



# Town of Bradley Fee Schedule

## Administrative Fees:

Notary		
Resident	\$	-
Non-Resident	\$	5.00
Photocopies		
General 8 1/2" X 11"	\$	0.50
General 8 1/2" X 14"	\$	0.75
General 11" x 17"	\$	1.00
Tax Card	\$	1.00 Per Card
Tax Map	\$	1.00 Per Map
Maine Freedom of Access Act	\$	0.10 Per 8 1/2" x 11"
Fax	\$	0.50 Per Page
Research Fees		
Maine Freedom of Access Act Request	\$	25.00 Per Hour after first 2 hours
Genealogy	\$	3.00 Per Name If record found photocopy included
Returned Check Fee	\$	25.00 + Bank Fee

## Land Use Fees:

All fees will be computed by and permits issued by the Code Enforcement Officer, with the approval of the Planning Board as required. Unless stated otherwise, all usages require an application fee. Application fees are to be submitted with the application and are non-refundable.

### Land Use Permits/Building Permits

Review Authority: Code Enforcement Officer

#### Residential

Application Fee	\$	30.00
Plus:		
Finished Square Footage	\$	0.20 Per Sq. Ft.
Unfinished Square Footage	\$	0.15 Per Sq. Ft.

#### Commercial

Application Fee	\$	50.00
Plus:		
Finished Square Footage	\$	0.40 Per Sq. Ft.
Unfinished Square Footage	\$	0.20 Per Sq. Ft.

### Site Plan Permit Applications

Review Authority: Planning Board

Site Plan Review (No Public Hearing)	\$	100.00
Site Plan Review (Public Hearing)	\$	250.00

### Subdivision Applications

Review Authority: Planning Board

Sketch Plan Presentation	\$	-
Preliminary Review Plan	\$	250.00
Final Plan Review	\$	50.00 Per Lot (Minor/Major) 100% Reimbursement of Municipal Costs

Driveways

Driveway cuts and entrances on Route 178 State of Maine  
Driveway cuts and entrances on Town Roads not associated with approved \$ 25.00  
construction

Culverts

Replacement \$ 25.00

Flood Zone Permit

\$ 50.00

Auto Graveyards/Junk/Salvage Yard

Application Fee \$ 150.00

Annual Fee \$ 100.00

Signs

Included in Code Enforcement Review Authority Permits

Towers-Wireless Communication

Application Fee-Submit with Plans \$ 200.00

Approval-Up to 195' height \$ 1,000.00

Approval-Over to 195' height \$ 2,000.00

Solar Fees

Commercial Array \$1.00 per square foot of panel (capped at \$6,000)

**Cemetery Fees**

Residents \$ 250.00

Non-Residents \$ 450.00

Each lot is 4 x 12 which will fit one adult body, two children or six cremated remains.

Approved by Town Council 4-25-2023

True Copy Attest Town Clerk: Melissa L. O'Neil



# **Town of Bradley Record of Policy**

- Chapter 1..... *Abate Less than \$5***
- Chapter 2..... *Capitalization***
- Chapter 3..... *Cemeteries By-Laws and Regulations***
- Chapter 4..... *Excise Tax Credits & Refunds***
- Chapter 5..... *Investment Policy***
- Chapter 6..... *National Incident Management System (NIMS)***
- Chapter 7..... *Town Office Closing (Inclement Weather)***
- Chapter 8..... *Personnel Policy***
- Chapter 9..... *Return Check Policy***
- Chapter 10..... *Road Acceptance Standards Policy***
- Chapter 11..... *Road Naming Policy***
- Chapter 12..... *Sexual Harassment Policy***
- Chapter 13..... *Town Council's Working Rules of Order***
- Chapter 14..... *Policy for Treasurer's Disbursement Warrants***
- Chapter 15..... *Policy Governing Access to Public Records***
- Chapter 16..... *Planning Board Bylaws***
- Chapter 17..... *Purchasing Policy***
- Chapter 18..... *Wildland Firefighting Boot Reimbursement Policy***
- Chapter 19..... *Remote Participation Policy***
- Chapter 20..... *Acceptable Use Agreement***

