TOWN OF SHAPLEIGH POLICIES

2025



Town of Shapleigh Policies- Table of Contents

Town of Shapleigh Mission Statement ---- 3
Acceptance of Credit Card Payments ---- 4
Accidental Fire Victims Building Permit Fees ---- 5
Active Membership Requirements Shapleigh Fire Department ---- 6
Active Membership Requirements Shapleigh Rescue Squad ---- 7
Alcohol Beverage---- 8
Animals In Building---- 9
Appointed Positions ----10
Bills and Invoices----11
Board Participation in Outside Panels----12
Boston Post Cane ----13
Budgets ----14
Road Commissioner Budget ----14
Cemeteries----15
Chairs, Loan of ----17
Code of Ethics for Elected and Appointed Officials ----18
Complaint Response Policy ----27
Demo Debris ----30
Drug and Alcohol Testing Policy and Procedures----31
Earned Paid Leave----47
Electronic Communications ----51
Emergency Response Policy ----52
Employee/Volunteer Conduct ----55
Equipment, Loan of ----58
Fee Schedule ----60

General Ergonomics ----63
Health/Dental Insurance ----68
Hydrants- Dry----69
Incident Report ----70
Income Protection ----72
Insufficient Funds/Bad Checks ----73
Intercept Policy ----75
Interest and Abatements ----76
Internet----77
Investment----79
Junkyards ----81
Keys, to Town Hall/Community Center----82
Order of Municipal Officers, 906 ----83
Payroll ----84
Personnel ----85
Policy Review---- 105
Post Issuance Compliance Relating to Bond Issued by the Town---- 106
Procedure for Select Board's Meeting ---- 110
Public Safety Building Committee ---- 112
Purchasing---- 113
Remote Participation ---- 115
Return to work ---- 117
Road Issues---- 118
Road Signs/Private Road Signs ---- 121
Snowplowing Bid Awards, Town Lots ---- 122
Social Media ---- 123
Solid Waste---- 124
Staff Mileage---- 127
Staff Research/Investigating Service---- 128
Storm Cancellation ---- 130
Substance Abuse – Applicants---- 131
Substance Abuse- Employees---- 140
Tax Liens ---- 151
Tobacco-Free Workplace---- 152
Town Committees ---- 153
Town issued Equipment for Employees ---- 154
Town owned property, sale of ---- 155
Town owned property, use of---- 156
Town Report, Preparation of---- 157
Transfer Station and Recycling Area Operating Manual ---- 158
Transfer Station Stickers/Cards---- 166
Transfer Station, Soliciting---- 168
Treasurer's Disbursement of Warrants ---- 169
Voided Checks---- 170
Warrant Posting---- 171
Williams Property Use---- 172
Policy Review Acknowledgement signature page ---- 173

Town of Shapleigh's Mission Statement

To be a fiscally responsible and transparent government; to serve its residents and taxpayers with care, to protect natural resources, and preserve the rural character of the town.

TOWN OF SHAPLEIGH'S POLICY
ACCEPTANCE OF CREDIT CARD PAYMENTS

Adopted: February 8, 2011 Reviewed: July 1, 2025

For your convenience, credit/debit cards will be accepted at the Town Clerk's office. A convenience fee will be assessed to the credit/debit card for their use. Customers will be informed immediately of the fee amount and will be able to accept or decline the fee. If the customers decline to accept the fee, the customer may use alternative methods to pay for their transaction. Customers can avoid paying the processing fee if paying by cash or check for their transaction. The Town of Shapleigh can only accept credit/debit cards, in person at the Town Clerk's office – no telephone payments will be allowed. Credit/debit cards can be used in this office to register vehicles, purchase licenses and pay property taxes, etc.

The below rules are established by the Credit/Debit Card companies:

- The minimum transaction fee, for any payment, for all credit and debit cards users, regardless of the total due will be $1.00
- Visa Credit Card, MasterCard, Discover and American Express **credit card or debit card** users will pay a 2.5% surcharge of the total due (or as otherwise approved by State Law).

TOWN OF SHAPLEIGH'S POLICY
ACCIDENTAL FIRE VICTIMS BUILDING PERMIT FEES

Adopted: July 23, 2002 Amended: July 1, 2025

The building permit application fee or Best Possible Location (BPL) fee shall be waived for any **resident** property owners who have sustained an accidental major fire to their primary home upon their application for a building permit to rebuild within one (1) year of the date of the fire.

TOWN OF SHAPLEIGH POLICY

ACTIVE MEMBERSHIP REQUIREMENTS
SHAPLEIGH FIRE DEPARTMENT

Adopted: February 7, 2023 Reviewed: July 1, 2025

To become a member of the Shapleigh Fire Department, the employment process set forth in the Town personnel policy must be followed. To maintain active membership with the Shapleigh fire department, you must attend a minimum of 2/3's or 67% of the department training drills along with approved training outside of the regular department training program. Members are required to participate in at least 25% of emergency responses, and 100% of all state and federal mandated training programs. Required to attend a minimum of 2/3's or 67% of all regular and special meetings.

After being inactive with the Shapleigh Fire Department for (3) three consecutive quarters, your membership is considered null and void. After determination of inactive status has been made, the Chief will notify the member in writing and request all Town issued equipment be returned within (10) ten days. If a previous active member wishes to re-join the department, the employment process must be followed and a new application shall be submitted.

TOWN OF SHAPLEIGH POLICY
ACTIVE MEMBERSHIP REQUIREMENTS
SHAPLEIGH RESCUE SQUAD

Adopted: February 7, 2023 Reviewed: July 1, 2025

To become a member of the Shapleigh Rescue Squad, the employment process set forth in the Town personnel policy must be followed. To maintain active membership with the Shapleigh Rescue Squad, you must sign up for or work (4) four shifts during each quarter or respond to at least (5) five calls for manpower each quarter.

After being inactive with the Shapleigh Rescue Squad for (3) three consecutive quarters, your membership is considered null and void. After determination of inactive status has been made, the Chief will notify the member in writing and request all Town issued equipment be returned within (10) ten days. If a previous active member wishes to re-join the department, the employment process must be followed and a new application shall be submitted.

TOWN OF SHAPLEIGH'S POLICY
ALCOHOLIC BEVERAGE

Adopted: July 23, 2002 Amended: July 1, 2025

Consumption of any type of alcoholic beverage is Strictly in any and all municipal buildings, as well as on all municipal lands.

The exception is INSIDE the Shapleigh Community Center, whereas any alcohol served must be provided by a licensed caterer with the appropriate event liquor license and must carry liability insurance.

TOWN OF SHAPLEIGH'S POLICY
ANIMALS IN TOWN BUILDINGS

Adopted: November 21, 2023 Reviewed: July 1, 2025

While Emotional Support Animals or Comfort Animals are often used as part of a medical treatment plan as therapy animals, they are not considered service animals under the ADA.

Whereas, the State of Maine does not recognize emotional support animals (ESAs) for public access rights as it does service animals, emotional support animals *may* be denied access to public places.

In Maine, a service animal is a dog that is individually trained to do work or tasks to benefit someone with a disability, including an intellectual, mental, psychiatric, sensory, or physical disability.

Examples of service animals that must be allowed into public places are:

- hearing dogs, which alert their handlers to important sounds, such as alarms, doorbells, and other signals
- guide dogs, which help those who are blind or visually impaired navigate safely
- psychiatric service animals, which help their handlers manage mental and emotional disabilities by, for example, interrupting self-harming behaviors, reminding handlers to take medication, checking spaces for intruders, or providing calming pressure during anxiety or panic attacks
- seizure alert animals, which let their handlers know of impending seizures, and may also guard their handlers during seizure activity, and
- allergen alert animals, which let their handlers know of foods or other substances that could be dangerous (such as peanuts).

While the Town of Shapleigh generally welcomes animals that are well behaved, leashed, and under owner control; an attendee of a public proceeding may be asked by the Town Official overseeing a meeting or public space, to remove the animal from a public building when the presence of the animal may inhibit other attendees' ability to attend. *For example: an attendee with a specific animal allergy or a general fear of the animal.*

There may be other instances when non-service animals may not attend events for sanitary reasons, including but not limited to; a public meal or a healthcare service setting.

TOWN OF SHAPLEIGH'S POLICY

APPOINTED POSITIONS

Adopted: July 23, 2004 Reviewed: July 1, 2025

1. The Select Board *may* advertise on the Town of Shapleigh Website, social media and Waterboro Reporter, for one week and post at the Town Hall *vacancies* for positions.

   Definition: A vacancy is considered to be established upon end of term limit or at time of receipt of letter of resignation. Alternates are to be considered to fill vacancies in regular positions.

2. If there is more than one interested person, the Select Board, or their designee, may choose to interview any or all candidates.

3. The Select Board may then determine which candidate might best perform the work required in the position left vacant.

   - Appointments by Elected Officials are covered by the Maine Revised Statutes Annotated, Title 30-A §§ 2526 *et seq.*

TOWN OF SHAPLEIGH'S POLICY
BILLS AND INVOICES

Adopted: August 13, 2013 Reviewed: July 1, 2025

In order to allow adequate opportunity for reviews, all bills and invoices shall be submitted no later than 10:00AM on Tuesday if payment is to be authorized by the Select Board prior to the end of their weekly meeting. Any bills received after the deadline may be held over until the following week for processing. The exception, some instances may require submissions no later than Monday at 10am due to a midweek holiday or finance staff's planned leave, in which case notice will be provided with a 2 week advanced notice to employees/department heads.

At year-end all bills and invoices requiring payment in the current fiscal year shall be submitted no later than 10:00AM on the last Tuesday of December unless that Tuesday falls on the last day of the year. In this case, the deadline shall be the previous Tuesday at 10:00AM. Any bills or invoices received after this time shall be held over to be paid from the next fiscal year's budget.

In order to comply with Law, all appropriation balances at year-end shall lapse to surplus but may be re-appropriated in the following year if requested as approved by Town Meeting.

TOWN OF SHAPLEIGH POLICY
BOARD PARTICIPATION IN OUTSIDE PANELS

Adopted: March 2025 Reviewed: July 1, 2025

In the case that the Board is requested to serve on an outside panel/ committee, representing the Town/Board; the Board in its majority, will vote to allow a member to serve in their capacity as a Select Board member.
A Select Board member serving on such panel or committee shall not make any binding agreement for the Town without prior authorization of the Board in its majority.

TOWN OF SHAPLEIGH'S POLICY
BOSTON POST CANE

Adopted: July 23, 2002 Reviewed: July 1, 2025

The original Boston Post Cane has been retired and kept for historical purposes at the Town Hall.

The replica of the Boston Post Cane will continue to be presented to the oldest resident of the Town. A Select Board member will make the presentation along with the assistance from the Acton Shapleigh Historical Society. The historical society are the owners of the replica cane.

Upon the decease of the recipient, the replicated Boston Post Cane shall be returned to the Town Hall or the Acton Shapleigh Historical Society for presentation to the next oldest living resident of Shapleigh.

TOWN OF SHAPLEIGH'S POLICY
BUDGETS

Adopted: July 23, 2002 Reviewed: July 1, 2025

Department heads are to submit annual budgets to the Select Board no later than October 31st. **Budgets not submitted by this deadline may be determined by the Select Board.**

Social Service Agency requests for an appropriation must be submitted by September 25th, along with a financial statement and benefits that have been provided to Shapleigh residents.

The Town Administrator will maintain a list of all incoming budgets and keep the Select Board informed as to those not yet received.

Copies of proposed budgets will be made for each Selectman and Budget Committee member and will be distributed by the Town Administrator.

The purpose of this policy is to receive the budgets in a timely manner to allow ample time before the holidays to meet with the departments and finish the budget process by mid-January.

ROAD COMMISSIONER BUDGET

Both Road Commissioners shall meet with the Select Board and Budget Committee prior to and during the preparation of their proposed budgets in order to consider the needs of the entire town regarding the road maintenance and construction issues.

Budgets for all road accounts shall include all funds, including URIP funds, required for any projects. Monies budgeted (other than assessments or surplus) shall already have been received from the state or other sources. Anticipated funds are not guaranteed sources of income and cannot be committed prior to having been received.

TOWN OF SHAPLEIGH'S POLICY
CEMETERIES

Adopted: July 23, 2019 Reviewed: July 1, 2025

The cemeteries within the Town of Shapleigh shall be maintained in accordance with the State of Maine State Statute:

Title 13: CORPORATIONS
Part 2: CORPORATIONS WITHOUT CAPITAL
Chapter 83: CEMETERY CORPORATIONS
Subchapter 2: BURYING GROUNDS
Article 2: DUTIES OF TOWN OR COUNTY

§1101. Maintenance and repairs; municipality

1. **Grave sites of veterans in ancient burying grounds.** In any ancient burying ground, as referenced in Title 30-A, section 5723, the municipality in which that burying ground is located, in collaboration with veterans' organizations, cemetery associations, civic and fraternal organizations and other interested persons, shall keep in good condition all graves, headstones, monuments and markers designating the burial place of Revolutionary soldiers and sailors and veterans of the Armed Forces of the United States. To the best of its ability given the location and accessibility of the ancient burying ground, the municipality, in collaboration with veterans' organizations, cemetery associations, civic and fraternal organizations and other interested persons, shall keep the grass, weeds and brush suitably cut and trimmed on those graves from May 1st to September 30th of each year. A municipality may designate a caretaker to whom it delegates for a specified period of time the municipality's responsibilities regarding an ancient burying ground.

   1-A. Grave sites of persons who are not designated as veterans in ancient burying grounds. To the best of its ability given the location and accessibility of the ancient burying ground, the municipality in which an ancient burying ground is located may keep the grass, weeds and brush suitably cut and trimmed from May 1st to September 30th of each year on all graves, headstones, monuments and markers in the ancient burying ground not designating the burial place of Revolutionary soldiers and sailors and veterans of the Armed Forces of the United States. A municipality may designate a caretaker to whom it delegates for a specified period of time the municipality's functions regarding an ancient burying ground.

2. **Grave sites of veterans in public burying grounds.** A municipality, cemetery corporation or cemetery association owning and operating a public burying ground shall, in collaboration with veterans' organizations, cemetery associations, civic and fraternal organizations and other interested persons, keep the grave, headstone, monument or marker designating the burial place of any veteran of the Armed Forces of the United States in that public burying ground in good condition and repair from May 1st to September 30th of each year.

   A municipality in which a public burying ground is located may, in collaboration with veterans' organizations, cemetery associations, civic and fraternal organizations and other interested persons, adopt standards of good condition and repair to which grave sites of veterans of the

TOWN OF SHAPLEIGH'S POLICY
CEMETERIES
(Continued)

Armed Forces of the United States must be kept. The standards at a minimum must detail how to maintain the grave, grass and headstones.

In addition to the State Statutes listed above, the Town of Shapleigh sets the following standards for maintenance of cemeteries where veterans are interred.

The Superintendent of cemeteries shall:

A. Ensure that grass is suitably cut and trimmed in the entire cemetery.

B. Keep a flat grave marker free of grass and debris and raised to ground level as needed.

C. Keep the burial place free of fallen trees, branches, vines and weeds.

When reference is made to "Superintendent" it is to include anyone appointed by the BOS to assist the Superintendent.

1. The town of Shapleigh shall bear the cost of supplying the flags and flag holders. Said items are the property of the town of Shapleigh.
2. The graves of veterans interred in the municipality shall be decorated with one American flag throughout the entire year and placed in an appropriate flag holder.
3. The Superintendent of cemeteries shall place a new flag on said graves prior to Memorial Day of each year.
4. The Superintendent shall inspect these flags periodically and replace as needed. It is understood that in winter conditions some cemeteries may not be accessible.
5. The Superintendent is the only one authorized to place American flags on graves of veterans.
6. Flags and holders are to remain at the location placed by the Superintendent.
7. American flags are placed on graves of veterans as an honor to the men and women who served in the military. American flags are not allowed on graves of non-veterans.
8. Glass containers for display of flowers are a safety hazard and are not allowed.

TOWN OF SHAPLEIGH'S POLICY
CHAIRS, LOAN OF

Adopted: July 23, 2002 Reviewed: July 1, 2025

Any resident wishing to borrow chairs from the Community Center for personal use (birthdays, anniversaries, reunions, ETC.) must submit an application to the Town Administrator ten *(10)* days prior to the date required and receive permission in writing. Prior to approval, the Administrator must confirm that the chairs are not needed for Town business or for rental events.

Such person shall be liable for the replacement of any damaged or lost chairs not returned on the specified day and time indicated on the permission slip.

TOWN OF SHAPLEIGH
POLICY:
CODE OF ETHICS FOR ELECTED AND APPOINTED OFFICIALS

Adopted: May 5, 2021 Reviewed: July 1, 2025

For Members of All Town Boards, Committees, and Commissions

Preamble

To ensure that the Citizens and businesses of Shapleigh have fair, impartial, ethical, and accountable local government that is responsive to the needs of the people and each other and that has the Citizens' full confidence in the integrity of the Town's government, the Select Board has adopted this Code of Ethics. In keeping with a commitment to excellence, the effective functioning of democratic Town of Shapleigh government requires that:

i) elected and appointed public officials comply with both the letter and spirit of laws and policies affecting the Town Government;

ii) elected and appointed public officials be independent, impartial, and fair in judgment and action;

iii) elected and appointed public office be used for the public good and not personal gain;

iv) public deliberations and processes be conducted openly, unless legally confidential and;

v) all discussions and debate be conducted in an atmosphere of respect and civility.

This Code of Ethics applies to members of the Select Board and to all elected and appointed members of Town boards, committees, and commissions (hereinafter referred to as "Members"). The Town's boards, committees, and commissions consist of all statutory and non-statutory boards, commissions or committees now existing or hereafter created.

The Select Board shall endeavor to ensure that all Town employees adhere to the standards of this Code of Ethics.

TOWN OF SHAPLEIGH POLICY:
CODE OF ETHICS FOR ELECTED AND APPOINTED OFFICIALS
(Continued)

1. Actions in the Public Interest

Recognizing that stewardship of the public interest must be their primary concerns; Members will work for the common good of the Citizens of Shapleigh and not for any private interest or personal gain. Members shall provide fair and equal treatment of all persons, claims, and transactions that come before the Select Board or any Town board, committee, or commission.

2. Compliance with the Law

Members shall comply with the laws of the United States, the State of Maine, and the Town of Shapleigh in the performance of their public duties. These laws include, but are not limited to, the United States and Maine State constitutions and statutes; the Town of Shapleigh's Bylaws, Ordinances and Policies; and laws pertaining to conflicts of interest, election campaigns, financial disclosures, employer responsibilities, and open processes of government, all of which are hereby incorporated herein by reference and made applicable.

3. Conduct of Members

The professional and personal conduct of Members must be above reproach and must avoid any appearance of impropriety. Members shall refrain from abusive conduct, from making personal charges or disparaging remarks, or from verbal attacks upon the character or motives of Members of Town boards, committees, or commissions, of Town Staff or the Citizens.

4. Respect for the Process

Members shall perform their duties in accordance with the processes and rules of order established by the Select Board and by the other Town boards, committees, and commissions. Each member shall be committed to respect the democratic process that encourages meaningful involvement of the public and that governs the deliberation of public policy issues in the Town of Shapleigh. Members must abide by any lawful decision made by a majority of the board, commission, or committee. Members should strive to thoughtfully consider the opinions and recommendations of other Members, Citizens, and Town staff appearing before Town boards, committees, or commissions and shall remain respectful in all interactions with these individuals. Members shall have no legal authority outside of the meetings of their respective board, commission, or committee unless this authority has been specifically delegated to the Member through an adopted policy or majority vote of the board.

TOWN OF SHAPLEIGH POLICY:
CODE OF ETHICS FOR ELECTED AND APPOINTED OFFICIALS
(Continued)

5. Conduct of Public Meetings

Members shall prepare themselves for open discussion of public issues, shall listen courteously and attentively to all public discussions before the body, and shall focus on the business at hand. Members shall refrain from unnecessarily interrupting other speakers, from making personal comments not germane to the business of the body, and from otherwise interfering with the orderly conduct of meetings. The Chairman of each board, committee, or commission shall use his or her best efforts to ensure that the public who attends such meetings adhere to the same standards of conduct in this Code of Ethics as outlined for Members.

6. Decisions Based on Merit

Members shall base their decisions on the merits and substance of the matter at hand. No member shall make promises in advance as to how they will vote on a matter, which shall properly come before the board, committee, or commissions as a whole.

7. Communication

Members shall publicly share information that is relevant to any matter under consideration by a board, committee, or commission. Concerns involving the conduct of Town employees shall be communicated to the Town Administrator.

8. Conflict of Interest

A. General Standard

Members shall avoid any situation that may give rise to an actual or perceived conflict of interest. Where circumstances may cause a reasonable person to question the Member's impartiality or may otherwise give rise to an appearance of a conflict of interest, the Member shall not participate in a matter unless the Member has appropriately disclosed the situation and there has been a determination by the Member's board, committee, commission, staff official, or the Select Board that the Member's participation is appropriate. If there is a situation with the Select Board that an actual or perceived conflict of interest, The BOS will meet to discuss if there is still a perceived conflict the members of the Board may bring such conflict to the Fair Hearing Authority.

TOWN OF SHAPLEIGH POLICY:
CODE OF ETHICS FOR ELECTED AND APPOINTED OFFICIALS
(Continued)

9. Definitions

Immediate Family. The Immediate Family of a Member shall include the Member's spouse, children, parents, in-laws, siblings, and those with whom they share a committed relationship.

Financial Interest. Financial Interest shall mean any direct or indirect interest having monetary or pecuniary value, including but not limited to the ownership of shares or stock.

Special Interest. Special Interest includes a direct or indirect interest having value peculiar to a certain individual or group, whether economic or otherwise, which value may accrue to such individual or group as a result of the passage or denial of any
order, ordinance, or resolution. An employer or supervisor - employee relationship between a Member and any person appearing before that Member's particular agency, shall be considered to be a Special Interest of that Member.

10. Disclosure of Conflict

Any Member who believes that they or a member of their Immediate Family has a Financial Interest or a Special Interest, other than an interest held by the public generally, in any agenda item before their collective body, shall disclose the nature and extent of such interest. Additionally, any Member who believes that any fellow Member, or any member of such fellow Member's Immediate Family has a Financial Interest or a Special Interest, other than an interest held by the public generally, in any agenda item before their collective body, shall disclose such interest. Such disclosure shall be made no later than the date of the first meeting of the applicable board, committee, or commission at which the agenda item concerned is to be taken up for consideration, recommendation, discussion, or vote and at which the Member is present.

11. Determination of Conflict

Once disclosure has been made as provided above or the issue of conflict has been raised relative to a Member, the Member's fellow board, committee, or commission members shall review the facts and shall vote on whether or not such Member has a Financial Interest or a Special Interest with respect to the agenda item concerned. All conflict-of-interest questions relating to a particular agenda item shall be resolved prior to any consideration of the item concerned, and each Member of the board, committee, or commission shall be entitled to vote on all conflict-of-interest questions

relating to that Town board, committee, or commission except those questions pertaining to that Member's alleged conflict of interest.

All votes of conflict-of-interest questions shall be recorded. A majority vote shall determine the question except that a tie vote shall have the effect of determining that a conflict exists. If there is a determination that a conflict or interest in fact exists, the Member concerned shall be excused from participating in discussion, deliberation, or vote on the relevant agenda item for so long as the agenda item shall appear on the agenda.

12. Record of the Conflict-of-Interest Decision

A written record by the Chairperson of the Town board, committee, or commission making the determination, explaining and summarizing any consideration of conflict of interest or intervention and the action taken shall be promptly forwarded to the Town Administrator for review by the Select Board. The Town Administrator shall maintain these records on behalf of the Select Board for a period of five years.

13. Avoidance of Appearance of Conflict of Interest

Once any Member is determined to have a conflict of interest in respect to any agenda item, and once all conflict-of-interest questions relating to the agenda item concerned have been determined, as provided in this Code, the Member should either immediately leave the meeting room or, if the Member has a personal interest in the matter to be discussed, move to the area of the room occupied by the general public. The Member shall not return to their regular seat as a member of the body until deliberation and action on the item has been completed. Nothing herein shall require an individual Member to remove himself or herself for any item on which there is no deliberation, on which the individual's conflict has been determined by the other members, and on which the right to abstain from voting on the item has been granted.

14. Incompatible Offices

No Member shall occupy any other elected or appointed office when the duties of such office are incompatible with the proper discharge of the Member's official duties to the Town. The occupancy of any other office by a member is prohibited by any one of the following circumstances:

TOWN OF SHAPLEIGH POLICY:
CODE OF ETHICS FOR ELECTED AND APPOINTED OFFICIALS
(Continued)

1. where the duties of the other office make it impossible to discharge the duties of the Town office, or
2. where one office is subordinate of the other, or
3. where one office carries the power of appointment or removal of the other, or
4. where the occupancy of both offices is prohibited by Charter or by law.

Not with-standing the foregoing, a member may serve as a non-voting liaison or ex officio Member of the board, committee, or commission with the approval of the Select Board; or in special circumstances a member may serve as a voting member of a board, committee, or commission if so designated by the Select Board.

9. Gifts and Favors

Members shall not take advantage of services or opportunities for personal gain, by virtue of their public office that are not available to the public in general. Members shall refrain from accepting gifts, favors, or promises of future benefits that might compromise their independence of judgment or action, or that might give the appearance of such compromise.

No Member shall accept anything of value unless it can be clearly established that it has a market value ($25 or less) and is received infrequently from any source.

10. Confidential Information

No member shall, without proper legal authorization, discuss or disclose confidential information concerning the property, personnel, government or affairs of the Town, nor shall any member use such information to advance the private or financial interest of himself or herself or members of his or her immediate family. Members shall not discuss the privileged knowledge, executive sessions, or confidential business of the board, committee, or commission with unauthorized parties, either orally or in writing. For purposes of this subsection, "confidential information" shall mean any information, oral or written, which comes to the attention of or is available to such Member due to his or her position with the Town and is not a matter of public record. Information received and discussed during any executive session shall be considered within the constraints of this section and shall not be disclosed to any party unless permitted by affirmative vote of a majority of such board.

TOWN OF SHAPLEIGH POLICY:
CODE OF ETHICS FOR ELECTED AND APPOINTED OFFICIALS
(Continued)

11. Use of Public Resources

Members shall not use public resources not available to the general public for private gain or personal purposes, such as Town staff time, equipment, supplies, or facilities.

12. Representation of Third-Party Interests

As stewards of the public interest, Members of the Select Board, the Planning Board, and the Board of Appeals shall not represent the interests of third parties before any Town board, committee, or commission, nor shall they appear before any of these bodies on behalf of the interests of third parties on matters related to the areas of service of these bodies. Members of all other boards, committees, or commissions must give notice to the Select Board prior to any representation of any third-party interests before any Town board, committee, or commission. Nothing herein shall be construed to prohibit any Member from representing his or her own personal interest, or the interest of immediate family, by appearing before any Board on any item.

13. Advocacy

Members shall represent the official policies and positions of the Select Board and of other Town boards. committees, and commissions when designated as delegates for this purpose to the best of their ability. When presenting personal opinions and positions Members shall explicitly state that these opinions and positions do not represent their body or the Town of Shapleigh, and they shall not allow any inference that they do.

14. Policy Role of Members

The Select Board shall determine the policies of the Town, with advice, information, and analysis provided by Town staff, by the Town's boards, committees, and commissions, and by the Citizens. Members shall therefore not interfere with the administrative functions of the Town or with the professional duties of Town staff, nor shall they impair the ability of Town staff to implement the policy decisions of the Select Board.

15. Independence of Boards, Committees, and Commissions

Members shall refrain from using their positions to unduly influence the deliberations or outcomes of any board, committee, or commission proceedings or to inhibit free discussion and exchange of ideas of these groups.

TOWN OF SHAPLEIGH POLICY:
CODE OF ETHICS FOR ELECTED AND APPOINTED OFFICIALS
(Continued)

16. Positive Workplace Environment

Members shall support a positive and constructive workplace environment for Town employees and for Citizens and businesses dealing with the Town. Members shall recognize their special role when dealing with Town employees and shall in no way create the perception of inappropriate direction of staff.

17. Implementation

This expression of the standards of conduct expected of Members of boards, committees, and commissions is intended to be self-enforcing. It is most effective when Members are thoroughly familiar with it and embrace its provisions.

