and other miscellaneous supplies.
- f. To keep equipment in top conditions, set up a regular maintenance routine to be followed all winter. Equipment operators should inspect vehicles after each storm and report needed repairs.
- g. The first step in vehicle maintenance is to make sure every operator knows what to expect of each piece of equipment. Operators should check these items carefully:

Spreaders: Inspect pumps, hoses and fittings; check spinners and augers, auxiliary engines.

Controls: The two major components of any hydraulic system are the pump and the controls, whether they are manual or automatic. All operators should become thoroughly familiar with spreader controls. No two hydraulic systems are exactly the same. Therefore, controls will differ from truck to truck. Know your equipment and how the auger or conveyor and the spinner react at various settings.

Plows: Carefully inspect blades after each use. If blade wear begins eating into the moldboard, it will be very costly to replace. Remember that snow plow blades do not wear evenly. Replace blades when they are badly worn at any point! Have operators check blade wear during storms. Make sure plow blades are set at the proper angles for better fuel consumption.

All Electrical Equipment: Inspect and service all lighting and electrical equipment regularly, including wiring and sockets. Carry ample stocks of parts of rotating flasher units, including lenses and lamps.

Safety Equipment: Make sure there are flashlights, flares, flags and safety vest in truck cabs. A first aid kit is also a good idea. Replenish spare part inventories immediately following storms.

- h. Inventory and order all equipment parts in the fall so that the material will be on hand when needed. It's difficult to obtain parts with a blizzard in progress.

Section 3. Materials:

Materials:

- a. Insure that adequate stockpiles of sand are on hand prior to the start of winter (4000 cubic yards). Specification.
- b. Provide stockpiles of gravel, peastone, and rip rap at the Town Garage for possible washouts or special winter emergencies. List amounts.
- c. Contract early in the fall for supply of salt and liquid calcium chloride. List supply.

Section 4. Training:

Conduct training sessions on application procedures (Annex H) to include:

- a. How salt and calcium chloride work
- b. How and when to use salt
- c. Application rates
- d. Special storm situations
- e. Special de-icing problems

Section 5. Safety:

Conduct continuing training sessions on safety (equipment and practices - Annex I).

Section 6. Public Relations:

Conduct training sessions on the Town's parking ordinance, procedures for helping motorists, public relations and specifically how to handle complaints, etc.

Section 7. New Roads Inspection:

Inspect new development roads for acceptance/correction/paving prior to winter.

ARTICLE III PRESTORM ACTIVITIES

Section 1. Weather Reports:

ARTICLE IV WINTER STORM OPERATIONS

Section 1. New Route Design Criteria:

The Public Works Department has organized the equipment into eight major routes. The routes are described as follows. See map of snow removal routes in Appendix G. Each complete route for a single truck is over miles in length and takes in excess of 5 to 6 hours to complete. The routes have been established to:

- a) Provide highest priority coverage to the roads with heaviest usage (the major arterials) and history of severest conditions and/or accident. Examples are
- b) Maximize the cycle capability of each vehicle so that unnecessary reload trips are not made for resupply of materials at the highway garage.
- c) Plow routes are designed for mostly right-hand turns to avoid leaving windrows in intersections.
- d) Provide an intermediate priority to collector streets with lessor traffic loads and reduced history of

accidents. (A collector street is one that is being used or will be used to carry a substantial volume of traffic from a minor street(s) to a major street or community facility, and normally includes the principle entrance street to a large subdivision or group of subdivisions, and the principle circulation streets within such subdivisions). Examples of this type of street are

- e) Because of their location adjacent to collector streets, many minor streets (not including dead end streets and cul-de-sacs) will be cleared concurrent with collector streets or immediately following the collector streets. Examples are
- f) Dead end streets follow in priority although many may be cleared earlier in the process to meet the objectives of cycling.
- g) Due to the inability of the large 8 cy trucks to effectively clear many dead end streets and cul-de-sacs, the effort has to be augmented by the 1-ton dump trucks and one ton pickup. Clearing of cul-de-sacs and dead end streets is extremely time consuming. Very often these areas will not be cleared until well after all other clearing operations are completed. This also occurs when manpower is not available to man all Town equipment (extended storms, illness, etc.).
- h) Sidewalk clearing is designated areas will generally begin in priority areas with the onset of a storm. Due to manpower and equipment shortages, general sidewalk clearing may not take place for sometime following a storm. The areas of sidewalk which are planned for priority clearing include:
 - (1)
 - (2)
 - (3)
 - (4)
 - (5)
 - (6)
 - (7)

Other sidewalks and paths will be cleared as time allows following a storm.

- 2. It is important to note that the plan which has been presented and the accompanying map are subject to change with each storm. Also the time frame for clearing can vary markedly depending upon condition and continuing effects of a storm. Other factors affecting the plan are:
 - a) night time plowing
 - b) commuter traffic
 - c) parked cars
 - d) equipment breakdown
 - e) assistance to the fire or police department
 - f) assistance to school buses
 - g) time length since the start of the storm.
- 3. In order to guide the Department in utilizing the best available techniques in snow and ice clearing operations a set of guidelines is provided in Appendix H.
- 4. Operator and citizen safety is an important consideration during all snow clearing operations and suggested safety practices are provided.

6. Applicable Ordinance/Laws:

During snow clearing operations it is important that motor vehicles are not parked in..."such a manner as to create or constitute an impairment to traffic or to interfere with the removal of snow of ice, or the sanding or salting of public streets and highways or to delay or preclude the delivery of emergency services, police fire and ambulance constitute a hazard contrary to the public health, safety and welfare"... Because of this the Board of Selectmen adopted a Traffic Ordinance in 1978 (Appendix J).

In addition, Title 19, Section 1111, Vermont Statutes Annotated **Permitted Use of the Right of Way** makes it unlawful to ..."construct a fence or building, or deposit material of any kind within, or in any way affect the grade of a highway right of way, or obstruct a ditch, culvert or drainage course that drains a highway, or fill or grade the land adjacent to a highway so as to divert the flow of water onto the highway right of way, without a written permit from the Board of Selectmen of a Town, as the case may be".

