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PREAMBLE

The Harpswell Board of Selectmen hereby adopts the following policy for the administration of personnel activities of the employees of the Town of Harpswell. These rules shall supersede any policy(s) previously adopted by the Selectmen.

The Board of Selectmen may delete, modify or add to this policy at any time.

The provisions of this policy are not contractual, but rather, are general guidelines for the Town in its relationship with its employees.

This policy does not apply to elected Town officials.

SEVERABIILTY

If any article, section or provision of this policy should be found to be invalid or unenforceable by decision of the courts, only that article, section or provision specified shall be of no force and effect, and such decision shall not invalidate any other article, section or provision.

AFFIRMATIVE ACTION

As an Equal Opportunity Employer, The Town of Harpswell shall employ and promote employees without discrimination as to religion, race, age, sex, disability, physical or mental handicap, marital status, national origin, political affiliation or sexual orientation except as a bona fide occupational qualification.

HIRING

The Town shall employ the best qualified persons who are available at the salary levels established for the position. All other consideration being equal, preference will be given first to present employees, and then to residents of Harpswell. Final decisions for hiring will be the responsibility of the Board of Selectmen. As part of the hiring process for all positions, such positions shall be advertised.

PHYSICALS

As a condition of employment, the Town may require a physical exam, appropriate to the position, at the expense of the Town by a physician of the Town's choice.

PERSONNEL FILE

Personnel record files are maintained for each employee of the Town. Any employee may, upon reasonable notice, review his/her file during normal working hours.

CONFIDENTIALITY

During the course of their duties, employees of the Town are privy to information which is sensitive, confidential and/or personal in nature. Employees are required to respect the confidential nature of such information. [See "Freedom of Access Policy"].

PERFORMANCE EVALUATIONS

All employees will receive an annual performance review, in writing, by their supervisor and will have an opportunity to discuss their evaluation with their reviewer.

CONFLICT OF INTEREST

No Town employee who is authorized to make purchases shall have any interest directly or indirectly in any contract with the Town.

GIFT

No Town employee shall accept a gift exceeding $10.00 in value of any type from any person or organization with whom the Town deals.

TOWN PROPERTY & EQUIPMENT

Employees must not, directly or indirectly, use or allow the use of Town property or equipment of any kind for other than official activities, except as authorized by the Board of Selectmen or their designee.

EMPLOYEE CLASSIFICATION (as assigned by Board of Selectmen)

A. **Full-time** - A full-time employee works an annual average of 37.5 hours per week; and is entitled to all benefits and rights as provided by this policy.

***Hrs. Worked**	**Benefit (Holiday, Sick & **Vacation)**
37.5 or more	8 hours

B. **Regular part-time** – A regular part-time employee works less than a normal work week of 37.5 hours, but an annual average of twenty (20) hours or more. Vacation, sick leave and holidays shall be determined on a pro rata basis.

***Hrs. Worked**	**Benefit (Holiday, Sick & **Vacation)**
30.00 – 37.49	6 hours
20.00 – 29.99	4 hours

C. **Temporary** – All other employees are considered temporary and not entitled to benefits. Temporary employees may be terminated for any reason at any time.

*Hours worked must be determined using average hours worked during preceding calendar year. Benefits will only be adjusted annually unless employee classification status changes. Health insurance benefits will not be affected if a regular full-time employee's annual average is less than 37.5 hours per week but not less than 35 hours per week.

**Vacation benefit is adjusted depending upon number of years of employment (See page 8)

Revised by the Board of Selectmen March 28, 2013

PROBATIONARY

All new hires are considered probationary for the first six (6) months of employment. The employee may be dismissed at any time during the probationary period without cause and without appeal.

HOURS OF WORK

The Town's normal work week will be Sunday through Saturday. Hours of work start and quitting time, and break periods will be established by the Department Head. The normal, maximum work week will be forty (40) hours per week. The Town will pay time and a half for hours actually worked in excess of forty (40) in a given week for non-exempt employees. Overtime hours must be approved by the employee's supervisor and should be approved in advance insofar as possible.

Salaried employees, exempt from overtime, will accomplish the work assigned to their position regardless of hours, within reasonable limits.

It is the employee's, and his/her supervisor's, responsibility to verify and sign their time sheets weekly.

OVERTIME/COMPENSATORY TIME

Occasionally, it may be necessary to ask employees to work beyond the maximum hourly work week. If employees are asked by an appropriately authorized individual to work in excess of 40 hours regardless of the day or time, then compensation will be at the rate of time and one-half for those hours worked over 40 in the work week (Sunday through Saturday).

Overtime will be kept at a minimum and will only be requested after careful analysis of overall Town workload and priorities and with written approval by the Administrative Assistant and the respective Department Head. Hours related to any type of leave are not time worked, and these hours will not be used in computing overtime. Overtime is paid only to hourly employees such as secretarial, clerical, and research assistant staff.

Salaried staff members are expected to work extra hours as necessary to accomplish the overall objectives of their areas of responsibility which may exceed 40 hours per week.

Compensatory time may be granted in lieu of overtime pay with the written approval of the Department Head and the Administrative Assistant. Compensatory time only applies to hourly-paid employees. Salaried employees are not eligible except in unusual circumstances which must be approved in advance with the Selectmen.

Wages

Wage adjustments shall be effective January 1 of each year, but shall not be paid to an employee until (1) annual budgets have been approved by Town meeting and (2) the Board of Selectmen votes to authorize the increase. A wage or salary adjustment may occur during the year, upon approval of the Board of Selectmen, for reasons such as a significant change in job responsibilities or successful completion of a probationary period.

Adopted April 15, 2004 by the Board of Selectmen as an Addition to the Personnel Policy

HEALTH INSURANCE

All elected officials, regular full-time employees and regular part-time employees, shall be eligible at the first day of the next month after hire for health, hospitalization and life insurance under the Maine Municipal Employees Health Trust (MMEHT) or other insurer providing comparable coverage. Effective March 28, 2013, the Town will pay 80% of the single premium only for regular part-time employees. Employee contribution will be by payroll deduction. Effective January 1, 2007, the Town will offer health insurance on a pre-tax basis. With respect to the elected positions of Selectmen and Road Commissioner and the appointed position of Treasurer, the Town will pay 80% of the Single premium only.

Available Premium Levels:

- Single: The Town will pay 80% and the employee will pay the remainder.
- Single with Child(ren): The Town will pay 80% of the Single premium and 65% of the remaining Children premium, and the employee will pay the remainder.
- Family (including Spouse; Domestic Partner; Spouse and children): The Town will pay 80% of the Single premium and 65% of the remaining Family premium, and the employee will pay the remainder.

DENTAL INSURANCE

Employees and/or their family may participate on a voluntary basis at their own expense if dental is offered as an option under the Town's Health Insurance.

WORKER'S COMPENSATION

The Town provides Worker's Compensation benefits to all employees, at no cost. Employees who sustain work-related injuries or illnesses (no matter how minor) must inform their supervisor immediately.

SOCIAL SECURITY

The Town and the employee shall contribute to Social Security as required by law.

Revised: December 14, 2006 by Harpswell Board of Selectmen
Revised: February 22, 2007 by the Harpswell Board of Selectmen
Effective date: April 1, 2007
Revised: December 27, 2007 by the Harpswell Board of Selectmen
Revised: October 1, 2009 by the Board of Selectmen
Revised: October 15, 2009 by the Board of Selectmen
Revised: March 14, 2013 by the Board of Selectmen
Revised: March 28, 2013 by the Board of Selectmen

MAINE STATE RETIREMENT SYSTEM

The Town of Harpswell is a participant in the Maine State Retirement System (MSRS) and all employees and elected officials are eligible for membership. Employee contribution (6.5%) is optional and contribution will be made by payroll deduction. The Town's contribution is set annually by the MSRS. Effective 3/14/98, this benefit is no longer available to Town employees. Those already in the plan may continue under the same terms or may terminate and join the Deferred Compensation Plan.

DEFERRED COMPENSATION PLAN

A Deferred Compensation Plan ("Plan") has been established by the Town of Harpswell (Town) to provide retirement benefits for its employees. The implementation date of the Plan is April 1, 1998 and shall be the only retirement Plan offered to newly-hired employees. All full-time and regular, part-time employees who work twenty (20) hours or more a week on a regularly-scheduled basis are eligible for participation in the Plan.

Employee contributions may begin on the first day of employment, and employees may contribute up to 25% of their annual base compensation. Contributions to the Plan by the Town for eligible employees shall begin upon completion of six months of service. The Town will then contribute an amount equal to employee's contribution up to a maximum of 6% per year of their annual salary. Contributions are not retroactive. Employees shall receive a contribution from the Town for only one retirement plan. Travel stipends are not considered salary.

The Plan has been approved by the Internal Revenue Service. Amounts contributed to the Plan by the Town are sheltered from tax so long as participants remain in the Plan. The Plan is fully vested meaning that employees will not forfeit any portion of the total monies contributed by them or on their behalf in case of employment termination. In case of termination, monies will be distributed in accordance with the Plan's terms.

The Plan is administered by the International City Management Association (ICMA) as trustee and is monitored by an Administrative Committee on behalf of the Town. Additional information on the Plan is provided to each individual upon acceptance of employment including request to designate employee's beneficiary. It is the responsibility of the participant to see that this designation is kept current.

HOLIDAYS

A. Subject to these rules, the following holidays shall be paid holidays for regular Town employees:

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Columbus Day
Presidents' Day	Veterans' Day
Patriots' Day	Thanksgiving
Memorial Day	Day After Thanksgiving
Independence Day	Christmas Day

(½ days on Christmas Eve and New Year's Eve remain at the discretion of the Board of Selectmen)

A. If a regular holiday falls on a Saturday or Sunday, the following Monday is considered a holiday with the exception that when the Fourth of July, Christmas or New Year's fall on a Saturday, those Holidays shall be observed on the preceding Friday.

B. A person on a leave of absence without pay shall not be entitled to holiday pay.

C. Holiday pay will be computed on the basis of an 8-hour day or pro rata share thereof for regular, part-time employees as previously defined.

D. When occasion or call in warrants, employees may be required to work whole or part of a holiday. Employee must receive a minimum of two (2) hours pay for same. Hourly wage employees working a holiday shall receive their regular pay for time worked plus their applicable holiday pay.

VACATION

A. Vacation privileges are available to regular, full-time employees. Such privileges are also available, pro rata, to regular, part-time employees working no less than 20 hours per week. Employees are urged to schedule and use their vacation time to be away from their job for rest and relaxation. Regular, full-time employees will accrue vacation eligibility at the following rates:

0 – Three months of employment	None
After three months	1.00 day per month
After five years	1.25 days per month
After ten years	1.50 days per month

B. Vacation will be scheduled in advance with the employee's supervisor and approved by the Board of Selectmen, or their designee. Seniority and the needs of the Town will be given due regard. Vacation of more than two weeks duration will not be granted other than under extraordinary circumstances.

C. Employees may carry forward up to one-half of their annual vacation accrual. This carry forward is not cumulative. Unused vacation time will be paid to employees upon resignation or retirement up to the amount accrued.

D. Employees may receive vacation pay prior to the start of their vacation, but must request payment from the Treasurer at least five (5) business days in advance of the pay day preceding the start of their vacation.

SICK LEAVE

A. Sick leave will accrue at the rate of one (1) day per month effective with the employee's date of hire. Sick leave may be accrued up to a maximum of thirty (30) days. Sick leave may be taken in increments of two hours or greater.

B. Sick leave may be used for personal illness or physical incapacity of such degree as to render the employee unable to perform the duties of his/her position unless the employee is capable of other work for the Town; for personal medical or dental appointments; or to care for members of his/her immediate family and/or household affected by serious illness.

C. When all accrued sick leave is used, time off due to illness may be charged to vacation leave upon request, otherwise time absent will be classified as leave without pay.

D. Employees will be expected to inform their supervisor of their absence as early as possible on the first day of their absence. Employees will inform their supervisor no later than the start of their scheduled shift for each succeeding day of their absence.

E. If requested by the employee's supervisor, the employee shall furnish the Town with a certificate from his/her physician for any absence of more than three (3) days duration.

F. Sick leave will not be used to extend a vacation period.

G. There is no compensation for accumulated sick leave upon termination of employment for any reason.

SHORT-TERM DISABILITY

Effective July 1, 1998, short-term disability benefits will be available to all regular full-time and part-time Town employees working 20 hours or more per week who have completed their six month probationary period. Elected officials are not eligible.

Each eligible employee shall be covered for short-term disability benefits at the rate of 60% of employee's regular salary. This benefit is payable, up to a maximum of nine (9) weeks, as long as an employee is under the care of a physician who certifies that employee is not able to return to work. The Town reserves the right to request a second medical opinion. No sick leave or vacation credits accrue while an employee is receiving extended short-term disability benefits.

Benefits begin the day after the elimination period is completed. The elimination period for short-term disability benefits shall be the later of:

A. 30 days after the date disability occurs due to an injury or sickness.

An employee absent for illness or disability should notify the Administrative Assistant as early as possible on the first day of absence and shall keep that office informed as to probable length of absence. Benefits are payable only for actual illness or non-work related disability preventing attendance at work and not resulting from misconduct. In every instance of extended disability (over three days), the attendance of a physician and evidence thereof may be requested.

LEAVES OF ABSENCE

A. **Bereavement Leave.** An employee may be excused from work for up to three (3) work days because of death in his/her immediate family, as outlined below, and shall be paid his/her regular rate of pay for the scheduled work hours missed. It is intended that this time off be used for the purpose of handling necessary arrangements and attendance at the funeral.

For purposes of this article only, immediate family is defined to mean spouse, parents, children, brothers, sisters, mother-in-law, father-in-law, grandfather, grandmother, grandchildren or other household members.

One (1) work day may be granted to employees at the sole discretion of the Board of Selectmen or their designee for attendance at funerals of persons not covered under the above definition.

B. **Leave Without Pay.** A full-time employee may be granted a leave of absence without pay by the Board of Selectmen, after consultation with the employee's supervisor, for a period necessary for the purpose of the leave, but not to exceed sixty (60) calendar days. The employee is expected to return to work upon the expiration of a granted leave or to have arranged an extension of a leave, not to exceed thirty (30) days, granted at the discretion of the Board of Selectmen. Continued absence without having arranged for an extension of leave may be deemed a resignation from the service. Employees may choose to continue insurance benefits for the duration of the leave by assuming the employer contribution. Vacation, sick leave and other benefits will not accrue during the leave.

JURY DUTY

The Town shall pay to an employee called for jury duty the difference between his/her regular pay and juror's pay provided the employee presents an official statement of jury pay received.

HAZARDOUS WEATHER

Unless otherwise notified prior to the normal office hours, Town offices will be open for work. Any employee choosing to be absent at his/her own discretion may use vacation time accrued or be on leave without pay. Each employee bears the responsibility of where he/she lives in relation to the office location.

When the weather is judged to be too hazardous for travel, employees will be notified not to come in to work or the office will be officially closed at the direction of the Selectmen or their delegate so employees may go home early with no loss of salary and/or leave time. Only employees scheduled to work on such days shall be eligible for pay. (Employees scheduled for leave—vacation, sick or other—or on leave status are not eligible). Employees leaving before this time may use accrued vacation leave or be on leave without pay.

YOUR RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT OR 1993

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one year, and for 1,250 hours over the previous 12 months, and if there are at least 50 employees within 75 miles.

REASONS FOR TAKING LEAVE: Unpaid leave must be granted for any of the following reasons:

- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition;
- For a serious health condition that makes the employee unable to perform the employee's job;

At the employee's or employer's option, certain kinds of *paid* leave maybe substituted for unpaid leave.

ADVANCE NOTICE AND MEDICAL CERTIFICATION: The employee may be required to provide advance leave notice and medical certification. Taking leave may be denied if requirements are not met.

- The employee ordinarily must provide 30 days advance notice when the leave is "foreseeable" .
- An employer, may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness for duty report to return to work.

JOB BENEFITS AND PROTECTION:

- For the duration of FMLA leave, the employer must maintain the employee's health coverage under any "group health plan".
- Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.
- The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

UNLAWFUL ACTS BY EMPLOYERS" FMLA makes it unlawful for any employee to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

ENFORCEMENT:

- The U.S. Department of Labor is authorized to investigate and resolve complaints of violations.
- An eligible employee may bring a civil action against an employer for violations.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FOR ADDITIONAL INFORMATION: Contract the nearest office of the Wage and Hour Division listed in most telephones directories under U.s. Government, Department of Labor.

DISCIPLINE

The Board of Selectmen may demote, suspend or dismiss any employee when it has been determined to be in the best interest of the Town. The employee's supervisor and/or the Town's Administrative Assistant will specify in writing to the employee the cause of any disciplinary action and the recommended action prior to the discipline taking effect.

Disciplinary action may call for any of Four Steps – verbal warning, written warning, suspension (with or without pay) or termination. Each of the steps will be documented and are appealable. There may be circumstances when, due to the severity of the infraction, one or more of the above steps are bypassed.

The Town recognizes that by using progressive discipline most employee problems can be corrected at an early stage, thereby benefiting both the employee and the Town. However, the Town also recognizes that certain problems will be severe enough to justify suspension or termination without going through the usual progressive steps.

The employee has the right of appeal to the Board of Selectmen, if requested in writing within three (3) working days. The Board of Selectmen will hold a hearing no later than their next scheduled meeting and will return a decision no later then the next regularly scheduled meeting following the appeal hearing.

The Town's Administrative Assistant may suspend with pay, for a period not to exceed fifteen (15) working days, any employee whose continued presence at work may be a threat to persons or property, whose presence might hinder the investigation of misconduct or be a detriment to the conduct of Town business. This action must be confirmed by the Selectmen within two (2) business days and a report must be placed in employee's file thereupon.

GRIEVANCE PROCEDURE

Should an employee feel aggrieved concerning the effect, interpretation, meaning or application by the Board of Selectmen of any provision of the Town's rules, regulations, policies and/or terms of employment, the following steps will be utilized to resolve the dispute.

A. The employee will orally discuss the dispute with his/her supervisor.

B. If an agreement is not reached, the employee may, within three (3) working days of the initial oral discussion, file a written complaint with the Town's Administrative Assistant who must return a formal, written decision within three (3) working days.

C. The decision of the Town's Administrative Assistant may be appealed, within three (3) working days, to the Board of Selectmen who will hold an appeal hearing at their next regularly scheduled meeting, and will return a formal decision no later than their next regularly scheduled meeting following the appeal hearing.

EMPLOYMENT SEPARATION

Separation is any action taken which ends the working relationship between an employee and the Town of Harpswell (Town). Resignation is a separation initiated by the employee. Termination is separation initiated by the Town and may result from, but is not limited to, any of the following:

A. Reduction in work volume and/or funding.

B. Failure to meet required work standards.

C. Inability to maintain proper working relationships.

D. Conduct prejudicial to the interests of the Town.

A decision to terminate the employment of a staff member is made by the Selectmen after discussion with an employee's immediate supervisor and the employee. The final decision relative to termination is, however, the sole responsibility of the Selectmen, and they will authorize termination letters.