For this reason, this Code of Ethics shall be included in the orientation of candidates for, or applicants to boards, committees, and commissions; and of newly elected or appointed Town officials. Members entering office shall sign a statement acknowledging that they have received a copy, and read, and understand the Town of Shapleigh Code of Ethics. This Code of Ethics shall be reviewed regularly by the Select Board as well as by the Town's other boards, committees, and commissions. The Select Board shall consider recommendations from these bodies in updated the Code of Ethics as necessary.

18. Compliance and Enforcement

The Town of Shapleigh Code of Ethics expresses standards of conduct expected of Members of the Town's boards, committees, and commissions. Members themselves have the primary responsibility for ensuring that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government.

The Chairs and Vice-Chairs of boards, committees, and commissions have the responsibility for intervening when actions of Members appear to be in violation of this Code of Ethics.

In addition to any other penalties or remedies as may be provided by law, the Select Board may intervene and council Members whose conduct does not comply with the Town's ethical standards and may censure Elected or Appointed Members or remove Appointed Members from office, after notice and hearing conducted by the Select Board. The Select Board may issue interpretative policy statement to clarify any ambiguities in this Code. Members of boards, committees, and commissions may seek clarifying opinions from, or appeal decisions of their boards, committees, and commissions to the Select Board on particular situations addressed by this Code of Ethics.

TOWN OF SHAPLEIGH POLICY:
CODE OF ETHICS FOR ELECTED AND APPOINTED OFFICIALS
(Continued)

A violation of this Code of Ethics shall not be considered a basis for challenging the validity of a board, committee, or commission decision but may be used as a basis for the board, committee, or commission to reconsider its decision.

19. Separability

If any section, subsection, sentence clause or phrase of this Code is for any reason held to be invalid or unconstitutional, such validity or unconstitutionality shall not affect the validity of the remaining portions of this Code.

I have reviewed and agree to abide by the provisions of the Code of Ethics Policy dated July 1, 2025.

_____ _____

Employee Signature Date

_____

Town Administrator

TOWN OF SHAPLEIGH
COMPLAINT RESPONSE POLICY

Adopted: 08/30/2022 Reviewed: July 1, 2025

This policy is intended to enable the Town to promptly and effectively address program and service delivery complaints **raised by members of the public**. This policy provides the mechanism to respond to complaints and will assist the Town in providing excellent customer service to the public, and contribute to continuous improvement of operations.

Definitions-

Complainant: the individual filing the complaint with the Town
Complaint: an issue or concern raised regarding Municipal program, service, or operation that is not resolved at the time the complainant submits their complaint to the Town in accordance with this policy. A complaint is distinct from:

- Request for service: *For example; requesting road repairs*
- Inquiry: a general or specific request for information regarding a Town product or service made by a resident that is resolved at the point of service
- Feedback: an opinion, comment and expression of interest in a Town of Shapleigh program or service

Hearsay: Information received from someone else that one cannot adequately substantiate as they have not personally witnessed the action, *rumor*.

Procedures-

1) Responsibility of the Complainant/Employee
    a. It is the responsibility of the complainant to attempt to resolve their concerns by dealing directly with the employee(s) to within the Department providing the service, up to an including the Department Head
    b. It is the responsibility of the employee(s) to attempt to resolve issues or concerns before they become complaints, and identify opportunities to improve Municipal services.
2) Filing a Complaint
    Where resolution cannot be achieved, complaints should be submitted in writing to the Town Administrator. Complaints shall be submitted on the form attached as Schedule "A" to this policy, and will include:
    a. The name, phone number, email address, and mailing address of the complainant;
    b. The nature of the complaint, including the:
        i. Background leading to the complaint;
        ii. Date(s), time(s) and locations(s) of any incident(s); and
        iii. Name of any employee previously contacted regarding the complaint; and,
    c. Actions the complainant is requesting of the Town.

3) Upon Receipt of a Complaint

3.1 The Town Administrator shall acknowledge the receipt of the complaint within 5 business days of receipt of the complaint.
3.2 The Town Administrator shall at direction of or in conjunction with the Select Board (BOS), review the issues identified by the complainant and in doing so *may*:

a. Review relevant Town, State, and Federal Laws and Ordinances;
b. Review the Town's relevant policies and procedures;
c. Review any existing file documents;
d. Interview employees or members of the public involved in the complaint;
e. Identify actions that may be taken to address the complaint or improve Municipal Operations;
f. Take other actions the BOS deems expedient to resolving the matter.

3.3 Upon receipt of a complaint, where the BOS deems appropriate, the BOS may delegate authority to investigate and respond to a complaint to another employee.
3.4 The BOS may not delegate the authority to investigate a complaint to an employee who is or may be named in the complaint.
3.5 If the complaint is made against the Town Administrator, the complaint shall be submitted to the Select Board directly for investigation.

4) Decision

4.1 Within 30 calendar days of receipt of a complaint by the Town Administrator, response shall be provided in writing to the complainant. If the Administrator is unable to provide a response within 30 days, the Administrator will notify the complainant of the delay with an estimate of when response will be provided.

5) General

5.1 Copies of all correspondence and notices shall be retained in the complaint file
5.2 Where appropriate, copies of correspondence shall be placed in the Employee's file that is subject of the complaint.
5.3 Communications with the complainant shall not provide details of the disciplinary measures imposed on any employee.

Exclusions-

This policy is not meant to address:

a) Complaints about non-municipal services;
b) Complaints regarding Shapleigh Rescue Squad service call*
c) Complaints regarding Code Violations**
d) Issues already addressed by legislation;
e) A decision of the Select Board or a decision of another board/committee
f) Internal employee complaints;
g) Hearsay.

*Please see "external complaint procedure" for Shapleigh Rescue Squad

**Please see the Violations of Codes Complaint Policy

SCHEDULE A
COMPLAINT FORM

Name of Complainant: _____

Address: _____

Phone:

_____

Email: _____

Name(s) of persons involved:_____

_____

Date(s) Incident took place: _____

Location of the incident: _____

Main Concern: _____

Written description of the incident (attach additional pages as needed):_____

_____

_____

_____

_____

_____

_____

_____

By signing this form, you are attesting that you were present for these incidents and that this statement is factual.

Date: _____ _____

Complainant Signature

Complaint received by_____ Date: _____

TOWN OF SHAPLEIGH'S POLICY
DEMO DEBRIS

Adopted: July 23, 2021 Reviewed: July 1, 2025

Debris from full demolition of a cottage, residence, barn or garage will **not** be accepted at the Transfer Station.

This activity requires an owner to have the Contractor haul the demo debris directly to a licensed disposal facility as part of the cost of the project.

Reason for this policy is the town should not be subsidizing these Contractors nor should the disposal containers all be filled by one delivery, thereby eliminating the availability of space for the normal demo debris from general use.

No demo debris from Contractors will be accepted at the Transfer Station without a demo debris card being obtained from the Town Hall (by the property owner) and must be debris that is generated from a residence located in Shapleigh.

TOWN OF SHAPLEIGH'S POLICY
DRUG AND ALCOHOL TESTING POLICY FOR EMPLOYEES IN POSITIONS REQUIRING A COMMERCIAL DRIVER'S LICENSE (CDL) AND DEFINED AS SAFETY-SENSITIVE

Adopted: June 6, 2015 Reviewed: July 1, 2025

I. PURPOSE

The purpose of this memorandum is to outline the Town of Shapleigh policy regarding federal law and rules governing drug and alcohol testing for employees in safety-sensitive jobs. Safety-sensitive is defined as duties performed by employees who are required to hold a Commercial Driver's License (CDL).

As an employer, the Town of Shapleigh maintains a strong commitment to provide a safe, efficient work environment for its employees and the public they serve. This policy is based upon the State's practice and policy prohibiting the use of alcohol and drugs on the job or prior to reporting to work. The policy is consistent with the Federal Drug Free Workplace Act of 1989, the State of Maine's Drug Free Workplace Policy of March 10, 1989, the Substance Abuse Testing Law (26 MRSA, CH. 7, Subchapter III-A) and the **Omnibus Transportation Employee Testing Act (OTETA)**. It is the intent of this policy to assure compliance with Federal and State law and regulations regarding drug and alcohol testing of employees.

As a result of enactment of OTETA, the **Federal Highway Administration (FHWA)** instituted rules that mandate alcohol and drug testing for employees in positions requiring a **Commercial Driver's License (CDL)** and defined as safety-sensitive. Employees in positions requiring a Commercial Driver's License (CDL) and defined as safety-sensitive are subject to this policy and hereafter in this policy will be referred to as employee and/or employees. These rules, which become effective January 1, 1995, require pre-employment, reasonable suspicion, post-accident, random, follow-up, and return-to-duty drug and alcohol testing.

II. PROGRAM REQUIREMENTS

A. Employees Subject to Testing

FHWA rules provide that safety-sensitive employees who operate vehicles requiring a CDL must be subject to drug and alcohol testing. A CDL is required of any person who operates a motor vehicle defined as: a motor vehicle or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle

1) Has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or

2) Has a gross vehicle weight rating of 26,001 or more pounds; or

3) Is designed to transport 16 or more passengers, including the driver; or

4) Is of any size and is used in the transportation of materials found to be hazardous for the purpose of the Hazardous Materials Transportation Act.

Examples of positions deemed to require a CDL include bus drivers, drivers of trucks over 26,000 GVWR, and snowplow drivers.

Each department shall identify a complete listing of the safety-sensitive job functions and corresponding position titles located in the respective organizations. That listing shall be attached to this policy memorandum and shall be updated as necessary.

B. Participation as a Condition of Employment

All employees in, or applicants for, positions defined as safety-sensitive in Section II, A above must participate in the drug and alcohol testing program prescribed by FHWA rules as a condition of employment. Failure to participate and comply with program requirements may result in disciplinary action up to and including termination of employment.

C. Prohibited Behavior

It is the policy of the Town of Shapleigh that:

1) No employee shall use, sell, distribute, dispense, possess, or manufacture any alcoholic beverages or illegal drugs or any other intoxicating substance on a job site, or Town property while on duty; or a privately-owned vehicle being used for Town business during the employee's work hours.

2) No employee shall report to work unfit for duty at the beginning of a shift or upon returning from any break, lunch or rest period, as a result of consuming alcohol, illegal drugs, or other intoxicant. Further, no employee notified of being in a safety-sensitive position as defined by the Omnibus Transportation Act of 1991 and FHWA rules shall report to work in a condition that violates that Act and the corresponding rules.

3) Effective June 2, 2015, an employee in a safety-sensitive position is further prohibited from the use of alcohol four (4) hours prior to performing job functions. No supervisor having knowledge that an employee in such a position has used alcohol within four (4) hours shall permit that employee to perform job functions.

4) It is the responsibility of an employee on prescription medication or over-the-counter medication, which has the potential to impair performance to consult with his/her physician regarding its effects on their ability to perform their job functions. In addition, an employee using prescription medication or over-the-counter medication shall inform their department's Supervisor or Select Board. An employee may be required to have his/her physician certify that medication does/does not adversely affect the employee's fitness for duty.

5) Federal rules governing safety-sensitive positions determine the provisions of drug and alcohol testing related to accidents. Further, for employees in non safety-sensitive positions, any work-related accident or injury involving Town vehicles, equipment or property where it can be demonstrated that the use of alcohol, drugs, or other intoxicants was a contributing factor, may result in disciplinary action up to and including termination of employment.

6) Violation of these rules may result in disciplinary action up to and including termination of employment.

D. Circumstances for Testing

FHWA rules require that drug and alcohol tests be given to safety-sensitive employees in specific circumstances: pre-employment, reasonable suspicion, post-accident, random, return to duty, and follow-up. In order for employees to recognize the circumstances, which may initiate these tests, the following definitions are provided:

1) **Pre-employment Testing -** The FHWA rules require that all applicants for employment in positions requiring a CDL or individuals being transferred into such positions must be given pre-employment drug test. Applicants may not be hired or assigned to a safety-sensitive function unless they complete and pass the test. Prior to conducting the test, departments must inform the applicant or employee of the testing requirements. Vacancy

announcements and job postings must stipulate that passing a drug test is a condition of employment. Further, applicants may be required to sign a document acknowledging that they know they are subject to testing.

2) **Reasonable Suspicion Testing -** The FHWA rules require that an employee in a safety-sensitive position must be directed to undergo alcohol and/or drug testing when the supervisor has reasonable suspicion to believe that the employee has used a prohibited drug or has misused alcohol in violation of OTETA and FHWA regulations. The request to undergo a reasonable suspicion test must be based on specific, contemporaneous, articulable, reliable observations concerning the appearance, behavior, speech, or body odor of the employee.

3) **Post-Accident Testing -** The FHWA rules provide that as soon as practicable following an accident, tests for alcohol and controlled substances shall be administered to employees performing safety-sensitive functions, if the accident involved the loss of human life or the driver receives a citation under State or local law for a moving traffic violation arising from the accident. Drug tests must be performed within thirty-two (32) hours following the accident. Alcohol tests must be performed within eight (8) hours. If an alcohol test is not administered within two (2) hours following the accident, the department must still attempt to administer the test, and must also prepare and maintain a record stating the reason(s) the test was not promptly administered. If an alcohol test is still not administered within eight (8) hours following the accident, the department shall cease attempts to administer an alcohol test and shall maintain the same record.

A safety-sensitive employee shall not use alcohol for eight (8) hours following an accident or until the employee undergoes a post-accident alcohol test, whichever occurs first.

The requirement to test for alcohol and drugs following an accident shall in no way delay necessary medical attention for injured people or prohibit a safety-sensitive employee from leaving the scene of an accident to obtain assistance in responding to the accident or to obtain necessary emergency medical care. However, an employee who is subject to post-accident testing shall remain readily available for such testing or may be deemed to have refused to submit to testing.

4) **Random Testing -** The FHWA rules require that safety-sensitive employees be subject to random drug and alcohol testing. The selection of employees for random alcohol and drug testing shall be made by a scientifically valid random number selection method. The selection process shall assure that each employee shall have an equal chance of being tested each time selections are made. Selection shall be determined by the third-party organization employed to administer the alcohol and drug-testing program.

   The test dates shall be spread reasonably throughout the year with no established pattern. Testing will be unannounced as well as random.

   Once the employee has been notified that he/she has been selected for random testing, the employee shall report immediately to the collection site. Employees shall be individually and discretely notified to report to the collection site and they shall be assured that they have been selected for a routine test. Schedules shall be adjusted so that additional personnel may be available to substitute for employees being tested.

5) **Return-to-Duty Testing -** Before any employee is allowed to return to duty to perform a safety-sensitive function following a verified drug test result, an alcohol result of 0.04 or greater, or a refusal to submit to a test, that employee must undergo a return-to-duty test. The return-to-duty alcohol test result must indicate an alcohol concentration of less than 0.02. The return-to-duty drug test result must indicate a verified negative result for controlled substance use.

   Before a return-to-duty test is performed, the employee must be evaluated by a substance abuse professional who shall determine what assistance, if any, the employee may need and shall determine whether the employee has followed recommendations by a substance abuse professional (SAP) including participation in any rehabilitation program.

   FHWA rules require that all return-to-duty tests be conducted under direct observation.

6) **Follow-up Testing -** Once allowed to return-to-duty, an employee shall be subject to unannounced follow-up testing for at least twelve (12), but not more than sixty (60)

months. The frequency and duration of the follow-up testing will be recommended by a substance abuse professional (SAP) as long as a minimum of six (6) tests are performed during the first twelve (12) months after the employee has returned to duty. Employees subject to follow-up testing must also remain in the standard random pool.

FHWA rules require that all follow-up tests be conducted under direct observation.

E. Behavior that Constitutes a Refusal to Submit to a Test

The following actions or behaviors shall constitute a refusal to submit to a required test:

1) Refusal to take the test.

2) Inability to provide sufficient quantities of breath or urine to be tested without a valid medical explanation.

3) Tampering with or attempting to adulterate the specimen or collection procedure.

4) Failure to report to the collection site in the time allotted.

5) Failure to remain readily available for post-accident testing for eight (8) hours or until the employee undergoes testing, whichever occurs first.

F. Testing Procedures

1) **Drug Testing -** Drug testing is conducted by analyzing the employee's urine specimen. Specimens are collected in an off-site facility which must meet the "Procedures for Transportation Drug and Alcohol Testing Program" (49 CFR, Part 40) requirements to assure privacy and the integrity of specimen collection. The employee provides a urine specimen, which is sealed and labeled by an authorized agent of the testing organization. A chain of custody document is completed and the specimen is shipped to a certified laboratory. The specimen collection procedures and chain of custody ensure that the specimen's security, proper identification, and integrity are not compromised.

TOWN OF SHAPLEIGH'S POLICY
DRUG AND ALCOHOL TESTING POLICY FOR EMPLOYEES IN POSITIONSREQUIRING A COMMERCIAL DRIVER'S LICENSE (CDL) AND DEFINED ASSAFETY-SENSITIVE
(Continued)

The OTETA requires that drug-testing procedures for safety sensitive employees include split specimen techniques. Each urine specimen is sub-divided into two containers labeled as primary and split specimens. Both specimens are forwarded to a laboratory certified by the U.S. Department of Health and Human Services (DHHS). Only the primary specimen is used in the urinalysis. The split specimen remains sealed and stored unless, and until, it is required for confirmation of a positive test.

An initial screening test is performed. If the test is positive for one or more drugs, a confirmation test is performed for each identified drug using gas chromatography/mass spectrometry (GC/MS) analysis. GC/MS confirmation ensures that over-the-counter medications are not reported as positive results.

If the analysis of the primary specimen confirms the presence of controlled substances, the employee has seventy-two (72) hours to request that the split specimen be sent to another certified laboratory for analysis. The split specimen procedure provides the employee with an opportunity for a second opinion.

All drug test results are reviewed and interpreted by a physician, Medical Review Officer (MRO), before they are reported. If the laboratory reports a positive result to the MRO, the MRO contacts the employee and conducts an interview to determine if there is an alternative medical explanation for the presence of a controlled substance in the specimen.

If the employee provides appropriate documentation and the MRO determines that there is a legitimate medical use of the prohibited drug, the test result is reported as negative. The MRO may not verify a drug test as negative based upon information that a physician recommended that the employee use "medical marijuana."

Urine specimens are analyzed for the following drugs:

- Marijuana (THC metabolite)
- Cocaine
- Amphetamines
- Opiates (including heroin)
- Phencyclidine (PCP)

2) **Alcohol Testing -** FHWA rules provide that alcohol testing is conducted using evidential breath testing (EBT) devices approved by the National Highway Traffic Safety Administration (NHTSA). The breath test must be performed by a breath alcohol technician (BAT) trained in the operation of the EBT and in the alcohol testing procedures prescribed by the rules.

Two breath tests are required to determine if a person has a prohibited alcohol concentration. Any result from the screening test is considered negative if the alcohol concentration is less than 0.02. If the alcohol concentration is 0.02 or greater, a confirmation test must be conducted. The employee and the BAT complete the alcohol testing form to ensure that results are properly recorded. The confirmation test must be conducted using an EBT that prints the results, date, time, in sequential test numbers, and, the name and serial number of the EBT to ensure the reliability of the results.

3) **Confidentiality of Test Results -** Employee alcohol and drug testing results and records are maintained under strict confidentiality by the Town of Shapleigh, the drug-testing laboratory, the alcohol testing facility, and the MRO. The results cannot be released to any other party except a substance abuse professional without the written consent of the employee.

Exceptions to these confidentiality provisions are limited to a decision maker in arbitration, litigation, or administrative proceedings arising from a positive drug test or other violation of these rules.

Statistical records and reports are maintained by the Town of Shapleigh and the alcohol and drug-testing provider. This information is aggregate data and is used only to monitor compliance with the FHWA rules.

G. Consequences of the Use of Drugs and the Misuse of Alcohol

1) **Consequences of Alcohol Misuse -** Employees who engage in prohibited alcohol conduct must be immediately removed from safety-sensitive functions. The following circumstances constitute prohibited behaviors.

a. Employee has an alcohol concentration of 0.02 or greater, but less than 0.04, as determined by EBT results, when tested just before, during, or just after performing safety-sensitive functions.

b. Employee has used alcohol within four (4) hours of performing safety-sensitive functions.

c. Employee has used alcohol while performing safety-sensitive functions.

d. Employee has used alcohol during the eight (8) hours following an accident or until the employee has undergone a post-accident alcohol test.

e. Employee refused to submit to a required alcohol test (as defined in Section II, E).

f. Employee has an alcohol concentration of 0.04 or greater, as determined by EBT results, when tested just before, during, or just after performing safety-sensitive functions.

An employee found to have violated any provision of G, 1, a, shall be immediately removed from safety-sensitive duty for twenty-four (24) hours, and the incident shall be recorded. Further, the employee will be subject to disciplinary action up to and including termination of employment.

No employee who has engaged in any prohibited alcohol conduct as defined in section G, l, b-f, shall be allowed to perform safety-sensitive functions until the employee has been evaluated by a substance abuse professional. Before an employee returns to duty performing a safety-sensitive function, the employee must undergo a return-to-duty alcohol test with a result indicating alcohol concentration of less than 0.02. The employee shall be subject to the provisions for follow-up testing as defined in Section II, D, 6.

3) **Consequences of Use of Drugs** - An employee who has a verified positive drug test result must be immediately removed from safety-sensitive functions. The employee who has a verified positive drug test result shall not be allowed to perform safety-sensitive functions until the employee has been evaluated by a substance abuse professional. Before an employee returns to duty performing safety-sensitive

functions, the employee must undergo a return-to-duty substance test with a verified negative result. This test will be conducted under direct observation. The employee shall be subject to the provisions for follow-up testing as defined in Section II, D, 6.

An employee who has an initial verified positive drug test result will be subject to disciplinary action up to and including termination of employment.

However, the Maine Substance Abuse Testing Law provides that before any disciplinary action is initiated in the case of an employee who has an initial verified positive drug test result, the employer shall provide the employee with an opportunity to participate for up to six (6) months in a rehabilitation program. If the employee chooses not to participate in a rehabilitation program, the employee is subject to the disciplinary provisions of this policy.

Any subsequent verified positive drug test will result in disciplinary action up to and including termination of employment.

4) **Refusal to Submit to a Required Alcohol or Drug Test -** (as defined in Section II, E.)Refusal or failure to submit to a required alcohol or drug test constitutes a failed test (not subject to the provisions of the Maine Substance Abuse Testing Law noted above), resulting in immediate removal from safety-sensitive duty and appropriate disciplinary action as prescribed under Section G 1, and 2. The employee shall not be allowed to perform safety-sensitive functions until the employee has been evaluated by a substance abuse professional. Before an employee returns to duty performing safety-sensitive functions, the employee must undergo a return-to-duty substance test with a verified negative result. This test will be conducted under direct observation. The employee shall be subject to the provisions for follow-up testing as defined in Section II, D, 6.

H. Training for Supervisors

The Town of Shapleigh shall ensure that all supervisors and other persons designated to determine whether reasonable suspicion exists to require an employee to undergo testing must receive a minimum of sixty (60) minutes of training on alcohol misuse and a minimum of sixty (60) minutes of training on controlled substances use. The training shall include the physical,

behavioral, speech, and performance indicators of probable alcohol misuse and use of controlled substances.

The training shall include an overview of the program requirements, disciplinary procedures, confrontation and documentation procedures, and rehabilitation and treatment options which are available.

I. Training for Safety-Sensitive Employees

1) Each department participating in the Town of Shapleigh CDL Drug and Alcohol Testing Program shall ensure that all employees performing job functions deemed safety-sensitive shall receive a copy of this policy.

2) Each department participating in the Town of Shapleigh CDL Drug and Alcohol Testing Program shall ensure that all new employees performing job functions deemed safety-sensitive hired after the date of this policy being adopted shall receive a copy of this policy and the educational materials listed below:

   a. The identity of the person designated by the employer (DER) to answer driver questions about the materials;

   b. Specific information concerning driver conduct that is prohibited by federal regulation and this policy;

   c. The circumstances under which a driver will be tested for alcohol and/or controlled substances under federal regulation and this policy, including post-accident testing under 49 CFR 382.303(d);

   d. The procedures that will be used to test for the presence of alcohol and controlled substances, protect the driver and the integrity of the testing processes, safeguard the validity of the test results, and ensure that those results are attributed to the correct driver, including post-accident information, procedures and instructions required by this policy and 49 CFR 382.303(d);

   e. The requirement that a driver submit to alcohol and controlled substances tests administered in accordance with this policy and federal regulations;

f. An explanation of what constitutes a refusal to submit to an alcohol or controlled substances test and the attendant consequences;

g. The consequences for drivers found to have violated this policy and the federal regulations, including the requirement that the driver be removed immediately from safety-sensitive functions, and the procedures that can follow such removal;

h. The consequences for drivers found to have an alcohol concentration of 0.02 or greater but less than 0.04;

i. Information concerning the effects of alcohol and controlled substances use on an individual's health, work, and personal life; signs and symptoms of an alcohol or a controlled substances problem (the driver's or a co-worker's); and available methods of intervening when an alcohol or a controlled substances problem is suspected, including confrontation, referral to any employee assistance program and or referral to management.

3) Each department shall ensure that each driver is required to sign a statement certifying that he or she has received a copy of these materials described in this section. Each department shall maintain the original of the signed certificate and may provide a copy of the certificate to the driver.

J. Supervisory Responsibilities

It is the policy of the Town of Shapleigh that:

1) Supervisors are responsible for determining through direct observation whether an employee is capable of performing his or her assigned duties. Determinations shall be based on specific, contemporaneous, articulable, reliable observations concerning the appearance, behavior, speech, or body odor of the employee.

2) Employees who are suspected of being unfit for duty as a result of alcohol or drug use will be required to undergo reasonable suspicion drug and/or alcohol testing in accordance with FHWA rules and this policy. Supervisors should immediately bring their observations to the attention of their managers in order that arrangements for testing can be implemented as soon as practicable.

3) Employees who are suspected of being impaired and unfit for duty may not remain at the work place. Incidents and behavior described in Section J, 1, should be witnessed and documented immediately. The supervisor's manager should be consulted and advised of the incident. An employee who is impaired should not be allowed to drive home from the work place.

4) An employee who has engaged in prohibited behavior as defined in Sections II, C and G and was not allowed to remain at work or was removed from safety-sensitive duties will not be considered to have a disciplinary suspension. After the employee is removed from safety-sensitive duties or removed from the workplace, supervisors and managers should discuss the specifics of the situation with their Supervisor and or Select Board to review appropriate disciplinary action. Each situation will be evaluated on a case-by-case basis.

K. Management Responsibilities

It is the policy of the Town of Shapleigh that:

1) A drug and alcohol free workplace shall be maintained through the efforts and personal example of management.

2) Subordinate managers and supervisors who fail to perform their duties and responsibilities as outlined in this policy will be subject to disciplinary action up to and including termination of employment.

3) Managers and supervisors are encouraged to discuss with employees any behavior or job performance factors that may indicate the use of drugs, alcohol, or other violations of this policy.

4) Effective June 2, 2015 managers shall direct employees in designated safety-sensitive positions to comply with the provisions for pre-employment, reasonable suspicion, random, post-accident, return-to-duty, and follow-up testing in accordance with the FHWA rules.

5) Supervisors who make reasonable suspicion determinations must receive training on the physical, behavioral, and performance indicators of probable drug use and alcohol misuse. Supervisors shall be instructed on the principle of the "reasonable prudent individual" in reasonable suspicion decisions.

L. Dilute Samples – Current Employee

1) If the MRO reports that a positive drug test was dilute, the test will be treated as a verified positive test. The employee will not be directed to take another test based on the fact that the specimen was dilute.

2) If the MRO reports that a negative drug test was dilute and directs that a retest be conducted under direct observation, a second test will be conducted immediately.

3) In cases where the MRO does not direct that a second test be conducted for a negative drug test that was dilute, the department will direct the employee to take another test immediately. This test will not be conducted under direct observation.

4) If an employee's retest is reported by the MRO as also being negative dilute, the employee will not be offered a third test unless so directed by the MRO.

5) The second test will be considered a negative test and will be the test of record.

6) If the employee declines to take a retest, the employee has refused the test for purposes of this policy and DOT agency regulations. The employee shall be subject to the provisions for refusal to take a test as defined in Section II, G, 3.