**Chapter 21..... *Cyber Incident Reporting***

**Chapter 22..... *Disaster Recovery/ Business Continuity***

**Chapter 23..... *Back Injury Prevention Policy***

**Chapter 24..... *Emergency Action Plan Policy***

**Chapter 25..... *Fire Extinguisher Policy***

**Chapter 26..... *Hazard Communication Policy***

**Chapter 27..... *Slip and Fall Policy***

**Chapter 28..... *Video Display Terminal Policy***

**Chapter 29..... *Return To work***

**Chapter 30..... *Wellness Program***

**Chapter 31..... *Safety Committee***

**Chapter 32..... *Volunteer Fire Department Personnel Policy***

# CHAPTER

# I

## Policy to Abate Real and Personal Property Taxes Small Dollar Threshold

This policy provides authorization to the Tax Collector and Treasurer of the Town of Bradley to abate or write off taxes in an amount not to exceed \$5.00 per account in instances where there is a variance between the amount paid and the actual tax amount owed. The purpose of the policy is to prevent administrative costs from exceeding the amount of tax owed.

This policy is effective immediately upon adoption and replaces any prior policy.

Dated: 06/04/2004

Councilors of the Town of Bradley

Mark H. Kelly

Duane Sugden

James Hatt

Christina Clemens

Richard V. Worde

A True Copy

April Dorr  
Attest: Town Clerk April Dorr

# CHAPTER

# 2

## **Town of Bradley Asset Capitalization Policy**

This Policy is adopted to establish procedures for keeping an inventory of fixed assets owned by the Town of Bradley. It results from and is intended to implement the Governmental Accounting Standards Board Statement #34 (GASB 34).

The cost of a capital asset should include any charges necessary to put the asset into place. Donated capital assets should be reported at their estimated fair value at the date of donation. Capital assets included moveable property (furniture & fixtures, machinery & equipment, automobile, etc.), land, land improvements, buildings, building improvements, leasehold improvements, infrastructure, historical treasures & works of art, and all other tangible or intangible assets that are used in operations that have initial useful lives of two years or more.

### **Definitions:**

Assets, which meet the following minimum standards, will be considered **capital assets**:

- Having a value of \$5000 or more. This requirement can be for an individual item in excess of \$5000 or for a "collection" such as a specific road project, or computer system.
- Having an estimated useful life of two years or more.
- Major asset categories will be building and improvement, land and improvements, machinery and equipment, vehicles, and infrastructure.

### **Capitalization Method:**

All capital assets will be recorded at cost as of the date acquired or constructed.

### **New Acquisitions:**

The Town will capitalize on new assets that meet the Capitalization Policy as stated above. Following the receipt of the item (s) that meet the criteria stated above, the value should be noted by Town Manager for inclusion in the asset database. Additions, improvements, repairs, or replacements to existing capital assets are not considered new acquisitions.

### **Extraordinary Repairs or Improvements:**

The Town will capitalize on outlays that increase future benefits from an existing capital asset beyond its previously assessed value or condition if they meet the Town's Capitalization Policy as stated above.



**Useful Lives for Capital Assets:**

<b>Property Type</b>	<b>Useful Life</b>
<u>Moveable Property</u>	
• Office furniture & fixtures	10
• Computers & peripheral equipment	5
• Computer software	3
• Office machinery & equipment	6
• Automobiles/Fire Apparatus	15
• Trailers	15
<u>Buildings and Improvements</u>	
• Buildings and improvements	40
<u>Depreciable Land Improvements</u>	
• Sidewalks	20
• Sprinkler System	20
• Landscaping	20
• Road Improvements	10
• Driveway Culverts	10

**Depreciation Method:**


For simplicity and consistency, the straight-line depreciation method (cost divided by useful life) will be used for the depreciation of all depreciable capital assets. In addition, it will be assumed that the capital assets will have no salvage value. A full year of depreciation will be taken in the year assets are placed in service. Regardless of the actual date an asset is placed into service, the asset is treated as being placed into service at the beginning of the fiscal year, allowing a full year's depreciation in the year of acquisition.

**Effective Date:**

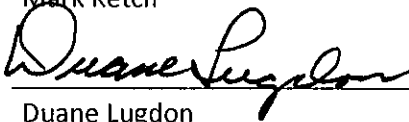
This policy shall be immediately effective upon its adoption at a legally called and publicly held meeting of the Town Council.