The practice of plowing across Town roads, blowing, or shoveling snow onto the highway is prohibited under this statute.

The Public Works Department will notify the Police Department for appropriate action against motorists and residents who violate either the traffic ordinance or obstruction statute. Where snow castles are built in the road edge snow banks, the Public Works Department will destroy the castles and provide the resident with a notice concerning the action taken, why it was necessary and a warning against future action.

Section 2. Snow Routes (Town)

Section 3. Snow Routes (State)

7. Snow Removal on State Highways in the Town of Waldoboro:

Within the Town of Waldoboro there are 18.87 miles of State Highways including:

U.S. Route #1 (.27 Urban)*	6.80
State Route #32 (N)	5.83
State Route #32 (Urban)*	.47
Jefferson Street (Urban)*	.52
Old Route #1	<u>5.25</u>
	18.87

ME Rt 220N (Washington Road)
ME Rt 220S (Friendship Road)
ME Rt 32 (Winslows Mills Road)
ME Rt 32W (Bremen Road)

Snow removal on these roads is the responsibility of the State of Maine administered by the District Highway Garage, located in Waldoboro.

Questions or comments on these highways are to be directed to the Division #5 Acting Engineer, at 832-5202. List numbers.

ARTICLE V POST STORM ACTIVITIES

After a storm event or during periods of lessened storm activity a number of operations need to take place to insure readiness for subsequent winter operations.

Section 1. Equipment Inspection:

Equipment needs to be inspected using preventive maintenance techniques, and repairs made as necessary. Special attention needs to be given to tires, brakes, snow plows--including wings, shoes, bearings, spinners and chloride feed systems.

Section 2. Stockpile Materials:

Materials, especially salt, need to be reordered to insure an adequate stockpile on-site.

Section 3. Check Plow Routes:

Plow routes need to be driven and checked for identification of problems, especially illegal plowing by driveway contractors, problem mailboxes, snow castles, etc. It is the responsibility of the route driver to identify these problems and report them to the supervisor.

Section 4. Wing-back Operations:

It is important to wing-back snow on road shoulders following each major storm and to clear critical areas to make room for future storage. If the snow bank height becomes excessive, the top of banks will have to be cut down for proper visibility or future snow storage. If the snow is allowed to melt in place and refreeze, the result is a heavily compacted mass which cannot be moved without considerable effort by snow plows. Therefore, winging-back is an ongoing function which needs to be addressed as soon as storms subside and the amount of stockpiled snow dictates that winging back is needed.

Section 5. Snow Removal/Cleaning:

The Town does not have a policy of hauling snow. However at specific locations, intersections, cul-de-sacs without storage space, school bus route problem areas or sites of repeated accidents, the Town may selectively utilize the loader and dump trucks and haul snow from the site. The principle purpose of hauling is safety. The hauled snow shall be dumped at the landfill site or at some other suitable and acceptable place as determined by the Public Works Director or acting foreman.

Section 6. Maintenance of Drains/Catch Basins:

It is important that roadway drains and catch basins be kept open to allow melting ice and snow to run off. A salt or solid calcium chloride application may be needed to free them of ice and snow.

Section 7. Thawing Culverts:

Following a storm, generally within 48 hours, an investigation will be made of all complaints received during the storm. The investigation will be completed by the Director, foreman or their designated representatives. Their findings shall be made known to the complainant as soon as practicable.

ARTICLE VI POST-SEASON FOLLOW-UP

Section 1. Review Winter Snow Clearing Operations:

Review the winter snow clearing operations recently completed with all in-house personnel and outside affected groups including fire, rescue, police, schools, and industry to obtain input for improvement in the coming season.

Section 2. Equipment Maintenance:

Give all equipment a thorough maintenance check after the last snow storm of the winter.

- a. Sandblast and paint all plows, blades, and spreader assemblies as appropriate.
- b. Order new plow blades and other equipment as necessary.
- c. Oil and grease all moving parts.

Section 3. Summer Construction:

Schedule summer construction for areas where road defects have resulted in problems all winter long, such as ice patches.

Section 4. Identify Equipment Needs:

Identify new equipment needs for improving operations.

Section 5. Training:

Provide the opportunity for employees to attend snow conferences and other events to broaden their understanding of snow clearing operations and to become aware of changing equipment and technology.

IV. WINTER SEWER & WATER OPERATIONS:

A. Prior to the onset of winter, the water and sewer department will:

1. Check hydrants and valves to insure their operability.
2. Flag all hydrants for winter locations
3. Inventory and order necessary emergency materials.
4. Insure that used fire hydrants are drained prior to winter.

B. Winter Operations:

1. During storms, the water and sewer department may be called upon to assist in snow and ice clearing operations. Their role will principally be in relief of other drivers who have been on extended duty.
2. Following storms, their principal responsibility shall be to clear snow and ice from around hydrants and to clear access lanes to pump stations.
3. The water and sewer department also has responsibility for repair of broken and frozen water mains, within the overall limit of Town responsibility up to and including the curb stop.
4. In the event of a power failure at the Alder Brook Pump Station, the auxiliary generator must be hand activated during the winter. This is necessary because the generator intake system draws a sufficiently large volume of air to cause the furnace to malfunction. The furnace must be shutoff at the breaker panel LP1 prior to activation of the generator.
5. When fire hydrants are used by the Fire Department during the winter, the Fire Department will notify the Police dispatcher immediately following the fire and identify the used hydrant by number. The Police dispatcher will immediately notify Public Works through the alert notification roster so the hydrants can be drained before they freeze.