N. Dilute Samples – Applicant for a Safety-Sensitive Position

1) If an applicant for the Town of Shapleigh employment required to take a pre-employment test under the State's drug and alcohol testing policy has a test result reported by the MRO as positive, positive-dilute, substituted, cancelled-invalid result, or adulterated, the applicant will not be offered employment with the Town of Shapleigh.

2) If an applicant for the Town of Shapleigh employment required to take a pre-employment test under the Town's drug and alcohol testing policy has a test result reported as negative-dilute, the applicant may be offered a second test at the discretion of the hiring authority. This test will not be conducted under direct observation.

3) If an applicant who is offered a second test has a test result reported as negative-dilute, the applicant will not be offered a third test.

4) The second test will be considered negative and the test of record. It will be the discretion of the hiring authority whether the applicant is offered employment for the Town of Shapleigh or not.

5) If an applicant for Town of Shapleigh employment declines to take a retest, the applicant has refused the test for purposes of this policy and DOT agency regulations and will not be offered employment for the Town of Shapleigh.

O. Employee Admission of Alcohol and or Substance Use:

Town of Shapleigh will adhere to the following terms, in accordance with 49 CFR Part 382.121;

1) Town of Shapleigh will take no adverse action against a driver who admits to drug and/or alcohol use under the terms above.

2) A driver who self-identifies under this program will be given reasonable time to obtain the required assessment and assistance. Town of Shapleigh requires the assessment process to be initiated within three (3) days of the driver's disclosure.

3) The driver will be required to provide a negative DOT drug and/or alcohol test result on a return-to-duty test. The drug test will not be conducted under direct observation.

4) A driver who cooperates and successfully complies with this program will not be considered to have had a DOT violation of prohibited conduct under 49 CFR Part 382, Subpart B.

TOWN OF SHAPLEIGH'S POLICY
DRUG AND ALCOHOL TESTING POLICY FOR EMPLOYEES IN POSITIONSREQUIRING A COMMERCIAL DRIVER'S LICENSE (CDL) AND DEFINED ASSAFETY-SENSITIVE
(Continued)

P. Random Testing Percentages

The annual percentage of employees randomly tested for alcohol and drug testing shall comply with the annual minimum drug and alcohol random testing rates established within U.S. DOT Agencies.

Q. Medical Marijuana Use

Any safety-sensitive employee who uses marijuana under the Maine Medical Marijuana law shall inform his/her department's Equal Employment Opportunity Coordinator. The U.S. Department of Transportation's Drug and Alcohol Testing Regulations do not authorize "medical marijuana" under a state law to be a valid medical explanation for an employee's positive drug test result. Marijuana remains a drug listed in Schedule I of the Controlled Substances Act. Therefore, any safety-sensitive employee subject to drug testing under the Department of Transportation's drug testing regulations who tests positive for marijuana or self-discloses use under this policy will be immediately removed from duty in the safety-sensitive position and will not be returned to duty in the safety-sensitive position until all requirements for return-to-duty under this policy have been met.

R. Random Pool Database Updating

Each department participating in the Town of Shapleigh Drug and Alcohol Testing Program agrees to provide to the DER on a quarterly basis, if necessary, any addition or deletion of names to the random pool list. Additions could result from new hires or transfers, while deletions could result from retirements, terminations or change in CDL driving status.

S. Drug and Alcohol Testing Program Manager

Questions regarding the drug and alcohol-testing program and the policies and procedures required for compliance with federal law and rules shall be directed to the DER

TOWN OF SHAPLEIGH'S POLICY

EARNED PAID LEAVE ACT

Adopted: February 16, 2021 Reviewed: July 1, 2025

The Town shall provide Earned Paid Leave (EPL), effective January 1, 2021 in accordance with the State of Maine law, 26 MRSA §637.

Eligibility
Earned paid leave (EPL) shall accrue for all covered Town employees, as defined by the Employment Security Act, 26 MRS §1043(11). A "covered employee" may include a person who is employed by the Town in a full time, part-time or per diem capacity.
Exceptions to eligibility: The following categories are not eligible for EPL:

Call Fire Fighters: If the amounts paid to the firefighters qualify under exemptions available, then they would not be reported as wages and the Call Firefighters and Volunteers would not be entitled to Earned Paid Leave. The exemptions can be found under 26 MRSA §1043(11)(F)(17)(i)(iv):

> (iv) As an employee serving on a temporary basis in case of fire, storm, snow, earthquake, flood or similar emergency;

This exemption does not include every fire, storm, snow, earthquake, or flood. This applies to specific unforeseen emergencies. Snowstorms in Maine are not considered unforeseen emergencies. Likewise, controlled fires or training events are not considered emergencies.

Certain volunteers are also exempt under 26 MRS §1043 (11)(F)(35):
"Service performed by an individual who volunteers for an employer or governmental entity if the volunteer:
Performs hours of service for the employer or governmental entity for civic, charitable, or humanitarian reasons, without promise, expectation, or receipt of compensation for services rendered. Although a volunteer may receive no compensation, a volunteer may be paid expenses, reasonable benefits, or a nominal fee to perform such services:

Offers services freely and without pressure or coercion, direct or implied, from an employer; and is not otherwise employed by the same employer or governmental entity to perform the same type of services as those for which the individual proposes to volunteer.

Election Workers: An Election Worker is not considered a covered employee if they are paid less than $1000 in a calendar year. See 26 MRS §1043 (11)(F)(17)(i). If an election worker is paid more than $1000 in a calendar year, then they are a covered employee and would be entitled to Earned Paid Leave. They would start accruing leave on their first date of employment as of January 1, 2021

TOWN OF SHAPLEIGH'S POLICY
EARNED PAID LEAVE ACT
(Continued)

Seasonal Worker: Employees who work for the established seasonal recreational programs will be exempt from accruing time between 6-15 and 9-15.
Elected Municipal Officers: If the Municipal Officers are elected, they would be exempt from the Earned Paid Leave law.

Board/Commission Members: If a board member meets the exemption in 26 MRS §1043 (11)(F)(17)(i)(v) then Earned Paid Leave will not apply.
(v) in a position that, under or pursuant to the laws of this State, is designated as a major non-tenured policymaking or advisory position or a policy-making or advisory position the performance of the duties of which ordinarily does not require more than 8 hours per week.

Accrual of Earned Paid Leave

Accrual of EPL begins on 1-1-2021, or at the start of employment if on or after 1-1-2021, as applicable. Employees are entitled to earn 1 hour of paid leave for every 40 hours worked, up to 40 hours in one year of employment. Earned Paid Leave will be paid at the employee's regular rate of pay as established in the week immediately prior to taking Earned Paid Leave. This benefit will be classified as "EPL" in the payroll system and satisfy all requirement of Maine Earned Paid Leave.

Use of Leave

Employees are eligible to utilize accrued paid leave benefits after 120 days of employment. Employees who have satisfied the 120-day waiting period prior to January 1, 2021 may utilize EPL as the earn it after January 1, 2021. EPL may be utilized in any incremental amounts.

Reason for Use of Earned Paid Leave

EPL can be used for any purpose.

Notice of Need for Leave

If EPL is for a scheduled purpose, the Town requires a four-week prior notice. The Town can deny a requested date of use if it significantly impacts departmental operations. Please fill out an Earned Paid Leave Request which is to be submitted to the Town Administrator after initial approval from the Department Head (if applicable).

TOWN OF SHAPLEIGH'S POLICY
EARNED PAID LEAVE ACT
(Continued)

For illness, or emergency need that is not feasible to give advanced notice, you must contact your immediate supervisor as soon as practical. For any illness related Earned Paid Leave exceeding 3 days, the employee must provide a doctor's note upon his/her return to work.

Carryover

Covered employees with accrued and unused hours of EPL from the previous year of EPL eligibility will have those unused EPL hours available for (rolled over) their next year of EPL eligibility, up to a maximum of forty (40) hours. EPL will thereafter continue to accrue up to forty (40) hours in their next EPL eligibility period; however, at no time in any given EPL eligibility period may any employee (i) have more than 40 hours of EPL in their EPL bank; (ii) continue to accrue EPL so that their EPL bank exceeds 40 hours; or (iii) use more than 40 hours of EPL in any given EPL eligibility period.

As an example, if an employee rolls over 8 hours of unused EPL from the previous year, the employee will earn only 32 hours of earned leave in the current year.

Separation of Employment

EPL does not have a cash value and will not be paid out at termination of employment. Any employee who returns to work for the Town within a one-year period of the last day of previous employment will have any unused balance reinstated.

Town of Shapleigh

Earned Paid Leave Request Form

Date of request: _____ Employee Name: _____

Department: _____ Job Title: _____

Earned Paid Leave

Start Date: _____ End Date: _____ Total Hours: _____

This form should be used to request leave under the EPLA. Please submit to the Town Administrator for review.

_____ _____
Employee Signature Date

_____ _____ Approved Denied (circle one)
Supervisor Signature Date

_____ _____ Approved Denied (circle one)
Town Administrator Date

File original in the employee's leave record and provide a copy to the employee and the employee's supervisor.

TOWN OF SHAPLEIGH'S
ELECTRONIC COMMUNICATIONS RECORDS POLICY

Adopted: November 24, 2020 Reviewed: July 1, 2025

PURPOSE

The purpose of this policy is to address records created related to the Town of Shapleigh business, including text messages, and other electronic communications, are Town Records. These records therefore (1) should be managed according to the applicable retention schedule under the State of Maine Secretary of State MRSA 30-A §1705, and (2) may be subject to disclosure under the Freedom of Information Act. The following is intended to help manage the Town-related messages you send or receive on smart phones, tablets, or similar devices (iPhone, iPad, Blackberry, Android, etc.)

APPLICABILITY

This policy is applicable to all Town employees, Board members and volunteers.

GENERAL PROVISIONS

1. There will be no texting between Supervisor to employees regarding Town Matters. Employees may use text messaging only for routine or transitory messages that don't need to be retained by the Town of Shapleigh. (Examples include informal notices of meetings, directions, scheduling information, and other routine messages that would not be kept in a file if it were a paper communication.).
2. Text messages **WILL not** be used to send policy, contract, formal correspondence, or personnel related data. Sensitive information **should not be sent by text message**, including social security numbers, credit card numbers, and passwords. Any Town business or department discussion should not take place via text message. Any questions or concerns regarding Town affairs, procedures, policies, etc will not be done via text message.
3. If a text message needs to be retained pursuant to a retention schedule, employees must transfer the messages to the Town's network and/or devices.
4. Any violation of this policy can result in disciplinary actions.

TOWN OF SHAPLEIGH'S
EMERGENCY RESPONSE POLICY

Adopted: April 4, 2023 Amended July 1, 2025

PURPOSE
The purpose of this policy is to provide regulations and procedures governing the expectations of Emergency personnel when responding to an emergency call.

APPLICABILITY
This policy is applicable to all Emergency Service Personnel and Volunteers

OBJECTIVE
The Town's primary goal is to protect the safety of both employees and citizens while maintaining an efficient response to emergency calls

EMPLOYEE RESPONSIBILITIES:

1) Employees/Volunteers shall only respond to emergency calls to which they have been dispatched for. Shall additional manpower be needed for emergency calls; the responding unit command officer will call for additional units. Fire and Rescue will respond to all Delta/Echo level calls in the case where dispatch fails to tone.

2) Employees/Volunteers shall only display emergency lights when traveling in their Personal Owned Vehicle (POV) to the scene for which they are qualified to respond. Emergency response creates an increase risk to firefighters and to other users of the roadways. The increased risk must be balanced against the potential benefits of faster response situations where lives and/or property are at risk. Emergency response shall be limited to situations where prompt response is likely to reduce the risk of death, serious injury, or disability, or preventable damage to property. **Lights and/or sirens (if applicable) shall only be displayed while engaged in an Emergency response.**

Examples of Emergent vs Non-emergent responses are described as follows:

Emergency Response Classifications:

- Smoke or fire in a building
- Outside fire with exposures
- Gas leak inside a building
- Hazardous materials release with persons in distress
- Outside woods fire
- MV Accidents (until the arriving unit gives an update)
- Car fires
- Responding mutual aid to a scene
- Alarm activation at the school (while school is in session)
- At the request of the incident commander
- Critical medical incident

Non-Emergency Response Classifications:

- Alpha and Omega Level Calls
- Fire alarm activation- no human report of smoke or fire
- Smoke alarm sounding- no indication of smoke or fire
- Carbon monoxide alarm- no indication of person(s) in distress
- Outside fire without exposures
- Smoke in the area- no indication of source
- Outside gas leak
- Electrical wires arcing
- Hazardous materials release- no indication of person(s) in distress
- Water leak
- Unknown odor- no symptoms or persons in distress
- Relieve units at scene of an incident that is under control
- Station coverage for mutual aid department
- Trees down/lines down

The responder should only use said equipment when the responder can arrive at the incident in question and provide assistance with in their scope of practice or training, and should only commence **with-in the community**, or within a **reasonable** and prudent distance from the town border.

3) Employees/Volunteers shall follow **all** traffic laws when responding to an emergency call, maintaining posted speed limits and stopping at all intersections as required. The response must be reasonable and prudent and must take account for changes to roadway surface conditions adverse weather conditions traffic flow.

4) A response must be discontinued when canceled, told to stand down, or reduce to flow of traffic.

5) Employees/Volunteers shall only respond to emergency scenes for which they have been medically cleared for from Workwell. A copy of medical clearance shall be provided to the Chief of department.

6) Employees/Volunteers who respond to calls must sign a trip call sheet/incident sheet for the call responded to at the end of the call. No stipend will be issued without corresponding trip sheets for on call scenes.

TOWN OF SHAPLEIGH'S POLICY
EMPLOYEE/VOLUNTEER CONDUCT

Adopted: August 23, 2013 Reviewed: July 1, 2025

General

The taxpayers of Shapleigh are entitled to the best service we can give them. Cooperation and teamwork by all employees/volunteers is essential to efficiency. Courtesy and responsibility are the key elements of good service. All employees/volunteers shall maintain a courteous, professional and helpful attitude in dealing with Town residents and other members of the public.

Drug & Alcohol

The Town is committed to providing a drug-free, healthful and safe work environment. The term drug(s) also includes alcoholic beverages and prescription drugs when they are taken other than how they are prescribed. This policy applies during an employee's/volunteer's assigned work hours, on Town premises and while conducting business-related activities off Town premises.

Employees/volunteers are required to report to work drug and alcohol free and free from the smell of alcohol. Job performance must be executed in a safe manner. The use, misuse, possession, distribution, dispensing, sale of, or working under the influence of drugs and/or alcohol is strictly prohibited. Those who violate this policy are subject to corrective discipline up to and including termination of employment.

Employees/volunteers seeking assistance for their substance abuse issues will be reasonably supported so that counseling appointments can be attended. Employees are accountable for their work performance whether they choose to participate in a substance abuse treatment program or not. Participation in a treatment program is voluntary and at the discretion of the employee.

The Town may discipline or terminate an employee/volunteer who is impaired or otherwise violates this policy or who exhibits an on-going performance issue.

Employees/volunteers using medication that may impair their work performance or pose a safety threat should notify their Supervisor or Department Chairman. At the discretion of the Supervisor or Department Chairman, with the approval of the Select Board, an employee/volunteer may be reassigned to a less hazardous task or be placed on sick leave if the impaired performance might pose a threat to oneself or others.

TOWN OF SHAPLEIGH'S POLICY
EMPLOYEE/VOLUNTEER CONDUCT
(Continued)

Employees who seek treatment for substance abuse may use their unused Vacation, Sick Time or EPL to attend a treatment program. Employees/volunteers are encouraged to discuss their questions or concerns regarding such leave with the Select Board.

Employees/volunteers must notify the Town Administrator or Select Board as soon as possible but no later than within 48 hours after being summonsed and/or charged with any drug/alcohol or driving related offense. An additional drug/alcohol policy may be applicable for specific functions, such as CDL drivers. Said employee/volunteer shall be prohibited from operating municipal vehicles until approved by the Select Board.

Driving Policy

Any employee, volunteer, official or other person who drives municipal vehicles, or drives private vehicles on municipal business, must have a valid license, hold required liability insurance, and a satisfactory driving record. Any person hired for a position, which involves driving municipal vehicles or driving a private vehicle on municipal business, may have his or her license checked for active status and accident/conviction history. An additional driving policy may be applicable for specific functions, such as operation of emergency services vehicles.

Any employee/volunteer cited, fined, arrested, summonsed and/or charged for a moving vehicle violation, whether on duty or off duty, must report the event immediately to their Department Head or Town Administrator. If any employee's/volunteer's license is suspended or revoked while working for or providing services to the Municipality, such suspensions/revocations must be reported within 24 hours to the Department Head and the Town Administrator. The Select Board shall determine the appropriate course of action, including reassignment of duties, leave of absence or discipline. The Select Board, in its discretion, may prevent an individual summonsed, charged with and/or convicted of any type of driving offense from driving a town vehicle.

Any employee/volunteer driving a municipal vehicle, receiving mileage or other reimbursement from the Municipality for driving, or otherwise driving on behalf of the Municipality, shall wear seat belts at all times and shall require all passengers to wear seat belts in accordance with Maine State Law.

Loss of License or Certification

If it is a requirement for an employee/volunteer in a specific position to possess a valid license and/or class of license or certification, then it shall be a condition of employment for that employee/volunteer to maintain such license and/or certification. Failure to do so may result in re-assignment to an alternative position or job loss. An employee/volunteer whose license or certification is suspended or revoked must notify the Town Administrator or Select Board as soon as possible but no later than within 48 hours after the suspension or revocation.

TOWN OF SHAPLEIGH'S POLICY
EMPLOYEE/VOLUNTEER CONDUCT
(Continued)

Confidentiality

Many municipal employees/volunteers have access to confidential information pertaining to persons or property in the municipality. Employees/volunteers are prohibited from disclosing confidential information to anyone not having a need to know the information. The employees/volunteers must not use confidential or privileged information to their own private advantage or to provide family or acquaintances with private advantages. Employees/volunteers are charged with the responsibility of releasing, upon Select Board approval, only that information that is required under the Freedom of Information Act MRSA Title 1 Chapter 13.

TOWN OF SHAPLEIGH'S POLICY
EQUIPMENT, LOAN OF

Adopted: July 5, 2022 Reviewed: July 1, 2025

On occasion, surrounding Town's may request to borrow a piece/or pieces of equipment from the Town of Shapleigh, for a defined amount of time. While the Town of Shapleigh wants to maintain good relations and help our neighbors, when possible, the following protocols must be followed.

1) The loan of equipment must be pre-approved by the Select Board, or their designee, at the request of the department head.

2) The loan MUST be in writing and signed by a representative from Shapleigh and the borrowing town, and a copy of the agreement must be filed with the Town Administrator.

3) When the equipment is returned, the Department head MUST provide a receipt of return to the borrowing Town and copy to the Town Administrator.

4) Any loan of emergency vehicles must be pre-approved by the Select Board and proper insurance coverage must be obtained with proof provided by the borrowing Town.

5) The loaned equipment must be returned in like condition, or replaced

The attached "LOAN of EQUIPMENT" form attached shall be used as a form of receipt.

LOAN OF EQUIPMENT FORM

Department Equipment is Loaned From:_____

Equipment Name and Serial Number:_____

Equipment Value Estimated: _____

Date Equipment is loaned out: _____

Date Equipment is Expected to be returned:_____

Municipality “borrowing” equipment: _____

Contact Name and Phone Number :_____

By signing this form, the borrowing Municipality is agreeing to return the borrowed equipment in good working order and agrees to compensate the Town of Shapleigh for any damage or loss of equipment while under the borrowing Municipality’s control.

Borrowing Municipality Authorized Rep. Signature:

_____

Town of Shapleigh Department Head Signature:

_____

Receipt of Return

I, _____, department head acknowledge the receipt of returned borrowed equipment as listed above and agree it is in good working order.

_____ _____

Town of Shapleigh Department Head Date

TOWN OF SHAPLEIGH'S POLICY
FEE SCHEDULE

Adopted: August 13, 2013 Amended: July 1, 2025

COPIES:

ASSESSING CARD	$0.50 per copy	
FAXING	$1.00/ page received	
MAP AND LOT LISTING	$25.00	
ORDINANCE BOOKLETS	$25.00	
PHOTOCOPIES	$0.25 B&W (2 sided)	$0.50 Cents Color (2 sided)
TAX MAPS	$2.00 per copy	$50.00 reduced size of all maps

Any information available online may be downloaded free of charge.

TOWN OF SHAPLEIGH'S POLICY
FEE SCHEDULE (cont)

LAND USE PERMITS:

$200.00 Growth Permit Application Fee

$50.00 Growth Permit Application Fee to remain on waiting list

$50.00 Demolition Fee

$30.00 Application Fee including Occupancy Permit in addition to *

* $25.00 Alteration of any structure which changes its use as defined in the Zoning Ordinance
* $30.00 Construction of an above-ground swimming pool
* $50.00 Construction of an in-ground swimming pool
* $5.00 per $1,000 (based on fair market value of all materials and labor) for permit to construct a residence or accessory structure including mobile home and manufactured housing. The fair market value of the proposed construction shall be estimated by the Code Enforcement Officer on the basis of current average construction costs per square foot. Disputes about such costs shall be determined by the Municipal Tax Assessors
* $8.00 per $1,000 (based on fair market value of all materials and labor) for permit to construct commercial structures (restaurants, markets, churches, etc.)
* $50.00 Signs (commercial/temporary)
* ½ Rate Reapplication or renewals, only if done within 60 days of expiration; otherwise, full rates will be charged

$50.00 re-inspection of any work not ready for inspection when a scheduled inspection is made or when re-inspecting a previously failed inspection for which corrective measures were to be done
$10 Internal Plumbing per fixture/plus $20 Administration fee

$60.00 Standby Generator

$60.00 Solar Panels (personal use)

$1.00 Solar Field (commercial) per kW/hr

$150.00 ZONING BOARD OF APPEALS Application Fee - for a variance request or an administrative appeal. Applicant will be billed for any additional expenses incurred in excess of $150.00.

TOWN OF SHAPLEIGH'S POLICY
FEE SCHEDULE (cont)

PLANNING BOARD FEES:

$200.00 Private Way Application to Planning Board

$250.00 PLANNING BOARD Application Fee for:

Conditional Use Permit Application Applicant will be billed for any additional expenses incurred in excess of $250.00
Amendment to a Conditional Use
Applicability of Basic Performance Standards to a permitted use
Review of setback to a non-conforming structure

Minor Subdivision Preliminary $200 flat Final $50 per lot

Amendment Minor Subdivision Preliminary $125 flat Final $50 per lot

Major Subdivision Preliminary $50 flat Final $200 per lot

Amendment Major Subdivision Preliminary $125 flat Final $200 per lot

The Town of Shapleigh and RSU 57 are exempted from permit fees but must first obtain permits

TOWN OF SHAPLEIGH'S POLICY
General Ergonomics and Video Display Policy

Adopted: November 21, 2023 Reviewed July 1, 2025

General Ergonomics Policy

The Town of Shapleigh has a strong commitment to achieving our mission while protecting our most valuable resource -- our employees.

We believe that we must implement ergonomics in the purchase and set up of employee workstations and modify work practices to address employee ergonomic hazards whenever practical and feasible.

The Town of Shapleigh strives to support and promote cooperation in the study of jobs and the modification and improvement of stressful tasks so all employees can enjoy a safe and healthful place of work.

Statement of Roles & Responsibilities

For our ergonomics program to be effective, all employees must understand their roles and responsibilities.

All employees should:

- Be aware of ergonomic issues. These include:
  - Correct body positioning
  - Basic furniture and equipment adjustments
- Be responsible for comfort at their workstations.
- Ask for help when they need it.
- Report discomfort to their supervisor
- Maintain the established ergonomic setup of their workstation.
- Report the needs for repairs to their supervisor or other appropriate persons.
- Participate in VDT – Ergonomics for the Office training as required by the Town Administrator

Supervisors should:

- Be aware of ergonomic issues. These include:
  - Correct body positioning
  - Basic furniture and equipment adjustments
- Observe employees at work to evaluate workstation configuration.
- Offer recommendations and / or adjustments when necessary.
- Contact the Department Supervisor when individual ergonomic assessments are needed
- Assure employees are current in their training (initial training is within 30 days of hire or prior to exposure).

ELECTRONIC EQUIPMENT SPECIFICATIONS

The guidelines below are to be used by Town departments in the lease or purchase of video display terminals, personal and laptop computers, multi-station word processing systems and multi-station key entry systems, and furnishings for use by the operator, and should be considered when purchasing or leasing electronic equipment for the operator.

VIDEO DISPLAY TERMINALS:
All VDT's must have a separate control for brightness and contrast (monochrome) which is adjustable by the operator. The screen surface will have an anti-reflective coating or surface design to reduce glare. The VDT shall be adjustable for tilt and swivel and should be positioned to avoid glare. The VDT screen will be free of flicker or blur. There shall be luminance uniformity. If the VDT has multicolor capability, it should be adjustable for color preference by the operator. Knobs, buttons and covers shall have a matte finish to minimize glare.

Any existing VDT that does not meet this standard shall be identified and scheduled for replacement.

KEYBOARD:
All keyboards shall be thin and detachable. Keys and covers shall have a matte finish to minimize glare. An operator may request the use of a palm or wrist rest or other adaptive device to assure operator safety and comfort. The cable will be a minimum of two feet long for an existing detachable keyboard. A keyboard must be adjusted to the proper height and angle for the user.

PRINTER:
A new printer should not generate noise above 55dB. Noise from new or existing printers that exceeds 55dB should have a noise shield or cover constructed of sound-absorbing materials (such as acoustic screening) to reduce noise levels.

MOUSE or POINTING DEVICE:
If a device is used, the device shall be designed specifically for the right or left hand. Also acceptable is a device for use by either the right or left hand at the discretion of the operator. The cord must be long enough to allow proper positioning.

ELECTRONIC EQUIPMENT INSPECTION AND MAINTENANCE

The operator will be responsible for cleaning and maintaining the exterior of the electronic equipment on an as needed basis:

a. Cleaning the terminal screen with cheesecloth and/or a non-static glass cleaner;
b. Dusting all exposed areas of the electronic equipment;
c. Cleaning the keyboard keys using an approved wet solution or wet wipe; and
d. Gently shaking the keyboard to loosen dirt or debris.

The operator shall report all electronic equipment problems to the Department Supervisor.

FURNISHING SPECIFICATIONS

Furnishing specifications shall meet all ANSI mandatory requirements, and should meet all remaining ANSI guidelines and recommendations to the most reasonable extent possible.

WORKSTATION CHAIR:
A chair intended for use by an operator shall be adjustable for seat pan height, backrest height, and backrest angle. The backrest will be constructed to provide adequate lumbar support. The seat and backrest will be covered in a fabric that provides for air circulation and moisture absorption. The chair seat will have a padded front edge. The chair will be capable of being swiveled and have a five-leg foundation with wheel casters appropriate for the surface. Chair will be capable of being fitted or retrofitted with no armrest or to various types or armrests. Adjustable armrests must be adjustable in vertical height and horizontal closeness to the operator. The armrests must provide rounded and padded support primarily for the forearm. An operator must be able to make all positional adjustments easily from the operating position and without the use of tools. An existing work chair that does not comply with these ANSI specifications shall be identified and scheduled for replacement.

WORKSURFACES:
A workstation shall include an articulating keyboard support surface unless the employee's work position has been adjusted to accommodate working on the desk top. The keyboard surface should be large enough to accommodate the keyboard, mouse and / or pointing device on the same level or multiple adjustable surfaces shall be provided for this equipment as necessary. The height should be sufficient to allow the lower legs to be upright while sitting in the chair with feet on floor or footrest. Work surface specification variances for an operator with exceptional circumstances (height, disability, weight) will be determined following an ergonomic evaluation. Edges and corners must be smooth and without sharp edges. The underside of the work surface will be free of sharp protrusions and of obstructions.

Any work surface that does not comply with these ergonomic specifications will be replaced or retrofitted to the most reasonable extent possible by one or more of the following:

a. Installing vertical disk drive holder to underside or side of work surface;
b. Attaching articulated monitor extension arms; and / or
c. Using adaptive devices to raise or lower electronic equipment (keyboard tray, tilt / swivel mount for terminal) to an appropriate position for eyes and/or hands;
d. Using adjustable footrest; and / or
e. Using a desk blotter (or equivalent) to reduce work surface glare; and / or
f. Any other adaptive device, which safely modifies an existing, work surface to closely conform to the ergonomic guidelines.