Any employee whose performance is judged unsatisfactory will be notified in writing of the nature of the deficiency. If improvement is not forthcoming within a four-week period, employment may be terminated without additional notice. In other instances when it is necessary to terminate employment, not for cause, staff members will be given one month's notice contingent on the availability of funds. In lieu of notice, pay may be given at the Town's option. Similar notice is expected from all Town employees in cases of resignation, unless specifically waived by the Selectmen. If employment is less than six months, only two weeks' notice will be required.

MUNICIPALITY OF Harpswell
POLICY ON TREASURER'S DISBURSEMENT WARRANTS
FOR EMPLOYEE WAGES AND BENEFITS

Purpose. This policy allows designated municipal officers (selectmen or councilors), acting on behalf of the full board of municipal officers, to review, approve, and sign municipal treasurer's disbursement warrants, for wages and benefits only.

This policy is additional to, not in lieu of, majority power. Nothing in this policy is intended to replace the authority of the full board of municipal officers, acting by majority vote, to act on any treasurer's warrant, including warrants for wages and benefits.

Delegation of authority. Pursuant to 30-A MRSA § 5603(2)(A)(1), the following authority is granted with respect to treasurer's disbursement warrants **for municipal employee wages and benefits only**:

Current municipal officers. The municipal officers in office at the time of execution of this policy are: Richard Daniel (Chair), and Kevin Johnson
Elinor Mueter

☑ Any one of the municipal officers named above, acting alone, may review. approve, and sign such warrants.

☐ Either _____ or _____, acting alone, may review, approve, and sign such warrants.

☐ _____, acting alone, may review, approve, and sign such warrants.

Effective date. This policy becomes effective on the date indicated below. **Copies.** The Chair of the municipal officers will furnish copies of this policy to the municipal clerk and to the municipal treasurer. If the clerk and the treasurer are the same person, a copy shall nonetheless be provided to that person in each capacity.

Lapse. This policy lapses one year after its effective date, if not sooner amended or cancelled.

Renewal. This policy may be renewed at any time before its lapse. Thereafter, it may be readopted at any time. Any renewal is valid for one year from its effective date, unless a sooner date of expiration is specified.

Reminder. If the municipal treasurer is an appointed official, the treasurer shall remind the municipal officers to consider renewing this policy annually before it lapses. If the municipal treasurer is an elected official, the treasurer is requested to provide such an annual reminder.

Original. The Chair of the municipal officers will maintain the original of this policy on file unless the municipal clerk is an appointed official, in which case the clerk shall maintain it on file, if requested to do so by the Chair.

Dated: March 18, 2015

MUNICIPAL OFFICERS:

Town of Harpswell
Budgetary Practices and Policies

The mission of the budget process is to help decision makers make informed choices about the provision of services and capital assets and to promote stakeholder participation in the process.

Policy regarding non-property tax revenue budgeting

It is the policy of the Town of Harpswell to use non-property tax revenues, excluding those with dedicated purposes, to offset the impact of the municipal budget on the property taxpayer. As part of the budget process, estimates of non-property tax revenues for the budget year must be made. These estimates should be made in a conservative manner and, generally speaking, not exceed the current or prior year actual revenues without firm support, e.g. increases set forth in contracts, known changes in fee schedules or number of users.

Policy regarding use of Unassigned General Fund Balance

It is the intent of the Town to maintain a minimum unassigned General Fund balance of one month, 8.33%, of operating expenditures, defined as total prior year's general fund expenditures less any expenditure made from reserve funds. The targeted balance for fiscal year-end is 2 months or 16.66%, and the maximum balance is not to exceed 25% of the operating expenditures, so long as cash flow needs are met. Any amount in excess of the targeted balance may be used to reduce the tax commitment or be appropriated as assigned or committed fund balance, or it may remain as unassigned Fund Balance. The Town's Board of Selectmen may recommend transfers to the Town that would reduce the balance below 25%, but no transfers shall be made that would reduce the balance to less than 8.33%. In the event that the unassigned fund balance drops below the minimum level, the Town will develop a plan, implemented through the annual budgetary process, to bring the balance to the targeted level over a period of no more than three (3) years.

Policy regarding carryover funds

In general, it is the policy of the Town of Harpswell to not carryover to a future year funds appropriated in the current year for operating expenditures. Capital reserves and reserve accounts for other special purposes, e.g. heating assistance, property tax assistance may be carried over as long as their intended use continues to be a need of the Town. Unexpended funds appropriated for purposes that are no longer relevant must lapse to the General Fund. Unexpended funds in amounts equal to or less than $2,500 should lapse unless there is a specific plan for the expenditure in the next year.

Policy regarding Capital Assets and Capital Reserves

It is the policy of the Town to inventory its capital assets (those whose cost basis exceeds $2,500) and to regularly assess the need for and the condition of these assets. The assessment should include an evaluation of issues, challenges, and opportunities affecting the provision of capital assets in the future, such as community needs and priorities; the impact of deferred maintenance; funding issues; changes in technology; economic, demographic, or other factors that may affect demand; and legal or regulatory changes. This review may be undertaken in conjunction with an evaluation of the program or service utilizing the particular assets. The review is to be conducted by administrative staff with the input of the Recycling Center Manager, the Caretaker, the Harbormaster, and representatives of HCBC and the Fire Departments, among others. The assessment of capital asset condition should consider the impact of any deferred maintenance and needed improvements. Identification or development of measurement standards for the condition of capital assets (including what is regarded as acceptable) are a valuable output of this practice.

The Town has a number of capital reserves for the acquisition or rehabilitation of long-term assets, including a capital road reserve and an emergency vehicle reserve which are their own governmental funds. Upon completion of the review contemplated in the first paragraph of this policy, an assessment of the adequacy of the balances of these reserve accounts will be completed and recommendations made as to potential adjustments thereto.

COMPETITIVE BID POLICY FOR GOODS AND SERVICES
VALUED AT **$4,000 OR MORE**
Adopted November 20, 1997 Re-Titled June 25, 1998

1. For all purchases of goods and services of a value of $4,000 or greater, the Town shall use competitive bidding and shall solicit offers by advertising, direct mail or any other means appropriate to obtaining the largest number of offers.

2. For all other purchases, the Town shall use competitive bidding as the Selectmen may deem appropriate.

3. The Selectmen may use sole source selection when the supplier of goods and services has previously been selected through a competitive bidding process, has performed satisfactorily and where the interest of the Town would be served by having the same supplier continue to provide the same goods or services. The Selectmen may also use sole source selection when they determine that the supplier is the only reasonably possible source.

4. The competitive bid process shall be conducted on a sealed bid basis with a fixed deadline at which time the bids will be opened by staff. Bidders shall be notified of the time and place of the opening of the bids and are welcomed to attend. The bid shall specify the Town's requirements and evaluation criteria. To the degree that any proposal is not subject to protection as containing proprietary information or trade secrets, all bids will be public. In any case, the price quoted shall be public information.

5. In general, the Town shall use, for purposes of guidance in conducting competitive purchasing, the rules and procedures of the State of Maine, Bureau of Purchases.

6. The Town may require a supplier of goods and services to enter into a contractual agreement.

7. This policy does not apply to purchase of goods and services required for routine office operation even if, in the aggregate, a specific supplier provides such goods and services in an amount exceeding $4,000 in any one year.

Amended by the Board of Selectmen September 23, 2010
Amended by the Board of Selectmen August 18, 2011

Policies and Procedures regarding Cash Receipts

Cash is received by a number of individuals at the Town offices, as well as at both the Transfer Station and at the Recycling Center. The individuals at the Town office are the Receptionist and substitute Receptionists, the Town clerk and her deputy, the Tax Collector and her deputy and, on a limited basis, the Codes Enforcement Assistant. The Receptionist/ Office Assistant prepares the deposit for the Recycling Center and Transfer Station. The Transfer Station Attendant and the Recycling Center Manager also handle cash receipts.

These procedures apply to all persons who prepare deposits.

Electronic Deposit of Cash Receipts

Effective August 10, 2012, all checks received by the Town will be deposited electronically by the receipting office, either in one or multiple batches. Each batch should be accompanied by a print-out of the checks processed. A second print-out should be retained with the day's work. The day's work will be reconciled at the end of the day to the sum of all check batches and cash. The day's work total is equal to the contents of the cash drawer less the amount of the change fund issued to that person.

Once the amount of the day's work is determined, it must be reconciled to the totals on the computer generated receipts journals, except for the receipts of the Transfer Station and Universal Waste fees which are reconciled to the manual pre-numbered receipts. Each cash handler reconciles their own day's work.

Any difference between the total amount of the check batches and cash and the recorded amount should be investigated. Any unresolved difference must be reported to the bookkeeper promptly.

At no time should a shortage be made up with employee funds and no overage should be set aside for future resolution. If an overage exists, it must be included in the day's deposit.

Upon completion of the day's reconciliation, cash will be placed in an envelope, with the date, cash amount, total receipts for the day and office marked on the envelope. A deposit slip, dated the day the office received the cash, should be completed and placed inside the cash envelope. The cash envelopes and all checks with the batch reports should be given to the Deputy Town Administrator ("DTA") or, in her absence, to the Town Treasurer for safe-keeping. If neither is available, the cash envelope and checks should be placed in the vault overnight. The cash in the envelopes will be verified by the DTA or Treasurer in the presence of the person who reconciled the day's work and a written receipt provided.

The Deputy Town Administrator or Treasurer will assure that the cash envelopes and checks are secured. Checks will be destroyed on a regular basis.

When the amount of cash on hand is relatively significant (as determined by the Treasurer), all cash previously reconciled will be transported to the Bank. At this time, the person going to the bank will also see if any of the offices need small bills.

These procedures apply to all persons who handle cash receipts.

The issuance of Treasurer's or Tax Receipts is a key control. Treasurer's or Tax Receipts should be generated at the time of the transaction. Transactions should not be set aside for batch recording. The only current exception to the immediate generation of a Treasurer's Receipt is in the Town Clerk's office where 2 people could be receiving monies, but only one can access the computer. In these instances, the second receipt should be entered into the computer as soon as the computer becomes available. At the Transfer Station, the use of pre-numbered weigh slips is the key control. These slips should be used in sequential order and a copy of the day's slips should be submitted to the Office Assistant with the day's deposit. Sales of reclaim are documented on these same weigh slips but submitted on a separate day sheet. Universal Waste receipts received at the Transfer Station are documented on a separately sequenced receipt book.

In entering the cash receipt, the cash handler must use their own initials. All checks should be immediately endorsed using the cash handler's stamp.

No personal checks are to be cashed. No checks are to be accepted in amounts greater than that of the transaction.

No monies should be taken from the change fund for any purpose other than to make change, except for the funds of the Receptionist which are used to reimburse petty cash vouchers
Any exception to the above procedures must be authorized in writing by the Town Administrator, the Deputy Administrator or the Treasurer.

Amended by the Town Treasurer and established as policy by the Town Administrator on September 14, 2006.

Amendments adopted by the Board of Selectmen August 9, 2012

PETTY CASH POLICY

Petty cash accounts in specific amounts, as determined by the Town Administrator and not to exceed $2,500 in total, have been established and are maintained by the:

Tax Collector
Deputy Tax Collector
Town Clerk
Deputy Town Clerk
Receptionist
Transfer Station Attendant
Recycling Center Manager
Deputy Treasurer

Only the Receptionist's petty cash fund is to be used for the reimbursement of expenses and only purchases less than $25 may be reimbursed. This account shall be balanced daily and replenished as necessary upon submission of receipts to the bookkeeper for inclusion in the warrant.

Adopted February 16, 2006 by the Board of Selectmen.
Revision adopted by the Board of Selectmen June 25, 2009
Revised by the Board of Selectmen August 9, 2012 and August 8, 2013
Revised by the Board of Selectmen September 18, 2014

PURCHASING POLICIES
Effective June 14, 1998
Amended March 29, 2007, August 18, 2011, March 3, 2016, and May 12, 2016
by the Board of Selectmen

Authorization for purchase of ALL supplies, services, furniture, equipment, books and subscriptions to be paid by the Town of Harpswell must be obtained BEFORE a commitment to purchase is made. Contractors and subcontractors, operating under a duly-authorized, current Town contract are excepted.

All purchase requests must be submitted to the Town's Administrator or specified delegate—NEVER directly to the company. If you order without an approved Purchase Requisition, you will be liable for payment. Purchase Order Requisition Form, Exhibit 1, must be filled out for any item or service to be purchased. This form must be signed by the person requesting the purchase, countersigned by a Department Head or Committee Chair, and given to the Administrator.

A Purchase Order, Exhibit 2, will be authorized—if purchase is determined to be appropriate and funds are available—and issued by Administrator's office. The Administrator will secure Selectmen's authorization as needed. A copy of the Purchase Order will be forwarded to the supplier, a copy will be given immediately to the requesting party and the third copy shall be kept by the Receiving/Billing Agent and attached to the bill when received.

Procurement of all items will be accomplished in the most expeditious manner that will provide necessary materials to accomplish the objectives of Town's activities in a timely manner. Supply sources will be explored to obtain best price. All reasonable methods shall be used including bids for lease versus purchase arrangements and sole source contracts. Town may require a supplier to enter into a contractual agreement.

Energy efficient products and practices reduce energy cost without comprising quality. Accordingly, the Town of Harpswell shall employ the most efficient energy conservation practices in the design, construction, renovation, operation and maintenance of Town facilities. Furthermore, when replacing or purchasing new energy-consuming equipment, shall purchase only ENERGY STAR labeled equipment unless such equipment is not available, appropriate or cost effective on a life cycle basis.

EXPENDITURES

The Town Administrator is authorized to approve budgeted expenditures for goods and services including supplies, furniture and fixtures up to $4,000 in cost. In addition, the Town Administrator is authorized to approve any expenditure for winter road materials consistent with budgeted amounts.

All purchases with a cost more than $4,000 require the approval of the Selectmen prior to purchase. This approval shall be secured by the Administrator after an appropriately signed Purchase Requisition has been received.

All purchases with a cost more than $2,500 or more shall be placed on a Town property inventory list at year-end. This inventory is to be maintained by the Administrator's office and one copy shall be maintained offsite. Each item must be appropriately documented and shall be inventoried no less than annually by each Department.

TOWN OF HARPSWELL
PO Box 39
Harpswell, ME 04079

DATE: _____ PO#_____

Item having a unit cost of $4,000.00 or more, must be submitted for competitive bids.
Indicate vendor if selected under completive bid basis; attach documentation of bids.

VENDOR: _____ Check Needed: _____

_____ Vendor will Bill: _____

_____

DEPT-ACC#	QUANITY	DESCRIPTION	UNIT COST	TOTAL COST

REASON REQUEST:

_____

REQUESTED BY: _____

APPROVALS		DATE
Town Administrator	_____	_____
Department Head	_____	_____
Committee Chair	_____	_____
Selectmen	_____	_____
	_____	_____
	_____	_____

Fixed Asset Policy

This policy establishes the minimum cost value (capitalization amount) that shall be used to determine the capital assets, including infrastructure assets, that are to be recorded in the Town's annual financial statements in order to comply with the requirements of GASB Statement No. 34.

This policy also addresses other considerations for recording and depreciating fixed assets.

Capital Asset Definition:

Capital assets will be defined as tangible and intangible assets that have initial useful lives in excess of 1 year.

Capitalization Method:

All capital assets will be recorded at historical cost as of the date acquired or constructed. If historical cost information is not available, assets will be recorded at estimated historical cost derived as current replacement cost deflated by a price-level index. Donated capital assets will be recorded at their estimated fair market values at the date of acquisition.

Capitalization thresholds:

The Town establishes the following minimum capitalization thresholds for financial reporting purposes:

Land and improvements	$5,000
Building and improvements	$5,000
Machinery/equipment/vehicles	$5,000
Infrastructure:	
Roads	$25,000
Dry Hydrants	$5,000

Thresholds will be reviewed by the Board of Selectmen every 5 years to determine if they remain appropriate. Adjustment may be required to reflect the effects of inflation on asset prices or changes in the level of Town operations.

Infrastructure assets:

The Town will record "major" infrastructure assets (as defined in Statement 34) that were acquired, constructed or significantly reconstructed, or that received significant improvements after June 30, 1980. Other infrastructure assets may be capitalized as deemed appropriate.

Depreciation and useful life:

An estimated useful life will be assigned to all fixed assets whose costs exceed the capitalization thresholds, in most cases using the attached schedule of "Suggested Useful Lives". Asset lives will be adjusted as necessary depending on the present condition and use of the asset and based on how long the asset is expected to meet current service demands. Reasons for adjustments will be documented.

Capitalized amounts less the asset's expected salvage value will be depreciated using the straight line method and the half-year convention (in the years of acquisition and disposition).

Accountability for fixed assets:

Capitalization thresholds for financial reporting purposes are established as set forth above. The Town will track its fixed asset purchases using a $5,000 threshold. "Tracking" for this purpose means keeping a record of acquisition cost, date of acquisition, expected useful life, location of asset and whether such purchase represents the replacement of an existing asset. Periodically, but not more frequently than once a year, the existence of the assets listed in these tracking records will be verified.

Schedule of Suggested Useful Lives

Asset Type	Examples	Depreciable Life (in years)
Land Improvements	Ball field, landscaping	15
Buildings:		
Long-lived components	Foundations, frame, enclosure	50
Medium-lived components	Electrical, mechanical, roof	20
Short-lived components	Carpeting, appliances	5
Building Improvements		20
Vehicles (including Emergency Services Vehicles		5 to 20
Boats		10
Equipment		5 to 20
Infrastructure	Roads	50
	Dry Hydrants	20

Revised by the Board of Selectmen February 1, 2007
Revised by the Board of Selectmen February 7, 2008
Revised by the Board of Selectmen January 24, 2013
Revised by the Board of Selectmen January 14, 2016

Policy for Use of MBNA Credit Card

The Town has a credit card issued by MBNA primarily for the purpose of accessing the Cumberland County Registry of Deeds online.

The credit card may be used by the Assessing, Codes Enforcement, Tax Collector's and Treasurer's offices and for those purposes where previously a request of the Registry was made by telephone or a search was performed at the Registry itself.

It is expected that Assessing and Codes will use the card to download property deeds on an occasional basis in connection with new subdivisions, property transfers or problems with existing deeds (Assessing) and building permits (Codes). The Tax Collector and Treasurer will use the card to perform searches for mortgagors in connection with the filing of tax lien mortgage certificates and notices of impending automatic foreclosure.

Each search costs $.50 and the viewing of each document costs $.25. In the event that any office undertakes a project expected to incur more than $10 in fees, the Town Administrator must be notified of the nature of the project in advance.

Searches will only be conducted by the Town staff for the Town's benefit. Deed research for individuals should not be performed. Assessing and Codes may provide copies of deed at the appropriate charge to property owners.

The Treasurer receives an e-mail from the manager of the Registry of Deeds website each time the credit card is charged and therefore will be responsible for monitoring the usage of the credit card.

Effective September 4, 2008, the credit card may also be used for certain purchases, that have been pre-approved by the Town Administrator, not to exceed $1,000, where the vendor will not accept a purchase order and the purchase is needed in a timely fashion. An annual list will be maintained and submitted to the Board regularly, at least annually.

Adopted by the Board of Selectmen Thursday, July 6, 2006.