V. COORDINATION/COMMUNICATION/PUBLIC INFORMATION:

- A. All communication from the public concerning conditions and problems should be directed during normal working hours (7:30 a.m. to 3:30 p.m.) to the Public Works Office, 1400 Wagner Bridge Road, Waldoboro, ME 04572 - Tel # 832-4255. Emergency requests during non-working hours should be directed to the Police Department dispatcher, 832-4500 for relay to the Director, acting foreman or Highway Garage. The Highway Garage phone system is intended for internal control only and not for direct communication between the public and the department.

- B. Complaints or requests for service, when received, must be written on a request form service slip with the required information noted. The form to be used is provided in Appendix L.

The complaints will be reviewed and investigated by the department and corrective action taken as appropriate.

- C. Because of the volume of complaints specific to objects in the Town right of way and damage to property, the following Town policy has been established.

1. Title 19, Section 1111 prohibits encroachment of the Town Right of Way without prior approval by the Board of Selectmen. Objects in the ROW are placed there at the owners risk and the Town assumes no responsibility for any damage to objects placed in violation of the statutes. Common items damaged are fences placed with the Town ROW, flower pots, basketball hoops, etc.
 2. To insure mail delivery to all rural residents, the Town has provided blanket authorization for mail boxes located in Town Right of Way. The Town retains control over specific location of the mailboxes and may require the homeowner to move the box to a more suitable location.
 - a) The Town will fix a damaged mailbox or replace a mailbox only when the Department determines that a plow physically hit the mailbox. This determination is made by observation of cut marks, paint off the plow blade, etc.
 - b) Heavy snow coming off the plow blade will often knock over and damage mailboxes which have not been adequately mounted or braced or those mailboxes whose doors have been left open. Also, mailboxes are damaged by private contractors and homeowners during driveway clearing operations. The Town will not fix or replace mailboxes in these situations.
 3. The Town will restore or replace objects located on private property damaged as a result of its snow or ice clearing operations.
 4. Recovery of damages will be pursued by the Town if Town equipment is damaged due to objects placed in the Town ROW.
- D. When conditions are especially severe, the Public Works Director working in concert with the Town Manager may issue a special snow emergency statement advising the local media, radio station, industries and schools that conditions may adversely affect their operations. One or all of the following parties will be notified when this occurs:
- | | |
|---|----------|
| Waldoboro Fire Department - Contact Police dispatcher | 832-4000 |
| Waldoboro Ambulance - Contact Police dispatcher | 832-4000 |
| Waldoboro School Administrative District #40 | 832-5358 |
| Superintendent - David Gaul Home | 563-8805 |
| Transp. Supt. - Raymond Kennedy Home | 832-7717 |
| Medomak Valley - | 832-5389 |
| A.D. Gray Jr. High | 832-2106 |
| Miller Elementary School | 832-2103 |
| Waldoboro School Bus Garage | |
| GTE - Steve Minor - HRM | 832-5313 |
| Radio Stations - Coast 102.5 FM | 236-2452 |
| - WQSS - 21 Elm Street Camden | |
| - WMCM 103.3 FM - 415 Main St. | 596-1033 |
- E. It is important that as part of the communication/public information program that the following issues be communicated each year to the residents at or near the beginning of the winter storm season:
1. Snow should not be blown/plowed or shoveled into the Town Highway.
 2. The nightly parking ban needs to be respected and cooperation is needed during other times of the day when storms are occurring and parked cars need to be moved.
 3. Children cannot be allowed to create castles, forts, tunnels and other similar structures in roadside snow banks.

4. Mailboxes need to be properly installed and lids closed when not in use.
5. Snow plows must be respected, given their width, weight and speed. Drivers often will attempt to crowd snow plows or homeowners will attempt to protect their shoveled drive by standing at the entrance. Both practices invite disaster because of the lack of maneuverability of these vehicles, the generally icy conditions and often the inability to see perfectly under blowing snow conditions.
6. Objects in the Town ROW need to be moved or relocated during the winter. Basketball backboards can be turned away from the street and this will prevent the hoops from damaging plow trucks or causing accidents.

LIST OF APPENDICES

- Appendix A Organizational Chart of the Public Works Department
- Appendix A2 Available Personnel
- Appendix B Weather Service Format and Call Program
- Appendix C Pre Winter Preparation Training and Orientation
- Appendix D Post Winter Follow-up
- Appendix E List of Radio Call Signs
- Appendix F List of Contractors for Assistance
- Appendix G Map of Highway Routes
- Appendix H Guidelines for Ice and Snow Clearing Techniques
- Appendix I Safety Practices
- Appendix J Towing Ordinance
- Appendix K Adjacent Towns' Call List
- Appendix L Winter Complaint Form
- Appendix M Storm Record
- Appendix N Warning Notes
- Appendix O Callout List

APPENDIX A

<u>Public Works Secretary</u>	Earle Wallace	PUBLIC WORKS DIRECTOR Assistant Engineer <u>Utilities Superintendent</u>
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SOLID WASTE/RECYCLING
SUPERINTENDENT
Robert Maxcy

HIGHWAY MAINTENANCE IV <u>ACTING FOREMAN</u>	HIGHWAY <u>MECHANIC II</u>	<u>LANDFILL OPERATOR II</u>	WATER/SEWER <u>FOREMAN IV</u>
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<u>HIGHWAY MAINTENANCE III</u>	WATER/SEWER <u>OPERATOR</u>
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HIGHWAY MAINTENANCE II

APPENDIX A2

VEHICLE AND ROUTE ASSIGNMENTS

<u>Vehicle</u>	<u>Primary Operator</u>	<u>Alternate Operator</u>
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APPENDIX E

TOWN OF WALDOBORO RADIO CALL LIST

	<u>CALL NUMBER</u>
Lincoln County Sheriff's Department Dispatch	Lincoln
Town Offices	Waldoboro
Town Manager	101
<u>Public Works Dept.</u>	
Earle Wallace	401
John Daigle	402
Alforest Willey, Jr.	403
Keith Collamore	404
Doug Severson	405
Gifford Campbell	406
Paul Walter	407
Dick Kennedy	408
Sidney Geyer	409
<u>Transfer Station</u>	
Robert Maxcy	201
Arthur Skinner	
<u>Police Department</u>	
Chief Leroy Jones	Waldoboro 1
Sgt. Guy D. Benner	Waldoboro 2
Leigh Abbott	Waldoboro 3
Milford Rice	Waldoboro 4
Raymond Kennedy	Waldoboro 6
Daniel Moran	Waldoboro 7
David Pratt	Waldoboro 8