WORKSTATION SPECIFICATIONS:
An adequate work area will be provided for an operator. It shall be a minimum height of 29 inches high with a knee well that is 24 inches deep and 27 inches wide, and contain adequate workspace for all accessory items such as, but not limited to a telephone, calculator, and document holder. Upon request, an operator will be provided a document holder, which is

adjustable for height, distance and angle. The work surface must have a matte surface to inhibit glare.

VENTILATION AND TEMPERATURE:
Electronic equipment components generate heat and should be arranged so that operators and other nearby workers are comfortable at their workstations. There will be adequate ventilation for operators. If ventilation is not sufficient for personal comfort, an operator will be provided a personal fan upon request. Additionally, acceptable operator and equipment density will be determined by the amount of ventilation available.

LIGHTING:
There should be general lighting of moderate brightness that, if possible, can be turned off or dimmed. Ambient lighting should be in the range of 20-50 foot candles. Light sources should be designed and located to minimize glare. Upon request, an operator may be provided direct, adjustable task lighting for demanding visual tasks. Window luminance should be controlled to the greatest extent possible by using reduced transmission glass, louvers, baffles, drapes, shades, or by a combination of such controls.
Ceiling or overhead lighting may be controlled to the most reasonable extent possible by using appropriate luminaries.

TASK LIGHTING:
Different tasks require different lighting levels. Some lighting needs are better met by putting light where it is needed on the working surface or document. Care should be taken to avoid glare, which in turn can make VDT's difficult to read.

JOB DESIGN MODIFICATIONS

WORKBREAKS:
The operator is encouraged to break up computer work with other tasks as discussed in the annual VDT training.

VISION CARE
Employees are responsible for seeking eye exams, eye care and corrective lenses from the doctor of their choice.

REPORTING A WORKSTATION CONCERN

If employees believe they have an ergonomic concern with their workstation, they will report their concern to their supervisor. Department Supervisors will contact the Town Administrator, who will make arrangements for a qualified person to conduct a workstation assessment.

OPERATOR EDUCATION AND TRAINING

The employer will provide training to employees within the first 30 days of employment or prior to exposure in a position where computer use will meet or exceed the State of Maine training requirement.

The employer shall maintain an education and training program for VDT operators which will include:
1) Distribution of this Ergonomic Policy to employees generally affected by its guidelines and any employee upon written request;
2) A training program that will include:

a. Annual training – either online or in person.
b. Techniques to minimize physical discomfort, stress and eye strain;
c. Basic ergonomic concepts;
d. Environmental and workstation modifications that assure operator comfort and safety to the most reasonable extent possible;
e. Explanation of this Ergonomic Policy and its guidelines;
f. Communication of occupational hazards of VDT use as specifically mandated by State or Federal legislation.

TOWN OF SHAPLEIGH'S POLICY
HEALTH/DENTAL INSURANCE PREMIUM

Adopted: July 23, 2002 Amended: July 1, 2025

The *Town* participates in the Maine Municipal Employees Health Trust. This policy was a result of an affirmative vote by the Townspeople at the 1999 Annual *Town* Meeting. The Town of Shapleigh has no waiting period to join the health trust. ***An employee is eligible to enroll in the health insurance coverage as of the first of the month following his or her first day of active employment with the Town.***

The Town shall contribute as follows according *to* the length of employment.

0-One year	75% *town* contribution for qualified employees of the family subscriber and 75% of single cost for eligible employees.
+ 1 year	85% *town* contribution for qualified employees of the family subscriber and 80% of single cost for eligible employees.

**August 19, 2011 – employees currently enrolled in the policy will continue to receive 100 % town contribution to a single subscriber policy. Any employees enrolled after this date will be covered under the revised policy.*

Eligible employees include regular full-time employees and part-time personnel employees who work an average of 21 hours or more a week on a regular basis. Per Diem employees are not eligible. Request for this benefit must be put in writing before the budget process begins. Town contribution to this Plan will cease upon end of employment.

TOWN OF SHAPLEIGH'S POLICY
HYDRANTS –DRY

Adopted: July 23, 2002 Reviewed: July 1, 2025

Any property owners who may wish to have a dry hydrant installed on their property shall convey an easement to the Town prior to work commencing. Said deed shall be recorded in the York County Registry of Deeds.

The purpose of the easement is to provide the Fire Department with legal access to the dry hydrant for use as well as maintenance.

Materials for the dry hydrant shall be paid for from the Shapleigh Fire Department Hydrant Account. Installation will be performed at no cost to the property owner.

Once installed, the dry hydrant access shall be kept clear of obstructions by the property owners. The Town will cause the snow to be removed for accessibility during the winter months should the property owner be unable to do so. Potential sites must be approved and have adequate water supply to make hydrant use feasible.

TOWN OF SHAPLEIGH'S POLICY
INCIDENT REPORT

Adopted: October 2, 2018 Reviewed: July 1, 2025

The Select Board has created an incident report that needs to be filled out within 12 hours after an injury, illness; near miss or unusual event takes place. In some cases, a Maine Municipal Association Workers Compensation form may need to be completed in addition to filling out the incident report.

Below is the form that will need to be completed. Once the form is completed and has been discussed with your supervisor, the form needs to be submitted to the Town Administrator.

Failure to fill out this form may result in disciplinary action.

TOWN OF SHAPLEIGH
INCIDENT REPORT

MUST BE COMPLETED WITHIN 12 HOURS OF INCIDENT

Instructions: Employees shall use this form to report all injuries, illnesses, near miss or unusual events (which could have caused an injury or illness) – *no matter how minor*. This helps us to identify and correct hazards before they cause serious injuries. This form shall be completed by employees as soon as possible and given to a supervisor for further actions

I am reporting a: ☐ INJURY ☐ ILLNESS ☐ NEAR MISS ☐ UNUSUAL EVENT	
Your Name:	
Job Title:	
Supervisor:	
Have you told your supervisor about this? ☐ Yes ☐ No	
Date of incident:	Time of incident:
Names of witnesses (if any):	
Where, exactly did it happen?	
What were you doing at the time?	
Describe step by step what led up to the incident. (continue on the back if necessary)	
What could have been done to prevent this incident?	
What parts of your body were injured? If a near miss, how could you have been hurt?	
Did you see a doctor about this injury/illness? ☐ Yes ☐ No	
If yes, whom did you see?	Doctor's phone number:
Date:	Time:
Has this part of your body been injured before? ☐ Yes ☐ No	
If yes, when?	Supervisor:
Your Signature:	Date:

TOWN OF SHAPLEIGH'S POLICY
INCOME PROTECTION

Adopted: July 27, 2004 Reviewed: July 1, 2025

The Town participates in the Maine Municipal Employees Health Trust, which includes the Income Protection Plan. The Income Protection Plan is to be used to supplement an employee's income in the event the employee is unable to work. This Income Protection Plan does not apply if Workers Compensation claims are processed. For a full explanation of the Income Protection Plan benefit, please see the Town Administrator. *An employee is eligible to enroll in the Income Protection Plan as of the first of the month following his or her first day of active employment with the Town.*

The Town shall contribute:

0-1 year –	75% town contribution for qualified employees
1+ years-	85% *town* contribution for qualified employees

June 1, 2022 – employees currently enrolled in the policy will receive 100 % town contribution to a single subscriber policy. Any employees enrolled after this date will be covered under the revised policy.

Eligible employees include regular full-time employees and part-time employees who work at least 21 hours or more a week, the eligible employee must be an employee/official for at least one (1) year before this benefit would be in effect. Town contribution to this Plan will cease upon end of employment.

Request for this benefit must be submitted to the BOS in writing prior to the commencement of the budget process.

TOWN OF SHAPLEIGH'S POLICY
INSUFFICIENT FUNDS/BAD CHECKS

Adopted: July 23, 2002 ... Reviewed: July 1, 2025

If a check made payable to Town of Shapleigh is returned as dishonored or non-sufficient funds (NSF), the following policy will be followed:

1. All personal returned NSF (non-sufficient funds) checks under $2,500, will be directed from the Town of Shapleigh's bank directly to the check recovery processor "Re-Submit-It". "Re-Submit-It" will attempt to electronically recover the funds from the check writers account up to three times until they are successful, and will charge the check writers account directly for the recovery fee allowed by State Law. If "Re-Submit-It" is unable to collect, the check will be returned to the Treasurer for further collection attempts.

2. All business checks and checks exceeding $2,500 in value, as well as checks that are returned for reasons other than NSF, the bank will send the check directly to the Treasurer.

3. The Treasurer shall send a Notice of Dishonor letter to the check signer. The notice letter shall include the language of Maine State Law section pertaining to bad checks and shall also include language regarding consequences, if any, to the license or permit held by the signer.

4. The notice letter shall be sent out by certified mail/return receipt to the address printed on the check as well as a copy by first class mail

5. The check signer shall have 10 days from the date of the Notice of Dishonor letter to deliver cash, cashier's check, or money order to Town of Shapleigh to cover the amount of the dishonored check, plus a $25.00 fee.

6. If good funds are not received in full by the expiration of the 10-day notice period, the Town shall immediately take the following actions:

A. Pursuant to Maine State Law 14 MRSA § 6071 CIVIL LIABILITY FOR BAD CHECKS

a) If the dishonored check was written as payment for a fee required to obtain or renew a permit, the permit shall be revoked.

b) The CEO has permission to place a Stop Work Order for any building permit that was paid for with the NSF check.

TOWN OF SHAPLEIGH'S POLICY
INSUFFICIENT FUNDS/BAD CHECKS
(Continued)

c) The CEO has permission to place a Stop Work Order for any building permit that was paid for with the NSF check.

d) If the dishonored check was written as payment for the required fee to activate a license, the license shall be made inactive.

e) In any of the above situations, a note shall be placed in the licensee's record that the license or permit may not be issued, renewed, or activated until the dishonored check and any related fees have been paid in full.

f) The dishonored check will be turned over to the York County Sheriff's Office for further handling in accordance with Maine law.

TOWN OF SHAPLEIGH'S POLICY
INTERCEPT POLICY

Adopted: July 24, 2018 Reviewed: July 1, 2025

Purpose:
It is the intent of this policy to establish a guideline for reimbursing the Shapleigh Rescue Squad for Advanced Life Support services provided to local towns. This policy shall be utilized in the event that the Shapleigh Rescue Squad provides a member that is licensed at the Advanced Life Support Level. This policy does not go into effect if the Shapleigh Rescue Squad transports the patient.

Fee Schedule:

1. The fee for a Paramedic Intercept will be $400.00, so long as the Shapleigh Rescue Squad does not transport the patient.
2. The fee for an Advanced Emergency Medical Technician Intercept will be $250.00, so long as the Shapleigh Rescue Squad does not transport the patient.

Exceptions:

1. This fee will not be implemented in cases where the Shapleigh Rescue Squad was called mutual aid for an uncovered call for service, multiple call situations, or in the case of multiple patients.
2. This fee will not be implemented in cases where the Shapleigh Rescue Squad transported the patient and is able to recover the fees through normal billing means.
3. This fee will not be implemented with services that have entered into a mutual aid agreement with the Shapleigh Rescue Squad.

****This fee is in no way an attempt to deter or discourage communities from utilizing the Shapleigh Rescue Squad for Advanced Life Support when advanced care is necessary. The intent is to recover fees incurred by the Shapleigh Rescue Squad for our services when utilized for a non-billable response****

TOWN OF SHAPLEIGH'S POLICY
INTEREST AND ABATEMENTS

Adopted: July 23, 2002 Reviewed: July 1, 2025

Any persons who submit an application *for a* tax abatement prior to the date *for* interest to commence accruing shall have the interest waived until such time as the abatement is acted upon by the Select Board.

Persons submitting such applications after the date interest commences shall not be granted a waiver.

TOWN OF SHAPLEIGH'S POLICY
INTERNET POLICY

Adopted: July 5, 2005 Reviewed: July 1, 2025

I. Purpose.

Electronic mail, Internet and telecommunication access are resources made available to town employees to communicate with each other, other governmental entities, companies and individuals for the benefit of the Town of Shapleigh.

II. Acceptable Activities.

Employees are to utilize the town's computers, networks and Internet services for town-related purposes and performance of job duties. Incidental personal use of town computers is permitted as long as such use does not interfere with the employee's job duties and performance, with system operations or other system users. "Incidental personal use" is defined as use by an individual employee for occasional personal communications. Incidental personal use is not permitted during regular business hours. Employees are reminded that such personal use must comply with this policy and all other applicable policies, procedures, and rules.

III. Unacceptable Activities.

Unacceptable activities are those that do not conform to the purpose, goals, and mission of the Town of Shapleigh and to each user's authorized job duties and responsibilities. The following list, although not all inclusive, provides some examples of unacceptable uses:

- ✓ Any use that is illegal or in violation of other town policies, including harassing, discriminatory or threatening communications and behavior, violations of copyright laws, etc;
- ✓ Any use involving materials that are obscene, pornographic, sexually explicit or sexually suggestive;
- ✓ Any use for private financial gain, or commercial, advertising or solicitation purposes;
- ✓ Any communication that represents personal views as those of the town or that could be misinterpreted as such;
- ✓ Downloading or loading software or applications without permission from the Town Administrator or IT Coordinator.
- ✓ Knowingly, opening or forwarding any email attachment (executable files) from unknown sources and/or that may contain viruses;
- ✓ Any malicious use or disruption of the town's computers, networks and Internet services or breach of security features;

TOWN OF SHAPLEIGH'S POLICY
INTERNET POLICY
(Continued)

- ✓ Any misuse or damage to the town's computer equipment and/or misuse of the computer passwords (employee or other users) ;
- ✓ Any communications that are in violation of generally accepted rules of network etiquette and/or professional conduct;
- ✓ Any attempt to access unauthorized sites;
- ✓ Failing to report a known breach of computer security to the Select Board;
- ✓ Using town computers, networks, and Internet services after such access has been denied or revoked; and
- ✓ Any attempt to delete, erase or otherwise conceal any information stored on a town computer that violates these rules.

IV. No Expectation of Privacy.

The Town of Shapleigh retains control, custody, and supervision of all computers, networks and Internet services owned or leased by the town. The Select Board reserves the right to monitor all computer and Internet activity by employees and other system users. Employees have no expectation of privacy in their use of town computers, including email messages and stored files.

V. Employee Acknowledgment Required.

Each employee authorized to access the town's computers, works and Internet services is required to sign acknowledgment form stating that they understand this policy. The acknowledgment form will be retained in the employee's personnel file.

TOWN OF SHAPLEIGH'S POLICY
INVESTMENT POLICY

Adopted: January 12, 2010 Reviewed: July 1, 2025

Section A - Investment Objectives

Title 30-A, Sections 5706 and 5711 of the Maine Revised Statutes state that the Treasurer shall invest municipal funds to the approval of the Municipal Officers. Title 30-A, Section 5719 provides that a municipality has no authority to make any investments other than those permitted by statute.

The Town of Shapleigh shall adopt the following investment objectives in the management and investment of municipal funds:

- The primary objective of the Town's investment activities is the preservation of capital and the protection of investment principal.

- The municipality's investment portfolio will remain liquid to enable the municipality to meet operating requirements, which might be reasonably anticipated.

- The investment portfolio should take into account the banking relationship established yearly at time of Tax Anticipation Note (TANS) process.

Section B - Investment Principles

The municipal Treasurer shall invest funds for which there is no immediate need, sell and exchange securities so purchased, and deposit such securities for safekeeping. All investment decisions shall be made considering the investment objectives contained in Section A and exercising judgment and care under the circumstances then prevailing.

The following investment principles shall guide the Treasurer in the conduct of the municipality's investment program:

- The municipality may purchase only legally authorized investments under 30 M.R.S.A. Sec. 505l-A
- The maturity date of new investments shall not be further than the time the municipality anticipates that it will need the funds. To maintain liquidity, new investments shall have a maturity of one year or less for municipal operating funds.

TOWN OF SHAPLEIGH'S POLICY
INVESTMENT POLICY
(Continued)

- The Town shall not make investments for the purpose of trading or speculating, such as anticipating an increase of capital through changes in market interest rates.

- Deposit and investment of funds can only be made in financial institutions that are insured by the FDIC or the FSLIC. Any funds deposited or invested above the $250,000 as of 7/2010 insurance limit, must be insured or collateralized by the financial institution, or the excess funds must be placed with other financial institutions.

- Repurchase agreements can only be obtained from known financial institutions. Repurchase agreements must be insured or collateralized by U.S. Government securities with a market value of equal to or greater than the Town's investments and be perfected under Maine Statutes.

Section C - Reporting and Control

- Reports prepared by outside advisors shall be sent to the Treasurer. This Investment Policy shall be reviewed periodically by the Treasurer and may be amended by the Board of Select Board as conditions warrant.

- Copies of the balances of investment accounts of the Jumbo CD shall be presented to the Select Board along with other reports as to the status of the Town's finances upon request.

Section D - Statutory Compliance

Nothing in the Town's Investment Policy shall be read to contravene with the State law Title 30-A M.R.S.A. Sections 5706 through 5719 (the "Act").

Section E - Accounting Method

Investments will be carried on the Town's books at fair market value as required by the Governmental Accounting Standards Board (GASB) Statement No. 31. Interest on securities will be credited to investment income at the time of sale. The values of investment securities will be accrued as of each fiscal year end.

TOWN OF SHAPLEIGH'S POLICY
JUNKYARDS

Adopted: July 23, 2002 Reviewed: July 1, 2025

Pursuant to the provisions of 30-A M.R.S.A. §3755-A, regarding violations of junkyard and automobile graveyard laws, the Select Board or its designee shall enforce this subchapter.

The purpose of this policy is to designate the Code Enforcement Officer as our designee to enforce this law.

TOWN OF SHAPLEIGH'S POLICY
KEYS FOR THE TOWN HALL/COMMUNITY CENTER

Adopted: July 23, 2002 Reviewed: July 1, 2025

All Chairmen of various Boards and/or their designees, TC/TC, Treasurer, Select Board, Town Administrator, CEO and custodian may have a key to the front door.

1. If held by an elected person that is not re-elected, the key shall be turned over on the day following the election prior to the end of the annual town meeting.

2. If held by an appointed individual, the key shall be turned in on the day of resignation or, in the case of non-reappointment, on the day the term expires.

3. If held by a hired person, the key shall be turned over at the time of notice of discharge.

4. The Town Administrator shall maintain a key log in which any or all keys must be logged in and out.

5. Keys to the inside offices are to be held only by persons with security code access approved by the Select Board.

6. No key shall be duplicated without written permission from the Select Board.

TOWN OF SHAPLEIGH'S POLICY
ORDER OF MUNICIPAL OFFICERS
PURSUANT TO 36 M.R.S.A. §906

Approved: July 28, 2020 Reviewed: July 1, 2025

We, the Municipal Officers of the Town of Shapleigh 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: _____ _____

Gloria M Pillsbury, Select Board Chair

_____

Thomas J. Small, Selectman

_____

Michael J. Cote, Selectman

ACKNOWLEDGEMENT

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

Date: _____ _____

Tax Collector

_____

Treasurer

TOWN OF SHAPLEIGH'S POLICY
PAYROLL POLICY

Approved: August 14, 2018 Reviewed: July 1, 2025

For all employees, elected officials, vendors, etc. payroll and invoices must be submitted by 10:00 am on Tuesday. Anything received after that deadline will be submitted for approval the following week. When there is a midweek holiday, payroll may be required to be submitted by 10:00am on Monday, a 2-week advanced notice will be provided.

The Treasurer, following the signing of the weekly expense warrant by the Select Board, will issue payroll checks on Wednesday. Paychecks will be released only to the Department Supervisor, employee/volunteer whose name appears on the check or other staff member charged with check distribution. When a holiday falls on Tuesday, paychecks will be delayed by one day.

The following pay schedule will be implemented:

1) Annual Stipends that are under $500.00 will be paid monthly or quarterly.
2) Annual Stipends over $500 will be monthly or weekly (if requested by employee).
3) Fire and Rescue volunteer stipends will be paid quarterly.

TOWN OF SHAPLEIGH'S POLICY
PERSONNEL POLICY

Adopted: January 17, 1990 Amended: July 1, 2025

Deviations from this policy may be approved by a majority vote of the Select Board at a regular or emergency meeting.

ARTICLE I – TITLE, AUTHORITY, AND PURPOSE

Section 101. Title. This policy shall be known as and may be cited as the Personnel Policy.

Section 102. Authority and Purpose. The Select Board hereby adopts the following Policy for utilization by the Town of Shapleigh in the administration of the personnel activities of the employees of the Town of Shapleigh. These rules and subsequent modifications shall supersede any policy and rules made previously by the Select Board.

The Town may delete, amend, modify or change any or all of the provisions contained in this policy without prior notice. The provisions set forth are not contractual but rather are for the general guidance of the Town in its relationship with its employees.

ARTICLE II – GENERAL PROVISIONS

Section 201. Employment. The Town of Shapleigh is an equal opportunity employer. All employees and applicants will be provided equal opportunities, and the Town shall make all its employment decisions without regard to religion, age, sex, marital status, race, color, ancestry, national origin, sexual orientation, gender identity, and physical or mental disability, except as a bona fide occupational qualification. The Town shall employ, without discrimination, the best qualified persons who are available at the salary levels established for Town employment.

Within the limits of time during which a position must be filled, there shall be as wide a search for qualified candidates as is practicable. The character of this search will vary from position to position, but will consist of an internal posting for Town employees first. The search may then include advertising, open competitive examination, contact with state and other employment offices, and contact with special sources of information in each case. It shall be the duty of the Select Board, or the appointing authority, to seek out the most desirable employees for the Town.

The employment of all personnel shall be the responsibility of the Select Board. Heads of Departments may take part in the interview process and make recommendations to the Select Board.

Employment of Fire and Rescue employees will be the responsibility of the Select Board with recommendation from the Fire Chief and Rescue Chief. The Fire and Rescue Chief will conduct the application/interview process for their respective departments and make recommendation to the Select Board. The Town Administrator will process driving and background checks on applicants at the request of the Department Chief.

a) Applications for employment shall be filed on forms provided by the Town and available at Town Hall. Applications will be accepted only for positions for which a vacancy exists.

   Application forms will usually have to be signed by the applicant to be accepted. Applications for Fire and Rescue Squad are available on the Town's website under the respective department pages.

b) **Section 202. Probation.** All employees are considered probationary for the first 180 days of employment and for the first 180 days following promotion or transfer to a new position. Any break in employment lasting longer than two weeks during the probationary period, including but not limited to absence for medical reasons or military leave, shall not be credited towards the probationary period. Every employee must successfully complete the probationary period to continue employment. Probationary employees shall be evaluated by their immediate supervisor within 15 days after the end of the probationary period and will be informed whether they have successfully completed the probationary period no later than 30 days after the end of the probationary period. Probationary employees may be let go at any time during the probationary period with or without just cause. At the end of the 180 days probationary period, the Select Board may extend the probationary period.

c) **Section 203. Promotion.** Present employees shall be given first consideration in filling a vacancy, when qualified employees are interested in the vacancy. Employees may be transferred to a new position without a loss in seniority, pay or job grade to a vacant position by a department head with the Select Board's approval, with or without posting the position, when the Select Board determines the action will benefit the Town. Present employees may be given training opportunities to qualify for promotion, but it is recognized that, from time to time, the good of the service will require that a vacancy be filled from outside the service. Such a decision shall be made only after careful review of the qualifications of all Town employees who apply for the position. Exceptions to this rule are the Fire and Rescue Chief who may promote/ appoint their officers of the department. A copy of each appointment shall be on file at the Town Hall.

d) **Section 204. Compensation.** To the extent feasible, it is the intent to pay Town employees on a basis that is commensurate with salaries and wages for comparable public and private work in the area in order to attract and retain well qualified-employees.

e) **Section 205. Anniversary Date/Employment Date.** The anniversary date for employees hired shall be defined as the date of hire. The employee's anniversary date shall be used for determining vacation accruals, other benefits, health insurance that are contingent on length of employment.

f) **Section 206. Training.** Both the Town and its employees profit from the provision of educational training opportunities at reasonable expense to the Town. Training programs shall be designed to improve the quality of performance and bring about more efficient or more economical operation. Employees will have to receive approval for training programs in advance from the Town. Town Officials and employees will be reimbursed tuition and/or expenses for all pre-approved staff education. A copy of the certificate must be submitted for all cost reimbursement. Education: All requests for attending courses applicable to one's position shall be approved by the Select Board prior to registration if the expectation is that the town bears the cost of the course. In the case of Select Board needing approval a majority vote is required.

ARTICLE III – CONDITIONS OF EMPLOYMENT

a) **Section 301. Hours of Work.** It is necessary, owing to the variations in the different services provided by the Town, that there be variations in the hours of work per week in positions of the same class in different departments. Normal working hours for each department shall be established by the Select Board.

b) **Section 302. Hourly Employees Time Slips.** The laws and regulations today are very strict about recording the exact number of hours worked. It is our responsibility to keep accurate records. Time slips are required to make certain employees are paid accurately for all the hours worked. We want to provide a fair day's pay for a fair day's work; therefore, employees are expected to comply with this time slip procedure. Time slips should be filled in accurately each day by the employee, signed and dated.

c) Any overtime hours employees work must have prior authorization by the Select Board, with the exception of Road and EMS work which must be approved by the supervisor of department.

d) Time sheets are due Tuesday 10:00 a.m.; paychecks will be ready on or before Friday.

Section 303. Overtime. Hourly employees generally will be compensated for overtime work at the rate of one and one-half times the established hourly rate for hours worked in excess of forty hours in a work week. Hours worked on Christmas Day (12:00 a.m. to 12:00 midnight December 25) shall be paid at the rate of one and one-half (1½) times the base hourly rate. There may be no pyramiding or duplication of compensation by reason of overtime or holiday or other premium pay provision of this policy.

The Town may offer employees compensatory leave on the basis of one and one-half hours of compensatory leave per overtime hour worked if the employee elects in writing to receive compensatory leave rather than overtime in advance of working the excess hours.

Employees may not accrue compensatory leave exceeding departmental limits established by the Select Board, as stated in Section 702 of this Policy; therefore, employees whose accrued compensatory leave is at or near the established maximum will not be offered the option of compensatory leave. Salaried positions are compensated on the basis of job responsibility, not hours worked, and it is the responsibility of the person filling the position to accomplish the assigned responsibilities in a timely manner.

e) **Section 304.Per Diem Employee.** Rescue Per Diem employees are at will employees who work a non-regular work schedule. Per Diem employees are similar to independent contractors and freelance employees where they work as they are needed and have the ability to sign up for selected shifts and do not have a specific or set schedule. This classification of employees is not eligible for employee benefits, except as required by law. Overtime must be preauthorized by the Rescue Chief; overtime will be paid at 1.5x regular pay for hours worked in excess of 40 in the work week.

ARTICLE IV – TYPES OF APPOINTMENTS

The following types of appointments may be made to the Town's service in conformity with the rules established:

Section 402. Weekly Full Time (salaried). A full-time employee works full time (36 hours per week) and on a continuing basis (indefinite). The employee receives the same salary every pay period, regardless of how many hours he/she works. Employees under this classification do not receive overtime pay. He/she is subject to all personnel rules and regulations and receives all weekly benefits and rights as provided by these rules.

Section 401. Weekly Full Time (non-salaried). A full-time employee works full time (36 hours per week) and on a continuing basis (indefinite). He/she is subject to all personnel rules and regulations and receives all weekly benefits and rights as provided by these rules.

Section 402.Weekly Regular (non-salaried). An employee in this classification works less than the regular seasonal employee, but on a continuing weekly basis (indefinite). Employees working a minimum of (21hours per week will be eligible to receive benefits. He/she is subject to all personnel rules and regulations. This classification shall only be assigned at the discretion of Select Board.

Section 403. Annual Stipend- A part time employee who is paid a flat stipend monthly/or annually to complete a job task, he/she is not required to meet a minimum standard of hours. He/she is subject to all personnel rules and regulations and does not receive weekly benefits and

rights except as required by law.