Revised policy adopted by the Board of Selectmen September 4, 2008.

CREDIT CARD FEE REFUND POLICY

The Town may accept in-person payments using VISA, MasterCard and American Express. These payments will be processed by InforMe using the State of Maine's merchant account. InforMe will assess a fee for these payments to the cardholder on a per item basis. In the event a cardholder requests a refund of a payment made by credit card, the Town may at its discretion refund the payment of the item itself, however, it is the policy of the Town not to refund the fee charged by Informe, except in instances where a representative of the Town made a clear error.

Adopted by the Board of Selectmen October 15, 2009

Contingency Policy

Adopted by the Board of Selectmen February 22, 2007
Amended by the Board of Selectmen February 5, 2009

The Town should maintain a contingency account in the event that certain expenditures may exceed appropriated amounts due to special or unforeseen circumstances. Such an account should be maintained at a level that is determined by the five-year average of the historical experience of the contingency account multiplied by a certain factor which allows for future needs outside the historical norm. The year end balance in the contingency account should be increased only to the extent that the balance does not correlate with the Town's historical experience.

The Board of Selectmen by majority vote may cover an overage of a warrant article appropriation from the contingency reserve account. The Board at its discretion may seek an advisory recommendation from the Budget Advisory Committee whenever such overage of a given warrant article exceeds or is expected to exceed $5,000.

Note: The 2006 Budget Advisory Committee recommends using a factor of 125%.

Recycling Center & Transfer Station
Material Removal Policy

Removal of certain materials from the Recycling Center & Transfer Station by Harpswell residents and employees is permitted. Prior to removing any material, residents and employees must obtain permission from the Recycling Center & Transfer Station manager or manager designee. After permission is granted, the manager or designee will record the following information on the Material Removal Log: name, date, material removed and where the material is being removed from, i.e., Recycling Center or Transfer Station. No material, which the Town could otherwise sell, may be removed including but not limited to aluminum, brass, copper, or stainless steel.

Interest Policy on Transfer Station Charges

The Town of Harpswell assesses interest on unpaid balances at the Transfer Station. Interest will be charged at the same rate that is charged on delinquent property taxes (see note) and will be assessed retroactively to the billing date if unpaid by the subsequent month billing cycle.

Note: Interest rate is currently 8% until September 15, 2010 at which time it will decrease to 6%.

The Town reserves the right to pursue in small claims court charges which have not been paid for more than six months once notice of such intention is provided to the delinquent user.

Approved by the Board of Selectmen April 26, 2007
Revised by the Board of Selectmen June 3, 2010

POLICY TO ACCEPT ADVANCE PAYMENT OF MOORING REGISTRATION FEES

Adopted by the Board of Selectmen on September 20, 2007

The Town shall accept non-refundable advance payment of mooring registration fees for the following calendar year as a convenience to its mooring holders. The Town's acceptance of advance payment does not eliminate the mooring holder's obligation to pay any registration fee increase adopted subsequent to the payment but relating to the following calendar year. In the event of a registration fee increase, the mooring holder is responsible for payment of the additional amount by May 1 or otherwise is subject to a penalty payment.

Policy re: Special Revenue Fund for Recreation
Adopted by Board of Selectmen on March 29, 2007

Introduction: Since the Town has authorized recreation revenues to be dedicated for recreation programs (including operational and maintenance costs associated with Trufant-Summerton Field), it maintains a Special Revenue Account for Recreation. Such account is the result of surpluses accumulated over time.

General Operation: While it is the objective to operate recreational programs and Trufant-Summerton Field in a manner as revenue neutral as possible, it is recognized that total expenditures may exceed total revenues in any given year. In the event that this occurs, the Special Revenue Reserve Account will decrease. In a year when total revenues exceed total expenditures, the Special Revenue Account will increase.

These increases and decreases occur on a program by program basis and in the aggregate. The Town's general ledger system includes the Special Revenue Account in fund balance in the aggregate and internal worksheets are maintained which account for the Special Revenue Account by program. These worksheets contain information necessary for the successful management of the Recreation programs.

Special Authorization: In addition to the Special Revenue Account for Recreation functioning as described above, the Board of Selectmen may authorize the use of these Special Revenue funds for the following recreational purposes: (1) capital items; (2) special equipment; and (3) specific identified operational expenses. Such funding requests shall be initiated by the Recreation Director after consultation with the Recreation Committee. The intent of the Special Authorization is to ensure that funds collected for recreation purposes are expended for recreation purposes.

TOWN OF HARPSWELL

FREEDOM OF ACCESS PROCEDURES
Amended April 17, 1997
Amended March 30, 1999
Amended October 14, 2004
Amended April 28, 2005
Amended November 7, 2013 – effective February 1, 2014

1 POLICY

Public proceedings and public records exist to aid in the conduct of the people's business. Actions of Town Government shall be conducted openly and records of Town Government shall be open to public inspection. These procedures should be interpreted liberally to promote the underlying purpose stated above. These procedures are intended to implement Title 1, Chapter 13, sub-chapter 1 of Maine Law.

2 DEFINITIONS

2.1 Public proceeding means the transaction of any functions affecting the people of Harpswell by:

2.1.1 Board of Selectmen, except that the exercise of purely administrative functions by the Board of Selectmen or any one Selectman shall not be deemed to be a public proceeding,

2.1.2 Any board or commission of the Town, and

2.1.3 Committees and other bodies entirely advisory in nature to the extent required herein and unless exempted by the Board of Selectmen.

2.2 Public records means any written, printed or graphic matter or any mechanical or electronic data compilation from which information can be obtained, directly or after translation into a form susceptible of visual or oral comprehension, that is in the possession or custody of an agency or public official of the Town, and has been received or prepared for use in connection with the transaction of public or governmental business, except as provided in 1 M.R.S.A § 402 sub-§3 A, B, D, H, I, and J:

2.2.1 Records which are confidential by law,

2.2.2 Records within the scope of legal privilege against discovery or use as evidence,

2.2.3 Materials prepared for and used specifically and exclusively in preparation for negotiations,

2.2.4 Materials related to the adoption of positions on legislation or related to insurance or insurance-like protection or services,

2.2.5 Medical records and reports of ambulance and rescue units,

2.2.6 Juvenile records,

2.2.7 Working papers of bodies included under 2.1.3 unless distributed by a member or distributed in a public meeting, and

2.2.8 Records used in proceedings authorized to be conducted in executive session.

3 MEETINGS

3.1 Open to the public

Except as provided by statue and by Section 4, all public proceedings shall be open to the public, any person shall be permitted to attend any record or minutes of such proceedings shall be make promptly and shall be open to public inspections.

3.2 Recording or live broadcasts authorized

All persons are entitled to make written taped or filmed records of public proceedings or to live broadcast them, provided that the writing, taping, filming or broadcasting does not interfere with the orderly conduct of proceedings. The body holding the public proceeding may make reasonable rules governing these activities, so long as these rules do not prevent the actions authorized. These rules may require that a person making a recording make a reasonable effort to record all participation in the public proceeding.

4 EXECUTIVE SESSION

Those bodies cited in 2.1.1 and 2.1.2 may hold executive sessions subject to the following conditions:

4.1 These sessions shall not be used to defeat the purposes of these procedures

4.2 No official action may be finally approved at executive session.

4.3 Executive sessions may be called only by a public, recorded vote of 60 per cent of the members present and voting.

4.4 A motion to go into executive session shall indicate the precise nature of the business of the executive session.

4.5 No other matters may be considered in that particular executive session.

4.6 Deliberations may be conducted in executive sessions pursuant to 1 M.R.S.A §405 sub-§ 6.as may be amended from time to time:

5 PUBLIC NOTICE

5.1 Notice required. Public notice shall be given of all public proceedings.

5.2 Posting of notices. Notice of public proceedings will be given no less than 3 days before the meeting except that standing notice may be given of meetings occurring at regular times and places. Notices of meetings of the Board of Selectmen must be posted at no less than two places designated by the Board. Notices of meetings of other bodies must be posted in the Town building or as otherwise provided. All notices must be provided to the local media.

5.3 Agendas. Each public proceeding will have an agenda which will be adopted at the start of the proceeding. The agenda of meetings of the Board of Selectmen will be posted 24 hours before the meeting

5.4 Emergency meetings. When emergency meetings are held, the local news media shall be notified in advance by telephone in order to allow their representation at the meeting.

6 DECISIONS

Conditional approval or denial of an application, license, certificate of other type of permit and dismissal or refusal to renew an employment contract shall be the subject of a written record as provided in 1 M.R.S.A §407.

7 PUBLIC RECORDS

7.1 Open for public inspection. Except as otherwise provided by law, every person shall have the right to inspect and copy any public record during regular business hours of the Town, including electronic data, provided that the cost of copying any public record to comply with this section shall be paid by the person requesting the copy. Requests for copies shall not be permitted to interfere with the regular activities of the Town office; provided, however, that this provision may not be used to defeat the purposes of this open access procedure. Unless a request is denied, any request not requiring research, as defined herein, will be met within 5 working days. Requests may be made orally or in writing.

7.2 Fees

7.2.1 Paper copies

7.2.1.1 Made by Town. 8 ½" x 11"@ $0.25 per copy. $0.30 per double-sided copy. 11" x 17" @ $.50 per copy. $0.55 per double-sided copy. 8 ½" x 14" @ .35 per copy.

7.2.1.2 Mailing. Actual cost of postage unless self-addressed, stamped envelope is provided.

7.2.1.3 Each faxed page received, proof of insurance excluded: $0.50.

7.2.1.4 Deed copies. $1.55 per copy.

7.2.1.5 Ordinances. The first copy of an ordinance, each year, is free; thereafter, the charges are: $2.00 up to 10 pages; $5.00 above 10 pages.

7.2.1.6 Comprehensive Plan. No charge for single copy. $10.00

7.2.1.7

Tax Map:	8 ½" x 11" @ .25/copy	Complete set: $20.00
	11" x 17" @ .50/copy	Complete set: $40.00

GIS Maps:	8 ½" x 11"	$3.00/copy
	11" x 17"	$5.00/copy
	24" x 36"	$15.00/copy

7.2.1.8 Commitment book. $150.00 (14 7/8" x 11", continuous form paper) $50.00 (8 ½" x 11", single sheet on laser printer)

7.2.1.9 Partial Printout of the valuation book by map; $25.00 for 8 ½" x 11". $50.00 for 14 7/8" x 11"

7.2.1.10 Voting list

Complete alphabetical list for all 3 districts:	$25.00
Complete list one district	10.00
Complete list Democrats only	10.00
Complete list Republicans only	10.00
Complete list Unenrolled Voters only	10.00

Research. If the Town must research public records according to selection criteria set by the requester (other than for records of a specific type): $10.00 per hour after the first hour; provided, however, that the requester may conduct such research without charge and that there shall be no research charge for standing orders other than for research required at the time the standing order is initiated. If the total cost will be more than $20, the Town must inform the requester before the proceeding. If the total cost will be more than $100, or if the requester has previously failed to pay costs in a timely manner, the Town may require payment in advance. The Town may waive part or all of the costs if the requester is indigent.

7.2.1.11 Nothing in this section shall limit the right of the Town to distribute copies free of charge in connection with the conduct of a public proceeding.

7.2.2 Electronic copies

7.2.2.1 Media provided by Town. $5.00 per 3.5 inch disk or CD.

7.2.2.2 When printed copies are made from electronic form: (See copy charges). Requests for such copies shall not be permitted to interfere with the regular activities of the Town office; provided, however, that this provision may not be used to defeat the purposes of this open access procedure.

7.3 Payment may be required in advance, subject to prompt refund of any excess amount received. If advance payment is inadequate, final payment shall be made before delivery of copies.

7.4 Denial of access shall be made in writing, within 5 working days of the date of the request for inspection by any person.

7.5 Destruction, removal, mutilation, theft of public documents may be referred by the Selectmen to law enforcement authorities in accordance with 1 M.R.S.A §452.

8 APPEALS

Appeals of denial of public access or of actions taken in executive sessions are governed by 1 M.R.S.A §409.

Investment Policy

1. The Town of Harpswell hereby establishes this Investment Policy to ensure that the Town's funds are invested in a manner which in general provides safety, liquidity and return and is in conformance with applicable regulations.

2. This investment policy shall apply to all cash, cash equivalents and investments of the Town of Harpswell.

3. The Town's investment activity shall be governed by all applicable state and federal laws and regulations concerning the investment of public funds. The Town will look to professional consultants for counsel to ensure that any policy adopted conforms fully to such laws and regulations.

4. The Town's investment portfolio will be managed in a manner that seeks to attain a market rate of return considered reasonable under generally accepted market principles, throughout budgetary and economic cycles, while preserving and protecting Town capital in the overall portfolio, thus affording prudent use of public funds and preservation of the public trust.

5. The principal objectives of the Town's investment activities, stated in the order of their importance, shall be as follows:

A. Safety of principal.

Safety of principal is the foremost objective of the Town investment program. Investments of the Town shall be undertaken in a manner that seeks to ensure preservation of capital.

An investment will be deemed to be safe if it can meet its maturity without jeopardizing cash flow objectives. No investment will be deemed safe if there is a reasonable chance it may have to be liquidated, for any reason that was foreseeable at the time of the investment, at a loss of principal.

It is recognized and not in contradiction with this policy that the Town may on occasion realize a loss of principal on an investment when premature liquidation is necessary to meet an unforeseen demand on Town resources.

The objective will be to minimize credit risk and interest rate risk.

i. Credit Risk (Custodial Credit Risk and Concentration Credit Risk)

a. The Town will minimize Custodial Credit Risk, which is the risk of loss due to the failure of the security issuer or backer, by limiting investments to the types of securities listed in Section 9 of this Investment Policy; and by pre-qualifying the financial institutions, broker/dealers, intermediaries and advisors with which the Town will do business.

b. The Town will minimize Concentration of Credit Risk, which is the risk of loss attributed to the magnitude of the Town's investment in a single type of investment or in a single issuer, by diversifying the investment portfolio so that the impact of potential losses from any one type of security or issuer will be minimized.

1. Not more than 20% of the total amount of the Town funds available for investment will be invested in any single type of investment.

2. The Town will not hold more than 10% of the total investments in any single investment, unless in the opinion of the Board of Selectmen conditions warrant otherwise.

3. Provisions of this section shall not apply to:

(1) investments in U.S. Government obligations
(2) certificates of deposit that are fully insured by the Federal Deposit Insurance Corporation
(3) cash balances held at depository banks which are fully collateralized either by insurance or by letters of credit from a federal agency.

ii. Interest Rate Risk

The Town will minimize Interest Rate Risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates, by: structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities in the open market; and, investing operating funds primarily in shorter term securities, liquid asset funds, money market mutual funds, or similar investment pools and limiting the average maturity in accordance with the Town's cash requirements.

B. Liquidity of Funds.

The Town investment portfolio will remain sufficiently liquid to enable the Town to meet daily and projected cash flow demands, as well as all operating requirements.

To the extent possible, the Town shall attempt to match its investments with anticipated cash flow requirements. Unless matched to a specifically recognized and identified future cash flow need, the Town will not invest in securities maturing more than 2 years from the date of purchase.

C. Rate of return on investment

The Town's investment portfolio will be designed with the objective of attaining a market rate of return considered reasonable under generally accepted market principles, throughout budgetary and economic cycles, taking into account constraints on Town investment risk and the cash flow characteristics of the portfolio.

D. Diversification

The potential for market change and other conditions introduce the element of risk to investment of all types. Portfolio diversification is traditionally employed as a means to control risk. The Treasurer shall exercise prudence in the selection of securities as a means to minimize risk of loss.

6. Standard of Prudence

Investments shall be made with judgment and care, under circumstances then prevailing, which a person of prudence, intelligence and discretion might exercise in the management of his/her own affairs, not for speculation but for investment, with due consideration taken of the probable safety of capital as well as the probable income to be derived.

7. Ethics and Conflict of Interest

A. Members of the Board of Selectmen, the Town Treasurer and staff members in positions of authority in the investment process shall refrain from personal business activity that may in fact or appearance conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

B. Members of the Board of Selectmen, the Town Treasurer, staff members and employees of external investment management firms, shall disclose any material financial interest in financial institutions under consideration, and shall further disclose any meaningful or significant personal financial and/or investment positions that could relate to performance of the Town's investment portfolio.

C. Members of the Board of Selectmen, the Town Treasurer and all staff are prohibited from participating in the decision to invest or withdraw Town funds in any instrument or institution in which he/she directly or indirectly has any material financial interest that might affect or be affected by the Town's investment, nor shall he/she accept any gift, free service, or payment of any kind for performing their duties under this policy.

8. Personal Responsibility

A. It is anticipated and expected that investment officials and/or advisors will act in good faith, with due diligence, that deviations from and exceptions to the investment policy will be reported in timely fashion and that appropriate action will be taken timely to control adverse developments.

B. Investment officials and/or advisors acting in such a manner, and in accordance with this investment policy, shall be relieved of personal responsibility for individual security performance and fluctuations in market price.

9. Authorized Investments.

Town funds may be invested in the following types of securities:

Obligations of the U.S. government and its agencies
Fully insured or collateralized certificates of deposit at commercial banks and savings and loan associations
Repurchase agreements collateralized by U. S. Treasury securities, and accompanied by executed master repurchase agreements;
Money market mutual funds whose portfolios consist of U.S. government securities or broadly diversified money market instruments whose purpose is to maintain a stable principal dollar value, and which invest exclusively in short- and intermediate-term investments;

10. Collateralization

A. Collateralization shall be required on two types of investments:
Certificates of deposit, for amounts which exceed insurance
Repurchase agreements

B. To anticipate market changes and provide the required security for all funds, the collateralization level will be 102% of market value of principal and accrued interest.

C. Collateral will in all instances be held by an independent third party with whom the financial institution has a current custodial agreement.

D. A clearly marked evidence of ownership must be supplied by the custodial entity to the financial institution and retained by it while the investment is in force.

11. Delegation of Authority

The Town Treasurer is responsible for the day-to-day management of the Town's funds consistent with the provisions of this policy. The Treasurer will obtain authorization from the Board of Selectmen before investing in any instrument other than fully collateralized bank deposits, including certificates of deposit.

ADOPTED BY THE BOARD OF SELECTMEN MAY 28, 2009

ORDER OF MUNICIPAL OFFICERS
Pursuant to 36 M.R.S.A. § 906

We, the Municipal Officers of the Town of Harpswell, upon request of the Tax Collector/Treasurer of said Town, hereby authorize and direct said Tax Collector/Treasurer, pursuant to Title 36, Maine Revised Statutes Annotated, section 906, to apply any tax payment received from an individual as payment for any property tax against outstanding or delinquent taxes due on said property in chronological order beginning with the oldest unpaid tax bill, provided, however, that no such payment may be applied to any tax for which an abatement application or appeal is pending unless approved in writing by the taxpayer.

Dated: June 11, 2009

Board of Selectmen

James S. Henderson

Mark E. Wallace

Elinor Multer

ACKNOWLEDGEMENT

We, the Tax Collector and Treasurer of said Town, hereby acknowledge making the aforesaid request and receipt of a copy of the above Order.