Dean Batlis	Waldoboro 9
Gregg Daggett	Waldoboro 10
Travis Ford	Waldoboro 11

Dog Control Officer

David & Elaine Pratt	Waldoboro 8
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Fire Department

Fire Dispatch	Waldoboro Base Lincoln
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Chief Robert Maxcy	201
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Deputy Chief Richard Glidden	202
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Assistant Chief Allan Benner	203
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Lieutenant Gary R. Blackler	205
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Lieutenant William B. Gould	206
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Lieutenant Robert A. McNally	207
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Lieutenant Ernest A. Vannah	208
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Waldoboro EMS

Director Scott Lash	301
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Deputy Director James Eaton	302
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APPENDIX F

**CONTRACTORS WHO MAY ASSIST THE TOWN IN
SNOW CLEARING OPERATIONS
UNDER SUBCONTRACTED SERVICES**

NAME

TEL #

APPENDIX G

MAP OF HIGHWAY ROUTES

APPENDIX H

GUIDELINES AND OPERATING INSTRUCTIONS FOR ICE AND SNOW CLEARING TECHNIQUES

I. Techniques:

- A. Timing is critical in applying salt, calcium chloride and sand/salt combinations. Begin de-icing as soon as snow starts to accumulate to keep snow and ice from bonding to the pavement. When spreading de-icing material on two-lane roads, make sure the truck straddles the center line of the road. This saves time and fuel because the spreader has to make only one pass on these roads.
- B. Take advantage of nature when de-icing. Let the wind help to spread salt and cinders over the road. On elevated curves, let gravity work by spreading on the high part of the curve.
- C. To know when to reapply de-icer to the road, watch the tires of cars traveling along the road. If snow falls directly behind the tires, it is time to reapply salt or cinders. If snow fans out under the tires the de-icer is still working.
- D. Consider continuous plowing of both roads and road shoulders during a snowstorm. That way, if another storm occurs within a few days, only fresh snow has to be plowed.
- E. Once the snow has stopped and plowing is finished, return to areas where drifting has occurred. Take two trucks in tandem and clear out the excess snow before it has time to harden. It is easier to push the drifts away from the road or cut down drifts when the snow is still fresh.
- F. Plow and remove snow (if necessary) from intersections, sharp corners and bends.
- G. Remove the windrows on the sides of bridges to prevent drifting. If windrows are allowed to remain, available roadway will be reduced and snow will later melt and form ice.
- H. Give salt time to work. Generally salt early to create a brine at the snow/road interface and salt late for extended clearing.
- I. Increase salt application during the night and on sunless days and when the temperature drops sharply. Without the sun, you lose the effect of pavement radiation and warmth.
- J. Leave no gaps in sanding or salting operations.
- K. Wing-back snow banks at the first available opportunity following a storm.
- L. Use liquid calcium chloride to augment the action of rock salt when temperatures drop below 25 degrees f. Concentrate use in critical hill or depression areas such as

II. Guidelines:

A. General:

- 1. Salt weighs approximately 2000 pounds per cubic yard and the capacity of Town dump trucks is 8 cubic yards. Therefore, a full truck will leave the garage with 15,000 to 16,000 lbs (+/-) of salt.

B. Conditions:

1. Condition I - Storms which are predicted to be of short duration or squalls and flurries.
 - a. Application - Salt application should be 300 to 600 lbs per mile. If temperature is below 25 degrees, apply salt and liquid calcium chloride. Stop calcium chloride and salt when temperatures reach 5 degrees F. Apply less salt on sunny days. Apply sand/salt on gravel roads.
 - b. Method - apply in a narrow strip in the center or as high as possible on banked curves.
 - c. Follow-up - apply second strip in danger spots only. One cubic yard of sand per mile may be applied in dangerous spots.
2. Condition II - Snow storms of expected plowable depth
 - a. Application - 300 - 600 lbs of salt per mile early in storm. Stop salting as snow accumulates. If temperature is below 25 degrees apply salt and liquid calcium chloride. Stop calcium chloride and salt when temperatures reach 5 degrees F. Apply salt/sand on gravel roads continuously.
 - b. Method - apply in a narrow strip in or near center or as high as possible on banked curves.
 - c. Follow-up - touch up with extra salt or sand in danger spots where traffic tie ups occur. Thereafter, plowing should be begun and continued as is necessary. After all roads are plowed, a second light salt application can be applied before edges are pushed back.
3. Condition III - Rain on cold pavement or sleet continuing and forming ice.
 - a. Application - 300 to 600 lbs per mile. If air temperature is 25 to 34 degrees F. and rising, apply rock salt and only use liquid calcium chloride if needed on specific critical areas. If air temperature is 25 to 35 degrees F. and falling use liquid calcium chloride in combination with rock salt. Apply sand/salt mixture to gravel roads continuously. Pea stone or gravel may be necessary for application under severe gravel road icing conditions.
 - b. Method - first application as determined by weather forecast concerning speed of ice build-up, temperatures and time of year. If rain, sleet or snow continues for a long period and a falling temperature is predicted, additional salt may be necessary to clear pavement quickly before dropping temperatures limit the effectiveness of the salt.

III. Operating Instructions:

All personnel in the Highway Department are to be considered on twenty-four (24) hour a day call basis. If you leave town for a period of time when snow is impending or during a storm or if sickness occurs, notify the director or foreman in charge.

All drivers will be responsible for their routes. The following operating instructions shall be observed:

1. All trucks equipped with radios will keep in constant communication at all times with the director.
2. All trucks will be checked and fueled every night or after every storm before the driver leaves.
3. Notify Highway immediately in the event of a breakdown.