**Approved:**

Approved by the Bradley Town Council at a duly called meeting on 10/12 2022.



Mark Ketch



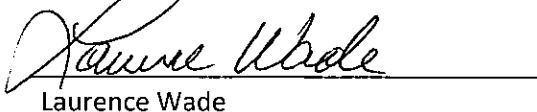
Duane Lugdon



Ann Delaware

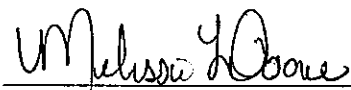


Charles Clemons



Laurence Wade

A True Copy Attest:



Melissa Doane, Bradley Town Clerk

# CHAPTER

# 3

BY-LAWS  
AND  
REGULATIONS

TOWN OF BRADLEY  
CEMETERIES

Adopted by Town Council: Aug 19 2008

Gudney Wilcox

Sally Strout

Joseph F. Hoffman

Lillian Coulter

Certified by Town Clerk: Aug 19 2008

Melissa Y. Dore

1. Title
  - 1.1 There is hereby established a Town of Bradley Cemetery Committee as a Committee of the municipal government. The Committee shall care for and have oversight of all cemeteries owned by the Town for which the Town has accepted maintenance responsibilities.
2. Purpose
  - 2.1 The purpose of these bylaws is to establish a governing body for Public Cemeteries; establish regulations and procedures to govern burials, placement of headstones, decorations, and provide a beautiful and dignified resting place for the deceased.
3. Cemetery Committee
  - 3.1 The affairs of the Bradley Cemeteries shall be conducted by the Cemetery Committee. The Committee members shall elect from among their number a Chairman, Vice-Chairman. The Cemetery Committee shall at a minimum meet every three months to discuss business and review the established bylaws as necessary. Minutes of said meetings shall be filed with Bradley Town Clerk.
4. Committee Appointments
  - 4.1 The Town Council shall appoint committee members to three-year terms.
  - 4.2 Upon recommendation of the Cemetery Committee, The Town Council shall appoint one person who shall be known as the Superintendent of Cemeteries. The salary of the Superintendent shall be determined by the Town Council. The Superintendent shall be responsible to the Town Manager for control and management of the municipal cemeteries and the administration of the cemetery bylaws recommended by the Cemetery Committee and adopted by the Town Council.
5. Purchase of Lots
  - 5.1 Persons desiring to purchase a lot in the cemeteries are referred to the Superintendent of Cemeteries. The Superintendent will have available suitable plots showing size and other information as may be required.
  - 5.2 Upon having made a lot selection, the Superintendent will issue a lot order to the Town Clerk. Upon payment of the purchase the Town Clerk shall issue a Deed under its seal, and the deed will be recorded in the records of the Town as proof of ownership of the lot.
6. Ownership and Title of Lots
  - 6.1 The term "lot owner" or "ownership" shall be construed to mean the rights to use a lot or part of a lot, as purchased from the Town for a consideration of burial purposes only. The size of each lot is 4' x 12'.
  - 6.2 The title to a cemetery lot invests the owner the right to use the lot for burial purposes only, for themselves, or their heirs. Only at the discretion of the Cemetery Committee, shall ownership change. The lot owner cannot resell or transfer their lots to any person or persons whomsoever, without written notification from the Cemetery Committee to

the Town Clerk. Upon approval of the ownership change a new deed will be issued as described in section 5.2.

7. Care of Lots

7.1 All cemetery lots in the Town of Bradley are provided with annual care as part of the purchase price of the lot. Annual care shall include mowing of the lot, and trimming around headstones and markers. In addition to annual care, the Town reserves the right to make minor repair to cemetery headstones and markers and to clean the headstones and markers as deemed appropriate. This does not require the Town to take such action, however merely grants them the authority when it is necessary to maintain the overall appearance of the cemeteries in a dignified manner.

7.2 Regular cleaning shall occur to maintain the appearance of the cemeteries and shall include but is not limited to: removal of unsightly flowers (artificial or real), removal of unsightly structures, damaged or broken containers, pottery, etc. and items deemed inappropriate.