Dated: June 12, 2009

Martha York, Tax Collector

Marguerite Kelly, Treasurer

TOWN OF HARPSWELL POLICY ON THE USE OF INFORMATION TECHNOLOGY RESOURCES
Adopted August 18, 2005

The Town of Harpswell provides its Town Employees with a variety of information technology resources (hereinafter, "Information Resources"). Those Information Resources include computers, computer programs, printers, facsimile machines, voice mail, and on-line capabilities such as electronic mail (hereinafter, "e-mail") and the Internet. The Town of Harpswell provides those Information Resources in order to permit the delivery of better and more efficient services to the Town and its residents. Town Employees are encouraged to use those Information Resources to their fullest extent in connection with the official duties and responsibilities of their employment. This Policy applies to all full- and part-time Town Employees, special Employees, contract Employees and allelected, appointed and volunteer Town officials (hereinafter "Town Employees.") It is intended to prevent the illegal and/or improper use or abuse of the Town's Information Resources.

NOTICE: *USE OF ANY OF THE TOWN'S INFORMATION RESOURCES BY ANY TOWN EMPLOYEE SHALL CONSTITUTE ACCEPTANCE OF THE TERMS OF THIS POLICY AND OF ANY FUTURE AMENDMENTS THERETO.*

I. TOWN EMPLOYEE RESPONSIBILITIES

It is the responsibility of all Town Employees to read, understand, and comply with the terms of this Policy. Town Employees are expected to exercise reasonable judgment in interpreting this Policy and in making decisions about the use of the Town's Information Resources. Any Town Employee with questions about the application or interpretation of this Policy should seek clarification from the Town Administrator.

II. ACCEPTABLE USES OF THE TOWN'S INFORMATION RESOURCES

A. Town Employees may use the Town's Information Resources for the following purposes only:
1. Uses that (a) are directly related to a Town Employee's official duties and responsibilities, or (b) directly further a particular Town goal in providing its citizens with better and more efficient services.

B. It is a violation of this Policy for a Town Employee to use the Town's Information Resources in any manner that interferes with the Town Employee's work performance, as determined by the Town Administrator.

C. Notwithstanding the foregoing, the prohibitions set forth in Section III below apply at *all* times, to *all* uses of the Town's Information Resources.

III. PROHIBITED USES OF THE TOWN'S INFORMATION RESOURCES

Town Employees are strictly prohibited from using the Town's Information Resources for any of the following activities:

A. Sending, receiving, downloading, displaying, forwarding, printing, or otherwise disseminating material that is profane, obscene, harassing, fraudulent, offensive, discriminatory, or defamatory;

B. Disseminating or storing destructive programs (viruses or self-replicating codes) or other unauthorized material;

C. Sending mass mailings or chain letters, spending excessive amounts of time on the Internet, printing multiple copies of documents, or otherwise creating unnecessary network traffic. For the purposes of this section, "excessive amounts of time" is time that interferes with the Town Employee's official duties and responsibilities;

D. Using or copying software in violation of a license agreement or copyright;

E. Copying or distributing computer programs or information that is copyrighted without the consent of the owner;

F. Intercepting communications intended for other persons, except for the limited purposes set forth in Section VII, below;

G. Gaining or attempting to gain unauthorized access to any computer or network;

H. Violating any international, federal, state or local law; and/or

I. Conducting a private business.

J. Sending, receiving, transmitting or reviewing electronic information for any personal use. "Personal use" is any use other than that described in Paragraph II(A)(1) of this Policy.

K. Violating state law by using a state computer system to prepare materials with the intent to expressly advocate the election or defeat of any candidate for federal office, a state constitutional office, or any elective municipal, county or state office, including leadership positions in the Maine House or Senate, or with the intent to solicit political contributions that are reportable under the state's campaign finance laws.

IV. CONFIDENTIALITY AND PRESERVATION OF TOWN INFORMATION

A. E-mail messages dealing with official Town business are generally considered to be "public records" that are subject to public inspection and copying under Maine's Freedom of Access Law, 5 M.R.S.A. Section 402. Moreover, e-mail messages can be stored, copied, printed, or forwarded by any intended or unintended recipient. Therefore, Town Employees *cannot* expect their e-mail messages to remain either private or confidential relative to the public.

B. Town Employees who, as part of their official duties, have access to confidential or proprietary information (such as personal data about identifiable individuals or commercial information about business organizations) are strictly prohibited from acquiring access to and/or disseminating such confidential information unless access to and/or dissemination of such confidential information is both authorized and required as part of their job descriptions.

C. Information and/or documents contained in or attached to e-mail sentor forwarded to the Town by any attorney representing the Town shall not be disclosed by any Town Employee without the prior express approval by the attorney who sent or forwarded the e-mail document to the Town.

D. Because e-mail is the equivalent of traditional correspondence dealing with official Town business, e-mail messages must be preserved in accordance with the public record retention standards set forth in 5 M.R.S.A. Section 95-B and the Maine State Archive Rules For Disposition Of Local Government Records.

V. LANGUAGE STANDARDS

E-mail, like other forms of written communication, reflects upon the Town of Harpswell. Town Employees shall communicate by e-mail only in a professional manner, and with proper spelling and grammar. Any and all forms of profanity are prohibited. The Town Administrator may, in his/her discretion, require that work-related e-mail messages be approved as to form and content prior to dissemination.

VI. NETWORK SECURITY AND COMPUTER VIRUSES

Town Employees are expected to take precautions to prevent the infection of Town computers with computer viruses. Computer programs and files that originate outside of the Town's computer network shall not be downloaded to Town computers without prior approval from the Town Administrator.

VII. PRIVACY OF TOWN INFORMATION RESOURCES

All Information Resources are the property of the Town of Harpswell and must be used in conformance with this Policy. Because the Town owns those Information Resources, Town Employees are advised that they should have *no expectation of privacy* when using the Town's Information Resources, whether their use of the Town's Information Resources takes place during or outside of working hours. The Town reserves the right to monitor use of the Town's e-mail and Internet systems for legitimate municipal business purposes, including, but not limited to, the need for supervision and/or proper operation of the workplace.

NOTICE: A TOWN EMPLOYEE'S USE OF THE TOWN'S INFORMATION RESOURCES FOR ANY PURPOSE, AT ANY TIME, SHALL CONSTITUTE
CONSENT BY THE TOWN EMPLOYEE TO THE MONITORING AND
INSPECTION OF THAT EMPLOYEE'S USE OF THE TOWN'S INFORMATION SYSTEMS, INCLUDING, BUT NOT LIMITED TO, INSPECTION OF E-MAIL RECEIVED, SENT, OR STORED BY THE TOWN EMPLOYEE.

Except as provided in the preceding paragraph, no Town Employee shall access or attempt to access the e-mail of any other Town Employee without the other Town Employee's consent. Town Employees are advised that the interception of e-mail may, in certain situations, violate federal and/or state law.

VIII. DISCIPLINARY ACTION

It is the responsibility of all Department Heads to ensure that all Town Employees under their supervision, and all special Town Employee and contractor Town Employees who are associated with their Department, receive a copy of this Policy. Failure to observe this Policy will subject the Town Employee or special Town Employee to disciplinary action ranging from curtailment of use of the Town's Information Resources up to and including termination of employment. Failure to observe this Policy may subject contractor Town Employees to sanctions ranging from curtailment of the use of Information Resources up to andincluding termination of services.

TOWN OF HARPSWELL

POLICY ON WORKPLACE THREATS AND VIOLENCE

The safety and security of employees of the Town of Harpswell (hereinafter referred to as "the Town"), and also the public who conducts business in the various municipal buildings, is of paramount importance to the Town. Therefore, threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on Town property will not be tolerated. Violations of this policy will lead to disciplinary action which may include dismissal, arrest, and prosecution.

Any person who makes substantial threats, exhibits threatening behavior, or engages in violent acts on Town property shall be remdved from the premises as quickly as safety permits, and shall remain off Town premises pending the outcome of an investigation. The Town will initiate an appropriate response. This response may include, but is not limited to, suspension and/or termination of employment, and/or criminal prosecution of the person or persons involved

No existing Town policy, practice. or procedure should be interpreted to prohibit decisions designed to prevent a threat from being carried out, a violent act from occurring or a life threatening situation from developing.

All Town personnel are responsible for notifying the Town representative designated below of any threats which they have witnessed, received, or have been told that another person has witnessed or received. Even without an actual threat, personnel should also report any behavior they have witnessed which they regard as threatening or violent, when that behavior is job related or might be carried out on a Town-owned site, or is connected to Town employment. Employees are responsible for making this report regardless of the relationship between the individual who initiated the threat or threatening behavior and the person or persons who were threatened or were the focus of the threatening behavior. If the designated Town Representative is not available, personnel should report the threat to their supervisor or any Selectman.

All individuals who apply for or obtain a protective or restraining order which list any Town location as being a protected area, must provide to the designated Town Representative a copy of the petition and declarations used to seek the order, a copy of any temporary protective or restraining order which is granted, and a copy of any protective or restraining order which is made permanent.

The. Town of Harpswell understands the sensitivity of the information and has developed. confidentiality procedures which recognize and respect the privacy of the reporting employee(s).

The Designated Town Representa!ive is:
Selectperson 833-5772

Effective: 1-16-97

TOWN OF HARPSWELL

THREAT INCIDENT REPORT

To be completed by designated Town Reprehensive (Personnel Director) or Department Head if Personnel Director is not available.

Employee Name: _____ Date of Incident: _____

1. Name of threat-maker: _____

Address of threat-maker: _____

Telephone #- of threat-maker: _____

2. Relationship to organization/recipient: _____

3. Name{s) of victim(s) or potential victim(s): _____

_____

_____

_____

4. Briefly describe the incident:

_____

_____

_____

5. When and where incident occurred:

_____

_____

_____

6. What happened immediately prior to the incident:

_____

_____

_____

7. Language of the threat (be specific):

_____

_____

_____

8. Was there any physical conduct that would substantiate an intention to follow through on the threat: ___YES ___NO

If yes, please explain: _____

_____

_____

9. Please indicate how the threat-maker appeared, physically and emotionally:

_____

_____

_____

10. List others who were directly involved and any actions they took:

_____ _____

_____

_____

_____ _____

_____

_____

11. Indicate how the incident ended:

_____

_____

_____

12. List names and telephone numbers of witnesses:

_____

_____

_____

13. What happened to threat-maker after the incident?:

_____

_____

_____

14. What happened to other employees directly involved after the incident?:

_____

_____

_____

15. Names of supervisory staff involved, if any, and how they responded:

_____ _____

_____ _____

_____ _____

16. What event(s) triggered the incident:

_____

_____

_____

17. Is there any history leading up to the incident?:

_____

_____

_____

18. What steps have been taken to ensure that the threat will not be carried out?:

_____

_____

_____

19. Indicate any suggestions you may have for preventing this type of incident in the future:

_____

_____

_____

Name of person completing form: _____

Signature of person completing form: _____

Date: _____

******If needed, additional comments may be attached.******

SEXUAL HARASSMENT POLICY

It is the policy of Harpswell that all employees have the right to work in an environment free of discrimination, which includes freedom from sexual harassment. Harpswell will not accept any form of sexual harassment by supervisors, co-workers, customers or suppliers. This policy is intended to prohibit offensive conduct, either physical or verbal, that threatens human dignity and employee morale, and which interferes with a positive and productive work environment.

Sexual harassment is illegal and, as outlined in the EEOC Sexual Discrimination Guidelines and the Maine Human Rights Act, includes:

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (ii) submission to or rejection of such by an individual is used as the basis for employment decisions affecting such individual, (iii) 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.

The following examples are common types of conduct that may constitute sexual harassment:

- slurs, jokes or degrading comments of a sexual nature
- unwelcome sexual advances
- suggestive or lewd remarks
- unwelcome hugging, touching or kissing
- requests for sexual favors
- repeated offensive sexual flirtation or propositions
- the display of sexually suggestive pictures or objects
- repeated unwelcome physical contact or touching such as patting, pinching or constant brushing against another's body

Consistent with above guidelines, this policy prohibits any overt or subtle pressure for sexual favors including implying or threatening that an applicant's or employee's cooperation of a sexual nature (or lack thereof) will have any effect on the person's employment, job assignment, wage, promotion, or any other condition of employment or future job opportunities. This policy also prohibits any conduct which would tend to create an intimidating, hostile or offensive work environment.

Managers and supervisors are responsible for monitoring conduct which can be construed to be harassment and for initiating necessary action to eliminate such behavior. Any employee who feels that he or she is the victim of sexual harassment should immediately report the matter to his or her supervisor or, if the employee would prefer, to Selectmen.

Selectmen will immediately investigate any complaint of sexual harassment and, where warranted, take disciplinary action against any employee engaging in sexual harassment. Depending on the circumstance, such disciplinary action may include suspension or termination of employment.

Any questions regarding this policy should be addressed to the Selectmen. Any employee who believes that he or she has been a victim of sexual harassment, or who has knowledge of that kind of behavior, is urged to report such conduct immediately. Employees will be requested, but not required, to put their complaints in writing. No employee will be retaliated against for complaining about sexual harassment.

MAINE

HUMAN RIGHTS

COMMISSION 624-6050

IF YOU FEEL YOU HAVE BEEN DISCRIMINATED AGAINST, CONTACT THE COMMISSION

OFFICE, STATE HOUSE STATION 31, AUGUSTA, MAINE 04333

OR CONTACT TOWN ADMINISTRATOR OR SELECTMEN, 833-5771.

ANNUAL WRITTEN NOTIFICATION OF SEXUAL HARASSMENT POLICY SEXUAL HARASSMENT IS ILLEGAL UNDERSTATE AND FEDERAL LAW

It is illegal for any employee to sexually harass another employee and for any supervisory employee to permit any act of sexual harassment in the workplace by anyone whether or not an employee.

DEFINITION OF SEXUAL HARASSMENT UNDEILSTATE LAW

Unwelcome sexual advances requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;

B. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

C. Such conduct has the purpose or effect of substantially interfering with a individual's work performance or creating an intimidating, hostile, or offensive working environment.

DESCRIPTION OF SEXUAL HARASSMENT

The following type of conduct is considered to be sexual harassment and is not permitted:

A. Physical assaults of a sexual nature such as:

(1) rape, sexual battery, molestation or attempts to commit these assaults; and

(2) intentional physical conduct which is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another employee's body, or poking another employee's body.

B. Unwanted sexual advances, propositions or other sexual comments, such as:

(1) sexually-oriented gestures; no remarks jokes, or comments about a person's sexuality or sexual experience directed at or made in the presence of any employee who indicates or has indicated in any way that such conduct in his or her presence is unwelcome;

(2) preferential treatment or promise or preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward; and

(3) subjecting or threats of subjecting an employee to unwelcome sexual attention or conduct or intentionally making performance of that employee's job more difficult because of that employee's sex.

C. Sexual or discriminatory displays or publications anywhere in the company by employees, such as:

(1) displaying pictures, posters, calendars, graffiti, objects, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic, or bringing into the work environment or possessing any such material to read, display or view at work.

A picture will be presumed to be sexually suggestive if it depicts a person of either sex who is not fully clothed or in clothes that are not suited to or ordinarily accepted for the accomplishment of routine work in and around the company and who is posed for the obvious purpose of displaying or drawing attention to private portions of ms or her body.

(2) reading or otherwise publicizing in the work environment materials that are. in any way sexually revealing sexually suggestive, sexually demeaning or pornographic; and

(3) displaying signs or other materials purporting to segregate an employee by sex in any area of the workplace (other than restrooms and similar semiprivate lockers/changing rooms).

INTERNAL COMPLAINT PROCEDURE

Any employee who believes he or she has been the subject of sexual harassment should report the incident or act immediately to his or her supervisor or to one of the following individuals: (list at least two individuals, preferably one of each sex). The company will promptly investigate all complaints. Each employee alleging sexual harassment will be requested to put the specifics in writing. All information will be held in confidence and will be discussed only with those who have a need to know in order to either investigate or resolve the complaint. Any employee who the company determines has engaged in sexual harassment will be promptly disciplined. Disciplinary measures may consist of suspension or termination depending upon the severity of the offense.

LEGAL RECOURSE THROUGH THE MAINE HUMAN RIGHTS COMMISSION

The Commission can be contacted at State House Station 51, Augusta, Maine 04333, telephone: 624-6050. Any employee who believes he or she has b n subjected to sexual harassment may call or write the Maine Human Rights Commission to register a complaint. Any complaint must be filed with the Commission within 180 days of the act of harassment. Once a signed charge form has been received by the Commission, an investigation will be conducted and a determination will be made by the Commission of whether or not there are reasonable grounds to believe sexual harassment occurred.

If the Commission determines that sexual harassment did occur, it will attempt to resolve the situation between you and your employer through informal means. If informal means of resolution are unsuccessful, the Commission counsel may file a civil action on your behalf in the Superior Court, seeking appropriate relief. .

MAINE HUMAN RIGHTS ACT PROTECTION AGAINST RETALIATION FOR COMPLAINING ABOUT SEXUAL HARRASSMENT

Under the law, you may not be punished or penalized in any way for reporting, complaining about or filing a claim corning sexual harassment, or for testifying in any proceeding brought by anyone else.

This notice is provided to all employee s in compliance with 26 M.R.S.A. §807(2). If you have any questions regarding this notification, please ask your supervisor, Selectperson _____ or __Town Office Manager (Insert names of individuals listed under the complaint procedure).

SEMOOI

APPOINTED OFFICIALS POLICY

Adopted March 2, 2000 by Board of Selectmen
Amended May 11, 2000 by Board of Selectmen

The Selectmen annually appoint officials to carry out various tasks and responsibilities for the Town of Harpswell on an occasional basis. Each appointment carries with it duties to be performed, some year-round and some for a specific part of the year.

At the time of appointment, Town must provide appointees with written job descriptions setting forth specific tasks to be accomplished, anticipated number of hours to be worked, if payment is to be made on an hourly basis, or stipend to be paid. Stipends and/or hourly wages are set by the Selectmen, and Town contributes appropriate taxes as required by law. Under established Town policies, part-time appointed officials are not eligible for other benefits such as medical coverage, retirement, disability or leave of any kind unless such coverage existed prior to January 1, 2000.

Each appointed official shall maintain a daily record showing any travel expenses incurred for which reimbursement is requested. Each appointed official shall provide Town with a written progress report quarterly outlining progress and problems to date. Appointed officials shall be paid monthly, the last pay period of each month, unless otherwise arranged.

Appointed officials are directly accountable to the Town Administrator for day-to-day supervision and must cooperate fully with him/her and the Selectmen in the conduct of Town business. Appointed officials shall be evaluated at least semi-annually, the second evaluation must be at least ninety days prior to expiration of appointment.

Annual appointment carries no implied contract for continuation beyond a one-year appointment regardless of evaluation. All positions will be advertised prior to new appointments being made.

This policy is effective beginning with appointment of May 1, 2000 and thereafter

Inspection Policy for
Field Workers in the Assessing Department

1) Vehicle should be marked as Assessor with magnetic signs to identify that this is a Town vehicle and to alleviate calls from neighbor to Town Office or Police Department.

2) Photo Identification is to be displayed visibly when approaching any residence for inspection.