4. Check plow blades for wear during plowing operations and when through plowing. If worn notify director or change.
5. Check all tires for flats before leaving garage.
6. Drivers will be responsible for chains on trucks if pavement is slippery.
7. All drivers when plowing snow will use a reasonable rate of speed in all areas. There will be no excessive speeding in snow plowing operations. When you have a wet snow, extreme caution will be taken not to knock down mailboxes.
8. All drivers will take caution where there are sidewalks. Try not to plow snow into a sidewalk area. A slower speed will prevent this.

All personnel are requested to be courteous at all times to all persons. Remember that they are the taxpayers who actually pay the bills. The service of keeping our streets in good condition is one that is immediately recognized by all taxpayers. Maintain the good reputation of the Department as a group and yourself as an individual.

APPENDIX I

WINTER SAFETY PRACTICES

I. Personal Safety:

Maine roadworkers spend much time working in cold weather. Guarding against overexposure and knowing how to recognize frostbite can prevent serious injuries. Become familiar with the following guidelines.

Preventing Injuries from Extreme Cold

(NOTE: The extent of injury caused by exposure to abnormally cold temperatures depends on additional factors such as wind velocity, type and duration of exposure, temperature, and humidity. Freezing is accelerated by wind and humidity or a combination of the two factors.)

- A. Wear proper clothing
- B. Limit exposure as much as possible
- C. Take frequent, short rest periods
- D. Keep moving

(NOTE: Exercise fingers and toes if necessary, but do not overexert.)

- E. Do not drink alcohol before exposure to cold
- F. Do not bathe before exposure
- G. Do not smoke before exposure
- H. Learn to recognize the symptoms of overexposure and frostbite.

(NOTE: Cold hands may be warmed by placing them under dry clothing against the body, such as in the armpits.)

Clothing for Extreme Cold

- A. Thermal-type woolen underwear
- B. Outer clothing which will repel wind and moisture
- C. Face helmet and head and ear coverings
- D. Two pairs of socks

(NOTE: Carry extra dry socks when working in snow or wet conditions.)

- E. Warm boots

(NOTE: Make sure boots are not so tight that circulation becomes restricted.)

- F. Wool-lined mittens or gloves covered with wind and water repellent material.

Safety Equipment

- A. Flashing lights
- B. First aid kits

Symptoms of Cold Exposure

- A. Shivering
- B. Numbness
- C. Low body temperature
- D. Drowsiness
- E. Marked muscular weakness

Order of Treatment of Cold Exposure

- A. Get to a warm room as quickly as possible
- B. Remove wet or frozen clothing and anything that is binding
(EXAMPLES: Necklace, watch, ring, belt)
- C. Rewarm by adding clothing, wrapping in a blanket, or by getting into a tub of water that is warm but not hot to the forearm

(NOTE: Dry thoroughly after soaking in warm tub.)

- D. Drink hot liquids

(CAUTION: Do not drink alcohol.)

- E. Carry out appropriate procedures as described for frostbite

Symptoms of Frostbite

(NOTE: Frostbite results when crystals form in the fluids and underlying soft tissues of the skin. The effects are more severe if the injured area is thawed and then refrozen. Frostbite is the most common injury resulting from exposure to cold elements. Usually, the frozen area is small. The nose, cheeks, ears, fingers, and toes are most commonly affected. Just before frostbite occurs, the affected skin may be slightly flushed.)

- A. Skin becomes white, gray, or waxy yellow

(NOTE: Color indicates deep tissue damage. Victims are often not aware of frostbite until someone tells them or sees the pale, glossy skin.)

- B. Skin tingles, then becomes numb
- C. Pain may occur, then let up

D. Blisters may form

E. Area of frostbite swells and feels hard

(Note: In advanced cases mental confusion and poor judgment occur, the victim staggers, eyesight fails, the victim falls and may pass out, shock is evident, and breathing may cease. Death, if it occurs, is usually due to heart failure.)

Treatments for Frostbite

A. Protect frozen area from further injury

B. Warm frostbitten part as soon as possible

C. Give artificial respiration if needed

WINDCHILL FACTOR CHART

How Cold Is It?

Estimated wind speed (in MPH)					Actual Thermometer Reading (°F.)							
	50	40	30	20	100	-10	-20	-30	-40	-50	-60	
Equivalent Temperature (°F.)												
calm	50	40	30	20	10	0	-10	-20	-30	-40	-50	-60
5	48	37	27	16	6	-5	-15	-26	-36	-47	-57	-68
10	40	28	16	4	-9	-24	-33	-46	-58	-70	-83	-95
15	36	22	9	-5	-18	-32	-45	-58	-72	-85	-99	-112
20	32	18	4	-10	-25	-39	-53	-67	-82	-96	-110	-124
25	30	16	0	-15	-29	-44	-59	-74	-88	-104	-118	-133
30	28	13	-2	-18	-33	-48	-63	-79	-94	-109	-125	-140
35	27	11	-4	-20	-35	-51	-67	-82	-98	-113	-129	-145
40	26	10	-6	-21	-37	-53	-69	-85	-100	-116	-132	-148
-----Green-----					-----Yellow-----				-----Red-----			

LITTLE DANGER
greater than
40 mph have
little addi-
tional effect).

INCREASING DANGER
(for properly
clothed person).
Maximum danger
of false sense
of security.

GREAT DANGER
Danger from freezing
of exposed flesh.

2. Safe Procedure for Snow Removal

A. Do not exceed appropriate speeds for equipment and conditions

B. Use all available safety warning devices

EXAMPLES: Flashing lights, hazard lights

C. Be alert for obstructions

D. If truck skids, STEER INTO THE SKID until you regain some control then steer back into the driving lane.

E. Plow in the direction of traffic

F. Be wary of drivers coming from behind

(NOTE: Rear end collisions are common)

G. Wear protective clothing, especially gloves

EXAMPLES: Thermal-type woolen underwear, outer clothing which will repel wind and moisture, face helmet and head and ear coverings, two pairs of socks, warm boots, warm mittens or gloves.