8. Acceptable Headstone/Monumental Work

8.1 Headstone, marker and monumental placements shall be approved by the Cemetery Superintendent.

8.2 All headstone/monumental, foundation or other work pertaining to lots must deposit with the Cemetery Superintendent a written order signed by the owner or recorded representative of the lot.

8.3 In the Evergreen Cemetery "cremation" area foundation bases are prohibited, all work is to be flush with the ground.

9. Vaults and Mausoleums

9.1 Upon recommendation from the Cemetery Committee vaults and mausoleums may be placed only in areas prescribed and approved by the Town Council. Complete plans and specifications of the proposed construction, including details of materials, workmanship, method of construction, etc., shall accompany such applications and the approval of the Town Council shall be obtained before any construction work is begun.

9.2 Before any vault or mausoleum may be erected the lot owner will be required to deposit in Perpetual Care Fund of the Town such amounts as the Town may deem necessary as a trust, the income from which is to be used in the perpetual care and maintenance of the structure and the ground. Such amounts in no cases shall be less than twenty-five percent (25%) of the structure.

9.3 Duplicate keys for mausoleums shall be left in care of the Superintendent of Cemeteries and the Town Manager.

## 10. Privileges and Restrictions

- 10.1 No mounds shall be raised upon any grave above the general level of the lot. If a lot is sold and ledge or rocks are found, the buyer may have the option of a different lot (depending on availability the new lot may not be the same cemetery) or pay the additional costs for needed removal.
- 10.2 No person will be permitted to trim, prune or remove branches from any tree or ornamental shrub in the Cemeteries except on their own lot.
- 10.3 The Town reserves the right to remove any tree, plant, shrub or vine, or any part thereof which may become unsightly, dangerous, or not in keeping with the landscape design.
- 10.4 Individual lot plantings may not exceed five percent (5%) of the total lot area and must be placed adjacent to the headstone.
- 10.5 No hedges, shrubs, vines, trees, fences or enclosures of any kind will be permitted on or around lots.
- 10.6 The throwing of rubbish in any part of the cemetery other than places provided is prohibited. All wanted articles shall be removed from the cemeteries by October 15<sup>th</sup> to prepare for winter work.
- 10.7 Flowers which are set or planted may not encroach by branch or root to adjoining lots, walks or drives.
- 10.8 Fresh flowers in vases or baskets are allowed anytime as are plants in beds adjacent to headstones. These items may not be more than 14" wide and cannot extend beyond the headstone.
- 10.9 As soon as flowers, wreaths, emblems, etc., used for holiday decoration or individual celebrations, become unsightly and faded, they will be removed and no responsibility for their protection or maintenance is assumed.
- 10.10 The Town or their employees assume no liability for damage, actual or mental anguish, in performance of their normal operations, or loss by vandalism or other acts beyond reasonable control.
- 10.11 All winter flowers, wreaths or decorations that are wanted by the owner must be removed before May 1 of each year.
- 10.12 As soon as flowers, wreaths, emblems, etc. used at funerals or placed on graves at other times, become unsightly and faded, they will be removed and no responsibility for their protection or maintenance is assumed.

## 11. Rules for Visitors

- 11.1 The cemeteries will be open to visitors at all times between the dawn and dusk.
- 11.2 Pets, with the exception of Seeing Eye dogs, will not be allowed in the Cemeteries.
- 11.3 Firearms will be allowed in the Cemeteries only at military funerals.
- 11.4 Visitors are required to use the walks and drives and are forbidden to trespass on cemetery lots, or pick any flowers (either wild or cultivated) or injure any shrub, tree or plant, or mar or deface any headstone, stone or structure in the Cemeteries.

## 12. Interments

- 12.1 All interments in lots shall be restricted to the guidelines established in section 6.
- 12.2 The interments of two bodies in one single grave space will not be allowed except in the case of parent and child under age 12. Each grave space shall be permitted to include, one burial, 6 cremated remains, or two children. In the event that a husband or wife is buried in a vault and the surviving spouse desires to be cremated, the cremated remains of the surviving husband or wife will be allowed to be placed in the same burial plot. No interment of anybody other than that of a human being will be permitted.
- 12.3 In all interments the casket or urn shall be enclosed in a permanent outside container. The following are considered permanent outside containers: concrete boxes, concrete copper or steel burial vaults, and sectional concrete crypts.
- 12.4 It is necessary to secure a burial permit from the Town Clerk for all burials including cremations. The permit is to be supplied to the cemetery superintendent by the Town Clerk.