3) At time of inspection, if no one is present, leave a door hanger or other notice to inform the resident that you are from the Assessing Department and what you have done during the visit. Do your normal exterior inspection/measurement. This may alleviate some concern among neighbors.

4) If a person is present at time of inspection, identify yourself, why you are there, and ask them if you may inspect their home for assessment purposes. If they refuse you entry ask them if they would mind answering questions about the home or if they would rather schedule an appointment. If still refused, thank them and leave your card. (Document date and time of the refused visitation). As a follow-up send a letter to the owner/occupant requesting permission to do an inspection and also explaining that if they refuse to grant entry, estimates will have to be made and they run the risk of not being able to apply for an abatement at a later date. If you are not allowed on the property, do the best you can to obtain visual information. Review Code Enforcement Office files for any additional information about the property.

5) If no adults are present or if homeowner is uncomfortable with your visit, leave your card and ask that they have parents call or have the person reschedule for an appointment.

6) If you feel threatened or uneasy with a visit, leave your card if possible and ask to reschedule. Write down time of visit after leaving, anything that made you uneasy and ask that your supervisor or another inspector accompany you for any rescheduled appointment. Do usual estimate as before.

7) Never discuss town business or estimate current values of appraisal. Inform them that you are there only in the role of Assessor's Assistant and that they will later receive an estimate of valuation for any changes noted as a result of your visit.

8) If you arrive and the person scheduling the appointment or an appropriate representative is not present, wait 15 minutes and leave a door hanger or other notice. If two appointments are missed, a visual estimate will be done and notice sent to owner.

_____

Agreed & Understood Date

Adopted by Board of Selectmen on April 15, 2004

VEHICLE USE POLICY

Adopted March 2, 2000 by Board of Selectmen

The Town vehicle is for the use of the Codes Enforcement Office, the Assessing Office and such other Town uses as the Town Administrator may determine. The operation of the Town vehicle will be for a one-year period, beginning January 1, 2000, to determine its economic feasibility. If continued, it is expected that the 2000 vehicle will be sold and replaced by the next vehicle turned back by the Sheriff.

A log book will be maintained in the vehicle and kept current each time the vehicle is used. The following information shall be recorded in the log book:

1. Purpose of usage, user and mileage for each use
2. All purchases of gasoline, lubricants and other consumables showing their amount and cost
3. A description and cost of all repairs and upkeep
4. A description of any damage to or by the vehicle
5. Any operating comments the driver may submit

The Town Administrator shall see that these records are kept, analyzed and the results presented to the Selectmen prior to the return of the next vehicle.

Use of vehicle shall be within Harpswell town limits unless prior approval has been received from Town Administrator or his/her delegate.

MILEAGE REIMBURSEMENT

Elected officials of the Town shall be reimbursed for mileage based upon submitted documentation consistent with the reimbursement method for other Town employees. The reimbursement rate per traveled mile is adopted annually by the Board of Selectmen and generally corresponds with the rate established by the Internal Revenue Service (IRS).

Adopted: February 22, 2007 by the Board of Selectmen
Effective Date: April 1, 2007

TOWN OF HARPSWELL
Roads and Road Commissioner
Policies and Procedures
Effective May 20, 2002
Amended July 31, 2003

This document outlines the duties and responsibilities of the Road Commissioner and the Board of Selectmen in the planning, construction, maintenance and repair of public roads and related facilities within the Town of Harpswell.

1. The Road Commissioner shall have primary responsibility for scheduling and supervising work on all Town-owned roads and bridges and those maintained under agreement with the State of Maine or others, operating under the direction and authority of Selectmen (M.R.S.A. Title 23 §2701).

2. Appropriations for all such work shall be approved at annual or special Town Meeting. Commitment and disbursement of funds shall follow the same public-meeting authorization, purchase order, bid and contract, award, warrant approval and payment procedures as those governing other Town expenditures, except as otherwise provided in these Policies and Procedures.

3. The Road Commissioner shall plan, schedule, and budget all repair, maintenance and construction projects and present a detailed written plan for such to Selectmen for appropriate action. Such plan shall include a detailed outline of proposed work, a work timetable including proposed starting and completion dates, a breakdown of estimated costs including a proposed funding schedule and the recommended bid, contract and award procedures involved with all such projects.

4. Work on all town road projects including, without exception, related professional services or direct purchases of materials, labor, or equipment shall be acquired by purchase order or open, solicitation of bids for such work, depending upon the size, scope and cost of work involved. The Road Commissioner will arrange for complete specifications to be drawn for all work to be bid and submit them to the Selectmen for prior review and approval before soliciting prices or bids from contractors or vendors. Selectmen meeting in publicly noticed session shall have the sole authority to approve and commit for such projects, including methods of contracting and payment.

5. The Road Commissioner will be responsible for maintaining proper and accurate accounts and files showing all monies approved, committed and paid, to whom and for what purpose (M.R.S.A. Title 23 §2703). All purchases of work, services, materials, labor and equipment of $2,500 or less as outlined in the Town of Harpswell's purchase policy shall be prior approved and committed through use of the Town's purchase order system. The Road Commissioner will submit monthly or more frequent requests for issuance of purchase orders to Selectmen for prior approval. A majority of Selectmen must sign each purchase order for it to be valid. For purchases in the "Maintenance of Town Roads" account, when he or she deems it necessary, the Road Commissioner may obtain a purchase order number from the Town Administrator and make purchases, provided that (1) such purchases may not exceed $2,500 when the balance in the account exceeds $20,000 and may not exceed $1,000 when the balance in the account is $20,000 or less, (2) the Town Administrator must present the Selectmen with each such purchase order immediately after the number it is issued, and (3) such purchase order shall be valid without the prior signature of a majority of the Selectmen. Purchases or commitments for work in excess of $2,500 shall be acquired or obtained through a public bid process unless other arrangements are approved in a publicly noticed meeting of Selectmen in which the proposed purchase or commitment at issue appears as an agenda item.

6. The Road Commissioner will review and approve all bills and statements submitted by contractors or vendors and specify to which prior-authorized project or account such bills or statements shall be charged before submission of them to Selectmen for their review and warrant action.

7. The Road Commissioner will settle all road accounts in detail annually on or before the 20th day of February-. A report on all such accounts shall be contained in the annual town report (M.R.S.A. Title 23 §2703). The Road Commissioner will participate in the budget process for determining appropriations and capital construction projects for the coming year.

8. The Road Commissioner will inspect all town roads at least once each year and present a written report to Selectmen on the status and condition of such, including suggested repairs. This report may also be published in the Road Commissioner's Report contained in the Annual Town Report.

9. The Road Commissioner will maintain a complete and detailed monthly maintenance log on any Town-owned vehicles and equipment used for road repair or maintenance and will submit these to the Selectmen for monthly review.

10. In case of sudden damage to a town road or bridge requiring emergency action the Road Commissioner shall take necessary- steps to immediately repair it. In certain emergency cases, prior approval by Selectmen may be difficult or impossible to obtain within the time constraints of the emergency. However, the Road Commissioner shall file a detailed written report on action taken and funds committed the next business day after the emergency repair is undertaken. For this purpose, an emergency is defined as any incident, which could immediately endanger life or property. (M.R.S.A. Title 23 §3201).

11. The Road Commissioner shall not directly or indirectly commit to or employ any person(s) on a full or part-time basis as a town employee without the prior written consent of Selectmen.

12. When any town way is blocked by snow or is otherwise impassible the Road Commissioner will remove the snow or obstacles in a manner directed by the Selectmen ((M.R.S.A. Title 23 §320l). The Road Commissioner will arrange for removal of brush and loose obstruction from town ways that impede travel.

13. If Selectmen determine that a condition exists which creates a hazard and determines a way unsafe for motor-vehicle traffic, they will give the Road Commissioner written notice of the condition and order the Road Commissioner to remedy the situation within 24 hours. If the Road Commissioner fails to act as directed, Selectmen may take steps necessary to eliminate the safety hazard.

14. Only Town-owned vehicles and equipment may be stored or serviced in building owned or maintained by the Town unless otherwise approved in writing by Selectmen.

15. The use of any Town-owned vehicle or equipment for maintenance or repair of statutory private ways (public easements) is prohibited. The use of Town-owned or contracted equipment for private purposes is prohibited. .

16. The Town shall provide the Road Commissioner with administrative and technical assistance and office resources necessary for the proper discharge of his duties and responsibilities as set forth herein, including without exception professional engineering services, with payment for all such services to come out of road operating and capital appropriations.

These policies and procedures shall remain in full force and effect for a period of one-year from date hereof, subject to such interim amendments or changes deemed necessary or appropriate. Thereafter, they shall be reviewed and continued as written or revised, amended and approved for a further period to be defined.

ENHANCED 911 ROAD NAME POLICY

Adopted by the Board of Selectmen May 10, 2001.

1. A property owner (owning property that is accessed from the proposed road) submits three proposed road names, in the order of preference, and signed by a majority of the property owners on the road to be named.

2. The 911 Addressing Officer reviews the three choices and selects the most appropriate name following the State of Maine guidelines and the Harpswell 911 Ordinance guidelines. Generally speaking, the road name choice selected would NOT be similar in name or sound to an existing road name and would NOT include a number in the name (such as Sky Lane One) and would NOT have special characters in the name (such as hyphens, apostrophes etc.)

3. The 911 Addressing Officer submits her recommendation to the Board of Selectmen for their review and final approval at a Selectmen's meeting.

4. If property owners are unable to submit road names that meet the above criteria, the Board of Selectmen will determine the name.

5. Renaming roads will ONLY be considered if The Board of Selectmen determines that there is a public safety concern.

Town of Harpswell Tobacco-Free Resolution

The Town of Harpswell in the State of Maine in order to promote the health and safety of residents, visitors and recreation participants establishes Tobacco-Free Zones at the following Town owned properties or facilities: Trufant-Summerton Ballfield property, the Old Town Meeting House property, the Town Office building, Recycling Center and Transfer Station facilities. Employees and other visitors shall not smoke or use any tobacco products within 30 feet of any entranceway to any building at the Town Office, Recycling Center and Transfer Station.

Whereas the Town of Harpswell, Maine has set a goal that Town property be a safe and healthy place to recreate, live and work; and

Whereas tobacco use is the single most preventable cause of death and disease in the United States, as well as in the state of Maine; and

Whereas secondhand smoke contains many harmful chemicals and cancer causing agents, and is a serious health risk to humans, especially infants, children, and pregnant women; and increases a nonsmokers' risk of asthma, heart disease, and lung cancer; and

Whereas chewing tobacco contains many harmful chemicals and cancer-causing agents, and its use is associated with concerns of the mouth, gums, tongue, and throat; and

Whereas the purpose of the recreation program is to provide quality recreation and leisure experiences that enhance the quality of life of the citizens of Harpswell, including providing a safe environment for these experiences; and

Whereas the tobacco use and exposure to secondhand smoke are contrary to enhancing the quality of life and providing safe environments; and

Whereas the staff and coaches are important role models for the youth who participate in community recreation activities and whereas what coaches promote is respected and imitated by youth; and

Whereas the intent of this Policy is to create a tobacco-free environment for all residents and visitors in certain public areas of Harpswell;

Now therefore, be it resolved that the above-mentioned Town-owned properties are to be tobacco-free or tobacco restricted, including but not limited to cigarettes, cigars, and chewing tobacco.

Be it further resolved that:

- Neither tobacco free company sponsorship nor their resource will be accepted and participants and staff will be discouraged from wearing clothing or using gear that advertises tobacco products.
- Tobacco-free signage, provided at no expense by the Health Maine Partnership, will be posted in appropriate areas.

Approved by the Board of Selectmen October 2, 2008

Town of Harpswell Recreation Department
Volunteer Background Check Policy

The Town of Harpswell and Harpswell Recreation value the safety of those who use our and take part in our programs, either as participants, employees or volunteers. To this end, we will take sound measures to attempt to protect our employees, volunteers and those we serve from potential harm.
We have special regard for children, who trust in our ability to provide them with wholesome, safe recreational experiences. One specific measure will be to perform background checks on volunteers and independent contractors who have the potential for regular or intermittent contact with children.
In order to protect the participants in Harpswell Recreation children's programs and protect the integrity of the Town the following Volunteer Background Check Policy has been established.
Prospective volunteers/independent contractors will complete an application with a Criminal History Background Check Authorization and Release form. The following information will be collected from volunteers to initiate the screening process:

1. First Name, Last Name, Middle Initial
2. Any alternate or maiden names
3. Date of Birth
4. Current Address, if less than 3 years, previous address
5. Signature authorizing permission to run the background check
6. Response (Yes or No) to Have you ever been convicted of a criminal offense
7. Response (Yes or No) to Have you ever been charged with a crime against a child
8. Response (Yes or No) to Are there any charges currently pending against you

All volunteer and independent contract applicants (of legal age) will be screened.

Screening Process
Upon receipt of the Criminal History Background Check authorization form, the background screening will be conducted by authorized staff.
Disclosure information is only used for the specific purpose for which it was requested and for which the volunteer's full consent has been given.

Any crime, misdemeanor or felony where the applicant is the perpetrator, involving children as either a victim or an accomplice is cause for exclusion. Having a criminal record will not necessarily bar someone for working with us. This will depend on the nature of the application and the circumstances and background of the offenses.

The following disqualifiers will be used as a guide in determining the volunteer's eligibility:
Guilty or plea of guilty or no contest to the following:

1. All Sex Offenses (no time limit)
2. All Felony Violence (no time limit)
3. All Felony Offense (past 5 years)
4. All Misdemeanor Violence (past 3 years)
5. Any other Misdemeanor (past 3 years)

The Town of Harpswell and Harpswell Recreation want to be sure that every decision made about an individual's eligibility to volunteer is correct. The Town of Harpswell and Harpswell Recreation will carefully consider all the information before any decisions are made that affect an individual's eligibility. Upon finding a record that may result in an ineligible determination, Harpswell Recreation will contact the volunteer to make certain all information provided is accurate. If a volunteer's background check includes a charge set forth on the list of disqualifiers above, Harpswell Recreation shall immediately disqualify that individual from volunteering.

Retention of Records
Volunteer Background Check record will be retained for 60 years if accepted as a volunteer or otherwise for 2 years.

Repeat Background Checks
Any volunteer/independent contractor that has served previously but three years has passed since serving, will subject to a current Criminal Background Check.

Prepared by: Gina Perow, Interim Recreation Director
December 30, 2008
Revised on January 14, 2009

Town of Harpswell
Policy Regarding Significant Economic Development Proposals

1. Purpose.

1.1 Provision of information. To insure the timely and proper flow of information to Harpswell residents concerning economic development proposals that involve the use of Town owned property and/or potential changes to the Town's Comprehensive Plan or ordinances.

1.2 Exclusions. This policy does not apply to proposals to use private land in conformity with the Town's Comprehensive Plan or ordinances.

2. General Procedures.

The Select Board shall follow the procedures contained in this policy. All procedures must be in conformity with Maine laws and rules and with ordinances of the Town of Harpswell. No procedure shall be interpreted in such a manner as to limit the lawful authority of the Select Board or any Town board, committee, or commission. Failure to comply with these procedures shall not invalidate any development proposal, otherwise lawful, as long as the Select Board has acted in good faith to keep the public informed pursuant to this policy.

3. Definitions.

3.1 Entity. A person or organization making a formal proposal or an informal expression of interest.

3.2 Formal proposal. A document that provides a general description that will inform the Town about the size, scope, and impact of a project, such as the size and location of buildings, number of employees, parking, impervious surface coverage, and traffic patterns.

3.3 Informal expression of interest. Any document, or communication, that does not conform to the description of a "formal proposal" in the opinion of the Select Board.

3.4 Project. For the purposes of this policy, "project" means any formal proposal from an entity, for-profit or nonprofit, for economic development on Town owned property, or that would require a change in a town ordinance, or both.

3.5 Town official. For the purposes of this policy, "Town official" means any person employed by the Town or serving on any if its boards, committees, or commissions.

4. Response to a formal proposal.

4.1 When received by the Select Board or a Board member. Upon receipt of any formal proposal, the Select Board shall, at its next meeting, disclose the receipt of the proposal, the identity of the person or entity making the proposal, and all relevant information that is consistent with any lawful request for confidentiality that may have been made by the person or entity and was accepted by the Select Board. A proposal developed by the Select Board or any department of Town government will be handled in the same manner.

4.2. When received by a Town official. Upon receipt by any Town official of any formal proposal, the recipient shall promptly report that proposal to the Town Administrator who will inform the Select Board so that it may take action pursuant to paragraph 4.1 and 4.3. Upon receipt of any formal proposal by the Town Administrator, he or she shall inform the Select Board and it shall take action pursuant to paragraphs 4.1 and 4.3.

4.3 Referral for advice. Before taking any action on a formal proposal, the Select Board shall seek the advice of the bodies whose mandate from the Select Board covers the subject matter of the proposal, provided taking such action is consistent with any lawful request for confidentiality that may have been made by the entity and accepted by the Select Board. These bodies include but are not limited to the Planning Board, Town Committees, and the Conservation Commission.

4.4 Action by the Select Board. The Board shall not be bound by any advice received or any lack of action by a body to which it has referred a formal proposal.. Before taking any action to place a formal proposal before a Town Meeting, the Board shall report any advice it has received to the public in a public meeting or hearing, and/or by other means designed to inform Harpswell residents.

5. Response to an informal expressions of interest.

5.1. Oral informal expressions of interest. Upon receipt by a Town official of an oral informal expression of interest, that official shall a) advise the person making the expression of interest to put that expression in writing either as a written expression of interest or as a formal proposal, b) report the oral expression of interest to the Town Administrator and c) not conduct negotiations regarding the matter unless authorized by the Select Board.

5.2. Written informal expressions of interest. Upon receipt by a Town official of a written informal expression of interest, that official shall refer it to the Town Administrator who shall inform the Select Board so that it may take action pursuant to paragraph 4.1. The Board may, at its discretion, refer the written expression of interest to other Town bodies for advice.

5.3. Provision of information regarding Town ordinances and policies. Nothing in this policy should be construed to prevent Town officials from advising any person about the provisions of Town ordinances, the Comprehensive Plan, or policies that may be relevant to an informal expression of interest.

6. Report of potential changes.

If, in the opinion of the Select Board or any Town body from which it has sought advice, a proposed project will require a change in the Comprehensive Plan or Town ordinances, the Select Board will report at its meetings, and at any public hearing that may be held regarding the proposal, such opinion or information before taking any action to place the matter before the Town Meeting.

7. Select Board may conduct hearings.

Nothing in this policy limits the right of the Select Board to conduct public hearings at their discretion or as provided by law.

8. Select Board rights and duties.

8.1. Negotiations. Nothing in this policy limits the right of the Select Board to conduct any lawful negotiations with an entity proposing economic development in the Town, including the lawful use of Executive Sessions when deemed appropriate by the Select Board, so long as such negotiations are in conformity with the provisions of the Maine Freedom of Access Law.

8.2 Reports. The Select Board will attempt, to the fullest extent feasible, to provide at their meetings, and at any public hearing that may be held, complete and timely information on the progress and content of negotiations.