H. Know symptoms of cold exposure and frostbite

I. Carry container of hot liquid (NOT ALCOHOL)

J. Carry emergency equipment

EXAMPLES: Flares or reflectors, first aid kit, fire extinguisher, flashlight

Hazards of Snowplowing

(NOTE: Some plows are equipped with automatic safety trips and will ride over some obstructions. However, other obstructions will dislocate and/or damage the truck and plow. Always use extreme caution when plowing. Pre-check all routes for hazards before the snow flies. Know your routes.

A. Bridge expansion joints

B. Pavement expansion joints

C. Headwalls of culverts

D. Cattle guards

E. Signposts

F. Guardrails

G. Hard-packed snow or ice

H. Low shoulders

(NOTE: If wheel drops off, plow digs in.)

- I. High shoulders
- J. Raised pavement markers

(EXAMPLES: Left or right turn bays, lane markers.)

- K. Curbs
- L. Islands
- M. Fire hydrants
- N. Raised manholes
- O. Deep side ditches
- P. Railroad crossings
- Q. Mailboxes
- R. Fences
- S. Narrow roads and bridges

3. Crew Notes:

- A. Be extremely careful in situations that require backing.
- B. Keep the plow blades and hoppers in working condition. Frostbite can be contracted rapidly as work is performed on the equipment.
- C. Watch for pedestrians when plowing. Do not exceed 25-30 miles per hour. At speeds greater than this, a grown person can be knocked down by the force of the thrown snow. Watch for children in snow banks.
- D. Stay with the truck if it is immobilized. It's easier for the rescue team to find a truck than a body covered with snow.
- E. Fatigue and carbon monoxide are twin hazards. Ventilate the cab. Stay alert.
- F. Stay in the cab when material is being dumped into the bed. Also stay in the cab if the truck contacts a powerline.
- G. If your feet get cold put your hat on.

4. Supervisors' Notes

- A. Check the cab of the truck for exhaust seepage. Carbon monoxide is colorless, odorless, and tasteless. If the driver feels drowsy check the cab.

- B. Fatigue is dangerous. Shift lengths should not be more than 12 hours long except in emergency situations.
- C. Prequalification of drivers to re-acquaint them with the equipment and to assure their capability to operate the equipment could save trouble during the plowing operation.
- D. Falling snow, blowing snow, extended night driving, sun glare, and white-outs lead to eye fatigue. They reduce vision acuity and depth perception capability of the eye, thus increasing the possibility of an accident. Check the drivers often to determine if they have noticed any vision problems. If they have, a rest period may be in order.
- E. Certain eye defects, which affect perception and color blindness, may disqualify a driver from plowing operations, even though the driver is qualified for normal work operations. Check with a doctor if doubt arises concerning a driver's ability.
- F. If private companies aid in the plowing operations, treat them as if they were your own crews. Expect, train, and require the same

TOWN OF WALDOBORO

Quarry Hill Revenue Policy

PURPOSE:

The purpose of this policy is to establish the process by which revenues generated from the lease of the Quarry Hill property are distributed.

POLICY & PROCEDURE:

Revenues

The Quarry Hill property owned by the Town of Waldoboro is leased out for a variety of reasons. The most pertinent of these leases allocates 10% of the gross revenues from the sale of blueberries harvested on the leased premises as rent to the Town.

Distribution of Revenues

The Town has responsibility to improve and maintain the road leading into the property. As such, it will commit no less than \$3,000 for this purpose. Any remaining funds beyond this commitment may be utilized for defined conservation projects as determined by the Board of Selectmen. Requests for these funds shall be submitted along with supporting documentation to the Board through its established agenda creation process.

Approved this 26th day of January, 2016

Board of Selectmen:
Waldoboro, Maine

Joanne Minzy

Ronald Miller

Clinton Collamore

Abden Simmons

Katherine Winchenbach

RETIRE IN PLACE POLICY

Retire in Place – The Town of Waldoboro will not discriminate in who it hires based on retirement status. As such, if a retired person is legally permitted to work a full or part-time job, the Town shall consider this applicant the same as any non-retired applicant, even if this applicant will continue to receive retirement benefits.

In the case of a current employee wishing to retire and remain in his or her current position, the Town shall allow this “retirement in place” to happen for any employee subject to the following conditions:

- a. The decision to allow a “retire in place” is at the sole discretion of the Select Board.
- b. The employee shall retire at 11:59:59 pm on an agreed upon, specified date and will be rehired at 12:00:01 am at least 30 days after retirement date.
- c. The employee will be rehired at 75% of his/her salary at the time of retirement.
- d. The employee will work no more than 5 years after the date of retirement and is subject to reappointment by the Town Manager on an annual basis.
- e. The employee will not carry any earned sick, vacation or personal time previously accrued, and will be subject to the current policies of the Town as all new hires, including a physical prior to re-employment.
- f. The employee will be responsible for the full cost of dependent health care coverage. Employee is only eligible for the cash in lieu of health insurance for the employee.
- g. Upon the termination of employment with the employer (after retiring in place) there will be no payout of accrued time.
- h. The employee will not be a member of a union.
- i. The Town of Waldoboro must comply with all Maine State Statutes and MPERS rules and regulations as it relates to Retired, Returned to Work status and such statutes and rules will supersede this policy.