Section 404. On Call- An emergency responder (Fire/Rescue) who is not on an active shift but responds to emergency calls. He/she is paid on a quarterly basis for the calls, trainings, etc. attended outside of an active shift based on the "point" system. *See departmental SOP/SOG's for clarification.* He/she is subject to all rules and regulations of Town Policy and does not receive weekly benefits and rights except as required by law.

Section 405. Per Diem- An emergency responder (Fire/Rescue) who signs up for specific shifts of their choice, who is not guaranteed any specific hours until that shift is approved.

ARTICLE V – PUBLIC AND EMPLOYEE RELATIONS

Section 501. Conduct.

Town employees must avoid any action, which might result in or create the impression of using public employment for private gain, giving preferential treatment to any person, or losing complete impartiality in conducting Town business.

Section 502. Cooperation. Cooperation of all employees is essential to efficiency. Our taxpayers are entitled to the best service we can give them. Cooperation, courtesy and responsibility are the key elements of good service.

Section 503.Policies. These policies and regulations are provided to assist the employees and Town administration in functioning at peak efficiency with minimal cost to the taxpayers.

Section 504. Political Activity. While performing normal work duties, employees shall refrain from seeking or accepting nomination or election to any office in the Town government and from using influence publicly in any way for or against any candidate for elective office in the Town government. This rule is not to be construed to prevent Town employees from becoming, or continuing to be, members of any political organization, from attending political meetings, from expressing views on political matters, or from voting with complete freedom in any election.

Section 505. Receipt of gifts. A town employee is prohibited from soliciting or accepting any gift, gratuity, favor, entertainment, loans, or any other item of monetary value from any person, within or outside Town employment, whose interests may be affected by the employee's performance or nonperformance of his/her official duties. Acceptance of nominal gifts, such as food and refreshments in the ordinary course of business meetings, gift cards with a value of $25 or less, or unsolicited advertising or promotional materials such as pens, note pads, calendars, etc. is permitted.

Section 506. Business Activities and Solicitations. No employee shall engage in any business other than his/her regular duties during working hours.

Section 507. Confidentiality. Many Town employees have access to confidential information pertaining to personal information regarding residents, other employees, and municipal officials. Employees must not use this privileged information to their private advantage or to provide friends or acquaintances with private advantages. Each employee is charged with the responsibility of releasing only information, which is required under the "right to know" law, 1 M.R.S.A. Chapter 13, Subchapter 1§§ 401- 521.

ARTICLE VI –CONDITIONS OF WORK

Section 601. Starting Time. Employees shall be at their respective places of work at the appointed starting time. It is the responsibility of employees who may be absent from work to see that their immediate supervisor is advised of the reason for such absence, not previously arranged for, if possible, within two (2) hours prior to the beginning of the starting time of his/her work day.

Section 602. Attendance. Prompt and regular attendance is vital to the Town's successful operation and has a major bearing on one's ability to fulfill work responsibilities. In addition, personnel attendance records have a major bearing on performance evaluations.

Section 603. Appearance. Over the years, the Town has noticed that neatness in dress and good personal grooming seem to go hand in hand with successful employees. Personal appearance has a major impact upon customers, vendors, other employees, and candidates for employment. While the Town makes no attempt to prescribe style of clothing or grooming, some departments will define certain guidelines for dress. Facial hair should be neat. Personal clothing should be neat, clean, and professional as appropriate for their position

Examples of unacceptable attire are:

Clothing which promotes violence, alcohol, tobacco, drugs, or other chemicals
Clothing that is obscene, vulgar, or indecent
Clothing that is demeaning to any person or group on the basis of race, religion, gender, sexual orientation, disability, age, veteran status, or national origin
Clothing that provides a safety hazard to performing one's job

Section 604. Absences. Absences due to health reasons. If an employee has missed three or more days, medical certification of the employee's health status may be required to confirm that the employee can safely return to work. At any time, medical certification may be required to confirm that the employee's absences are for legitimate reasons. Excessive unapproved absences from the workplace may be cause for disciplinary action.

Section 605. Policy on workplace threats and violence. The safety and security of employees of the Town of Shapleigh, 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 or by employees, visitors, guests or other individuals on Town property will not be tolerated. Violations of this policy shall lead to disciplinary action of employees, which may include dismissal and may lead to arrest and prosecution of employees or others.

Any person who makes threats, exhibits threatening behavior or engages in violent acts on Town property shall be removed from the premises as quickly as safety permits. Any person who makes threats, exhibits threatening behavior or engage in violent acts off Town property may also be removed or barred from Town property. The Town will initiate any actions necessary to ensure that employees and the public are safe on Town property.

All Town personnel are responsible for notifying the appropriate Town representative designated below of any threats that 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 that 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 the Select Board. All individuals who apply for or obtain a protective or restraining order which lists 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 Shapleigh understands the sensitivity of information regarding threats or threatening behavior and will recognize and respect the privacy of the reporting employee(s) or citizen(s) to the extent permitted by law. The designated Town representative is: Chairman of the Board or his designee.

Section 606. Progressive Discipline. The Town will take appropriate disciplinary action when a Town employee has violated established policies or engaged in other misconduct or when an employee's job performance is unsatisfactory. Disciplinary action is generally taken for remedial purposes, and reasonable efforts will be made to ensure that disciplinary action, when appropriate, is administered fairly and consistently. The Town reserves the right to bypass any disciplinary steps and proceed immediately to greater discipline, corrective action, or dismissal, depending on the attendant circumstances.

The Town may employ progressive discipline of employees, which means that repeated instances of poor job performance or misconduct will be subject to progressively more severe sanctions, which may include oral or written warnings, counseling, suspension with or without pay, demotion

or termination. Progressive discipline does not mean that the initial disciplinary response to unsatisfactory job performance or misconduct will always be the same. Serious job performance problems or misconduct may result in more severe disciplinary sanctions, up to and including dismissal, even on the first occurrence. Examples of such misconduct may include, but are not limited to, insubordination, disgraceful personal conduct that impairs the employee's work performance or brings discredit to the Town, dishonesty, violence, consumption of alcoholic beverages, use of marijuana or use of illegal substances in the workplace or working while under the influence of any of these in the workplace, theft, assault, violent or threatening behavior, or sexual or other harassment. When in the judgment of the appointing authority, whether a Department Head or the Select Board, an employee's work performance or conduct justifies disciplinary action, the employee may be disciplined. Consideration shall be given to the severity of the performance problem or misconduct and prior disciplinary sanctions,

if any, against the employee prior to imposing any discipline. Repeated misconduct or continuing performance problems may be considered cumulative, and subject to progressively more severe discipline, even if the conduct or performance problems vary in nature or severity.

Section 607. Disciplinary Dismissals. Employees are subject to verbal or written warnings at any time to correct job performance or behavior.

Prior to making a final decision to reprimand, suspend or dismiss an employee, the immediate Supervisor or Select Board (whoever is the appointing authority) shall inform the affected employee of the action(s) under consideration, along with the reasons therefor, and shall provide the employee an opportunity for a meeting with the Select Board to discuss the events and whether discipline should be administered. An employee may be administratively suspended with pay pending investigation of the alleged misconduct. All employees shall cooperate with the person(s) authorized by the Select Board to gather information or documents for any such investigations. Prior discussion with the employee is not required when in the judgment of the Select Board the employee's conduct or job performance is sufficiently egregious or creates an immediate threat of injury to the employee, any other Town employee, or members of the public. Removal of an employee appointed by a department head shall require approval by the Select Board. The Select Board may directly initiate discipline of any employee. The Select Board shall preside over any disciplinary hearings necessary to afford the employee with due process.

Section 608. Appeals. Any employee who has been removed for disciplinary reasons or suspended without pay may appeal to the Fair Hearing Authority. Any such an appeal must be filed in writing with the Select Board within 10 days of the decision. This Paragraph shall not apply to lay-offs and reductions in force, whether by elimination of positions, or separation of employees, or other terminations or suspensions not attributable to cause.

Section 609. Internal Complaint/Grievance Procedure. Any employee aggrieved because of some condition of his/her employment other than disciplinary actions hereof or lay-offs subject to

Sections 603-605 hereof shall have the right, and shall be expected, to appeal to his/her immediate supervisor or Select Board. The grievance must be made in writing to the employee's immediate supervisor or Select Board within five (5) business days from the incident. The immediate Supervisor shall make an effort to settle the grievance within three days after the presentation. If a satisfactory settlement cannot be reached, the employee may appeal within five (5) business days of the immediate Supervisor's decision to the Select Board, who may require the grievance to be submitted in writing. The Supervisor shall give a written reply within one week. The decision of the Select Board shall be final unless the grievance involves a policy matter, which must be determined by the Select Board.

Section 610. Order of Lay-Offs. Any employee may be laid off whenever it is necessary because of a shortage of funds, lack of work, or related reasons, which do not reflect discredit upon the employee. Lay-offs shall be on the basis of seniority in each classification within each department, so far as possible. Temporary employees may be laid off at any time by the Select Board without consideration of seniority.

Section 611. Leave of Absence. Any employee wishing to take a leave of absence must make request in writing to the immediate supervisor. If the leave is due to reasons covered under the Family Medical Leave Act, the employee shall be instructed to contact the Town Administrator to fill out proper paperwork. An extended leave of absence not covered under FMLA may or may not be granted on a case-by-case basis, with recommendation from the Department Head.

Section 611. Resignation. All employees resigning from Town employment shall give a written two-week notice. Department Heads shall give a written four-week notice. Employees that do not follow this requirement will not be considered for re-hire.

Section 612. References. The Town of Shapleigh's reference policy is to provide potential future employers only with the town employee's date of hire, date of resignation or termination and terms of employment unless other disclosure is authorized in writing by the employee.

Section 613. Equal Employment Opportunity & Sexual Harassment Policy Equal Employment Opportunity. Any employee of the Town of Shapleigh who believes that he or she has been discriminated against in employment in any way (including harassment or the denial of any employment benefits) on the basis of race, color, religion, national origin, ancestry, age, sex, physical or mental disability, veteran's status, status as a whistleblower, gender identity, sexual orientation (defined by the Maine Human Rights Act as a person's actual or perceived heterosexuality, bisexuality, homosexuality, or gender identity or expression), or any other status protected by law, should follow the complaint procedure outlined below in the Sexual Harassment Policy. The Town of Shapleigh takes allegations of discriminatory treatment very seriously. The Town of Shapleigh shall investigate every allegation of discrimination promptly and take whatever action is necessary to stop unlawful discrimination and remedy any effects of unlawful discrimination.

SEXUAL HARRASSMENT

The Town affirms the right of all employees to work in an environment that is free from unlawful intimidation and harassment, including sexual harassment. Intimidation or harassment based on race, color, sex, sexual orientation gender identity, marital status, physical or mental disability, religion, age, ancestry or national origin, genetic information, whistleblower activity or a previous assertion of a claim or right under the Maine Workers' Compensation Act is a violation of Town policy. Any form of retaliatory action or threat or suggestion of retaliation by either employees or supervisors against any person filing a complaint under this policy or assisting in an investigation is a violation of this policy. The Town prohibits harassment of any employee by a supervisor, coworker, or contractor and prohibits retaliation against any employee for making a complaint or cooperating in the investigation of a complaint of harassment. The Town has adopted this policy to provide a work environment that is free from harassment.

All supervisory and managerial employees are responsible for enforcing this policy. Failure to do so will be considered a failure to fulfill all responsibilities of the position. Harassment will not be condoned or tolerated in the workplace. Harassment by an employee is grounds for disciplinary action.

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 UNDER STATE 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;
c) or 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.

DESCRIPTION OF SEXUAL HARASSMENT

Sexual harassment has different forms and descriptions. Sexual harassment can be an attempt to control, influence or affect the career, salary or job of an individual in exchange for sexual favors. Sexual harassment can also be conduct that creates a hostile or offensive work environment or unreasonably interferes with a person's ability to perform his or her job. Specific prohibited conduct includes, but is not limited to, the following:

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, noises, 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; and
(2) preferential treatment, or promise of 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.
(4) behavior that is verbal and sexual in nature - such as comments about a person's looks, personal inquiries, sexual jokes, use of derogatory sexual stereotypes, uttering sexually suggestive sounds, writing sexual notes, use of Town computer equipment to send, receive and/or download material of a sexual nature; **non-verbal sexual behavior-** such as looking someone up and down, staring or leering at someone's body, deliberate blocking of a person's path, displaying sexual visuals, making sexual gestures.

C. Sexual discriminatory displays or publications anywhere in the town 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
(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 semi-private lockers/changing rooms.)

TOWN OF SHAPLEIGH'S POLICY
PERSONNEL POLICY
(Continued)

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 the Town Administrator. *An employee should feel free to bring the matter to the attention of the Select Board directly if he or she is uncomfortable notifying a supervisor.* Town will promptly investigate all complaints.

Each employee alleging sexual harassment will be requested, but not required, to put his or her complaint 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. *All employees are expected to cooperate with an investigation; refusing to do so may be grounds for the imposition of discipline. Providing false information or allegations is grounds for discipline, up to and including discharge.*

Any employee whom the Town 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. No employee will be retaliated against in any way for making a complaint of sexual harassment or for participating in the investigation of any sexual harassment complaint or participating in any related legal proceeding.

MAINE HUMAN RIGHTS COMMISSION

Employees may file a complaint with the Maine Human Rights Commission within 6 months of the date of alleged sexual harassment and /or discrimination. To file a complaint or obtain more information, employees may contact the Commission at 51 State House Station, Augusta, Maine 04333-0051, Phone: (207) 624-6290, Fax: (207) 624-8729, TTY: Maine Relay 711. The legal recourse and complaint procedure involve a sworn written charge setting out the facts and circumstances of the sexual harassment and an intake questionnaire. The process is described at http://www.maine.gov/mhrc/file_a_complaint/index.htm. A printed copy of this information will be available upon the employee's request.

RETALIATION

Employees are protected against retaliation by 5 M.R.S.A. § 4553(10)(D) (protecting persons who exercise their rights, complain of violations, or testify in any proceedings under the Maine Human Rights Act).

EMPLOYEE NOTIFICATION

The Town shall post in a prominent and accessible location a poster containing the sexual harassment notices required by 26 M.R.S.A.§ 807(1). The Select Board shall be responsible for obtaining this poster from the Maine Human Rights Commission.

All employees (defined as any person engaged to do work on a steady or regular basis, whether full-time or part-time) shall annually receive individual written notice of sexual harassment information required by 26 M.R.S.A.§ 807(2).

EDUCATION AND TRAINING

If and when the Town workforce reaches 15 or more employees (defined as any person engaged to do work on a steady or regular basis, whether full-time or part-time) the Town shall implement an education and training program on sexual harassment that complies with 26 M.R.S.A. § 807(3).

ARTICLE VII –BENEFITS

Section 701. Holidays. Each year the Select Board shall establish a holiday schedule on or before December 31st for the next calendar year. There are no substitutions for holidays. A copy of the schedule shall be posted in all Town Hall office/breakroom.

The Town Offices will be closed. Recognized holidays shall include:

HOLIDAY	Day, Date Observed	
	2026	2025
New Year's Day	Thursday, January 1	Wednesday, January 1
Martin Luther King, Jr. Day	Monday, January 19	Monday, January 20
Washington's Birthday/President's Day	Monday, February 16	Monday, February 17
Patriot's Day	Monday, April 20	Monday, April 21
Easter	Sunday, April 5	Sunday, April 20
Memorial Day	Monday, May 25	Monday, May 26
Juneteenth	Friday, June 19	Thursday, June 19
Independence Day	Saturday, July 4	Friday, July 4
Labor Day	Monday, September 7	Monday, September 1
Indigenous People Day	Monday, October 12	Monday, October 13
Veteran's Day	Wednesday, November 11	Tuesday, November 11
Thanksgiving Day	Thursday, November 26	Thursday, November 27
Thanksgiving Friday	Friday, November 27	Friday, November 28
Christmas Day	Friday, December 25	Thursday, December 25

This benefit shall be for non-elected regular weekly employees.

A. If the holiday falls on a day you are normally scheduled to work, you will receive holiday pay for that day. If the holiday falls on a day you do not normally work, you will not receive holiday pay. **There will be no substitutions for holidays.**

B. Each regular full time salaried, hourly and regular part time hourly paid employee shall

receive holiday pay for normally scheduled work hours.

C. A person on a leave of absence or under suspension without pay shall not receive holiday pay.

D. The business day before the holiday must be worked in order to be eligible for holiday pay unless the holiday falls within a pre-approved scheduled vacation or the employee receives prior approval from the Select Board.

Section 702. Vacation. Vacation privileges are available to regular weekly employees who work a regularly scheduled week in excess of 20 hours per week year-round, subject to the following conditions. Each employee shall earn vacation with pay on the following basis

A) An employee who has completed one (1) year of continuous service is entitled to receive one (1) week of vacation.

B) An employee who has completed two (2) years of continuous service is entitled to receive two (2) weeks of vacation.

C) An employee who has completed ten (10) years of continuous service, he/she is entitled to receive three (3) weeks of vacation.

Vacations will be scheduled at such time or times as shall be mutually agreeable to the employees and their supervisors. Due consideration will be given to an employee's seniority in regard to scheduling vacations. Vacation leave will ordinarily be taken in blocks of one (1) or two (2) week periods but vacations for a lesser period may be permitted by the Select Board/Town Administrator for special reasons.

Employees must take the vacation due them within that year after the vacation time is earned. Employees will not be permitted to carry over vacation time from one year to the next.

Vacation leave shall accrue from the date of hire for an employee who works an excess of twenty hours (20) hours a week; employees shall not receive vacation leave until they have completed their first year of employment by the Town.

Employees may receive their vacation pay prior to the start of their vacation but must advise the Board in writing at least ten (10) days in advance.

The paid vacation is intended to give employees an opportunity to take a refreshing break from work and enjoy the fruits of one's labor.

This vacation shall be requested in advance to the Town Administrator. Although a minimum of 2 weeks is acceptable; 30 days is preferred. Vacation may NOT be used in lieu of sick days, when sick time is not available.

Section 703. Sick Leave. Sick leave is available to regular weekly employees who work in excess of 20 hours per week year-round. Sick leave may be used for personal illness or physical incapacity of such a degree as to render the employee unable to perform the duties of their position unless the employee is capable of other work in his/her division and is assigned to such other work; or for personal medical or dental appointments; or to care for members of his/her immediate family affected by serious illness.

a) The purpose of this policy is to provide employees with paid days due to short term absence caused by illness or personal matters. Employees will receive an equivalent of their average work week not to exceed forty (40) hours per year, beginning January 1st of each year. Sick/Personal days cannot be accumulated or carried over from one year to the next.

b) Employees shall be eligible to use sick leave after thirty (30) days of service to the Town.

c) Sick leave shall not be considered as an entitlement, which employees may use at their discretion, but shall be allowed for the necessity arising from actual sickness or disability of the employees. If requested, employees shall furnish the Town with a certificate from their attending physician.

D. Absences for a part of a day that are chargeable to sick leave shall be charged proportionately in an amount not smaller than one-half (1/2) day.

E. Sick leave usage shall be recorded regularly by the Town Administrator. The Town shall review all sick leave records periodically and shall investigate any cases, which indicate abuse of the privilege. Abuse of the sick leave privilege shall be cause for discipline. Sick leave shall under no circumstances be bought back.

Terminating Employment

If you leave employment with the Town of Shapleigh, you are entitled to receive a cash payment for all of your unused sick and vacation time. Your vacation and sick time will be paid out to you at your regular rate of pay upon your termination.

Section 704. 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 section only, immediate family is defined to mean spouse, domestic partner (as defined by Maine Insurance Code under State of Maine Statutes), parents, children, brothers, sisters, mother-in-law, father-in-law, grandfather, grandmother, and grandchildren.

One (1) workday may be granted to employees at the sole discretion of the Select Board for attendance at funerals of persons not covered under the above definition. This leave shall be deducted from employee's Vacation or Personal time.

Section 705. Reserve Service Leave. Full-time and part-time employees who are members of the organized Military Reserves, and who are required to perform field duty, will be granted Reserve Service Leave, in addition to vacation leave, in accordance with state and federal laws and regulations. For any such period of Reserve Service Leave, up to two weeks in any calendar year, the Town will pay the employee the balance between service pay and the employee's regular compensation, the total equaling the regular pay of the employee had he/she been in the service of the Town during the period of leave, provided that the employee on Reserve Service furnishes his/her department head an official statement by military authorities giving his/her rank, pay and allowances.

Section 706. Jury Duty. Employees will be excused from work if selected to serve on jury duty. Employees will be expected to work during scheduled hours whenever free or excused from these external duties. If pay for these services does not equal usual or average weekly earnings, the Town will make up the difference. The goal of this policy is that no pay is lost *for* the time away on an excused absence. Please also understand that the Town does not intend that employee end up with more pay by being away for an excused absence.

Section 707. Performance Appraisals. Annual Performance Appraisal: The Town Administrator or immediate supervisor should annually evaluate each regular full and regular part time employee within his/her department to ensure the employee is performing his/her job satisfactorily. The Chairman of the Select Board will complete the Town Administrator's evaluation. The performance appraisal shall also be used to establish a work plan for the coming year. The employee shall be given a copy of the performance appraisal form in advance of his/her meeting with the supervisor. The performance appraisal shall be discussed in detail with the employee and the employee shall be given an opportunity to participate fully in the performance appraisals including the development of a work plan. A copy of the completed performance appraisal form shall be placed in the employee's personnel file.

All employees shall review the policy manual annually and sign off as having read it. No compensation increases will be given until the policies are reviewed and understood with the employee signing off as being reviewed.

ARTICLE VIII – GRIEVANCE PROCEDURES

Should an employee feel aggrieved concerning the interpretation, meaning, or application by the Town of any provisions of the Town's personnel rules, regulations and policies or the terms of employment, within five (5*)* working days from the incident, he/she shall submit the details of such grievance in writing to the Select Board. Within thirty (30) calendar days thereafter, the Select Board shall meet with the employee for the purpose of discussing the grievance and the

Select Board shall render its final written decision within thirty (30) working days after said meeting.

ARTICLE IX – SPECIAL CIRCUMSTANCES

Section 901. Personal Phone Calls. Personal phone calls both incoming and outgoing, for other than emergency reasons are discouraged so that the lines are left open for business purposes.

Section 902. Pay and Working Hours. There are some circumstances that require special handling of pay or working hours. The Town will treat employees as fairly as possible in these unusual situations. The following paragraphs describe each situation and how pay will be handled.

Section 903. Severe Weather, Power Failure Conditions. When physical circumstances beyond the Town's control prohibit normal operation, employees will be paid from their normal salary account for scheduled working hours that are cancelled. When these instances occur, every effort will be made to notify employees not to come to work. At its discretion, the Town may elect to close its facilities before the scheduled end of the workday. In the event of an early closure or delayed opening, to receive compensation for the whole scheduled work day, the employee must be present at work during the hours that the Town location is open.

Section 904. Meetings, Seminars, Training Courses. When the Town asks employees to attend these sessions for career development, payment will be for time spent at the course, travel time, as well as mileage. ***Employee must provide course certificate or proof of attendance***.

Section 905. Accidents. Any accident, minor or major, could result in personal suffering and an inability to perform work well. Every effort is made to ensure working environments are as safe as possible, but this is often not enough. Alertness, cooperation and awareness of accident hazards are the real key. If employees are aware of a hazard, it is their duty to make the Select Board aware of the hazard as soon as possible.

A. Please exercise personal caution and good judgment in all work. Individual employee's wellbeing and that of fellow employees and customers is everyone's responsibility. Employees must immediately report verbally and complete a written report on any work-related accident or illness to the Select Board or the Town Administrator regardless of the nature or severity of the injury. Any Workers' Compensation Insurance coverage may be affected by delayed reporting of an injury.

B. The Occupation Safety and Health Administration (OSHA) of the Federal Government establishes mandatory safety guidelines for business. Appropriate safety procedures have

been established throughout the Town. Compliance with such safety procedures is required not only by the Town's own policy but also is required of all employees by law.

Section 906. Fire and Emergency Procedures. The town facilities are maintained and secure from fire hazards; however, there may be occasions when fire and other emergencies will require prompt action including evacuation. Please ask the Town Administrator about emergency procedures in your work area.

ARTICLE X– PROOF OF RIGHT TO WORK

The Federal Immigration Law passed in November of 1986 requires that all hires must show proof of right to work prior to starting work. Documents must be presented to the Town for verification along with a form signed by the employee and the Town to be retained in each personnel file.

A. **Personnel File**. This confidential file contains employees' personal data, employment, performance, pay and benefits records. It is in the best interest of each employee to let the Town Administrator know when there are any changes in personal status.

Many benefits, advancements, tax deductions and individuals to be contacted in emergencies depend on this information. Please inform the Town Administrator immediately when any of the following items change:

- ~ Name, address, telephone number
- ~ Person to notify in case of an emergency

ARTICLE XI – DISABILITY ACCOMODATION

The Americans with Disabilities Act (ADA), the Americans with Disabilities Amendments Act (ADAAA), the Pregnant Workers Fairness Act (PWFA), and the Maine Human Rights Act require employers to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, so that they may perform the essential job duties of the position.

It is the policy of the Town of Shapleigh to comply with all federal and state laws concerning the employment of individuals with disabilities, (including temporary disabilities), and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC) and the Maine Human Rights Commission (MHRC). Furthermore, it is the Town of Shapleigh's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions, and privileges of employment.

Process

Employees who have mental or physical disabilities, or pregnancy related medical conditions which may impact their ability to perform the essential functions of their job need to notify their supervisor to request an accommodation. Once the employer is aware of the disability or condition, they will begin the interactive process in consultation with human resources.

Interactive process:

- The employee and their supervisor meet to discuss their need for an accommodation
- The employee and their supervisor review the essential functions of the job, and may need to provide these to the employee's medical provider to confirm the disability and the need for an accommodation
- The employee and their supervisor will review options for the accommodation, and will work together to come up with ideas that are reasonable, and that do not create an undue hardship for the employer
- Once a reasonable accommodation is determined, it will be documented and placed in the employee's medical file
- Both the employee and their supervisor will continue to monitor need for the accommodation to ensure there aren't any issues/concerns by either party

ARTICLE XII – SEVERABILITY AND EFFECTIVE DATE

The provisions of this Personnel Policy are severable and the invalidity of any provision of this policy shall not invalidate any other part hereof.

TOWN OF SHAPLEIGH'S POLICY
ANNUAL REVIEW ACKNOWLEDGEMENT

ALL ELECTED OFFICALS, VOLUNTEERS, COMMITTEE MEMBERS, AND EMPLOYEES MUST READ AND SIGN OFF ON UNDERSTANDING ALL POLICIES ANNUALLY.

NO ANNUAL PAY INCREASES MAY BE IMPLEMENTED UNTIL EMPLOYEE'S SIGNATURE IS IN POLICY BOOK FOR DOCUMENTATION.

Printed Name: _____

Date policy manual received: _____

Date policy manual reviewed: _____

Signature:_____

Please return this form to the Town Administrator for placement in your personnel file.

TOWN OF SHAPLEIGH'S POLICY
POLICY REVIEW

Adopted: August 13, 2002 Reviewed: July 1, 2025

Annually, no later than the month of July, all policies shall be reviewed by the Select Board to determine whether or not any revisions, additions, deletions or new policies are necessary.

All policies are effective immediately as of the date of the Select Board's vote and signatures on the policies.

TOWN OF SHAPLEIGH'S POLICY
POST-ISSUANCE COMPLIANCE
RELATING TO BOND ISSUED BY THE TOWN

Adopted: May 26, 2015 Reviewed: July 1, 2025

This policy is being adopted by the Town of Shapleigh (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.

This policy documents practices and describes various procedures and systems designed to identify on a timely basis fact relevant to demonstrating compliance with the requirements that must be satisfied subsequent to the issuance of obligations in order that the interest on such obligations be, or continue to be, or would be but for certain provisions of the Internal Revenue Code of 1986, as amended ("Code"), excludable from gross income for federal income tax purposes.

The Town recognizes that compliance with applicable provisions of the Code and regulations is an ongoing process, necessary during the entire term of the obligations, and an integral part of the Town's debt management. Accordingly, the analysis of those facts and implementation of the Policy will require ongoing monitoring and consultation with bond counsel beyond the scope of its initial engagement with respect to the issuance of particular obligations. 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's Treasurer (the "Treasurer") is responsible for monitoring compliance with this policy. The Treasurer may designate employees to assist in carrying-out the duties under this Policy. All inquiries and communications regarding post-issuance compliance for tax-exempt obligations shall be forwarded to the Treasurer.