9. Proceedings by an advisory body.

9.1. Notice of confidentiality option. Before a proceeding held by the bodies mentioned in 4.3 above may begin, the parties making formal proposals or expressing interest shall, at their first appearance, sign a memorandum of understanding noting that they are aware that the proceeding and report will be public and that they have a right to ask the Select Board to consider a request for confidentiality, which may be granted in the Select Board's discretion. The memorandum must be witnessed by the body's member presiding at the proceeding.

9.2. Purposes of the proceedings. The purposes of the proceeding are to enable the advisory body to: 1) understand the nature of potential uses of the land, 2) understand potential changes in ordinances and the Comprehensive Plan, 3) advise the parties of relevant Town plans and current or anticipated standards for development, and 4) summarize the parties' development interest for the information of the Select Board. The body may give informal advice about how the parties might improve their proposal or expression of interest.

Adopted by the Board of Selectmen October 29, 2009

Town of Harpswell
George J. Mitchell Field & Harpswell Bandstand
Use Policy

This policy applies to:

Mitchell Field: Groups over 50 attendees **Harpswell Bandstand:** Any size group

Mitchell Field, including the Harpswell Bandstand, is the property of the Town of Harpswell.

The Board of Selectmen administers this Policy. The Selectmen may waive any provision of this policy if they determine that such waiver is consistent with the intent of this policy and in the public interest.

1. **Mitchell Field**
   a. This Use Policy shall apply to all groups, entities including but not limited to any not-for-profit organizations or assemblage which exceeds or is expected to exceed 50 people, and requires Selectmen approval A streamlined approval process may be utilized for repeat group use applicants previously approved by the Board of Selectmen, for the Town's three fire departments and for private functions such as weddings, reunions, and birthday parties that have more than 50 guests but less than 125. For these applicants, a one-page Mitchell Field Group Use form shall be used and staff shall have the authority to approve the request as long as it is consistent with the policy and rules.
   b. While this policy does not apply to not-for-profit organizations or groups expecting fewer than 50 people, reserving a specific area through the Town is recommended.

2. **Harpswell Bandstand**
   a. A Group Use application must be submitted for groups of any number, including not-for-profit groups, whether they are public or private.
   b. The Bandstand is solar powered and electricity can be provided up to 2800 watts.
   c. Bandstand events are scheduled in half or full day increments. A half day is six hours or less. A full day is more than six hours, but less than 12 hours.

3. **General**
   a. Applicant: The applicant may be an individual, organization (not recognized by government) or a non-profit (recognized by government) or for profit organization. All groups must adhere to the rules regarding use of Mitchell Field, a copy of which is attached. All groups must comply with applicable laws and regulations prohibiting discrimination. All activities conducted at Mitchell Field shall comply with all State and federal laws and regulations and with all local ordinances. Activities that pose a threat to persons or property are prohibited. The use of Mitchell Field/Bandstand may be denied if the proposed event is inconsistent with the nature and location of the property. The Town reserves the right to refuse the use of Mitchell Field/Bandstand to any group. All applications must specify those areas of Mitchell Field for which the application is being made.
   b. Reservation: The applicant must complete a Group Use application form requesting use for the event. The Town reserves the right to limit the number of events per day at Mitchell Field. First priority will be given to Town-sponsored events.
   c. Duration: For any events lasting more than 12 hours, a double fee may be charged.
   d. Security Deposit: A $50 refundable security deposit beyond the facility fee will be collected at the time of approval. This deposit shall be returned to the applicant within 30 business days of the event if all conditions of the Use Policy have been met.
   e. Fees: Functions sponsored by the Town of Harpswell and school groups are exempt from fees. Applications proposed for use of both Mitchell Field and Bandstand will be charged full price for the principal use and .5 fee for the secondary use. Applicable fees are as specified below and are due upon approval of use:

User	Fee	Fee
	Mitchell Field:	**Bandstand:**
Resident, taxpayer, Harpswell based organization		
or benefit to Harpswell residents or taxpayers	.5 day $50 / full day $100	.5 day $25 / full day $50
Individual or organization - not Harpswell based		
or no benefit to Harpswell residents or taxpayers	.5 day $100 / full day $200	.5 day $100 / full day $200
Not-for-profit (recognized by government)		
Harpswell based or benefit to Harpswell	None	.5 day $50 / full day $100*
Not Harpswell based or not benefit to Harpswell	.5 day $50 / full day $100	.5 day $100 / full day $200*
For Profit entity (use approved by Board of Selectmen)		
up to 200 people	500*	500*
201-500 people	1000*	1000*
over 500 people	2000*	2000*
*requires Selectmen approval regardless of size		

   f. Payment: Payment may be made in cash, check or credit card at the Harpswell Town Office.
   g. Insurance: The applicant must provide a certificate of public liability insurance for the event. The Town of Harpswell must be named as an additional insured in the amount of $400,000.
   h. Parking: All event parking must take place in designated areas approved by the Town.

i. Restrooms: Two handicap accessible portable restrooms are on premises from April through November. Applicant must provide additional restrooms, to be sited by the Town, at his/her expense for events with greater than 100 people (1 additional per 50 persons above 100). Portable restrooms must be removed immediately after the event.
j. Tent(s): If a tent(s) is to be used it must be sited by the Town and the applicant must provide the tent(s) at his/her own expense. Any tent(s) must be removed immediately after the event.
k. Barbecues/Cook Stoves: The applicant must provide his/her own barbecues or cook stoves and fuel. They must be approved for use in Mitchell Field by the Town and may be sited by the Town. No barbecues or cook stoves may be used inside the Bandstand or on the brick walkway.
l. Water: Drinking water is not available in Mitchell Field.
m. Electricity: Limited electricity is available in Mitchell Field. If the applicant requires electricity for an event, the event will be sited in an area where electricity is available. However, the applicant will be responsible for all associated costs. Solar powered electricity is available at the Bandstand.
n. Private Equipment: Utilization of private equipment within the facility is permitted with prior approval by the Town.
o. Noise: Amplified sound is allowed for an approved use provided it does not constitute a nuisance to the surrounding property owners. All amplified sound will cease not later than 10:00 pm.
p. Sub-Contractor: The applicant is responsible for adherence to all regulation by any subcontractor, employee or volunteer including but not limited to: caterers, musicians, etc.
q. Decorations: No physical changes may be made to the property in any way. No staples, screws, tacks, tape or any other material that may cause permanent damage shall be used to fasten or affix anything to the Bandstand, brick walkway, fence or to any structure.
r. Damage: Mitchell Field/Bandstand grounds must be left as found. This means no damage to or collecting of animals or plants, no refuse left behind and no damage to roads, trails, and structures. Violators will be responsible for restoring the facility to the condition it was in prior to the approved use.
s. Access: An event and its participants shall not interfere with the concurrent use and enjoyment of Mitchell Field by others and there shall be no entry charge for non-event users. Participants in events sponsored by non-profit organizations may be asked for voluntary donations.
t. Security: Groups exceeding 200 must provide private security covering the event.
u. Trash: Each applicant is responsible for providing trash receptacles that must be emptied at his/her own expense and removed immediately after the event.
v. Intoxicating Beverages: Prohibited on the premises.
w. Waterfront: Swim at your own risk – no lifeguard on duty.
x. Picnic Tables: Picnic tables may be used for events, all but two that must be left near the waterfront for use by others. Picnic tables must be returned to the waterfront area immediately after use.

4. Vendors

a. See Policy on Sale of Food Items at Mitchell Field by Nonprofits and Non-Profit Entity Request Form for Use of Mitchell Field to Sell Food Items.

Approved by the Board of Selectmen March 6, 2014

RULES for
George J. Mitchell Field

Mitchell Field is open from sunrise to sunset.

For your safety and to protect this resource:

- **Remain on the trails when in the forested area.**
- **Stay off the bluff on the southwest perimeter. It is unstable.**
- **The buildings and water tower, which are safety hazards, are off limits.**
- **Leave the soil undisturbed.**
- **No fires are allowed.**
- **Leave flowers and other vegetation for others to enjoy.**
- **Carry out what you carry in – all trash.**

Prohibited Items:

- **Intoxicating beverages**
- **Hunting**

Animal Control:

- **Pets must be under owner's control. From 11:00 a.m. to 1:00 p.m. daily, dogs must be leashed.**
- **Pet owners must immediately clean up any fecal deposits left by their pets.**
- **Feeding or touching wild animals is dangerous and forbidden.**
- **Report unusual animal behavior to the Animal Control Officer at 1 (800) 501-1111.**

Vehicles:

- **Automobiles are allowed when the gate is open.**
- **All-terrain vehicles are not allowed.**

ALL USES OF THIS FACILITY ARE AT THE USER'S RISK.
THERE ARE NO LIFEGUARDS
FOR MORE INFORMATION CALL THE TOWN OFFICE AT 833-5771
FOR AN EMERGENCY CALL 911

Town of Harpswell
Request for Use of Mitchell Field and/or Harpswell Bandstand

Group Making Request:

[ ] Resident or taxpayer [ ] Non-Resident [ ] Organization, Harpswell based [ ] Non-Profit, Harpswell based [ ] Organization, not Harpswell based [ ] Non-Profit, not Harpswell based

[ ] For Profit If a benefit, for who or what purpose_____

Contact Person_____ Phone_____

Address_____Email_____

I hereby request permission to use an area within Mitchell Field: _____(include diagram)

Bandstand: [ ] Half Day [ ] Full Day [ ] Other _____

Date(s) requested_____ Time: Start_____ End_____

Purpose of activity_____

Special needs or requests_____ Number of Guests_____

The Group Representative who will be present at all times and in charge of this event is:

Name_____ Phone_____

Electricity Needed_____ Amplified Sound_____ Diagram included showing use areas & parking_____ Insurance_____ Sub-Contractor_____

Our group hereby acknowledges that it has received a copy of the Rules and the Group Use Policy applicable to Mitchell Field/Bandstand. It agrees to adhere to these Rules and to the Group Use Policy.

Our group will leave the facilities in the same condition in which it found them, and agrees to pay the full costs of repairing any damages incurred and/or clean up necessitated by this event.

The Town of Harpswell shall be held free and harmless from any liability for accidents, personal injuries and damage to property caused by the activities and/or participants in this event.

Signature of Applicant_____ Date_____

[ ] The applicant has received a copy of the Rules.

[ ] The applicant has received a copy of the Group Use Policy.

Application received by_____Date_____

- - - -

Town of Harpswell
Policy on Sale of Food Items at Mitchell Field by Nonprofits

Mitchell Field is the property of the Town of Harpswell. It is maintained for the benefit and use of Harpswell property owners, renters and their guests. At times the Board of Selectmen is requested to permit the sale of food items at Mitchell Field by nonprofit organizations. Granting such permission shall be based on the following:

1. The organization shall be clearly identified and shall be non-profit in nature. For instance, the organization may include but not necessarily be limited to educational, charitable or governmental in purpose.
2. The organization shall provide proof of liability insurance consistent with the Town's Group Use Policy for Mitchell Field.
3. The organization must clean up any debris resulting from its use, and ensure that the property is returned to its condition prior to the sales activity.
4. The Board of Selectmen reserves the right to limit the number of organizations selling food items at any one event.
5. Staff shall review and make a determination on applications. If staff is unable to reach a determination, the final determination as to the granting of permission for the sale of food items by nonprofits rests with the Board of Selectmen, and in making such determination, the benefit to the general community shall be considered.
6. The organization shall be responsible for obtaining any necessary food license required by the Maine Department of Health and Human Services. The organization shall submit a copy of the license or evidence that one is not required.
7. The Board of Selectmen reserves the right to charge a fee to the organization for permitting the sale of food items.
8. The Board of Selectmen reserves the right to set any other limitations it deems necessary or appropriate.

Approved by the Board of Selectmen June 27, 2013

Town of Harpswell
RULES FOR TOWN TRAILS
Adopted November 4, 2004

1. **Do not dig or disturb the soils.**

2. **Everything carried in must be carried out. This is the trash disposal policy.**

3. **NO fires are allowed.**

4. **Intoxicating beverages are not allowed.**

5. **Do not pick any <u>living</u> thing. Leave everything for others to enjoy.**

6. **Pets must be under owner's control.**

7. **Pet owners must immediately clean up any fecal deposits left by their pets on the trail.**

8. **Report any unusual animal behavior to the Town of Harpswell's Animal Control Officer at 1-800-266-1444.**

9. **NO motorized vehicles allowed, other than wheelchairs and authorized vehicles.**

10. **Users should wear safety orange clothing during hunting season.**

All uses of the Town trails are at the user's risk.

POLICY REGARDING LEASE OF TOWN-OWNED PROPERTY AT THE ORR'S ISLAND BRIDGE

Adopted by the Board of Selectmen April 12, 2007
Amended by the Board of Selectmen June 14, 2007

The Board of Selectmen shall decide on an annual basis whether to enter into annual lease agreements with certain individuals who historically have had commercial wharves attached to Town-owned property at the Orr's Island Bridge. The Board shall determine the annual lease fee, require proof of insurance that names the Town as additional insured from all lessees, and make final determinations about with whom the Town should enter into lease agreements.

The following provisions shall apply with respect to the Board's final determination about with whom the Town should enter into lease agreements.

1. The Town shall not enter into a lease agreement with anyone who has outstanding unpaid prior year taxes relating to the wharf property.

2. The lessee shall have 75 days, from the date that the Town sends a proposed lease agreement to the lessee, to return a signed agreement to the Town or the lease agreement shall be deemed invalid.

3. Only property related to the commercial fishing operation of a properly authorized lessee may remain on-site. All other items and debris must be removed. There shall be no property left on-site that is owned by anyone other than a properly authorized lessee. The Town reserves the right to withhold the assignment of a lease for non-compliance with this provision.

Policy for Closing a Municipal Facility to Mitigate a Public Health Threat

Consideration will be given to closing a municipal facility if the Town is aware or informed that the possibility of a public health threat may exist if the facility remains open. The Town Administrator, in consultation with the Selectmen and appropriate emergency management and public health officials, may make the determination as to when to close and when to reopen the facility.

ADOPTED BY THE BOARD OF SELECTMEN MAY 14, 2009

COMMITTEE GUIDELINES---TOWN OF HARPSWELL

Effective April 15, 1998
Amended February 3, 2000
Amended September 27, 2001
Amended July 30, 2009
Amended May 6, 2010
Amended May 26, 2011
Amended December 13, 2012
Amended July 9, 2015

The role of most committees is to advise the Selectmen of the Town. Their mandate is to make recommendations and to draft policies, if appropriate, for consideration and possible implementation by the Selectmen. Some committees have specific authority vested in them by Maine Statute and Harpswell ordinance such as the Board of Appeals, Planning Board and Conservation Commission. The following guidelines apply to all Town committees.

1. Committee members are appointed by the Selectmen as specified by law or ordinance, or at the discretion of the Selectmen. Appointments terminate on April 30 of the appropriate year or 60 days from date of appointment should the appointee not accept appointment by failing to execute a committee oath form on file at the Town Clerk's Office.
2. Reasonable attendance at committee meetings is expected. Continued absence will result in replacement.
3. A quorum of a committee, required for a formal meeting, is a simple majority of all members.
4. The Selectmen may appoint the committee Chairman or authorize the committee to elect its own Chairman. When such election is not made, the Selectmen shall designate the Chairman. The committee may elect its Secretary.
5. Minutes of all committee meetings shall be filed with the Selectmen no later than five days after the committee meeting at which the minutes are accepted. Minutes are available for public review and should contain an account of all subjects discussed and any recommendations and votes taken or other actions.
6. All committees are subject to the Freedom of Access law and to the Town's Freedom of Access Policy. All meetings must be open to the public and held on public property; however, the Chairman may determine the amount of public participation allowed.
7. Only committee members who have accepted appointments or re-appointments may vote. In case of a tie vote, the vote shall be considered negative.
8. A committee may take or approve actions, hold votes or authorize recommendations to the Board of Selectmen (BOS) or take other actions only at official meetings when a quorum (more than half the members) is present. (Alternates acting in the absence of a member are counted as members for the purpose of establishing a quorum.)
   In the absence of a quorum, the committee may hold informal discussions. Any new information shared at an informal meeting should subsequently be shared with members who are absent.
   Recommendations to the BOS must be authorized by majority vote at an official meeting and in presenting a recommendation to the BOS, the number of yeas & nays shall be reported.
   Committees may not make decisions on behalf of the Town except as specifically provided by Maine statute or Harpswell ordinance.
9. The Chair of the Board of Selectmen, or the Chair's designee, should be consulted about any proposed media coverage. All documents issued by a committee to the media or to any agency, other than the Town, must first be cleared by the Chair of the Board of Selectmen, or the Chair's designee. Media contacts on behalf of the committee should only be made by the Chairman. No committee or committee members should represent that it/he/she is speaking on behalf of the Town unless officially authorized to do so.
10. No committee or committee member may commit Town funds. The expenditure of funds, within amounts appropriated, must be approved by the Selectmen. Town purchasing policies must be followed. Committees in needing to make a purchase should consult the Town Administrator.
11. Notice should be given to the Town Administrator well in advance of any meeting dates to allow for adequate public notice. Committees should try to avoid scheduling meetings at the same time as other meetings. No meetings may be held at the same time as Selectmen's Meetings or Town Meetings.
12. Upon acceptance of appointment to a committee, a person shall sign a copy of these Committee Guidelines and deposit the signed copy with the Town Administrator.

I have received a copy of these guidelines

_____ _____
Signature Date

_____
Please Print Name

PUBLIC PARTICIPATION AT SELECTMEN'S MEETINGS

Meetings of the Harpswell Board of Selectmen are for the purpose of conducting Town affairs and are subject to the Maine Freedom of Access Act and Harpswell's policy of freedom of access.

Subject to the adoption of the Agenda, each Selectmen's Meeting may include an opportunity for general public comment at the beginning and at the end of the meeting. Public comment is also allowed prior to final action on individual agenda items. A member of the public may request, through a Board member, that an item be placed on a subsequent Selectmen's Meeting agenda. The Chair may limit or structure public comments as needed to ensure the orderly conduct of the meeting. The Board asks all to voice their comments or concerns in a respectful manner.

Please note: It is neither the purpose nor the intent of public comment to provide an arena for ongoing debate of topics not on the agenda, unless and until such time as a topic presents a question requiring action or a decision by the Board of Selectmen, at which time the issue will be placed upon the agenda, and public comment will be allowed as set forth above.

- To be eligible to address the Board, an individual must reside or own property in the Town, be an employee of the Town, or be permitted by the Board to speak.
- Speakers must introduce themselves, giving their first and last names.
- The public comment period is intended to be used for brief comments, questions and/or observations, not to exceed five minutes in length. Each speaker will be allowed one opportunity to speak during the general comment period at the beginning of the meeting and one opportunity at the end of the meeting, and one opportunity to speak on each item on the agenda. Unduly repetitive comments may be excluded.
- If a large number of people wish to address the Board, the Chair may ask that they sign in. Representatives of groups should be appointed by the group, or may be appointed by the Chair to speak on behalf of the group if the group is unable to name one.
- Speakers are not permitted to share gossip, make defamatory comments or use abusive or vulgar language. The Chair has the authority to stop any presentation that violates the Board's policy or the rights of others.
- Speakers should address all comments and questions to the Chair.
- Except in emergencies or for routine procedural matters, the Board will not decide questions raised during public comment until it has fully examined the matter and there has been an opportunity for research of the issue.
- Members of the Board and the Town Administrator may query those addressing the Board, but are expected to refrain from arguing or debating with the speakers.