Waldoboro Select Board
Meeting Guidelines

- Regular Select Board meetings will normally be held on the second and fourth Tuesdays of each month. Special meetings may be scheduled as needed.
- The agenda for a regular meeting will normally be available by 5 pm on the Friday preceding the meeting. The agenda for special meetings will be available as soon as possible after it has been set. Agendas and additional background information are typically posted on Town of Waldoboro web site.
- Requests by members of the public to place an item on an upcoming meeting agenda should be submitted to the Town Manager and / or Select Board Chair. Requests should be in writing and submitted by 5 pm at least seven (7) business days before the meeting. The Selectboard is not obligated to honor every request.
- All meetings are open to the public and residents are welcome to attend. Certain portions of meetings, when the Board is in executive session, are not open to the public. Executive sessions are authorized by state law for the consideration of certain confidential matters such as personnel issues. The motion to enter executive session must indicate the specific statutory citation that enables the executive session and then the Board must vote to enter executive session and vote to end the session.
- Each regular meeting agenda will provide a brief period for public comment. Members of the public will not necessarily be allowed to comment upon or participate in the Board's deliberations of agenda items. It shall be the decision of the Chair to accept and/or limit public comment.
- Members of the public should not speak during the meeting unless recognized by the chair, and all comment should be directed to the Chair.
- Comments by members of the public should be brief, offering constructive information, alternative ideas, and other productive thoughts that might help the board make informed decisions. Comments of a critical nature are acceptable, but comments that are disrespectful or abusive will not be tolerated.
- Booing, clapping, and similar outbursts are unacceptable.
- Questions regarding town business may be answered by visiting the Town Office during business hours or by reviewing additional background information on the Town of Waldoboro website at <http://waldoboromaine.org/>

Amended Date: January 26, 2016

Select Board:
Town of Waldoboro, Maine

Joanne Minzy, Chair

Ronald Miller, Vice-chair

Clinton Collamore

Abden Simmons

Attest,

Linda-Jean Briggs, Town Manager

Katherine Winchenbach

Town of Waldoboro – Administrative Regulations

Effective Date: 12/18/08

Regulation No.: 09-01

Revision Date:

Supersedes: None

Approved By: Board of Selectmen

Subject: SEVERE WEATHER CLOSING POLICY

I. PURPOSE

This policy establishes the procedure for declaring a severe weather closing of the Town Office and Transfer Station (non-essential services) and how employees will be compensated for hours of missed work.

II. POLICY

Town employees may be excused from work due to severe weather conditions at the discretion of the Town Manager during regular business hours.

In determining if the Town Office and Transfer Station will be closed due to severe weather the Town Manager shall consult with the appropriate public safety personnel and will notify the Chairman of the Board of Selectmen. The closings will be posted on the Town's website and television and radio stations will be notified so as to alert the general public.

When non-essential town facilities are closed due to severe weather, personnel will be compensated at their regular rate of pay for any time not worked due to the severe weather closing. Employees missing work when the Town Office and Transfer Station have not been declared closed due to severe weather will not be compensated for the hours missed. Employees may use accrued vacation or compensatory leave for this time.

Clinton E. Collamore, Sr.

Robert Butler

Rebecca B. Maxwell

Theodore Wooster

John Blamey

**Resolution Amending The
Smoking Policy for Town Employees
Within Town-Owned Facilities**

1.0 Purpose

To respond to the increasing evidence that tobacco smoke creates a danger to the health of persons who are present in a smoke-filled environment and to establish Town policy to regulate the use of smoking materials by Town employees while on duty. Every attempt will be made to obtain to the greatest extent possible, freedom for the nonsmoker from the harmful effects of smoking materials, while preserving a reasonable degree of freedom for those who choose to smoke.

2.0 Statement of Policy

Smoking will be restricted to designated areas as established by the Board of Selectmen. The following areas have been so designated provided that the resulting smoke does not affect nonsmoking employees or the public:

A. Municipal/Public Safety Building:

Smoking shall be prohibited in the Municipal/Public Safety Building. Smoking shall be prohibited within 50 feet of the building.

B. Public Works Garage:

Smoking shall be prohibited.

C. Transfer Station:

Smoking shall be prohibited.

D. Friendship Street Community Center:

Smoking shall be prohibited on the entire campus.

E. Vehicles:

Smoking shall be prohibited in all ambulances and police cars. No smoking in other town vehicles when a nonsmoker is present.

Areas designated for smoking may change from time to time to meet the needs of the Town and desires of its employees and the public. In the event there is a conflict about the

establishment of a smoking area, the right of the nonsmokers to breathe clean air free from harmful smoke shall supersede the right to smoke.

Signs prohibiting smoking shall be conspicuously posted in every facility and major work area where smoking is prohibited. Ashtrays will not be kept in nonsmoking areas. Ashtrays will be made available in the designated smoking areas and are to remain in the designated areas at all times.

Smoke breaks are to be confined to the affected employees lunch period or rest break.

3.0 Definitions:

- A. "Smoke" or "smoking" as used in this policy shall mean and include the smoking or carrying of any kind of lighted pipe, cigar, or cigarette.

4.0 Procedure:

The effectiveness of this policy shall depend largely on the understanding and willingness of all employees to abide by its provisions and to request others to do so. Smokers must consider the health concerns and comforts of their nonsmoking co-workers and nonsmokers must consider the freedom of choice of the smoker. It shall be the responsibility of each employee to abide by the rules and regulations contained in this policy, and it shall be the responsibility of the affected Department Head to see that the policy is applied in an equitable manner and adhered to by all employees.

Complaints of violation of the policy should be directed to the Department Head responsible for the particular work area or facility involved in the complaint. The Department Head shall be responsible for notifying the violator of the pertinent portions of this policy. Failure to comply with the policy after proper notification shall initiate the Town's progressive discipline procedures.

Effective Date: January 1, 1994

Revision History: January 1, 1994
July 1, 1985
July 1, 1984
May 11, 2004

APPROVAL: May 11, 2004

TOWN OF WALDOBORO
TAX ACQUIRED PROPERTY DISPOSTION POLICY

The purpose of this policy is to provide guidance concerning the disposition of all real property that is tax acquired by the Town of Waldoboro (Town) pursuant to Title 36, MRSA §943.