2. Compliance with Covenants in Bond Documents: The Treasurer shall ensure compliance with all covenants made by the Town in all 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, as applicable, 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.

TOWN OF SHAPLEIGH'S POLICY
POST-ISSUANCE COMPLIANCE
RELATING TO BOND ISSUED BY THE TOWN
(Continued)

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. It is the policy of the Town to directly track the allocation and expenditure of tax-exempt obligation proceeds. However, notwithstanding the foregoing, the Town may reallocate Bond proceeds in accordance with applicable Internal Revenue Service regulations or other authority and, in such event, will maintain documents evidencing such reallocation in its records further described below.

(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) 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 or compliance with federal tax laws.

TOWN OF SHAPLEIGH'S POLICY
POST-ISSUANCE COMPLIANCE
RELATING TO BOND ISSUED BY THE TOWN
(Continued)

(e) 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.

(f) Remedial Action – In the event that it 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 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 (including the amount of any unspent 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 contracts, and rebate calculations).

TOWN OF SHAPLEIGH'S POLICY
POST-ISSUANCE COMPLIANCE
RELATING TO BOND ISSUED BY THE TOWN
(Continued)

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

TOWN OF SHAPLEIGH'S POLICY
PROCEDURE FOR SELECT BOARD'S MEETING

Adopted: August 19, 2009 Reviewed: July 1, 2025

The Select Board, Town of Shapleigh under the authority of the *State of Maine's Right to Know Law* (1 M.R.S.A. Chapter 13, Subchapter 1 §§401-410) shall conduct Select Board's meeting under the following guidelines:

Agendas will be posted inside the lobby or the front door at Town Hall at least 24 hours prior to all Select Board's Meetings. However, the agenda may be revised if necessary. Meetings will be held every Tuesday at 5:00 p.m. unless a need arises that is agreed on by the majority of the Board.

The proceedings are as follows:

1. **CALL TO ORDER-**The Chairman of the Board will open the meeting.

2. **PLEDGE OF ALLEGIANCE-** Those who wish to stand and recite the Pledge of Allegiance may do so at this time.

3. MINUTES FROM THE PREVIOUS WEEK- The Select Board will make a motion to approve or amend the minutes as read.

4. PUBLIC COMMENT/PARTICIPATION at posted Select Board meetings there will be public comment allowed at the beginning of Select Board's meetings. First consideration for speaking will be given to Shapleigh residents and/or non-resident property owners. Individuals may be limited to two minutes of time for each individual. If a group of individuals in Shapleigh wishes to comment on any agenda item to be discussed by the Select Board at the meeting, the group's designated spokesperson may be limited to five minutes. Under the Right to Know Law, the general public is given full access to public proceedings but full public access does not mean an unconditional right of public participation. The Select Board has broad discretion in allowing the public to speak. Inappropriate, offensive or interruptive behavior from members of the public will not be tolerated by the Select Board. Whenever an individual is interfering with the orderly conduct of a public meeting, the Chairman of the Board may first ask that individual to be quiet and sit down. If that person continues to disrupt the meeting, he or she may be asked to leave. If the person refuses to leave and continues to disrupt the meeting, the Chairman of the Board may ask law enforcement to escort the individual from the meeting. If the person is combative or refuses to leave, the Chairman of the Board may recess the meeting until the person is removed.

5. **UNFINISHED BUSINESS** as listed on the agenda or introduced by an individual Board Member.

TOWN OF SHAPLEIGH'S POLICY
PROCEDURE FOR SELECT BOARD'S MEETING
(continued)

7. **NEW BUSINESS** as listed on the agenda or introduced by an individual Board Member. Committee members and Department Head updates may be addressed under new business as the need arises.
7. **INFORMATION** presented by any Member of the Board or the Town Administrator.

8. **Executive Session-** if necessary (Motion must include the appropriate State Statute which allows the executive session to happen)

9. **SIGNATURES** include the Town warrant and any other documents which need the BOS review and signatures, if approved.

11. **ANY OTHER BUSINESS** presented by any member of the Select Board

12. **ADJOURNMENT.**

TOWN OF SHAPLEIGH POLICY
Public Safety Building Advisory Committee

Adopted: July 1, 2025

Members:
The Department Heads served by the facility (Fire Chief, Rescue Chief, and EMA Director), shall serve as the Building Committee of the Facility.

Purpose:
The Public Safety Building Committee is responsible for scheduling budgeted maintenance and repairs to the facility and ordering necessary supplies. The committee is responsible for creating an annual budget for operational expenses and capital improvements to submit to the Select Board for consideration by October 31st of each year.

Capital Improvements:
The Public Safety Building Committee is responsible in determining improvements that are necessary to the building and grounds of the facility. The Committee is responsible for drafting specifications and proposals that may require a bid, and presenting the proposal to the Select Board for approval to advertise. The Committee is responsible for meeting with perspective contractors for quotes, answering questions, reviewing product, and scheduling all work to be done once a bid (if applicable) is approved by the Select Board.

TOWN OF SHAPLEIGH'S POLICY
PURCHASING

Adopted: May 26, 2015 Reviewed: July 1, 2025

Purpose: To establish guidelines for the purchasing of supplies and services for the Town of Shapleigh.

Authority: The authority for the purchase of supplies and services lies solely with the Select Board. The Board may delegate this authority as it sees fit.

Responsibility of Department Heads:

1) Practice economy in the purchase and use of materials.
2) Obtain and supply vendors with a copy of the town's tax-exempt certificate.
3) Plan purchases to allow ample time to obtain authorization from the Select Board.
4) To assure that sufficient unencumbered funds are available in appropriation accounts before purchases are made, keeping in line with the departments overall fiscal budget.

Operational Expenses: All normal operational expenses do not require preauthorization. Operational expenses include but are not limited to, budgeted expenses that are billed on a monthly basis such as electric, telephone, etc., as well as commodities such as Fuel and propane. All bills and invoices must be submitted in a prompt and timely manner. Purchases during the last (30) days of the fiscal year should be for operational expenses only.

All General Government Account purchases must receive approval of the Town Administrator prior to being ordered from the vendor. This relates to any department head wishing to use funds from the General Government accounts.

Competitive Pricing: For all purchases of goods and services between $500.00 and $2,000.00, Department Heads are required to solicit no less than (3) competitive prices either verbally or in writing if available. Emergency expenditures are exempt from this requirement.

Competitive Bid: All purchases of goods or services in excess of $2,000 shall be awarded by sealed bid (where applicable). An attempt shall be made to acquire a minimum of (3) competitive bids. Bid requests shall be posted at the town hall, on the town web site and in at least (1) local newspaper for a minimum of (2) weeks. Bids shall be opened at a regular weekly Select Board's meeting. The Select Board reserve the right to accept or reject any or all bids. In the event no bids are received or all bids are rejected, the Select Board shall solicit prices from individuals or businesses. Minimum of 3 references shall be provided with bid submission.

TOWN OF SHAPLEIGH'S POLICY
PURCHASING
(Continued)

Bid Award: Bids shall be awarded to the bidder submitting the best, not necessarily the lowest, bid. All bids accepted shall be in the best interest of the town.

Emergency Purchases: In the event a purchase is a result of an unforeseen emergency, the Department Head shall provide a receipt and a written explanation to the Town Administrator within 3 business days. Every attempt should be made to obtain verbal authorization from the Select Board prior to purchase. Failure to comply may result in the suspension of emergency purchases.

Reimbursements: Purchases made with a personal credit card or check or cash will be reimbursed only after the request, with attached itemized receipts, is approved by the Select Board. Receipts must show item and total. Reimbursements are the least desirable method of payment for goods and services since a more direct relationship between vendor and the town is more accountable and business-like.

Sales Tax: The Town of Shapleigh is a nonprofit, tax-exempt municipality. Therefore, the use of taxpayer funds to pay sales tax is inappropriate. No sales tax will be paid on purchases. No sales tax will be reimbursed for out of pocket expenses. Exceptions could be made on a case-by-case basis.

This Policy has been established to ensure that taxpayer funds are spent in the most economical and efficient manner possible while maintaining complete transparency.

TOWN OF SHAPLEIGH'S POLICY
REMOTE PARTICIPATION

Adopted: August 17, 2021 Reviewed: July 1, 2025

BOARD/COMMITTEE

Pursuant to 1 M.R.S 403-B, and after public notice and hearing, the Shapleigh Select Board adopt this policy governing remote participation in public meetings and proceedings.

PURPOSE

The purpose of this policy is to provide a framework for when remote participation is allowed for members of the (Board/Committee) as well as members of the public and Town staff, and to outline acceptable methods of remote communication.

A. LIMITED SCOPE

The (Board/Committee) members are expected to be physically present for meetings except when being physically present is not practicable, including but not limited to the following circumstances:

1) The existence of an emergency or urgent issue that requires full (Board/Committee) to meet remotely
2) Illness, other physical condition or temporary absence from the Town that causes a member of the (Board/Committee) to face significant difficulties traveling to and attending in person

A (Board/Committee) member who is unable to attend a meeting in person shall notify the Chair as far in advance of the meeting as possible. The Chair is authorized to make a determination as to whether remote participation by the (Board/Committee) or certain (Board/Committee) member(s) is permissible under the circumstances.

B. REMOTE PARTICAPTION REQUIREMENTS

1) Remote Methods of Participation
   The remote method of participation may be through telephonic or video technology that allows for the simultaneous reception of information and may include other means when such means are necessary to provide reasonable accommodation to a person with a disability. Methods of participation cannot be by text-only means such as e-mail, text messages, or chat functions.

2) Board/Committee
   A. A (Board/Committee) member who participates in a public proceeding by remote methods is present for purposes of a quorum and voting.

TOWN OF SHAPLEIGH'S POLICY
REMOTE PARTICIPATION (continued)

B. All votes taken during any public proceeding when one or more members of the (Board/Committee) are participating by remote means shall be by roll call vote that can be seen and heard if using video technology and heard if using only audio technology.

3) Members of the Public
   A. The public is expected to be physically present for meetings except when not possible.
   B. Members of the public and Town staff shall be given the opportunity to participate remotely at any (Board/Committee) meeting, regardless of whether any (Board/Committee) members are participating remotely.
   C. If the (Board/Committee) allows or is required to provide an opportunity for public input during the meeting, an effective means of communication between the members of the body and the public must be provided
   D. The (Board/Committee) may not determine that public attendance at a proceeding will be limited solely to remote methods, except in the case of an emergency or urgent issue that requires the full (Board/Committee) to meet remotely.

4) Notice Requirements
   A. Notice of all (Board/Committee) meetings must be provided in accordance with 1 M.R.S 406 Public Notice and applicable Town requirements.
   B. When the public may attend via remote methods the notice must include the means by which the public can participate remotely.
   C. Unless the entire (Board/Committee) is meeting remotely, due to an emergency or urgent issue, the notice shall include the physical location of the meeting for those that would like to attend in person.

5) All documents and materials considered by the (Board/Committee) must be made available to the public who attend remotely, electronically or otherwise, to the same extent they are customarily made available to members of the public who attend in person, as long as additional costs are not incurred by the Town.

TOWN OF SHAPLEIGH'S POLICY
RETURN TO WORK

Adopted: November 21, 2023 Reviewed: July 1, 2025

The Town of Shapleigh is concerned about the health and well-being of its employees. We are committed to working with our employees and their healthcare providers to find work designed to assist injured workers in transitioning back to the workplace by performing meaningful work within their capabilities.

At any time, the Town of Shapleigh may require written documentation from a licensed physician describing the limitations, progress, and physical abilities of the employee.

Providing there is a reasonable expectation that the employee will be able to resume full duties within/or by thirty (30) calendar days subject to available work that will be beneficial to the employer. Work consistent with temporary work restrictions may be assigned to the employee for up to sixty (60) days or until the employee is capable of returning to full duty, whichever occurs first. In the event that a modified duty assignment becomes available, the employee is expected to accept the assignment.

The employee is expected to be an active participant in this process by providing M1's Practitioner's Reports following medical appointments and communicating changes in their restrictions. The employee and employer commit to following restrictions as outlined in the M1 Practitioner's Reports or otherwise agreed upon.

This policy recognizes the Family Medical Leave Act, the Town of Shapleigh Personnel Policy, along with Standard Operating Procedures (SOPs) that the department may have. It is intended to work in conjunction with them.

Modified work is not intended to be used as permanent reasonable accommodation under the American with Disabilities Act.

NO TEMPORARY WORK ASSIGNMENT DESCRIBED OR COVERED UNDER THIS GUIDELINE IS INTENDED OR OFFERED AS A PERMANENT ASSIGNMENT.

TOWN OF SHAPLEIGH'S POLICY
ROAD ISSUES

Adopted: August 13, 2002 Amended: July 1, 2025

1. CULVERT INSTALLATION

The Town, in Town road right of ways, will install a culvert if Road Commissioner deems it necessary for new residence driveways provided the owner purchases the size and length culvert and sufficient gravel required by the Road Commissioner of the district involved. Installation of a culvert shall be completed within 30 days of Road Commissioner's request to act. Culverts must be paid for prior to installation. The initial culvert is at property owner's expense but any replacement culverts will be the Town's responsibility as long as the original culvert is the size and is in the location that was recommended by the Road Commissioner for that district. However, should there be unusual expenses incurred in the process of installing the culvert, such as blasting ledge, the property owner shall pay 50% of the cost of the unusual expense or blasting and the town shall pay the remaining 50%. The property owner is responsible for the actual construction of the driveway for their property.

2. WINTER SAND

Property owners and residents of Shapleigh may avail themselves of (3)-5gallon buckets, as posted at the residential sand shed, of stockpiled sand from the designated area for residential sand for alleviating icy conditions on their walkways or driveways. Persons who charge for sanding service may not access town sand but must purchase from a vendor. Commercial uses of this product are not permissible.

3. PLOWING ROADS

Town roads without dwellings on them shall not be plowed following snowstorms until such time as residences are constructed thereon.

Public easements, which are 32 feet in width, are eligible for plowing by the Town after Town roads are plowed. To be eligible, the Town's Legislative Body (voters) must have accepted a public easement.

Said easements must be brought to a 32-foot right of way and have 16 feet of hard surface between shoulders. Said road must be of sufficient graveled base to support year-round traffic. The conditions shall be financed by other than town funds. When the proposed road has met these specifications, it may be presented to the townspeople for acceptance as a town way or public easement.

TOWN OF SHAPLEIGH'S POLICY
ROAD ISSUES
(Continued)

4. WINTER ROADS

Public Health and Safety deem it necessary that the Road Commissioners and/or Contractors keep the roads clear of snow to the outside edges of the shoulders of the road; therefore, it is of the utmost importance that all plowed rights-of-way within the Town remain clear of obstructions.

It is the obligation of all owners and occupants of property within the Town to assure that no mailboxes, paper-delivery boxes, signs, or similar structures obstruct plowed rights-of-way. Any such structures within a right-of-way exist there at the risk of the owner. Neither the Town nor the road crews are responsible for damage caused to the structure by the plow.

Any vehicle parked on any road in the Town of Shapleigh, which is obstructing snow removal or sanding, shall be towed away at the owner's expense by an authorized towing service by order of the Select Board or the Road Commissioner of that District.

No person shall lay, throw, place or plow or cause to be laid, thrown, placed or plowed, on any public street or road, any ice or snow from private property. If, in the removal of snow or ice from any private property, it is necessary to temporarily place snow or ice on any public street or road, such snow or ice shall immediately be removed from the street or road by and at the expense of the person who caused it to be placed thereon. Snow pushed across the road and packed onto the plowed up shoulders, upon freezing, produces hazards for the plows and operators when they come through on a successive trip. Individuals who are plowing snow across the road will be notified once and, if the problem continues, they will be notified a second time. Upon receipt of the second notification, they will be charged a minimum of $120.00, which is the expense that would be incurred for the Road Commissioners to use their loader in order to remove the snow that has accumulated from people plowing the snow into or across the roads. It is imperative that all persons adhere to this policy.

5. FUEL ALLOWANCE FOR ROAD MAINTENANCE

The Town of Shapleigh for each 25-cent increase per gallon of fuel will pay an additional $1.00/hour. The fuel allowance will be determined by the mean average of retail prices for fuel on every Tuesday at a retail outlet in Shapleigh (Boonies). Such price that is in effect on Tuesday will determine the fuel allowance on the following Tuesday payroll submission sheet. Below is a breakdown of the fuel formula, which will be implemented.

TOWN OF SHAPLEIGH'S POLICY

ROAD ISSUES

(Continued)

Fuel Price	Fuel Allowance to be submitted on Payroll
Up to $5.00	No Allowance
$5.01 - $5.25	$1.00 per hour
$5.26 - $5.50	$2.00 per hour
$5.51 - $5.75	$3.00 per hour
$5.76 - $6.00	$4.00 per hour

Fuel prices over $6.00 will be subject to the same formula with an additional $1.00 per hour paid for each additional 25 cents incremental increase.

A 25-cent increase in fuel prices equals a $1.00 per hour.

TOWN OF SHAPLEIGH'S POLICY
ROAD SIGNS / PRIVATE ROADS SIGNS

Adopted: September 24, 2002 Amended: Reviewed: July 1, 2025

The importance for health and safety of all persons is paramount and of the highest priority. Therefore, it shall be the policy of the Town to replace any and all of the street signs originally installed as part of the E-911 Addressing Program if, for any reason, they are no longer present in their designated position. This policy includes both the green town road signs as well as the private blue road signs.

The Road Commissioners shall on a regular basis inform the Select Board or Town Administrator of any signs missing in their district. Information as to the absence of the signs may also be received from property owners or other persons who may observe the lack of signage previously in existence.

The signs shall be ordered through the E911 Officer. Upon receipt, the sign shall be installed by the Road Commissioner of the applicable district within 60 days.

TOWN OF SHAPLEIGH'S POLICY
PAYMENT SCHEDULE FOR
SNOWPLOWING CONTRACT FOR MUNICIPAL LOTS

Adopted: July 23, 2002 Reviewed: July 1, 2025

The purpose of this policy is to establish five equal pay periods for the municipal lot snowplowing bid award. Once the bid is awarded, the total amount of the contract will be divided into five equal installments to be paid the first Wednesday of each month beginning with December, January, February, March and April.

Variances of this time payment schedule may be made if requested in writing and agreed upon by both parties involved. No advance payment(s) will be allowed.

TOWN OF SHAPLEIGH POLICY
SOCIAL MEDIA

Adopted July 1, 2025

The Town of Shapleigh recognizes that social media can be a valuable way to communicate with members of the community and relay important information to the public. Social media includes websites such as Facebook, X, Bluesky, Instagram, LinkedIn, SnapChat; blogs, and/or any other website where one posts or communicates information in a public or quasi-public online forum (including web based and app based).

Official Shapleigh Representatives. The Town has its own social media presence and only certain, designated employees will be asked to create and/or maintain the Town/City's social media profiles. An employee may act on behalf of the Town in the social media context only with express authorization from the Town Administrator. Any and all content created for or on the Town's social media accounts and systems, and the accounts themselves, are property of the Town. The Town has ultimate discretion over the content posted on its social media accounts and may remove or alter content at any time. This policy also applies to the Town's website and electronic systems.

Use during working hours. The Town understands that employees are free to create and maintain personal social media profiles during non-work hours and on non-work equipment. Employees generally may not access social media websites for personal use during work time regardless of whether it is on a Town device or a personal device (including but not limited to iPhones, cell phones, iPad, tablets, laptops, or equivalent devices), unless authorized to do so by a supervisor.

Social Media Presence outside of work. Employees should understand that even when they are engaging in off-duty conduct, including use of social media sites, their actions, words and behavior may reflect upon themselves and the Town. When and if an employee makes any Town -related comment on his/her personal social media, the employee should make it clear that the comment is made in his or her personal capacity and not as a representative of the Town, or on behalf of the Town.

All other policies apply. The Town expects employees to comply with all applicable employment policies, including the Town/City's harassment, discrimination, and confidentiality policies, when using social media. Employees should therefore refrain from making discriminatory, harassing, threatening, violent, abusive or obscene related comments in any way to their employment, or publicizing any confidential information which he/she may have access to due to employment with the Town.

Employees' Rights. This policy in no way restricts, or should be construed to restrict or inhibit, employees' rights to engage in protected concerted activity as permitted by law.

TOWN OF SHAPLEIGH
SOLID WASTE

Adopted: July 23, 2002 Amended: July 1, 2025

POLICY RE: COMMERCIAL HAULER LICENSE

1. Required. No Commercial Hauler shall deposit solid waste at the Transfer Station facility unless that Hauler has purchased a Commercial Haulers license from the Select Board.

2. Application. Application for a Commercial Hauling license shall be made to the Select Board annually and shall require:

a. The name and business address of the Hauler;
b. The registration numbers of each vehicle to be used;
c. A list of the business and residential establishments the Hauler services in Shapleigh.
d. The types of any solid waste that may be carried over the roads of Shapleigh by the Hauler at any time;
e. The types and estimated quantities of solid waste to be deposited at the transfer station facility on a weekly or monthly basis; and
f. **$**1,100.00 fee, paid annually.

3. Contents of the License. The license issued shall contain the name and business address of the Hauler and the registration numbers of the vehicles to be used. All Commercial Hauler licenses shall also include any reasonable conditions the Select Board may see fit to impose to ensure proper waste management practices, including but not limited to conditions that the Commercial Hauler:

- Provide recycling education materials as directed by the Select Board.

- Provide to the Select Board, upon re-license and/or upon request, documentation of all current Shapleigh clients.

- The number of trips to the facility will be pro-rated based on contract and will be delivered to facility on agreed upon days.

TOWN OF SHAPLEIGH'S POLICY
SOLID WASTE
(Continued)

- Only household rubbish will be accepted. Any Demo Debris will be charged for by the cubic yard at current contract prices.

- Must transport recycling as well as solid waste to the prospective areas of the facility

- All loads must be covered. Any loads not covered may be subject to a ***$250.00 fine.*** Failure to pay will result in a suspension.

- All loads must be received at Transfer Station prior to 12:00 noon on any day of operation.

The license shall contain a warning that said license may be revoked by the Select Board for any violation of this policy or license condition.

4. **Term of issue**. All Commercial Hauler licenses shall be valid for one year from January 1st until December 31st of the year issued and then may be renewed. Payment in full is due by January 10th of the current year. There will be no pro ration of fees for a partial year.

5. **Amendment of license.** If during the term of any license issued under this section there is any reason to add to or amend the information provided to the Select Board, it shall be the responsibility of the license holder to notify the Select Board of those additions or amendments in a timely manner. Specifically, any change in the volume of waste exceeding twenty percent (20%) shall be reported in writing to the Select Board within fourteen (14) days of said change.

6. **Suspension of License.** A Commercial Hauler found to be depositing waste which originated outside of the Town of Shapleigh at the Facility, or violating any other provision of this policy, shall have his or her license suspended for one year by the Select Board without any refund of fee previously paid. This decision can be appealed to the Fair Hearing Authority.

TOWN OF SHAPLEIGH
APPLICATION FOR COMMERCIAL HAULER LICENSE

Name and business address of Commercial Hauler:

_____

_____

_____

Phone # _____

_____

1. Make, Model, Cubic Yard – Volume and registration number of each vehicle to be used for hauling waste.

_____

_____

_____

2. Please attach to this application a list of all Shapleigh business establishments and residential properties currently serviced by the Commercial Hauler.

3. Please estimate the estimated quantities of solid waste to be deposited at the Shapleigh transfer station on a weekly basis.

   _____Tons/Week

4. Please summarize the quantities of solid waste you haul that is generated in other municipalities, and where and on what days that solid waste is disposed.

I certify that the above information is true, correct and complete and that no information has been knowingly withheld. I have been provided a copy of the Shapleigh Commercial Haulers Policy and I understand that the Select Board for any violation of the Shapleigh policy may revoke any Commercial Haulers license issued to me for any violation of any condition placed on this license by the Shapleigh Select Board.

Date: _____ Signature of applicant:_____

$1,100 Fee Paid:_____

Clerk/T.A Initials

TOWN OF SHAPLEIGH'S POLICY
STAFF MILEAGE

Adopted: December 6, 2005 Amended: July 1, 2025

Mileage reimbursement for staff members will be paid on a monthly basis after review and majority approval from the Select Board. The Select Board will reimburse mileage at the Federal rate for all travel related to official town business.

All persons being reimbursed for mileage are required to keep mileage logs and submit them periodically for reimbursement. The mileage logs will be retained by the Town to support the travel amount reimbursed. Proof of liability coverage on the vehicle must be provided to the Town Administrator annually.

Mileage will be paid for work related travel only and does not include daily to-from work/home.

TOWN OF SHAPLEIGH'SPOLICY
STAFF RESEARCH INVESTIGATING SERVICE

Adopted: October 15, 2002 Amended: July 1, 2025

I. **Purpose:** The purpose of the Select Board in prescribing these rules is to set forth a uniform and equitable system for members of the public to request information, which may or may not require research or investigation of town records by town staff.

Scope: Except as otherwise noted, these rules and procedures shall apply to all members of the public who request information under the State of Maine Right to Know Law or the Federal Freedom of Information Act.

Administration: The Select Board shall be the administrator of these rules and policies, working through each department chairperson.

Review: The Board recognizes that it may be necessary to make adjustments in these rules from time to time in order that they accommodate the changes in year-to-year business conditions. It is therefore encouraged that each department chairperson and/or employees make note of any problems and bring them to the attention of the Select Board. The Board shall make amendments, as they deem necessary.

II. PROCEDURE FOR REQUESTING INFORMATION:

Any member of the public shall have the right to inspect and to have copies made of any public record during the regular business hours; provided that such inspection will not delay or inconvenience the regular activities of the official having custody of the record sought and; provided further, that the cost of copying any public record to comply with this section shall be paid by the person requesting the copy. *All* inspections or review of Town files will be done so with supervision. No one is allowed to review information privately.

If such inspection cannot be accomplished without the translation of mechanical or electronic data compilations into some other form, the person desiring the inspection shall be required to the pay the Town of Shapleigh, in accordance with the fee schedule set forth in Section III of this policy, and inspection shall be scheduled with the caretakers of said records at a time that will not delay or inconvenience the regular activities of said official.

TOWN OF SHAPLEIGH'SPOLICY
STAFF RESEARCH INVESTIGATING SERVICE
(Continued)

If the request for information requires research and/or investigation of town records by town staff then:

a. The person requesting the information shall make such a request in writing to the Town Administrator/Public Information Officer;

b. Upon receipt of a written request for information, The Town Administrator shall acknowledge the request within 7 days, provide an estimated timeline of completion, and provide the requestor an estimated cost that may be associated with the request.

III. FEE SCHEDULE:

If any request for information involves staff time to research, investigate, translate mechanical and/or electronic data compilations into some other form, or copy information, which is an inconvenience to the daily activities of said staff, the following fee schedule shall take effect:

Copying – Town records $0.10 per page.

Hourly rate: An hourly rate (after the first 2 hours) shall be billed at $25.00 per hour of staff time per request. If more than one person is doing the research, the appropriate fee would be charged for each researcher's time.

If the cost for research is estimated to exceed $100, a $50.00 deposit payable to the Town of Shapleigh shall be required in advance. If the actual bill is lower than the deposited $50.00 the Town of Shapleigh shall refund said person the balance. If the actual bill is greater than the deposited $50.00, the Town of Shapleigh shall receive complete payment before any information is released.

TOWN OF SHAPLEIGH'S POLICY
STORM CANCELLATION

Adopted: August 9, 2011 Reviewed: July 1, 2025

Whenever inclement weather is a factor, staff is encouraged to check their voicemail, or e-mail for messages pertaining to the status of Town Hall, Transfer Station and Library being open, delay in opening or closed. When feasible, the decision to remain open, delay the opening, cancel or close the Town Hall, Transfer Station and Library will be made as early as possible. This decision will be made by the Town Administrator with consultation of the Chairman of the Select Board, after a decision is made, the Town Administrator will notify the staff and the public.

Additionally, every effort will be made to make an announcement on TV stations 6, 8 and 13, Town's website and Social Media.