Amended November 10, 2004
Amended by the Board of Selectmen August 31, 2006
Amended by the Board of Selectmen January 28, 2010
Amended by the Board of Selectmen April 22, 2010
Amended by the Board of Selectmen August 26, 2010
Amended by the Board of Selectmen December 2, 2010
Amended by the Board of Selectmen October 11, 2011

TOWN OF HARPSWELL

DISPOSITION OF TAX ACQUIRED PROPERTY POLICY
Adopted March 12, 1998
Amended September 17, 2009

Article 1. General

1.1 The purpose of this policy is to establish procedures for the management, administration and disposition of real property acquired for non-payment of taxes by the Town of Harpswell. Nothing in this policy, however, shall limit or restrict the rights of the Board of Selectmen to manage or dispose of tax-acquired property in the best interests of the Town.

Article 2. Pre-Foreclosure Procedures regarding Liened Property

2.1 By statute, foreclosure of a tax lien mortgage occurs 18 months after the date of the filing of the tax lien certificate, provided that the assessed party and any other mortgage holder(s) have been notified of the impending foreclosure at least 30 days, but no more than 45 days, prior to the end of the 18 month redemption period. It is the Town's policy to attempt to contact assessed parties prior to the mailing of the notices of impending foreclosure by mail and/or telephone so as to increase the awareness of the assessed party as to the consequences of non-payment of taxes, interest and costs by the expiration of the redemption period. This contact may be made by the Treasurer or by another member of the Town staff.

Article 3. Management of Tax Acquired Property Pending Final Disposition

3.1 Following the foreclosure of the tax lien mortgage, the Treasurer, by certified mail return-receipt, shall notify the last known owner of record that his or her right to redeem the property has expired. The notification shall advise the last known owner of record that the property will be disposed of in accordance with this policy, a copy of which shall be included with the notification.

3.2 The Treasurer shall prepare a list of properties acquired and forward a copy to the Selectmen.

3.3 The responsibility for the management of tax-acquired property rests with the Selectmen. Pending the Selectmen's decision regarding the final disposition of property, they shall:

3.3.1 determine because of potential liability inherent in owing the property whether the Town's best interest would be served by immediately disposing of the property.

3.3.2 determine and obtain, if necessary, a level of insurance required to protect the Town's interest in the property and to protect the Town from liability.

3.3.3 determine if and when any occupants of tax acquired property shall be required to vacate the property.

3.3.4 determine whether a rental fee should be charged to any occupants of the property. A rental fee shall not be imposed unless the Town has acquired sufficient liability insurance.

3.4 In the event the property is vacated for 60 consecutive days, the Selectmen shall obtain appropriate liability coverage for the property.

3.5 If, because of potential liability, the Selectmen determine it is in the Town's best interest to immediately dispose of the property, they may do so on terms it deems advisable without regard to any other provisions of this policy.

Article 4. Review of Tax-Acquired Properties

4.1 The Selectmen may also retain a property on a temporary basis if, in their judgment, the immediate sale would cause the occupants to be placed on public assistance or to become homeless.

4.2 Selectmen shall make the final determination regarding property disposition. The Selectmen shall also determine the conditions, if any, for property sales.

Article 5. Redemption and Sale Dates

5.1 The Selectmen may establish a final redemption date for the re-acquisition of the property by the prior owner and, if necessary, a sale date. The redemption date shall be at least fourteen (14) days prior to the sale date.

5.2 The Board of Selectmen may vote to allow the former owner(s) to repurchase the tax-acquired property. Except as otherwise provided in Article 5, the party from whom the property was acquired has until the final redemption date to redeem the property by paying all outstanding taxes, including estimated taxes for the current tax year if the conveyance is after April 1 and the exact amount of tax has not been determined, interest, lien costs and any other costs relating to the property including, but not limited to insurance, notice and advertising costs. The Town may also require the payment of any other delinquent taxes or obligations due the Town. It is not the Town's policy to enter into land purchase installment contracts with the party from whom the property was acquired.

5.3 It is hereby understood that Article 5 shall not obligate the Board of Selectmen to allow the former owner(s) to repurchase and no action of the Board under this Article shall be deemed to set precedent with respect to any other past, present or future foreclosure and property disposition by the Town of Harpswell.

Article 6. Property to be Retained

6.1 If the Selectmen deem it to be in the Town's best interest, they may retain the acquired property without offering the opportunity for redemption. By way of example, but not limitation, the Selectmen may deem it to be in the Town's best interest to retain the property without offering the prior owner the opportunity to redeem the property where:

6.1.1 the property has or will have recreational value or economic value to the Town.

6.1.2 the property has or will have potential for a public facility or additions to public facilities.

If the Selectmen deem it to be in the Town's best interest to offer the prior owner the opportunity to redeem the property, that party has until the final redemption date under the conditions specified in Article 5 to redeem the property.

6.2 If the property is retained for public use, the Selectmen may pursue an action for equitable relief as a means of securing clear title to the property.

6.3 The Selectmen shall cause the tax-acquired property retained for public use to be managed 64and insured as it would any other municipal property.

Article 7. Property to be Sold

7.1 The Selectmen shall cause to be published a notice of the sale of the tax acquired property in a local newspaper. Said notice shall be published at least three (3) times with the last publication at least fourteen (14) days prior to the sale. The notice shall also be posted within the Assessing and Tax Collection Departments and in at least one other conspicuous place within the Municipal Building. The notice shall specify the time and date bids are due and the general terms of the bid. It shall also contain the following information for each piece of property:

7.1.1 Brief description of the property, i.e. land, building, mobile home, etc.

7.1.2 Location of the property.
7.1.3 Brief description of the conditions of the sale.
7.1.4 The minimum bid.

The Selectmen shall also notify the party from whom the property was acquired of the sale and the bid requirements.

7.2 Unless the Selectmen stipulate otherwise, the minimum bid for any tax acquired property shall be the total of all outstanding taxes, including estimated taxes for the current tax year if the conveyance is after April 1 and the exact amount of tax has not been determined, interest, lien costs and any other costs relating to the property including, but not limited to insurance, notice and advertising costs. The Town may refuse to award the bid to the party from whom the property was acquired unless all other obligations due from that party are also paid.

7.3 All interested bidders shall be provided with a copy of the notice of sale and bid forms. All bids shall be submitted on forms prescribed by the Selectmen in an envelope clearly marked **"Tax-Acquired Property Bid"** and accompanied by a cashier's or certified check equal to the minimum bid.

Bids shall be publicly opened and read on the date and at the time specified.

7.4 The Selectmen shall review all bids and determine the successful bidder.

7.5 The Selectmen shall notify the successful bidder by certified mail.

7.6 The Town of Harpswell reserves the right to reject any or all bids, accept other than the highest bid and waive any of the requirements of this policy should the Selectmen, in their sole determination, judge such actions to be in the best interest of the Town of Harpswell. Instances where this right may be invoked include, but are not limited to:

7.6.1 The Selectmen may wish to sell the property to an abutting property owner rather than the highest bidder.
7.6.2 The Selectmen may prefer a use proposed by a party other than the highest bidder.

7.7 The disclaimer contained in the first sentence of section 7.6 shall be included in the notice of sale and bid forms.
7.8 Should the Selectmen reject all bids, the property may again be offered for public sale without notification to the prior owners.

7.9 The bid deposit of the successful bidder shall be retained as a credit towards the purchase price. All other deposits shall be returned to the bidders.

7.10 The Selectmen shall require payment in full from any successful bidder within thirty (30) days from the date the bids are opened. Should the bidder fail to pay the full price within thirty (30) days, the Town shall retain the bid deposit and title to the property. The Selectmen may offer the property to the next highest bidder who shall also have thirty (30) days to make payment in full.

7.11 Title to tax-acquired property shall be transferred only by means of a Quit Claim deed.

7.12 The successful bidder shall be responsible for the removal of any and all occupants and contents of purchased tax-acquired property.

Town Land Stewards

To create the position of Town Land Steward for each parcel of town owned land. Those seeking to be Stewards will apply using the Town Committee application forms and will be appointed by the Select Board for 2-year terms. A Town Land Committee member shall automatically be considered a Steward with the term to correspond to the member's term on the Town lands Committee.

The Town Lands Committee will assign each Steward to one or more parcels of land to monitor and To report the conditions of those parcels to the Town Lands Committee at least twice per year based on a schedule developed by the Committee. Stewards are observers and reporters. They are not managers of town lands.

The Town Lands Committee shall adopt reporting formats for the Stewards and for the Committee substantially similar to the drafts accompanying this proposal. The Committee shall report annually to the Select Board on the conditions of each parcel for which they are responsible, along with recommendations for action, if any.

Approved by Board of Selectmen as revised June 5, 2008
Amended by Board of Selectmen May 25, 2016

Town of Harpswell
Steward Report to
The Town Lands Committee

Location:_____ Map/Lot:_____

Name of Steward:_____ Date of Visit:_____

Land Use: ☐ Recreational ☐ Commercial ☐ Undetermined ☐ Other _____

Condition of Access:

	Poor	Fair	Good	N/A
By Land				
By Water				
Parking Area				
Paths/Trails				
Other				
See Comments Below: ☐				

Condition of Erosion

	Poor	Fair	Good	N/A
By Land				
By Water				
Permanent Damage				
Temporary Damage				
Other				
See Comments Below: ☐				

Encroachments:

	Yes	Maybe	No	N/A
By Land				
By Water				
Haul Offs				
Floats				
Gear				
Other				
See Comments Below: ☐				

Condition of View Window:

	Poor	Fair	Good	N/A
By Land				
By Water				
Free, clear, open				
Other				
See Comments Below: ☐				

Condition of Maintenance Issues:

	Poor	Fair	Good	N/A
By Land				
By Water				
Hazards				
Wear and Tear				
Other				
See Comments Below: ☐				

Property Needs:

	Yes	Maybe	No	N/A
Signage				
Rules Posted				
Enforcement				
Clean up				
Mowing				
Snowplowing				
Dispute Resolved				
Survey				
Caretakers Input				
Town Budget Money				
Attention of Selectmen				
More Monitoring				
More Parking				
Other				
See Comments Below: ☐				

Comments *(use back or additional sheets if necessary)*

Town of Harpswell
Select Board

Policy Regarding Placement of Items on a Secret Ballot

Purpose.

1.1 Preservation of the Town Meeting. To insure the maximum in-person participation of Harpswell voters at the annual town meeting, an important aspect of the town's historical tradition.

1.2 Allow Maximum Voter Participation. To present opportunities for all voters to cast their ballots for certain items that are appropriate for placement on a secret ballot, including items that should be decided before the next annual town meeting.

Context.

The town meeting form of government allows voters to debate and decide policies that will guide the community for the following year. However, certain factors inhibit participation by some voters: confinement to home, temporary absence from town, employment obligations, child care responsibilities, and sometimes the length of the meetings – a special hardship on older and infirm voters. The Select Board wishes to encourage in-person participation at the annual town meeting by insuring that its length does not discourage that participation. It also wishes to provide voting opportunities for those who cannot attend the annual town meeting.

Limitations

Nothing in this policy restricts the Select Board, in its discretion, from making any decision regarding the placement, or non-placement, of any item on a secret ballot. This policy is intended as guidance to the Select Board as it makes those decisions. It does not apply to decisions that the Select Board has the authority to make on its own.

Public Information and Debate

Should the Select Board decide to place an item on a secret ballot, it will notify the voters, maximize the opportunity for discussion and dissemination of information, and shall hold a public hearing, in accordance with State law, at which 1) the item will be explained by the Board and the committee recommending the item, and 2) voters will have the opportunity to express support or opposition to the item. The hearing should be recorded and broadcast on Harpswell Community Television to further inform the voters. Sufficient advance public notice should be given, if possible, to allow voter comment about the item in local newspapers.

Considerations.

The following considerations should guide the Select Board in the placement of items on a secret ballot. An affirmative answer supports the use of a secret ballot. While a particular item may not involve each consideration, the overall findings should provide the basis for a Board decision.

Has the item, or a substantially similar item, been thoroughly debated at the annual town meeting within the past three years?
Has the item been approved or defeated by a substantial margin in the most recent annual town meeting?
Does the item involve the expenditure of a substantial amount of Town funds?
Does the item involve a significant change to an existing policy or a new policy that will affect the future of the Town?
Does the item involve substantive changes in Town government?
Does the item involve substantive changes affecting the Town's natural resources, such as ground water or waterfront development?
Does the item involve bonding obligations?
For items involving the budget: Can budget limitations be appropriately dealt with at Town Meeting if the vote on the item is not determined until after the close of floor actions at Town Meeting?
If, in the best interests of the Town, the item requires a decision before the next Annual Town Meeting, the considerations listed above should be part of the consideration as to whether, at a special Town Meeting, to hold a referendum or act on the floor.

Adopted by the Select Board on November 19, 2009

SPONSORSHIP POLICY

Periodically, the Town is asked to sponsor an event. In deciding whether the Town should be a sponsor, the Board of Selectmen shall consider the following:

Question 1. Is the event occurring on Town or public property?

Question 2. Is the event under the control, in whole or part, of the Town? Does the Town have a role in organizing, directing or coordinating the event?

Question 3. Is the event consistent with identified goals of (1) the Board of Selectmen, (2) any advisory committee or (3) the Town's Comprehensive Plan as determined by the Board of Selectmen?

Question 4. Is there any fundraising activity associated with the event? If so, is it for a non-profit purpose consistent with Question 3?

Question 5. Is there any high-risk activity occurring at the event for which the Town's insurance carrier has advised that the Town should prohibit?

The Town shall be considered a sponsor of an event only upon majority vote of the Board of Selectmen at a publicly held meeting.

Adopted by the Board of Selectmen April 22, 2010

POLICY TO ACCEPT ADVANCE PAYMENT OF SHELLFISH LICENSE FEES

The Town shall accept advance payment in installments of not less than $10.00 for shellfish license fees as a convenience to its current license holders. The Town's acceptance of advance payment does not eliminate the shellfish license holder's obligation to pay any fee increase subsequently adopted. In the event of a license fee increase, the shellfish license holder is responsible for payment of the full license fee, including the increase, by the due date as established by ordinance. Pre-payment of the license fee in part or in whole does not automatically secure a renewal shellfish license. Any license holder who has pre-paid and is later deemed ineligible for a renewal shellfish license shall be reimbursed in full the amount of prepayment.

Adopted by the Board of Selectmen May 6, 2010

Policy Regarding Political Signs on Town-owned property

Signs bearing political messages relating to an election, primary, referendum or warrant article are prohibited on Town-owned property and buildings, excluding Town roads, outside the travelled way; provided however that political signs are prohibited on Community Drive and all ways at Mitchell Field

Adopted by the Board of Selectmen September 9, 2010

Town of Harpswell Policy For Use of Town Office Meeting Facilities
Adopted May 26, 2011

Purpose: The purpose of this policy is to outline the circumstances under which the Town Office meeting facilities may be used. It is the intent of this policy to give priority for use of meeting rooms to the Board of Selectmen, its appointed Boards, Committees, Commissions and Task Forces, Town-sponsored recreational programs and staff.

Policy: It is the general policy that the Town Office meeting facilities shall be used primarily by the Board of Selectmen, its appointed Boards, Committees, Commissions and Task Forces, Town-sponsored recreational programs and staff. Additionally, the meeting facilities shall be made available for use by other government agencies and officials, groups and organizations receiving direct funding from the Town and not-for-profit and civic organizations when such uses can be accommodated during regular business hours without interfering with the needs of the Town or with citizens wishing to transact business. For priority uses 5, 6 & 7 below, after hours use may be allowed for special circumstances as authorized by the Town Administrator. The use of the Town Office Building meeting space by for-profit entities is not authorized.

Priorities for Use:

1. Meeting of the Board of Selectmen

2. Meeting of Town Boards, Committees, Commissions and Task Forces

3. Recreational Program

4. Meeting of Town staff

5. Meeting requested by agencies or officials of County, State or Federal Governments

6. Meeting of Groups & Organizations receiving direct funding from the Town

7. Meeting for Not-for-Profit Organizations where the meeting is open to the general public and intended to provide information to the general public.

A schedule for use of the Town Office meeting rooms shall be maintained at the Front Desk. The Town Administrator should be contacted in the event of a scheduling conflict or if a question arises regarding priority uses.

Website Links Policy

The Town of Harpswell may include links on the Harpswell web site to organizations funded by the Town; to quasi-governmental entities; and to certain information that is considered to be of interest to Harpswell residents. The presence of a link on the Harpswell web site does not imply or indicate Town support for the product, organization or point of view expressed on the linked site or supported by the sponsoring organization. While reasonable efforts are made to include accurate information, appearance of a link is not a guarantee of accuracy. The Town will not link directly to businesses, unless considered in a category previously stated. All decisions as to what links appear on the Harpswell web site are the responsibility of the Harpswell Board of Selectmen or its designee.

Adopted by the Board of Selectmen October 13, 2011

Post Issuance Compliance Policy Relating to Bonds Issued by the Town

This policy is being adopted by the Town of Harpswell (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, financial reporting, restrictions on the use and disposition of property, restrictions on the use and investment of Bond proceeds, and arbitrage and rebate compliance.

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. If the Town takes any action after the issuance of Bonds that causes the conditions of the private business tests or the private loan financing test to be met, then the Town shall take timely remedial actions in accordance with the federal Treasury Regulations section 1.141-12 as necessary in order to preserve the tax-exempt status of the Bonds.

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; and (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 contacts, and rebate calculations).

6. 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 recommend 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.

Adopted by the Board of Selectmen December 15, 2011

STREET LIGHTING POLICY

Public places should have street lighting sufficient to protect public safety. Lighting should be located on the nearest pole to the entrance of the building or the nearest pole to the entrance/exit of the parking area. Public places include, but are not limited to, schools, churches, libraries, fire departments, community halls, grange halls, playing fields and municipal areas.

The Selectmen should, consistent with public safety, limit the proliferation of street lights to minimize the effect of lighting on energy consumption, on light pollution, and to protect the rural character of the Town.

Intersections of Town or state aid roads with side roads having significant traffic capacity, as well as areas with sharp or otherwise dangerous curves, should be lighted in order to draw a driver's attention to the potential hazard.

Congested areas having speed limits of 25 MPH or slower should be lighted where absolutely needed based on evidence of pedestrian traffic on or near the roadway. Pedestrians are expected to carry flashlights and/or other forms of lighting to make presence known to drivers.

The Town should consult with Central Maine Power to ensure that new street lights are installed with a minimum of glare and light trespass while lighting the desired area with a non-irritating, pleasant and safe light spectrum. Lights should be the most energy efficient and cost effective lighting available.