1. The Town shall not accept payment(s) for taxes for any tax acquired property except:
 - 1.1. a total payment made in accordance with 3.5. below, or
 - 1.2. payment(s) made in accordance with a written agreement to repurchase the property between the former owner(s) and the Town as approved by the Selectboard.
2. Within thirty (30) days of any property being tax acquired the Selectboard shall determine if the property best serves the interest of the Town of Waldoboro by not being sold by public bid.
3. Within ten (10) days of a determination made by the Selectboard in 2. above the Selectboard, or its designee, shall send a letter by certified mail, return receipt requested, to the immediate former owner(s) at their last known address indicating:
 - 3.1. that the property has been tax acquired and that the Town now owns the property
 - 3.2. the date that the property was tax acquired
 - 3.3. that it is the intent of the Selectboard to offer the property for sale by public bid.
 - 3.4. the anticipated date that the property will be offered for sale by public bid.
 - 3.5. that the Selectboard will sell the property back to the immediate former owner (s) of record if an amount equal to the sum of, (1) taxes, costs and interest pertaining to the original foreclosed lien plus, (2) taxes, costs and interest pertaining to any subsequent liens plus, (3) any current year taxes, as estimated by the tax collector, is paid to the Town by bank check prior to the Selectboard accepting and approving a sale by public bid to a third party.
 - 3.6. The date by which the total amount of funds described in 3.5 above must be paid to the Town in order to prevent the property being advertised for sale by bid.
4. Within ten (10) days of the date indicated in 3.5. above the Town shall initiate the process to solicit bids for the sale of the property by:
 - 4.1. placing an advertisement in two (2) consecutive issues of the Lincoln County News, and
 - 4.2. sending a copy of the advertisement to the last known address of the immediate former owner(s) by certified mail, return receipt requested.
 - 4.3. sending a copy of the advertisement to all abutters of the property (if item includes land).

- 4.4. The advertisement shall indicate:
- 4.4.1. the time, date and place where the bids are to be submitted
 - 4.4.2. that the bids must be sealed and that they will be publically opened and read at the time and place noted in 4.4.1 above.
5. The Selectboard reserves the right to reject any and / or all bids.
6. If two or more bids are of an equal amount the first submitted shall be deemed as the highest
7. Tax acquired property conveyed by the Town shall be by quitclaim or release deed.
8. This policy is non-contractual in nature and the Selectboard may waive any and all provisions at its sole discretion and failure to adhere to any aspect of the policy shall not cause any action taken by the Selectboard to be invalid.

Adopted by the Selectboard, November 12, 2013.

Board of Selectmen:
Town of Waldoboro, Maine

Craig E. Cooley, Chairman

Ronald L. Miller, Vice-chair

James Bodman

Theodore M. Wooster

Carl W. Cunningham

TOWN OF WALDOBORO

UNRESTRICTED FUND BALANCE POLICY

The Town of Waldoboro recognizes the importance of maintaining an appropriate level of Unrestricted Fund Balance. After evaluating the Town's operating characteristics, diversity of tax base, reliability of non-property tax revenue sources, working capital needs, impact on bond rating, State and local economic outlooks, emergency and disaster risk, and other contingent issues, the Town establishes the following goals regarding the Unrestricted Fund Balance of the General Fund for the Town of Waldoboro, Maine.

TARGET BALANCES

The level of fund balance that the Town strives to maintain as unrestricted is based on a three tier target balance:

Minimum Level: Funds equal to 30-days of funds based on the current year's approved budget.

Target Level: Funds equal to 60-days of funds based on the current year's approved budget.

Maximum Level: Funds equal to 90-days of funds based on the current year's approved budget.

TARGET LEVEL CALCULATION

The calculation of each tier's financial target shall take place annually. The target is determined by dividing the total of the approved Municipal Budget, Waldoboro's share of the RSU 40 budget and Waldoboro's share of the Lincoln County budget by the number of days in that calendar year, and multiplying that by the number of days in each tier target.

REQUIRED ACTIONS

Once the Town achieves its goal of an appropriate level of Unrestricted Fund Balance, any excess funds may be utilized for other municipal fiscal purposes, including capital improvement needs or tax rate stabilization or reduction purposes. The following actions shall be taken based upon the amount of unrestricted fund balance relative to the established tier targets:

Balance Is Below The Minimum Level: When the unrestricted fund balance is below the minimum level, steps shall be taken to recommend to the voters to increase fund balance level, bringing it closer, or to, the minimum level. Funds should not be used to offset budgetary impact on the mil rate or for other non-emergency uses.

Balance Is Above The Minimum Level But Under The Target Level: Efforts shall be made to bring the fund balance to the target level. With voter authorization, funds may be used for mitigating the budget impact on the mil rate, or for other valid purposes which benefit the tax payers. After subtraction of these amounts the remaining fund balance level should show a net gain.

Balance Is Between The Target Level And The Maximum Level: Upon proper authorization by Town Meeting, the use of unrestricted funds may be used to offset the budgetary impact on the mil rate, or for other valid purposes which benefit the taxpayers. However, said actions should not result in a depletion of the unrestricted fund balance below the target level.

Balance Is In Excess Of The Maximum Level: Amounts in excess of the maximum level shall be recommended to be used to offset the budgetary impact on the mil rate, or for other valid purposes which benefit the taxpayers. However, said actions should not result in a depletion of unrestricted fund balance below the target level.

EMERGENCY ACTIONS PERMITTED

This policy has been adopted by the Town to recognize the financial importance of a stable and sufficient level of the Unrestricted Fund Balance. However, the Town, reserves the right to appropriate any funds from the Unrestricted Fund Balance for emergencies and other requirements the Town believes to be in the best interest of the Town.

ENACTMENT

This policy was enacted at a duly called meeting of the Board of Selectmen on the 27th day of January 2015.

Board of Selectmen:
Waldoboro, Maine

Chair Clinton E. Collamore

Vice Chair Joanne C. Minzy

Theodore M. Wooster

Ronald L. Miller

Carl W. Cunningham