Cancellation of Meetings and Openings

When necessary, to cancel a meeting, every attempt will be made by the Committee Chairman or their designee to contact the Committee members notifying them of the cancellation. The Town Administrator will make every attempt to:

- Post notice of cancellation on Town's website when practical (except during power outages or loss of internet service).
- Request an announcement to be made on TV stations 6, 8 and 13.
- Social Media.
- E-Notification

TOWN OF SHAPLEIGH'S POLICY
SUBSTANCE ABUSE POLICY - APPLICANT

Adopted: July 28, 2020 Reviewed: July 1, 2025

Applicant Drug Testing Policy from
Maine Department of Labor
Bureau of Labor Standards
mdol@maine.gov
(207) 623-7900

Table of Contents

Contact Information	3
Scope of Testing	3
Substances To Be Tested For	4
Testing Procedures	5
Collection Facility	5
Sample Collection	5
Sample Storage	6
Chain of Custody	6
Testing Laboratory	7
Applicant Notification	7
Appeal Process	8
Sample Appeal Form	9
Policy Submission Checklist	10
Policy Submission Process	10

TOWN OF SHAPLEIGH'S POLICY
SUBSTANCE ABUSE POLICY - APPLICANT
(Continued)

CONTACT INFORMATION

COVERED ESTABLISHMENT
Company name:Town of Shapleigh
Street address:22 Back Road
Mailing address:PO Box 26
Phone number: 207-636-2843

SUBSTANCE ABUSE TESTING POLICY CONTACT
Contact name*:* Michelle Rumney
Contact title:Town Administrator
Contact phone number:207-636-2843
Contact email: townadmin@shapleigh.net

LOCATIONS COVERED
Location 1:Town of Shapleigh - Town Hall, Library, Transfer Station, EMS and Road Crews
Location 2:Town of Shapleigh -Fire Department
Location 3:Town of Shapleigh - Rescue Squad

This policy complies with the Maine Substance Abuse Testing Law (26 M.R.S.A. Sec. 681-690) and the Maine Department of Labor Rules relating to Substance Abuse Testing (adopted October 27, 1989).

Applicants will be notified at the time of initial application that they may be tested for Substance Abuse and will be advised where they may review the policy and statute. Prior to testing, an applicant as defined in this policy shall be provided with a copy of the policy and statute.

SCOPE OF TESTING

Only individuals who are applicants as defined by this program and state law will be tested as applicants. For the purpose of this program, an applicant will not be any person separated from employment by this employer while receiving a mandated benefit from or on account of this employer, including but not limited to Workers' Compensation, Unemployment Compensation and Family Medical Leave and for a period of 30days beyond the termination of the benefit, nor will an applicant be any person separated from employment by this employer while receiving a non-mandated benefit from or on account of this employer for a period of 30 days beyond the separation.

TESTING OF APPLICANTS

*Classifications or position titles to be tested (may be all):*CDL Driver

Substance abuse tests will be administered only to those applicants who are in the above classification or position titles who have been offered employment with the Company or who have been offered a position by the Company on a roster of eligibilityfrom which applicants shall be selected for employment.

ACTIONS TO BE TAKEN

- Action to be taken for refusal to submit to a test: Applicant will not be hired.
- Action to be taken between a test and receipt of test results: Applicant will not be hired.
- Action to be taken based on a confirmed positive result from a test of an applicant: Applicant will not be hired.

TOWN OF SHAPLEIGH'S POLICY

SUBSTANCE ABUSE POLICY - APPLICANT

(Continued)

SUBSTANCES TO BE TESTED FOR

- All screening tests will be conducted using the EMIT (*Enzyme Multiplied Immunoassay Test*)
- All confirmationtests will be conducted using the GC/MS (*Gas Chromatography/Mass Spectrometry*) methodology.
- Applicants will be tested for use of the indicated substances.

To Be Tested	Substances	Concentration in Urine (ng/ml, except alcohol)	
		SCREENING	CONFIRMATION
☒	6-Acetylmorphine	Special[1]	10 ng/ml
☒	Alcohol[2]	0.02g/100ml	0.02 g/100ml
☒	Amphetamine/Methamphetamine MDMA	500 ng/ml	250 ng/ml
☒	Barbiturates	300 ng/ml	300 ng/ml
☒	Benzodiazepines	300 ng/ml	200 ng/ml
☒	Cocaine and/or metabolites	150 ng/ml	100 ng/ml
☒	Marijuana and/ormetabolites[3]	50 ng/ml	15 ng/ml
☒	Methadone	300 ng/ml	300 ng/ml
☒	Methaqualone	300 ng/ml	300 ng/ml
☒	Opiates and/ormetabolites	2000 ng/ml	2000 ng/ml
☒	Phencyclidine	25 ng/ml	25 ng/ml
☒	MDA	-	250 ng/ml
☒	MDEA	-	250 ng/ml

[1] Only tested if morphine is present at a concentration of at least 2000 ng/ml

[2] Alcohol blood test confirmation level: 0.02 g/100ml

[3] Marijuana and/or metabolites blood test confirmation level: 10 ng/ml

TOWN OF SHAPLEIGH'S POLICY
SUBSTANCE ABUSE POLICY - APPLICANT
(Continued)

TESTING PROCEDURES

1. Sample Collection Facility or Facilities

Work Well/Occupational Health, July Street, Sanford, ME

2. Sample Collection

A. Procedure to segregate a portion of the sample at applicant's request:

At the request of the applicant, at the time the test sample is taken, a portion of the sample collected, sealed, and labeled according to State regulations and these procedures, will be segregated for that person's own testing. This sample will be stored by the laboratory and chain of custody shall be maintained as provided in this policy.

Within 5 days after notice of test result given to the applicant, the applicant shall notify the employer and the facility of the testing laboratory selected for that person's own testing. The laboratory so selected must be licensed by the Maine Department of Health and Human Services. The employer's laboratory shall promptly send the segregated portion of the specimen to the selected laboratory, subject to the same chain of custody and security requirements as observed for the employer's specimen.

The applicant will be required to pay for the segregation of the second sample as well as the expense of said additional testing only if and when the applicant notifies the employer that the applicant actually wishes the test to be made and the applicant notifies the employer that the applicant actually wishes the test to be made and the applicant notifies the employer of the choice of laboratory to which the second sample is to be sent.

B. Collection Procedure:

The employer will not require an applicant to remove any clothing for the purpose of collecting a urine sample, except if the employer will require that an applicant leave any personal belongings other than clothing and any unnecessary coat, jacket or similar outer garments outside the collection area.

No applicant may be required to provide a urine sample while being observed, directly or indirectly, by another individual.

If the specimen does not meet standards, the specimen will be rejected and the applicant will be given an opportunity to provide a second specimen. The applicant will remain under observation at the medical facility and may be given liquids until the second specimen is provided.

If the second specimen fails to meet any assessment standard, the employer may deny employment to the applicant and neither specimen will be tested for substance abuse.

3. Sample Storage

A. At collection point:

Samples will be collected in new, clean containers manufactured for the purpose of urine collection. Immediately after assessment, the container will be sealed with tamper-proof tape and labeled in the presence of the applicant. The seal will cover the cap and extend over the sides of the container. The label will contain the date and time of collection, and the identifying number of the applicant.

All information on the label will be written clearly and with indelible ink. Samples will be transported or shipped promptly to the testing laboratory in a secure fashion, so as to prevent tampering. If shipment or transport is not feasible, the specimen shall be refrigerated within one hour, at less than 6° C for no more than three days, or frozen at -20° C or less, for no more than two weeks before shipment.

B. At laboratory:

All positive specimens will be retained by the laboratory in the original containers in secure storage at freezing temperatures (-20° C or less) forat least 12 months. Should legal challenge occur, the specimen will be retained throughout the period of resolution of the challenge.

4. Chain of Custody

A. Labeling and Packaging:

Immediately upon collection of each sample, a chain of custody record will be established for that sample, indicating the identity of each person having control over the sample, and the times and dates of all transfers or other actions pertaining to the sample.

B. Transport:

Samples will be picked up from the facility within24 hours of collecting the sample and will be transported in a secure fashion, so as to avoid tampering. Each person who takes custody of the sample in the course of transport will record on the chain of custody log the date, time, transporter's name and employer's name, origin and destination of the sample.

C. At Lab:

When a sample arrives at the lab, the person receiving the sample shall record the time of receipt and the location of each sample in the lab's storage system. Any technician or other person who removes the sample from storage or opens the sample shall record the date, time, their name and purpose for removal or opening of the sample.

5. Identify Testing Laboratory

MEDTOX Laboratories, Inc., 402 West County Road D, Saint Paul, MN 55112

TOWN OF SHAPLEIGH'S POLICY
SUBSTANCE ABUSE POLICY - APPLICANT
(Continued)

6. Procedure to Notify Applicant

A. The applicant will be notified by personal telephone call and confirmed by mail unless the applicant otherwise instructs. All laboratory reports, including the screening, confirmation and quality control data shall be reviewed by the **Town Administrator** as accurate.

B. The report will identify the name of the laboratory, the drugs and metabolites tested for, whether the test results were negative or confirmed positive, and the cutoff levels for each substance. The report will include any available information concerning the margin of accuracy and precision of the test methods employed.

C. Unless agreed upon by the applicant, no report will show the quantity of substance detected, but only the presence or absence of that substance relative to the cutoff level.

D. No report will show that a substance was detected in a screening test, unless the presence of the substance was confirmed in the confirmatory test.

E. No substance may be reported as present if the employer did not request analysis for that substance. Reports of samples segregated at the applicant's request, for testing by the applicant's choice of laboratory, will be provided to the applicant and to the employer.

F. Unless the applicant consents, all test results and any information acquired by the employer in the testing process is confidential and may not be released to anyone except the applicant tested. This requirement applies to the personnel of all laboratories involved and to the employer. However, this does not prevent the disclosure of results or information if:

1. Release of information is required or permitted by state and federal law including release under 26 M.R.S.A. Sec. 683 (8) (D), or

2. The use of this information is part of any grievance procedure, administrative hearing or civil action relating to the imposition of the test or the use of test results. The results of any test may not be required, requested or suggested by the employer to be used in any criminal proceeding as provided by 26 M.R.S.A. Sec. 685 (3) (B).

The laboratory shall retain records of confirmed positive results in a numerical or quantitative form for at least two years.

TOWN OF SHAPLEIGH'S POLICY
SUBSTANCE ABUSE POLICY - APPLICANT
(Continued)

7. Procedure to Appeal

If the applicant chose to segregate a portion of their sample and elects to submit that sample to a laboratory of their choice, the results of the second test will be controlling. To appeal the results of a confirmed positive result in lieu of testing the segregated sample, the applicant must fill out and sign the attached "Substance Abuse Test Appeal" form submitting information explaining or contesting the results, within five (5) working days after notice of a confirmed positive test result.

The appeal process will be conducted without cost to the applicant. The applicant will then be scheduled to meet within 14 days with **Town Administrator**. The applicant will explain the basis for the appeal and may be asked questions. After the meeting concludes, a written report of findings and conclusions will be prepared and a copy sent to the applicant.

SUBSTANCE ABUSE TEST APPEAL FORM

If you have reason to question the accuracy of a substance abuse test to which you have submitted, you may file an appeal by filling out this form.

Name of person appealing: _____

Date sample provided: _____

Where was sample provided? _____

What are the reasons for your appeal of the test's accuracy? (please be specific)

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Date: _____ _____

Signature of Person Appealing

_____will schedule a time to meet with you within fourteen daysfrom the time this Appeal is received by the employer.

TOWN OF SHAPLEIGH'S POLICY
SUBSTANCE ABUSE POLICY - APPLICANT
(Continued)

Policy Submission Checklist

- Is a signed certification that the submission complies with all applicable statutes and regulations included? This can be part of the submission letter (see Application Process below).
- Are the Company name, location, mailing address and phone number listed?
- Is the Point of Contact regarding policy listed by name, location and phone number listed?
- Are the classifications or position titles to be subject to applicant testing listed?
- Is the Sample Collection Facility listed?
- Is the Testing Laboratory listed?
- Are the individual substances that will be tested for indicated?
- Are copies of forms, information sheets or other materials used by applicants relating to substance abuse testing included and are they consistent with the rest of the material submitted?

PolicySubmission Process

To submit the policy to the Maine Department of Labor, please send a copy of:

- A signed letter of submission from an authorized company official
- A written Substance Abuse Testing Policy
- Blank samples of any and all forms, information sheets, or other materials used by applicants relating tothe substance abuse testing program

To:

Maine Department of Labor
Bureau of Labor Standards
45 State House Station
Augusta, ME 04333

TOWN OF SHAPLEIGH'S POLICY
SUBSTANCE ABUSE POLICY - EMPLOYEE

Adopted: August 13, 2019 Reviewed: July 1, 2025

Employee Drug Testing Policy from
Maine Department of Labor
Bureau of Labor Standards
mdol@maine.gov
(207) 623-7900

Table of Contents

Contact Information	3
Scope of Testing	3
Substances to Be Tested For	4
Probable Cause Testing	5
Consequences of Testing	6
Testing Procedure	7
Collection Facility	7
Sample Collection	7
Sample Storage	8
Chain of Custody	8
Testing Laboratory	9
Employee Notification	9
Appeal Process	10
Description of Rehabilitation Services	11
Sample Appeal Form	12
Policy Submission Checklist	13
Poly Submission Process	13

TOWN OF SHAPLEIGH'S POLICY

SUBSTANCE ABUSE POLICY - EMPLOYEE

(Continued)

CONTACT INFORMATION

COVERED ESTABLISHMENT
Company name:Town of Shapleigh
Street address:22 Back Road
Mailing address:PO Box 26, Shapleigh, ME
Phone number: 207-636-2843

SUBSTANCE ABUSE TESTING POLICY CONTACT
Contact name*:* Michelle Rumney
Contact title:Town Administrator
Contact phone number:207-636-2843
Contact email: townadmin@shapleigh.net

LOCATIONS COVERED
Location 1:Town Hall, Library, Public Safety Building, Fire and Rescue Departments, Transfer Station, EMS and Road Crew

This policy complies with the Maine Substance Abuse Testing Law (26 M.R.S.A. Sec. 681-690) and the Maine Department of Labor Rules relating to Substance Abuse Testing (adopted October 27, 1989).

All employees will be provided a copy of the approved policy at least 30 days before any portion of the policy applicable to employees takes effect.

All new employees will be given a copy of the approved policy prior to or upon beginning work.

SCOPE OF TESTING

An "employee" is defined in state law as "a person who is permitted, required or directed by any employer to engage in any employment for consideration of direct gain or profit". For the purpose of this program, a person separated from employment while receiving a mandated benefit, including but not limited to worker's compensation, unemployment compensation and family medical leave, is an employee for the period the person receives the benefit and for a minimum of 30 days beyond the termination of the benefit. A person separated from employment while receiving a non-mandated benefit is an employee for a minimum of 30 days beyond the separation.

TOWN OF SHAPLEIGH'S POLICY
SUBSTANCE ABUSE POLICY - EMPLOYEE
(Continued)

SUBSTANCES TO BE TESTED FOR

- All screening tests will be conducted using the EMIT (*Enzyme Multiplied Immunoassay Test*)
- All confirmation tests will be conducted using the GC/MS (*Gas Chromatography/Mass Spectrometry*) methodology.
- Employees will be tested for use of the indicated substances.

To Be Tested	Substances	Concentration in Urine (ng/ml, except alcohol)	
		SCREENING	CONFIRMATION
☒	6-Acetylmorphine	Special[4]	10 ng/ml
☒	Alcohol[5]	0.02g/100ml	0.02 g/100ml
☒	Amphetamine/Methamphetamine MDMA	500 ng/ml	250 ng/ml
☒	Barbiturates	300 ng/ml	300 ng/ml
☒	Benzodiazepines	300 ng/ml	200 ng/ml
☒	Cocaine and/or metabolites	150 ng/ml	100 ng/ml
☒	Marijuana and/or metabolites[6]	50 ng/ml	15 ng/ml
☒	Methadone	300 ng/ml	300 ng/ml
☒	Methaqualone	300 ng/ml	300 ng/ml
☒	Opiates and/or metabolites	2000 ng/ml	2000 ng/ml
☒	Phencyclidine	25 ng/ml	25 ng/ml
☒	MDA	-	250 ng/ml
☒	MDEA	-	250 ng/ml

[4] Only tested if morphine is present at a concentration of at least 2000 ng/ml
[5] Alcohol blood test confirmation level: 0.02 g/100ml
[6] Marijuana and/or metabolites blood test confirmation level: 10 ng/ml

TOWN OF SHAPLEIGH'S POLICY
SUBSTANCE ABUSE POLICY - EMPLOYEE
(Continued)

PROBABLE CAUSE TESTING

1. Defining Probable Cause

Probable cause means a reasonable ground for belief in the existence of facts that induce a person to believe an employee may be under the influence of a substance of abuse, provided that the existence of probable cause may **NOT** be based exclusively on any of the following:

A. Information received from an anonymous informant.
B. Any information tending to indicate that an employee may have possessed or used a substance of abuse off duty, except when the employee is observed possessing or ingesting any substance of abuse either while on the premises or in the proximity of the employer premises during or immediately before the employee's working hours.
C. A single work-related accident.

2. Testing Population

All **full-time, part-time and temporary employees in any classification, or may specify individual** will be subject to the provisions of our substance abuse policy under probable cause testing.

3. Classification or position titles that may make a determination of probable cause

Each **unit manager** is responsible for making a determination of probable cause. However, other supervisory personnel, a licensed physician, nurse or the employer's security personnel can make the determination of probable cause to test an employee.

4. Method by which probable cause determination will be communicated to the employee:

Where the company has probable cause to believe that an employee is under the influence of drugs or alcohol, a review will be undertaken on an individual basis. The **unit manager** or other qualified staff must state in writing, the facts upon which this determination is based and provide a copy of the statement to the employee prior to testing. Results of the test will be communicated to the employee by the **unit manager** or other qualified personnel as appropriate within three days of receiving the test results.

CONSEQUENCES OF TESTING

1. Action to be taken for refusal to submit to a test

An employee who refuses to submit to a drug test may be terminated.

2. Action to be taken while awaiting results of a test

During the period between testing and the receipt of the test results, the employee will be suspended with full pay and benefits (*employee may be allowed to work while awaiting results or may have a change in assignment without a loss of pay or benefits).*

3. Action to be taken based on confirmed positive result from test of an employee

Employee will be offered opportunity for up to six months of rehabilitation services.

4. Action to be taken upon refusal to use rehabilitation resources

Employee may be terminated.

5. Procedures for returning employee to the previously held job or position after rehabilitation

Upon successfully completed rehabilitation as determined by the provider after consulting with the Company, the employee is entitled to return to his/her previously held job with full pay and benefits unless conditions unrelated to the employee's previous confirmed positive result make the employee's return impossible.

No reduction may be made in an employee's previous benefits or rate of pay while waiting reassignment to work or while working in a position other than the previous job.

The employee shall be reinstated to the previous position or another position with the equivalent rate of pay and benefits and with no loss of seniority within six months after returning to work in any capacity with the employer, unless the employee has received a subsequent confirmed positive test result within that time, or unless conditions unrelated to the employee's previous confirmed positive test makes reinstatement or reassignment impossible.

6. Action to be taken based on a subsequent confirmed positive test result

Employee may be terminated.

7. Action to be taken on employee's voluntary admission

An employee who voluntarily admits a problem with substances of abuse may take advantage of the services offered through the Employee Assistance Program (see Rehabilitation Service). No adverse action will be taken against an employee simply because of such admission.

TESTING PROCEDURES

1. Sample Collection Facility or Facilities

Work Well, July Street, Sanford, ME

2. Sample Collection

A. Procedure to segregate a portion of the sample at employee's request:

At the request of the employee, at the time the test sample is taken, a portion of the sample collected, sealed, and labeled according to State regulations and these procedures, will be segregated for that person's own testing. This sample will be stored by the laboratory and chain of custody shall be maintained as provided in this policy.

Within 5 days after notice of the test result is given to the employee, the employee shall notify the employer and the facility of the testing laboratory selected for that person's own testing. The laboratory so selected must be licensed by the Maine Department of Health and Human Services. The employer's laboratory shall promptly send the segregated portion of the

specimen to the selected laboratory, subject to the same chain of custody and security requirements as observed for the employer's specimen.

The employee will be required to pay for the segregation of a second sample as well as the expense of said additional testing only if and when the employee notifies the employer that the employee actually wishes the test to be made and the employee notifies the employer of the choice of laboratory to which the second sample is to be sent.

B. Collection Procedure:

The employer will not require an employee to remove any clothing for the purpose of collecting a urine sample, except that the employer will require that an employee leave any personal belongings other than clothing and any unnecessary coat, jacket or similar outer garments outside the collection area.

No employee may be required to provide a urine sample while being observed, directly or indirectly, by another individual.

If the specimen does not meet assessment standards, the specimen will be rejected and the employee will be given an opportunity to provide a second specimen. The employee will remain under observation at the medical facility and may be given liquids until the second specimen is provided.

If the second specimen fails to meet any assessment standard, the employee is considered to have refused testing and may be terminated.

C. Employee's election of a blood test

For an alcohol or marijuana test, the employee may request that a blood sample be taken for testing. The employee must make this request at the time a test sample is taken. If the employee requests a blood test, no other sample from the employee will be tested for alcohol or marijuana. However, the employee may be required to provide a urine sample for testing of other drugs.

D. Procedure to collect blood

Blood specimens (upon request by the employee for alcohol or marijuana) shall be collected in new vacuum-activated blood collection tubes, with such preservatives as may be specified by the testing laboratory, and shall be sealed with tamperproof seals, covering the cap and extending over the sides of the container.

Blood samples shall be taken by a licensed physician, registered physician's assistant, registered nurse, or a person certified by the Department of Health and Human Services to draw blood. Each specimen container shall be clearly and indelibly labeled with the date and time of collection and the name or other identifier associated with the employee from whom the specimen was obtained. Sealing and labeling shall occur under the observation of the employee being tested.

3. Sample Storage

A. At collection point:

Samples will be collected in new, clean containers manufactured for the purpose of urine collection. Immediately after assessment, the container will be sealed with tamper-proof tape and labeled in the presence of the employee. The seal will cover the cap and extend over the sides of the container. The label will contain the date and time of collection, and the identifying number of the employee.

All information on the label will be written clearly and with indelible ink. Samples will be transported or shipped promptly to the testing laboratory in a secure fashion, so as to prevent tampering. If shipment or transport is not feasible, the specimen shall be refrigerated within one hour, at less than 6° C for no more than three days, or frozen at
-20° C or less, for no more than two weeks before shipment.

B. At laboratory:

All positive specimens will be retained by the laboratory in the original containers in secure storage at freezing temperatures (-20° C or less) for at least 12 months. Should legal challenge occur, the specimen will be retained throughout the period of resolution of the challenge.

4. Chain of Custody

A. Labeling and Packaging:

Immediately upon collection of each sample, a chain of custody record will be established for that sample, indicating the identity of each person having control over the sample, and the times and dates of all transfers or other actions pertaining to the sample.

B. Transport:

Samples will be picked up from the facility within24 hours of collecting the sample and will be transported in a secure fashion, so as to avoid tampering. Each person who takes custody of the sample in the course of transport will record on the chain of custody log the date, time, transporter's name and employer's name, origin and destination of the sample.

C. At Lab:

When a sample arrives at the lab, the person receiving the sample shall record the time of receipt and the location of each sample in the lab's storage system. Any technician or other person who removes the sample from storage or opens the sample shall record the date, time, their name and purpose for removal or opening of the sample.

5. Identify Testing Laboratory

MEDTOX Laboratories, Inc., 402 West County Road D, Saint Paul, MN 55112

6. Procedure to Notify Employee

The employee will be notified by personal telephone call and confirmed by mail unless the employee otherwise instructs. All laboratory reports, including the screening, confirmation and quality control data shall be reviewed by **Town Administrator** as accurate.

The report will identify the name of the laboratory, the drugs and metabolites tested for, whether the test results were negative or confirmed positive, and the cutoff levels for each substance. The report will include any available information concerning the margin of accuracy and precision of the test methods employed.

A. Unless agreed upon by the employee, no report shall show the quantity of substance detected, but only the presence or absence of that substance relative to the cutoff level.

B. No report will show that a substance was detected in a screening test, unless the presence of the substance was confirmed in the confirmatory test.

TOWN OF SHAPLEIGH'S POLICY
SUBSTANCE ABUSE POLICY - EMPLOYEE
(Continued)

C. Unless agreed upon by the employee, no report will show the quantity of substance detected, but only the presence or absence relative to cutoff level.

D. No report will show that a substance was detected in a screening test, unless the presence of the substance was confirmed in the confirmatory test.

E. No substance may be reported as present if the employer did not request analysis for that substance. Reports of samples segregated at the employee's request for testing by the employee's choice of laboratory, will be provided to the employee and the employer.

F. Unless the employee consents, all test results and any information acquired by the employer in the testing process is confidential and may not be released to anyone except the employee tested. This requirement applies to the personnel of all laboratories involved and to the employer. However, this does not prevent the disclosure of results or information if:

1. Release of information is required or permitted by state and federal law including release under 26 M.R.S.A. Sec. 683 (8) (D), or

1. The use of this information is part of any grievance procedure, administrative hearing or civil action relating to the imposition of the test or the use of test results. The results of any test may not be required, requested or suggested by the employer to be used in any criminal proceeding as provided by 26 M.R.S.A. Sec. 685 (3) (B).

The laboratory shall retain records of confirmed positive results in a numerical or quantitative form for at least two years.

7. Procedure to Appeal

If the employee chose to segregate a portion of their sample and elects to submit that sample to a laboratory of their choice, the results of the second test will be controlling. To appeal the results of a confirmed positive result in lieu of testing the segregated sample, the employee must fill out and sign the attached "Substance Abuse Test Appeal" form submitting information explaining or contesting the results, within five (5) working days after notice of a confirmed positive test result.

The appeal process will be conducted without cost to the employee. The employee will then be scheduled to meet within 14 days with the **Town Administrator**. The employee will explain the basis for the appeal and may be asked questions. After the meeting concludes, a written report of findings and conclusions will be prepared and a copy sent to the employee.

TOWN OF SHAPLEIGH'S POLICY
SUBSTANCE ABUSE POLICY - EMPLOYEE
(Continued)

DESCRIPTION OF REHABILITATION SERVICES

1. Method of payment for rehabilitation services.

Except to the extent that costs are covered by a health insurance plan, the employee shall be responsible for the payment of any public or private rehabilitation program.

2. Testing upon return to work after completion of rehabilitation.

The employee may be required to submit to one subsequent substance abuse test anytime between 90 days and one year after the date of the employee's prior test.

TOWN OF SHAPLEIGH'S POLICY
SUBSTANCE ABUSE POLICY - EMPLOYEE
(Continued)

SUBSTANCE ABUSE TEST APPEAL FORM

If you have reason to question the accuracy of a substance abuse test to which you have submitted, you may file an appeal by filling out this form.

Name of person appealing: _____

Date sample provided: _____

Where was sample provided? _____

What are the reasons for your appeal of the test's accuracy? (please be specific)

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

____

Date: _____ _____

Signature of Person Appealing

_____will schedule a time to meet with you within fourteen days from the time this Appeal is received by the employer.

TOWN OF SHAPLEIGH'S POLICY
SUBSTANCE ABUSE POLICY - EMPLOYEE
(Continued)

Policy Submission Checklist

- Is a signed certification that the submission complies with all applicable statutes and regulations included? This can be part of the submission letter (See Application Process below).
- Is there a description of the method used by the employer in consulting with the employees as to the development of this policy? This can be part of the submission letter.
- Is there a description of the method used by the employer to notify the employees of the submission of the plan to the Department and for the employees to comment to the Department, including: This can be part of the submission letter.
    - Description of method used to notify employees of the submission
    - How and where employees may access the policy.
    - The time limit for employees to submit written comments to the Department of Labor. (Must be at least 10 days)
    - Department of Labor address and contact person (below).
- Are copies of forms, information sheets or other materials used by employees relating to substance abuse testing included?