The Town shall provide a form on which residents, and non-resident property owners, may request addition, retention, or removal of street lights. The form shall include the following:

- Name, address and contact information of the requesting resident,
- General location of the light or proposed light (nearest street address)
- Specific utility pole by identifying numbers, letters or other means
- Aspects of the Street Lighting Policy that support the request
- Other basis and evidence that support the request
- Incidence of accidents or other events that support the request
- Names and addresses of other residents of the area who support the request

Town staff shall evaluate requests, including obtaining information from law enforcement that may have a bearing on the requests, and shall refer them to the Select Board with or without recommendations.

For effective administration of this policy, the Select Board shall review requests not more than once per calendar year.

Adopted by the Board of Selectmen May 20, 2010
Revised by the Board of Selectmen April 12, 2012
Revised by the Board of Selectmen December 2, 2015

Towing of Disabled Vessels

Purpose: The intent of this policy is to provide a clear understanding of boat operator responsibilities in assisting disabled vessels.

Operation: Only personnel authorized by the Town of Harpswell will operate Town owned vessels.

Policy: The Town of Harpswell recognizes that in the operation of the Marine Patrol Boat, it may be necessary to provide assistance to disabled vessels. This assistance should explore all reasonable remedies that do not necessitate the towing of the disabled vessel.

Exception: In the event that an operator of the Marine Patrol Boat encounters a disabled vessel that is in immediate danger or presents a life safety risk to the occupants, the operator is authorized to take the appropriate action (within their skills and abilities) to tow the vessel to a safe position clear of the hazard.

Responsibility:

The operator of the Marine Patrol Boat will require the disabled vessel occupants to don personal flotation devices.

Adopted by the Board of Selectmen August 9, 2012

Potts Point Town Dock Policy

The Town of Harpswell owns and maintains a public wharf and float system on Potts Point providing public access to Casco Bay.

The purpose of this policy is to (1) foster an organized and orderly use of the Town's float system at the Town Dock; and (2) adopt rules and regulations governing the use of a Town Wharf, Dock or Float that establish a systematic approach for the Harbormaster to grant permission for vessels to exceed the thirty (30) minute tie-up limit, pursuant to Section 8.1.11 of the Harbor and Waterfront Ordinance..

This policy applies only to long-term dinghy registration. Owners of transient and temporary boat tie-ups shall still contact the Harbormaster for use of the Town float as stated in the Harbor and Waterfront Ordinance (section 8.1) A Town-issued registration and number shall be required for keeping a dinghy, or skiff on designated float space at the Town Dock. A current registration application form will be available on January 15 of each year (on April 1st in 2013) from the Harbormaster, the Town Clerk's Office or on the Town website (http://www.harpswell.maine.gov/). Applications may be submitted to the Town Clerk, by mail, in person or by email addressed to harbormaster@town.harpswell.me.us.

Upon receipt of a dinghy registration application, the Town Clerk shall affix the day's date and at the end of the day, forward the applications to the Harbormaster for processing. A permitted dinghy space shall be assigned a location at the Town Dock by the Harbormaster on a first-come first served basis as space permits and assigned in accordance with the priority list, allowing 10% of the available spaces to be assigned to non-residents:

Priority List:
Residents and Non-Resident Taxpayers (25);
Non-Resident (3)

Note: the terms Resident, Non-Resident Taxpayer and Non-Resident are defined as set forth in Section 4, Definitions, of the Town of Harpswell's Harbor and Waterfront Ordinance:

Resident: An individual who maintains a legal residence in the Town of Harpswell.

Non-Resident Taxpayer: A non-resident who pays real estate taxes to the Town of Harpswell.

Non-Resident: Any individual who does not maintain a legal residence within the Town of Harpswell.

All applications received on the day the number of applications exceeds the number of unassigned spaces available at the dock will be entered into a lottery and, based on the priority list, the remaining spaces will be assigned.
Following review of the applications the Harbormaster shall inform the applicants of the success or failure of their application and issue registration numbers specific to the dinghy or skiff noted on the application form. The applicant will have fifteen (15) business days to complete the registration process pick up registration number and pay the registration fee. Failure to meet this deadline will result in the voiding of his or her application and that space will go to the next applicant on the priority list. The priority list shall be maintained from the current year's application period until the next application period. At which time, the priority list will begin again based on current year applications.

The issuance of a registration number specific to the dinghy or skiff allows the dinghy or skiff to be secured at the designated float space and left unattended at the Town Dock for more than 30 minutes.

By virtue of the acceptance of a registration number by a dinghy or skiff owner or operator by the Harbormaster, the owner/operator agrees to the following:

a. Each dinghy or skiff, shall be marked with the owner's name and a dinghy or skiff registration number, which shall be assigned by the Harbormaster.
b. All dinghies and skiffs shall be properly secured and maintained, but shall not be secured with chains or wire, or padlocked to the Town Dock.
c. No dinghy or skiff exceeding 12 feet in length, shall be registered for a designated float space at the Town Dock.

The sale, lease, rental, transfer or assignment of a registration number is prohibited. The registration numbers shall expire December 31 of each year. No vested rights to the issuance of a registration number at a later date or a priority space assignment are obtained by the owner/operator by virtue of the issuance of a registration number by the Harbormaster.

POTTS POINT TOWN DOCK RULES AND REGULATIONS:

1. It shall be unlawful to leave a vessel at a Town Wharf, Dock or Float for a period exceeding thirty (30) minutes without the permission of the Harbormaster.
2. No person shall loiter, create a public nuisance or consume alcoholic beverages on the Town Dock.
3. The storage of dinghies or skiffs, fishing gear, bait or personal items on the Town Dock is prohibited.
4. No person shall leave any trash, garbage or waste on the Town Dock.
5. The refueling (either diesel, gasoline or otherwise) of boats, outboard motors or auxiliary motors is prohibited on the Town Dock.
6. The Harbormaster may remove, or cause to be removed, to Town-owned property, any unattended dinghy, or skiff obstructing use of designated areas after due effort has been made by the Harbormaster to notify the owner or operator of said dinghy, or skiff of the violation. The vessel owner shall be responsible for all associated costs of removal.
7. The Harbormaster shall have the general authority to supervise use of the Town Dock and shall be responsible for the neat and orderly use of the Town Dock and for the assignment of float space.
8. Any dinghy or skiff filled with water to the seat level shall be considered unattended.

Contact information: Town Office: 207 833-5771; Harbormaster's cell phone: (207) 751-9298
Registration fee: $25.00
ADOPTED BY HARPSWELL BOARD OF SELECTMEN March 6, 2013, amended June 25, 2015

Boat Operator Qualifications

Purpose: The intent of this policy is to provide a clear understanding of the skills and abilities required for boat operators to operate Town-owned vessels.

Operation: Only personnel authorized by the Town of Harpswell will operate Town-owned vessels.

Policy: The Town of Harpswell recognizes that to operate a boat in the coastal marine environment poses unique challenges that require specialized skills and abilities. These skills and abilities include but are not limited to: marine navigation, seamanship and boat operation in adverse weather & sea conditions. They also include the trailering, launch and retrieval of the boat during use. In addition the operator should develop a working knowledge of the coastal waters of the Town.

Responsibility: The Town will require that boat operators provide documentation to show that they possess the minimum qualifications and experience to safely operate Town-owned vessels. The Town may require a demonstration of those skills and abilities as witnessed by the Town's agent. The Town will maintain the records of approved operators.

Adopted by the Board of Selectmen September 6, 2012

Boat Maintenance Policy

Purpose: The intent of this policy is to ensure an "operational readiness" for the boat as well as to provide for necessary repairs and required annual maintenance.

Operation: Only personnel authorized by the Harbormaster of the Town of Harpswell, who shall keep a list of all authorized users, will operate Town-owned vessels.

Policy: The Town of Harpswell has a substantial investment in its boats, motors and trailers. Proper maintenance will ensure the overall safety, reliability and longevity of service of the vessel.

Responsibility: "operational readiness"

The boat operators will complete a visual survey of the boat and trailer prior to each use to identify any damage or defects which would create a hazard to its use.

The safety equipment and electronics will be inspected for serviceability and compliance with the United States Coast Guard.

Deficiencies will be recorded on a maintenance checklist to include a plan for correction.

The boats will be placed "out of service" if the vessel cannot be operated safely until repairs are completed.

"Annual Maintenance and Repair"

The Town will be responsible to see that the boats are brought to an authorized service center on an annual basis for an overall inspection. This inspection shall include the boat, motor and trailer. The maintenance schedule as recommended by the manufacturer shall be followed as applicable.

Adopted by the Board of Selectmen on September 20, 2012

Policy for Use and Operation of Mower

The Town of Harpswell has purchased a mower for use only by authorized volunteers* at Mitchell Field. When not in use, the mower shall be stored on-site in the garden building where an activity/incident log shall be maintained indicating the date and time of use, the area mowed, the volunteer responsible and note any incidents. This log shall be submitted to the Town Office on a monthly basis. Issues related to maintenance shall be brought to the immediate attention of Town administrative staff. The purchase of fuel shall be authorized by Town staff and payment shall be made directly by the Town to the vendor from whom the fuel was purchased.

*An authorized volunteer must at least 18 years of age and sign a waiver which shall be kept on file at the Town Office.

Approved by the Board of Selectmen April 25, 2013
Revised by the Board of Selectmen September 19, 2013

Town Development Fees Waiver

The Town of Harpswell undertakes land use activities and development projects from time to time. Given that the Board of Selectmen has authority to determine the fee schedule for such activity and development, the Board shall exempt applications initiated by the Town of Harpswell for projects on Town-owned property from the terms listed in the Harpswell Development Fee Schedule, including but not limited to, land use permit fees, septic fees and Planning Board fees.

Adopted by the Board of Selectmen June 13, 2013

Board of Appeals Fee Waiver
Given that the Board of Selectmen has authority to determine the fee schedule for the Board of Appeals, the Board shall waive fees associated with any Board of Appeals filing involving a Town Official or Town Entity in his/her/its performance of Town business.

Approved by the Board of Selectmen September 3, 2015

Future Acquisition of Land Policy

Regarding the potential acquisition of land, the Town, acting through its Board of Selectmen, may give priority consideration to properties that:

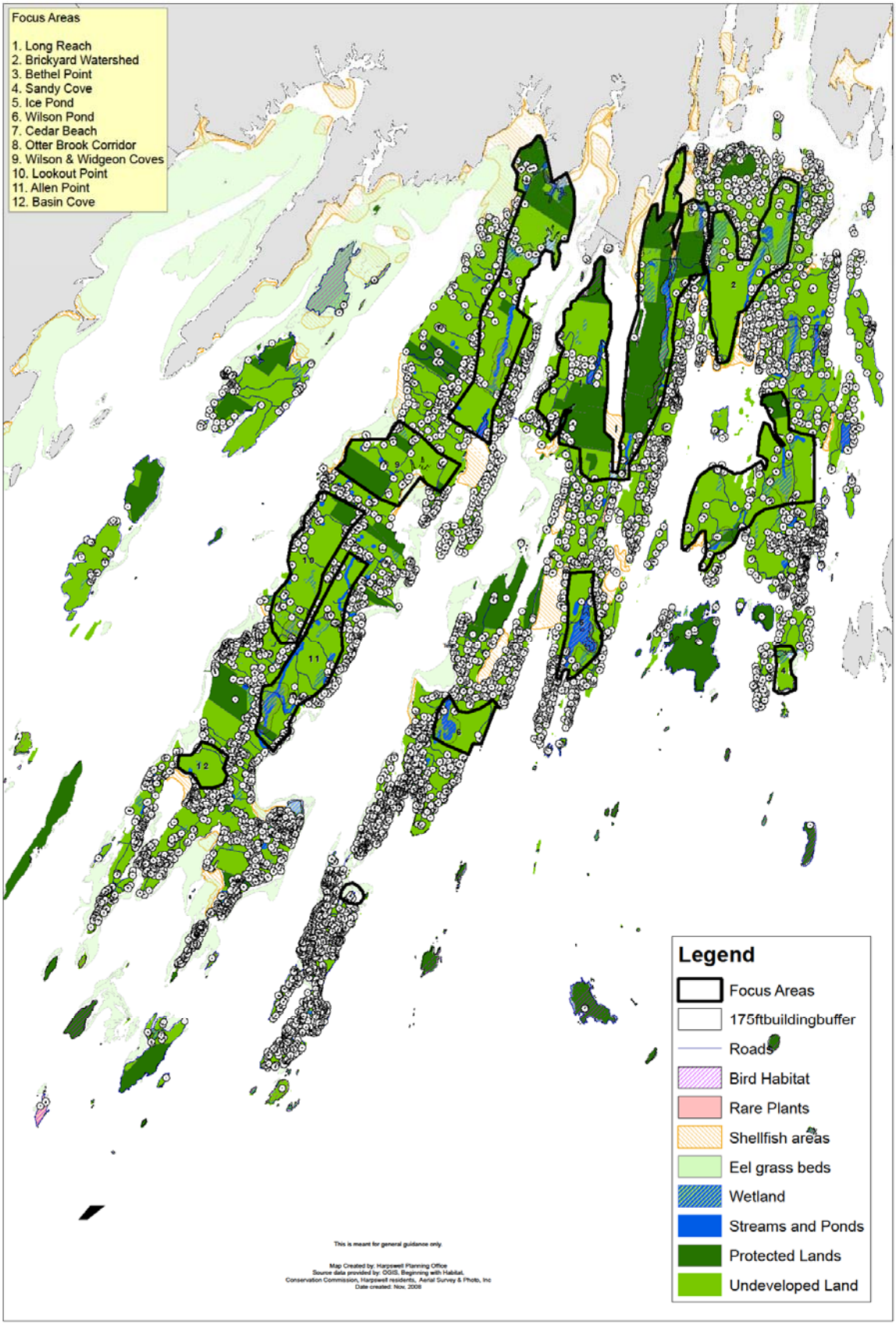
a) are adjacent to or near existing Town properties;
b) provide public waterfront access;
c) enhance parking for waterfront access;
d) are located on the Mountain Road corridor;
e) provide acquisition in areas of the Town where there may not be much publicly accessible land;
f) are identified as Focus Areas in the Town's Open Space plan;
g) enable accommodations that improve or expand access for commercial fishing and/or for other waterfront activities –such accommodations might be parking for vehicles and boat trailers, boat ramps that are sized for larger vessels.

Note: Only the Town Meeting is authorized to acquire land on behalf of the Town.

Adopted by the Board of Selectmen May 1, 2014

FOCUS AREAS From the OPEN SPACE PLAN
Focus Area 1: Long Reach, Great Island
Focus Area 2: Brickyard Watershed, Great Island
Focus Area 3: Bethel Point, Cundy's Harbor
Focus Area 4: Sandy Cove, East Cundy's Point
Focus Area 5: Ice Pond, Gun and Long Points, Great Island
Focus Area 6: Wilson's Pond Orr's Island
Focus Area 7: Cedar Beach, Bailey Island
Focus Area 8: Otter Brook Corridor, North Harpswell
Focus Area 9: Wilson & Widgeon Coves, Harpswell Neck
Focus Area 10: Lookout Point, Harpswell Neck
Focus Area 11. Allen Point Road Corridor, Harpswell Neck
Focus Area 12 Basin Cove, South Harpswell

Open Space Focus Areas



CELL PHONE USE ALLOWANCE POLICY

The Town has certain employees who perform work in the field and are not near an office phone on a regular basis. The Town will provide an allowance to such employees for use of his/her cell phone for Town business based on the type of cell phone: $50 allowance per month for a smart phone on a taxable basis and a nominal allowance per month of $25 for a regular cell phone. The employee agrees: 1) that his/her cell phone number will be made available to the public; and 2) to comply with any possible freedom of access request that may include his/her cell phone records, text messages, photos and emails. Pursuant to this policy, the following employees are authorized to seek an allowance for using personal phones for Town business:

- Road Commissioner
- Animal Control Officer and Alternate Animal Control Officer
- Code Enforcement Officer and Alternate Code Enforcement Officer
- Recycling Center/Transfer Station Manager
- Recreation Director
- Harbormaster

Approved by the Board of Selectmen August 21, 2014

BOSTON POST CANE POLICY

Purpose
The purpose of this policy is to provide for the preservation of the tradition of the Boston Post Cane which seeks to recognize and show appreciation for the oldest resident of Harpswell.

Requirements
To be nominated to receive the distinction, a person must:

1. be the oldest identified resident,

2. have been a resident in Harpswell for a minimum of 25 years including the most recent 10 years,

3. be 90 years of age or older, and

4. be willing to receive the honor in person or through a family member or friend.

Resident is defined as someone who is currently on the voter registration list or would qualify to be on the voter registration list. Persons living outside the town on a temporary basis with the intent to return or in an area nursing home may be eligible.
The Harpswell Board of Selectmen shall make the final decision about who shall receive the award and provide for public acknowledgment of such resident.

Method of Search
The Town shall endeavor to determine the oldest resident by means such as review of voter registration list, advertising, inquiry of civic groups, general public knowledge, or nomination by family or friends. The Board of Selectmen shall establish a nomination period of not more than 60 days. Nomination forms will be available online or at the Town Clerk's Office.

Presentation
The Chair of the Harpswell Board of Selectmen or his/her designee shall present Harpswell's oldest resident with a plaque and pin signifying the honor. The location of the presentation will be determined according to the circumstances of the honoree. If practicable, there shall be a photograph taken of the honoree with the cane, however, the cane shall be returned for display at the Harpswell Town Office. Once awarded, the subsequent discovery of an older resident or the relocation of another older person to the community shall not invalidate the honor or designation.
The recipient shall retain the honor as long as he or she remains in Harpswell or in a nearby nursing home or residence. The Town Clerk's Office upon knowledge or notification that the recipient has died, changed residency, or otherwise refused the honor, shall so inform the Board of Selectmen that a new search should begin.

This policy shall be administered with reasonable flexibility by the Board of Selectmen.

Adopted by the Board of Selectmen May 14, 2015

BOSTON POST CANE NOMINATION FORM
Harpswell, Maine

Name of Nominee: _____

Nominee's address:
_____

_____

Nominee's Date of Birth: _____Telephone #:_____

Year Nominee became a Harpswell resident: _____

Please attach proof of date of birth and residency when submitting form.

Name of Person Making Nomination:

_____

Address: _____

_____
Telephone #:

_____
Email Address:

_____

Please forward form and attachments to:

Town Clerk's Office
P.O. Box 39
Harpswell, Maine 04079
Fax: 207-833-0058 or
rknight@town.harpswell.me.us

If you have any questions please call Roz Knight, Town Clerk, at 207-833-5771.

POLICY REGARDING FUNDING FOR INDEPENDENT NOT-FOR-PROFIT ORGANIZATIONS

The Town may be asked to provide financial assistance to certain not-for-profit, local organizations that provide services to the Town and its citizens. In deciding whether to provide such support, the following factors will be included in the consideration:

1. A need for services has been identified. Services that duplicate or compete with existing services may not warrant consideration.

2. Groups seeking Town funding should demonstrate fiscal sustainability going forward before Town financial support is authorized. Sustainability should not be based exclusively on Town support.

3. Organizations should have a corporate or other legal status or be affiliated with same to enable the Town to deal with a legally accountable entity. Should such status be pending or revoked or should the organization not be able to fulfill its mission, the Town shall reconsider whether to recommend funding.

4. The Town should consider both current and future implications before recommending funding.

Adopted by the Board Selectmen December 3, 2015