## 13. Removals

- 13.1 Funeral Homes representing owners or their heirs desiring graves opened for removal purposes shall secure the necessary disinterment permit from the Town Clerk and deliver the same to the Cemetery Superintendent. Verification of contact or an effort to contact the abutting grave owners must be presented to the Town Clerk before a disinterment permit will be issued.
- 13.2 Any markers or headstones designating the location of an interment shall be removed at the time of disinterment is made.
- 13.3 Graves will not be reopened for inspection except for official investigations.

## 14. Fees, Charges and Payments

- 14.1 The payment of all fees and charges shall be made at the office of the Town Clerk/Treasurer.
- 14.2 Upon recommendation of the Cemetery Committee the Town Council will set the prices for lots. Said prices will be posted with the Town Clerk and Town Treasurer.

TOWN COUNCIL MEETING  
8/19/08

PLEDGE OF ALLEGIANCE

COUNCIL PRESENT: Audrey Wilcox, Sally Strout, Frederick Gifford and Lillian Coulter. Oscar Emerson excused.

OFFICE STAFF: Melissa Doane, Town Manager and Virginia Oakes as note taker

PUBLIC PRESENT: Eric Gifford

OPEN TOWN COUNCIL MEETING: 6:30

REVIEW OF MINUTES: Councilor Coulter motioned to accept the 8/05/08 minutes as presented or with discussed changes. Councilor Gifford seconded the motion. Vote 4-0. Motion carried.

CITIZENS REQUEST: None

MANAGER'S REPORT:

1. Manager Doane reminded Council that she would be on vacation from August 20<sup>th</sup> - 27<sup>th</sup>.
2. The Building Committee will be meeting with 4 candidates for the architect engineering firms. They will be asked questions regarding their proposal for the new Fire Department. Those firms are Carpenter Associates/Robert Fenney, Design Group, Lewis and Malm, and Plymouth Associates. Manager Doane has contacted them and scheduled the meeting September 8<sup>th</sup> at 5:30 for 30 minutes each.
3. The Fall Clean Up is scheduled for October 11<sup>th</sup>.
4. The Residential Hazardous Waste Day on Saturday went well. Neil stated that the only problem was that people were there too early which made it difficult for him to set up. Of the 125 permits issued, about 80 permits were turned in.
5. The Cemetery Committee met on August 13<sup>th</sup>. They have completed the bylaws. Councilor Gifford motioned to accept the bylaws as presented by the Cemetery Committee. Councilor Coulter seconded the motion. Vote 4-0. Motion carried. Manager Doane further presented, at the recommendation of the Cemetery Committee, an increase on the cemetery plots of \$250 for residents and \$450 for non residents. Councilor Gifford motioned to accept the new amounts for the cemetery lots from \$175 to \$250 for residents and \$250 to \$450 for non residents. Councilor Wilcox seconded the motion. Vote 4-0. Motion carried. The Cemetery Committee also recommended a Cemetery Superintendent who will help with the purchasing of the plots and making sure the bylaws are followed. The Committee requested Edward Buck be Bradley's Cemetery Superintendent. Councilor Gifford motioned to accept Edward Buck as Bradley's Cemetery Superintendent



for one year for the sum of \$500. Councilor Strout seconded the motion. Vote 4-0. Motion carried.

6. Manager Doane provided Council with correspondence between herself and Thomas Stevens regarding the restoration of Evergreen Cemetery. She walked the cemetery with Councilor Wilcox and Chairperson Strout and they pointed out the stones that were not to Council's satisfaction. Manager Doane notified Mr. Stevens that Virginia and Councilor Wilcox would go and take pictures of the stones Council is not satisfied with and email them to him so he can address the issue. She will contact him when she returns from vacation.
7. Neil Bonneville will be starting the junk yard clean up on September 6<sup>th</sup>.

NEW BUSINESS: Councilor Wilcox motioned to accept the snow removal contract for municipal roads, D&H Construction as stated in contract for the 2008-2009 winter season. Councilor Gifford seconded the motion. Vote 4-0. Motion carried.