Policy Submission Process

To submit the policy to the Maine Department of Labor, please send a copy of:

- A signed letter of submission from an authorized company official, certifying that the policy complies with all applicable statutes and regulations.
- A written Substance Abuse Testing Policy
- Blank samples of any and all forms, information sheets, or other materials used by employees relating tothe substance abuse testing program

To:

Maine Department of Labor
Bureau of Labor Standards
45 State House Station
Augusta, ME 04333

TOWN OF SHAPLEIGH'S POLICY
TAX LIENS - EXPIRED

Adopted: July 23, 2002 Reviewed: July 1, 2025

Upon expiration of a tax lien, the Select Board shall, within thirty (30) days, notify the former property owner in writing by certified mail and return receipt requested that the property shall be disposed of according to State and Federal Law if the following conditions are not met:

1. All taxes due on the property up to and including the current year shall be paid within thirty (30) days of the certified receipt; also interest and costs shall be paid in addition to taxes and a fee of up to two hundred fifty ($250.00) dollars which shall cover administrative costs.

2. The property may be repurchased by the former owner after all provisions in paragraph one have been met.

3. Failure to comply with the above conditions would mandate the property being offered for sale, in compliance with Maine State Law, or the property may be retained by the town for future use.

4. Deviation from the above policy may be allowed by the Select Board in cases of extreme hardship, such hardship to be determined by said Board by findings of fact.

The Town will vote to authorize the Select Board to hold for municipal use, or to sell, any ***town property acquired*** *by matured liens and to issue quit claim deeds for the same when all obligations to the Town have been satisfied.*

TOWN OF SHAPLEIGH'S POLICY
TOBACCO - FREE WORKPLACE

Adopted: September 24, 2019 Reviewed: July 1, 2025

This policy is in effect immediately and remains in effect until renewed or rescinded.

The Town of Shapleigh is committed to providing a healthy and productive work environment for employees, clients, visitors and residents. All State and Federal properties will limit tobacco use to a few designated Tobacco use areas. The Tobacco – Free Workplace Policy, is clearly stated below:

The use of tobacco products is prohibited within the boundaries of all federal and state workplaces (except in approved DTAs), including all buildings, Town owned vehicles, facilities, indoor and outdoor spaces and the surrounding grounds owned and managed, or inhabited by the Town of Shapleigh. Tobacco is defined as any type of tobacco product to include, but not limited to: cigarettes, cigars, cigarillos, electronic cigarettes, pipes, bides, hookahs, smokeless, spit tobacco, vaping, snuff or marijuana.

This policy does not affect individual tobacco use on private property, public roads or sidewalks. The success of this policy depends upon the courtesy and cooperation of both tobacco users and non-users; everyone is responsible to respectfully follow and implement this policy.

Each Town owned building Supervisor will acquire and prominently post as many signs as deemed necessary to publicize that tobacco use is strictly restricted to Designated Tobacco Ares ("DTAs"). The sign will state that:

"TOBACCO USE IS RESTRICTED TO DESIGNATED TOBACCO AREAS (DTA). USE OF TOBACCO PRODUCTS OUTSIDE DTAs IS PROHIBITED."

All DTAs will be determined by the building supervisor and will follow Federal rules on Tobacco Free Workplace. Approved tobacco disposal containers will be made available and used in DTAs.

1. At a minimum DTAs shall comply with the following minimum distance standards:
    a. Greater than 50 feet from building entrances, pedestrian walkways, parking lots, dining area and athletic grounds.
    b. Greater than 100 feet from playgrounds.
    c. Time allotted to use tobacco products is during normal break time. There are no additional breaks for use of tobacco products.
    d. Enforcement of this policy is expected. Violation of this policy subjects the individual to progressive discipline.
    e. The Town of Shapleigh is committed to providing support to people who wish to stop using tobacco products by giving them access to a variety of resources. Tobacco users are encouraged to contact the Maine Tobacco Hotline by calling the toll free number – 1-800-207-1230.

TOWN OF SHAPLEIGH'S POLICY

TOWN COMMITTEES
MEETING LOCATIONS OTHER THAN TOWN BUILDINGS

Adopted: October 6, 2015 Reviewed: July 1, 2025

These meetings are public proceedings; therefore, holding meetings in a private home or place is prohibited. Public meeting locations are: Town Hall, Community Center, Library, and the Public Safety Building. A private setting falsely implies that the meeting itself is private, but the property owner may be placed at a greater risk of liability in the event someone is injured as a result of a negligent act or condition.

Agenda's must be prepared and posted 2 days prior to the meeting date. You can email the agenda to the Town Administrator at townadmin@shapleigh.net for posting at the Town Hall and the Town Website.

All Committees should conduct their meetings in a Town owned public building. Access to these buildings will be made available to the Committee Chairperson or his/her designee. Anyone needing access please contact the Town Administrator.

TOWN OF SHAPLEIGH'S POLICY

TOWN ISSUED EQUIPMENT

Adopted: February 7, 2023 Reviewed: July 1, 2025

Some employment positions within the Town may require special equipment to operate. When this is the case, the Town will issue the required equipment and keep a signed receipt in the employee's personnel file. It is the employee's responsibility to treat Town equipment with care and store it in a safe manner.

If Town equipment is in need of repair or maintenance, it is the responsibility of the employee to notify the department head immediately. If said equipment becomes lost or stolen while in the employee's possession, the department head should also be notified immediately. Equipment that is lost or stolen may be reissued, depending on the circumstance in which it became lost or stolen. If it is found that the employee neglected to keep it in a secure location, the employee may be responsible for replacing the equipment.

Upon resignation or termination of employment, or an approved extended leave with the Town of Shapleigh, all equipment issued to an employee by the Town must be returned within (10) ten days. Failure to return the town issued equipment within (10) ten days will be considered theft and may result in legal action. Failure to return town issued equipment may also be cause to prohibit eligibility of future employment with the Town.

TOWN OF SHAPLEIGH'S POLICY
TOWN OWNED EQUIPMENT/PERSONAL PROPERTY,
Sale of

Adopted: June 1, 2010 Reviewed: July 1, 2025

Each year the Town of Shapleigh presents a warrant article that states the following:

To see if the Town will vote to authorize the Select Board to dispose of town-owned equipment or town-owned personal property under such terms and conditions they deem advisable.

If the above article is approved by the voters the following action will take place:

The funds generated from any sale of town-owned equipment or personal property will become part of the undesignated fund balance and will require voter approval prior to disbursement.

An exception to this would be the sale of a fire vehicle or ambulance. Funds from such sale would be deposited into either the fire truck reserve or ambulance reserve, whichever is applicable.

TOWN OF SHAPLEIGH'S POLICY
THE USE OF ANY TOWN OWNED PROPERTY

Adopted: July 23, 2002 Reviewed: July 1, 2025

Anyone interested in using any town owned property for functions or gatherings must contact the Town Administrator to obtain a Shapleigh use form.

a. Priority/Preference: Shapleigh residents and taxpayers.

The Select Board reserves the right to approve or disapprove the proposed use.

This policy is intended to regulate the use of the Municipal property for the benefit of the majority and also to provide a contact person in case of any damages.

TOWN OF SHAPLEIGH'S POLICY
TOWN REPORT, PREPARATION OF

Adopted: July 27, 2004 Reviewed: July 1, 2025

It is imperative that the town report **should** be completed by January 30th with the exception of the Town Clerk/Tax Collector, Auditor and Treasurer's reports.

1. The Town Administrator is considered to be the Editor of the Town report. Therefore, the Town Administrator will have final decision with regard to format, font, size, etc.

In order to do this, departments and boards must have reports in no later than **January 15th.** Reports not received by January 15th **may** not appear in the town report.

Compliance with the schedule outlined in this policy allows for a timely submission of the finalized report to the printer.

If no report is received, the name of the Chairman along with the telephone number will be listed in the town report stating no report was submitted.

TOWN OF SHAPLEIGH'S POLICY
TRANSFER STATION AND RECYCLING AREA OPERATION MANUAL

Adopted: April 27, 1993 Reviewed: July 1, 2025

1. **PURPOSE**
   This Operations Manual presents the policies and procedures to ensure safe, clean, and efficient operation of the facility and must be followed by all facility personnel and users

2. **DESCRIPTION OF FACILITY**
   The purpose of the Transfer Station is to provide a central location for the collection and compaction of solid waste to be transported for ultimate disposal. Only solid waste generated in Shapleigh by residents or landowners of Shapleigh will be accepted at the Transfer Station. The Transfer Station is owned by the Town of Shapleigh and hauling is performed by a contractor. The Contractor will transport the solid waste to Eco-Maine and CDD and Bulky Waste to Waste Management.

3. **WASTE**
   A. **ACCEPTABLE WASTE**
      1. All solid waste of the type presently accepted at the Transfer Station used by the Municipality, including all ordinary household, municipal, institutional, commercial, and industrial wastes.

      2. There is a disposal fee for the following items, but not limited to:

Appliances- All Small Kitchen	$2.00/each
Batteries- Vehicle	$6.00/each
Bathtubs/Showers- cast iron, steel, fiberglass	$15.00/each
Bicycles	$3.00/each
Blocks, Cement- bricks, patio blocks, pieces	$39.00/yard
Bureaus/Beds/Tables/Wood Cabinets/Desks	$4.00/each
Chair small/stands/ coffee tables	$2.00/each
Computer Towers	$4.00/each
Couch/Bulky Chair/Box Spring- **must be broken down so it can lay flat**	$15.00/each
Demo/ Construction Materials	$30.00/yard
Door, wood/vinyl, aluminum	$3.00/each
Fans	$3.00/each
Fax machine/Scanner/Small printer	$11.00/each
Fiberglass insulation (must be bagged)	$10.00/yard
Fluorescent, U-Tubes or compact lamps	$2.00/each
Garage Door	$15.00/each
Grills	$8.00/each
Heaters, Gas or Kerosene Portable -**fluids removed**	$6.00/each
Heater/Microwave/Electric or gas range	$11.00/each
Humidifiers	$4.00/each

Lawnmowers	$10.00/each
Machines, Exercise (Treadmill/bike)	$10.00/each
Machine, Office Large (printer/copier)	$22.00/each
Mattress	$16.00/each
Propane Tanks…not accepted at this time	N/A
Refrigerators/Freezers/AC/Dehumidifiers	$17.00/each
Rototillers/Snowmobiles/Riding Lawnmowers-**fluids removed**	$15.00/each
Rugs/Carpets- Room size	$6.00/each
Satellite, small/large	Small $3.00/each – Large $11.00/each
Saws, Power/Weedwhackers (gas or electric) **fluids removed**	$4.00/each
Sewing Machines	$3.00/each
Car Seats, Child	$4.00/each
Shatter Shield/Cover Guard Lamps	$3.00/each
Shingles, asphalt	$30.00/yard
Sink, porcelain (no fixtures attached)	$5.00/each
Steel (enough to fill a 5-gallon pail)	$3.00/each
Stumps Clean/Wood (over 4'x4' long)	$20.00/yard
Television, small/ Computer monitor	$3.00/each
Television, Large, over 22"	$5.00/each
Television Console, with or without cabinet	$7.00/each
Tools, Power (air compressor, table saw)	$11.00/each
Tires 15" to 19" Unmounted/ Mounted Tires under 15" must be UNMOUNTED	Unmounted $5.00/each- Mounted $10.00/each
Passenger Vehicle Tires 19" over Unmounted/Mounted	Unmounted $10/each- Mounted $15/each
Toilet Bowls & Tank (no fixtures attached)	$5.00/each
Umbrellas, aluminum chairs, chaise loungers	$2.00/each
Vacuum	$5.00/each
VCR/CD Players/ Radio/Stereos/Typewriters	$5.00/each
Vinyl siding/plastic toys/vinyl shutters	$30.00/yard
Woodstoves, cast iron	$6.00/each
Washer/Dryer/Dishwasher/Compactor	$15.00/each
Window (wood, vinyl, aluminum)	$3.00/each

Payments may be made via cash or check

Bulky items such at couches and upholstered chairs should broken down (Arms and back removed), those not broken down in advance will be subject To an additional $10 fee.

Dump trailers must be unloaded by hand, the dumping feature may not be used

3. The Town of Shapleigh issues a Demo Debris / Bulky Waste Card bi-annually to property owners. This card entitles the property owner to one FREE pick-up truck (2 cubic yards) or equivalent load of demo debris per household per calendar year.
   a. Card must be presented to the Transfer Station attendant before dumping debris.
   b. Demo debris includes, but is not limited to:
      furniture building materials shingles
      insulation sheetrock
   c. Bulky material includes, but is not limited to:
      mattresses household furniture rope
      hoses wire cable
      carpeting
   d. No material will be accepted that is generated outside of Shapleigh regardless of residency.
   e. If the card is lost - you have forfeited your free load benefit.
   f. The card does not apply to hazardous materials, metals, tires, or asbestos.
   g. A partial load is considered a full load.

B. **ACCEPTABLE RECYCLING**

1. Paper, including but not limited to:
All clean cardboard, paperboard and pizza boxes
Newspapers, advertising inserts and mail
Magazines, catalogs, phone books, hard cover books
Clean paper plates (not soaked or caked with food or oils)
Wrapping paper that can rip
Milk & juice cartons (it helps to remove caps, but isn't necessary)
Drink boxes and other aseptic containers (such as nut milk boxes)
Shredded paper (contained in a clear plastic bag)

2. **Plastic rigid containers marked with a #1 - #7**
****ALL CONTAINERS MUST BE EMPTY****
(except Styrofoam, bags & films), including but not limited to:

Water bottles and salad containers
Milk jugs
Detergent bottles
Yogurt containers
Takeout food containers (not Styrofoam)

3. **Metal containers**, including but not limited to:
   Tin cans
   Aerosol cans, such as shaving cream and hair spray (completely emptied)
   Aluminum cans, tins and foil (not caked with food residue)
   Pots and pans

4. **Glass**, including:
   All glass bottles & jars

All above containers should be empty, but not perfectly clean. A light rinse will do. For more information on recycling, please visit EcoMaine.org.

C. UNACCEPTABLE WASTE

The operator from time to time will have items dropped off at the station that are unacceptable waste. In general, they should not be accepted. The operator should assist the homeowner in identifying the best method of disposal.

Keep a current list of facilities that accept hazardous or special wastes or oily wastes.

1. Hazardous waste as defined in 38 MRSA 1303(5). Normal household generated wastes are not included in this category.
2. Special wastes, including Tannery sludge and shellfish processing wastes;
3. Liquid Wastes;
4. Septage Sludge;
5. Animal wastes, carcasses, or other pathological wastes;
6. Water treatment residues (dry materials);
7. Automobiles or vehicle bodies or bulky parts from same; and
8. Waste oil.
9. Boat wrap/shrink wrap must be condensed and corded or bagged.

D. UNACCEPTABLE RECYCLING

1. Propane, fuel, or gas (O^2) tanks .
2. Plastic bags and film, such as SaranWrap®, shrink wrap or boat wraps. *These items need to be disposed of in the solid waste containers and must be corded or bagged.*
3. Rope, cables, cords or wires.
4. Yard waste or food (compost them instead!).
5. Video and audio tapes.

4. E-waste, such as computers, laptops, TVs, etc.: *May be disposed for a fee lower level.*
5. CDs or DVDs (Better recycling option: CD Recycling Center of America).
6. Appliances, such as microwaves or refrigerators: *May be disposed for a fee lower level.*
7. Clothing, shoes or bedding: *May be disposed of in Apparel Impact Bin*
8. Car, truck or boat parts, including batteries and brake rotors.
9. Plastic knives, forks and spoons.
10. Compact Fluorescent Light bulbs (CFLs) and regular fluorescent bulbs: *May be disposed for a fee lower level.*

4. USE OF THE FACILITY

A. Only residents and property owners of Shapleigh are allowed to use the Transfer Station for the disposal of waste generated within the Town of Shapleigh.

B. A dump sticker is required to use the facilities. A dump sticker can be obtained at the Town Hall in Shapleigh. If the rules for disposing is violated, privileges to use the facility may be revoked. First offense-- banned from use of the Transfer Station for 30 calendar days; Second offense--banned from use of the Transfer Station for six months.

C. Packer trucks and dump trucks are excluded from using the Transfer Station. These vehicles are to be routed directly to an appropriate site or facility for ultimate disposal of their waste.

D. Commercial Haulers may use the facility with payment of the permit fee, which must be obtained, in advance at the Shapleigh Town Hall. (Commercial Haulers Policy)

5. HOURS OF OPERATION

The operating hours for the Transfer Station are as follows:

May 1 - September 30	**October 1 - April 30**
Tuesday & Thursday	Wednesday
9:00 am - 4:00 pm	10:00 am - 4:00 pm
Saturday & Sunday	Saturday & Sunday
8:00 am - 4:00 pm	10:00 am - 4:00 pm

TOWN OF SHAPLEIGH'S POLICY

TRANSFER STATION AND RECYCLING AREA OPERATION MANUAL

(Continued)

6. PERSONNEL

A. A minimum of two (3) operators will be present at the Transfer Station at all times during operating hours. The operator's specific duties will be as follows:

1. Open gates at the beginning of the operational day and close them at the end of the operating hours.

2. Maintain traffic flow by the use of directional signs, etc.

3. Keep site clean of debris, this includes policing the area on a daily basis.

4. Operate the compactors.

5. Notify the hauling contractor when a container is full. *The operator shall keep a notebook recording any call that is placed for a container to be transported. This log should include the type and number of containers, date and time call was placed and operator's name.*

6. Monitor all incoming wastes and watch for hot loads and unacceptable hazardous wastes. Extinguish all hot loads and put them into the waste stream within 24 hours. NO hot loads will be accepted.

7. Maintain grounds and slopes and notify Town Administrator or Select Board if snow removal and sanding of drive area is required.

8. CHECK ALL VEHICLES FOR PROPER VALID DUMP STICKER. Keep records of violations.

9. Collect fees in the lower level as appropriate to the fee schedule.

7. **TRANSFER STATION OPERATION**

The operators will be responsible for operating the Transfer Station as follows:

A. **TRAFFIC**

1. All vehicles will enter the access road on the south side of the site and proceed to the debris area and unload and proceed north. During a State of Emergency, traffic can form a single lane with social distancing.

2. Vehicles with white goods, recyclables, demo, bulky waste, or tires shall be directed to the proper disposal area.
3. All vehicles shall leave the site via the north exit.
4. When the trash reaches a level above the height of the compactor, the compactor will be engaged and the trash compacted into the container.
5. When the container is nearly full, the operator shall contact the hauler to have it removed and an empty container placed at the compactor. Filled containers will not be allowed to remain on site, with the exception of a container filled on a weekend.
6. Leave compactor in the "locked" mode (ram at compactor face) at night and when the container is not present.
7. Access to the facility shall be controlled so that the public is not exposed to potential health and safety hazards at the site. The entrance will be gated. The gate may be open only when the attendant is on duty, and will be closed and locked at all other times.

8. **TRANSFER STATION MAINTENANCE**

A. **STATION MAINTENANCE**

1. Keep the station interior and outside grounds of the Transfer Station clean and well maintained, including break areas.
2. When the compactor and the concrete pad needs to be cleaned, use dry chemical cleaner such as Speedi-Dry. Apply cleaner to hopper sides and concrete pad. Sweep up debris and add it to the waste stream.
3. Control odor around the station by the use of odor zone crystals around the Transfer Station, keeping station washed when needed and all loose rubbish picked up and placing the compactor at its locked mode to seal the end of the container when station is closed.

B. EQUIPMENT MAINTENANCE

1. Maintenance of the compactor will be done under a maintenance agreement between the Town and the Contractor supplying the compactor and associated equipment.
2. Station related equipment, such as plumbing fixtures, when provided, doors, windows, etc., shall be maintained by operator. Any deficiencies should be reported immediately to the facilities director.

9. SAFETY AND HEALTH

A. HEALTH

1. Baiting station will be placed around compactor if vectors are suspected or become a problem.
2. Litter will be picked up at all times.
3. Gloves, hand cleaners and sanitizer should be kept on site at all times.

B. SAFETY

1. Equipment will not be operated when public is present.
2. Salvaging will not be permitted.
3. No loitering will be allowed at the site.
4. A first aid kit will be kept on the site.
5. Emergency telephone numbers will be on site.
6. Lock all gates and doors when station is unattended.
7. In winter, keep all access areas around the hopper sanded or free from ice and snow to prevent vehicles or people from sliding into hopper.
8. Safety glasses shall be worn at times when necessary.

10. FIRE PROTECTION

A. Two ABC fire extinguishers will be kept on site at all times. One extinguisher near the compactor at lower level, and the second on the first level.

B. Have the Fire Department phone number listed near the phone for easy access in an emergency.

C. Notify the Fire Department of fires that cannot be immediately controlled.

11. BACK UP EQUIPMENT

A. The Town of Shapleigh has a contractor regularly engaged in collecting and transporting solid wastes. The equipment maintenance and reliability will be the contractor's responsibility. If for some reason mechanical equipment fails, the contract will utilize back up equipment from his fleet.

TOWN OF SHAPLEIGH'S POLICY
TRANSFER STATION STICKERS / CARDS

Adopted: August 13, 2002 Reviewed: July 1, 2025

Transfer station stickers will be issued, upon request, to property owners at the time when their vehicles are registered each year at the Shapleigh Town Hall, or upon request from seasonal property owner.

The registration must be presented when the transfer station sticker is applied for. At such time, the registration plate number will be written in permanent marker on the actual transfer station sticker and the registration will be hole-punched. This will facilitate the attendants' determination of the validity of the sticker since both the plate and permit should have the same number.

Persons who recently have become Shapleigh residents must provide a valid Maine registration and a copy of a rent receipt, utility bill, or other form of proof of residency.

Leased Vehicles – Any person whose vehicle is leased, the registration is in the name of the finance company, must provide a valid insurance card in addition to the registration. This is done to compare the vehicle make and model to the registration and to verify the name on the insurance card as a property owner in the Town of Shapleigh.

The permits shall be placed on the window on the passenger side of the vehicle. **If a valid sticker is not presented, no trash will be accepted.** Persons aggrieved by this policy are invited to discuss the matter with the Select Board at any of their regular Tuesday evening meetings at the Shapleigh Community Center at 5:00 pm.

Stickers will be provided:

One sticker per registered vehicle belonging to a Shapleigh year-round/seasonal property owner. There is no fee charged for the Transfer Station stickers. Each sticker must be for a separate vehicle and the registration for each vehicle must be presented at the time of the request.

A person who has had to replace a damaged rear auto window may obtain a new sticker by bringing in the receipt for the window replacement or 60% of the old sticker.

Any sticker which appears to be altered will not be valid and refuse from that vehicle will be refused at the Transfer Station.

Cards, not stickers, permitting the dumping of household wastes at the upper level and the recycling area of the transfer station will be issued to summer camp owner's tenants with an expiration date at the end of their rental period. Exception to this would be stickers issued to realty companies who place the stickers on rigid plastic for key chains for rental camps; these would be marked with Map and Lot numbers and designated for household waste only.

TOWN OF SHAPLEIGH'S POLICY
TRANSFER STATION STICKERS / CARDS
(Continued)

Cards, not stickers, will be issued to camp owner's/relatives who use the building at various times, the expiration date of these being the end of the calendar year. Cards and stickers issued under the provisions of this paragraph shall be clearly marked across their face HOUSEHOLD WASTE AND RECYCLING ONLY.

Cards, shall be obtained by the property owner, for out-of-town contractors depositing demo debris, etc. All debris must be generated from properties in town. Map/Lot numbers, owner's name, and an expiration date for the completion of the project will be written on the card. Cards shall be reclaimed by the attendant on duty on the last allowable visit to the transfer station and turned in at the Town Hall.

Temporary Cards may be issued for road frontage owners to dispose of debris without payment of Transfer Station fees for trash picked up along the roadside passing by their land.

Household waste is defined as:

- ✓ Small items generated in daily living which cannot be recycled
- ✓ Food waste not composted
- ✓ Waste paper not recyclable
- ✓ Encourage recycling whenever possible

NONCOMPLIANCE WITH ANY OF THE ABOVE RULES MAY RESULT IN DUMPING PRIVILEGES BEING REVOKED.

TOWN OF SHAPLEIGH'S POLICY

TRANSFER STATION, SOLICITING/ HOLD HARMLESS AGREEMENT

Adopted: July 5, 2022 Reviewed: July 1, 2025

Occasionally, persons or groups of people may want to set up a booth or solicit signatures for political activity or non-profit fundraising activities at the Transfer Station. Each person on site must have prior authorization from the Select Board and complete the form attached hereto. The request must be received by Friday at 4:00pm by the Town Administrator to be put before the Board at their regularly scheduled Tuesday evening meetings, held at 6:00pm at the Shapleigh Town Hall.

Person on scene:_____

Address:_____

Telephone #:_____ **Date and time requested:**_____

Purpose:_____

I agree to release any liability to the Town of Shapleigh and abide by the safety regulations set by the Shapleigh Select Board, which are as follows:

To maintain a distance of at least 25' from the compactor

To wear, at all times, a reflective safety vest (provided by the Town)

To be aware of my surroundings at all times, in particular vehicle traffic

To respect the public's privacy and not harass or hinder them

Signature of Participant:

_____

****

Approved **Denied** **Date:**_____

_____ _____ _____

Select Board **Select Board** **Select Board**

TOWN OF SHAPLEIGH'S POLICY
TREASURER'S DISBURSEMENT WARRANTS
FOR EMPLOYEE WAGES AND BENEFITS

Adopted: November 20, 2007 Reviewed: July 1, 2025

Purpose. This policy allows designated municipal officers (Select Board), 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 M.R.S.A. § 5603(2)(A)(1), the following authority is granted with respect to treasurer's disbursement warrants municipal employee wages and benefits only:

Current municipal officers. The municipal officers in office at the time of execution of this policy are:

Gloria Pillsbury, Thomas Small, and Michael Cote

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

Effective date. This policy becomes effective on the date indicated below.

Copies. 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. The treasurer shall remind the municipal officers to consider renewing this policy annually before it lapses.

Original. 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 municipal officers.

TOWN OF SHAPLEIGH'S POLICY
VOIDED CHECKS

Adopted: July 17, 2007 Reviewed: July 1, 2025

The Treasurer shall account for all check numbers issued when the warrant is signed. Should a gap in the sequence of check numbers occur, the voided checks should be available for the Select Board to examine, in order to ensure that all checks have been properly accounted for.

Should the need for a manually-prepared check arise, the next check number in sequence should be used.

All previously unused checks that are out-of-sequence shall be permanently voided so as not to be used at any future time.

TOWN OF SHAPLEIGH'S POLICY
WARRANTS POSTING

Adopted: July 23, 2007 Amended: July 1, 2025

Warrants to be posted for town meeting or other purposes shall be done by a resident of the town who will be compensated for such service at the amount of ($40.00) forty dollars. This will include posting warrants at a minimum of seven (7) places in the town as follows:

Shapleigh Post Office
Shapleigh Library
Boonies
Local 130
Shapleigh Town Hall
Shapleigh Transfer Station
Your Store Next Door

This policy eliminates the previous system of billing for mileage and for time.

TOWN OF SHAPLEIGH'S POLICY
Williams Property Use

Adopted: November 15, 2022 Reviewed: July 1, 2025

The Williams Town Park is a 300-acre parcel of land donated in 2011 to the Town of Shapleigh by Roger K. Williams and is open for public recreation. The main access to the park is located off County Road, the trails can also be accessed from Gulf Road. In order to maintain the beauty of the land and the safety to all that visit the land, the following rules have been instituted:

Pedestrian traffic only

No motorized vehicles of any kind beyond the gate, unless equipment is actively being used in the maintenance of the property

Carry out anything that you brought in, NO Littering!

Dogs are permitted on leash - their waste must be picked up and carried out.

No fires or use of grills

No fireworks

No smoking

No consumption or sales of drugs or alcohol

No large gatherings without prior written approval from the Select Board

No overnight parking or camping without prior written approval from the Select Board

Hunting is permitted- State and Federal Laws must be followed

Trapping is allowed by written permission only from the Select Board. Annual approval is required

Park hours: Sunrise to sunset daily

2025 Town of Shapleigh Policy Review Acknowledgement

We, the undersigned Select Board, acknowledge that we have completed review of all Policies contained in this document (Pages 1-181) on **July 1, 2025**.

Unless otherwise stated in an individual policy, any changes to or additions shall take effect immediately upon the signing of the document.

Signed:

_____
Gloria M Pillsbury

_____
Thomas J Small

_____
Michael J Cote