Councilor Gifford asked if Planning Board was currently working on ordinances. He feels rental properties are becoming a problem. He would like to have building owners responsible for their tenants' actions. Councilor Wilcox added that she would like to see yard sales and abandon cars included in an ordinance. Manager Doane explained that Dean Bennett was in the process of revising the Land Use Ordinance with the Planning Board. She further stated that she would ask Dean if these concerns would be appropriate for a Land Use Ordinance.

UNFINISHED BUSINESS: Manager Doane reported status of mobile home acquired at 113 Penney Lane. Carl Kitchen will move the trailer for \$1000 but it needs the tongue welded on. Smitty's Welding in Eddington will weld the tongue on for \$300-\$400. Manager Doane shared an email received from Scott Atherton. He is offering \$1600 for the trailer what is owed on the back taxes. Councilor Gifford motioned to accept Mr. Atherton's offer for \$1600. Councilor Strout seconded the motion. Vote 4-0. Motion carried.

MUNICIPAL WARRANTS: Councilor Coulter motioned to accept warrant #14 for \$211.94, #15 for \$3,868.88 and #16 for 28,307.08. Chairperson Strout seconded the motion. Vote 4-0. Motion carried

NEXT MEETING: September 2nd

ADJOURN: Councilor Gifford motioned to adjourn. Councilor Wilcox seconded the motion. Vote 4-0. Motion carried.

# CHAPTER

# 4

ADOPTED 2/23/99

### EXCISE TAX CREDITS & REFUNDS

If an error is found in calculating excise tax, a credit toward the following year will be suggested. If the customer prefers a refund, a request will be included on the next scheduled warrant. Copies of the previous years registration will need to be shown. If the previous years registration is not available, no refund or credit will be issued.

# CHAPTER

# 5

# Town of Bradley

## Investment Policy

This policy applies to the investment activities of the Town of Bradley, Maine. The Finance Director is the Town's Treasurer. Title 30-A, Sections 5706 and 5711 of the Maine Revised Statutes provide that the Treasurer shall invest municipal funds upon direction 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 following Investment Policy addresses the methods, procedures and practices which must be exercised to ensure effective and judicious fiscal and investment management of the Town's funds. The purpose of this Investment Policy is to establish the investment scope, objectives, delegation of authority, standards of prudence, reporting requirements, internal controls, eligible investments and transactions, diversification requirements, and safekeeping and custodial procedures for the investment of the funds of the Town of Bradley.

This policy applies to the Town of Bradley's funds identified in this Policy, except that the Town shall maintain at all times a minimum operating cash balance of not less than \$800,000 which represents an estimated amount of three (3) months of expenditures.

### SCOPE

This Policy shall apply to the investment management of the following financial assets under control of the Town: General Funds, Special Revenue Funds, Capital Project Funds, Trust and Agency Funds (Cemetery Funds, Capital Reserve Funds), Endowments, any new funds created, unless specifically exempted by the Town Council.

### OBJECTIVES

The Town's principal investment objectives are:

- **Preservation of capital and protection of investment principal.** The primary objective of the investment portfolio is preservation of capital.
- **Attainment of a market value rate of return.** Investments shall be made at a reasonable market rate of return considering the priority to protect principal and preserve capital while ensuring adequate liquidity.
- **Maintenance of sufficient liquidity to meet anticipated cash flows.** Investments shall provide sufficient liquidity to meet the town's anticipated daily and projected cash flow requirements.
- **Diversification to avoid incurring unreasonable market's risks.** In order to protect the Town from the failure of any one financial institution, the Town shall not invest more than 30% of idle funds with any one institution. The 30% limitation does not apply to U.S. Treasury, U.S. Government Agency, or U.S. Government-sponsored corporate obligations held in safekeeping by an institution on behalf of the Town. These AAA-rated obligations do not require collateral.
- **Conformance with applicable Federal and State regulations.** All investments purchased under this policy shall be governed by Title 30-A Section 5706 & Sections 5711 through 5719, M.R.S.A. an all revisions thereto, as may be made by the Maine Legislature.

### PRUDENCE

The standard of prudence to be used for managing the Town's assets shall be Title 30-A, Section 5718 of the Maine Revised Statutes which in general states that investments shall be made with the judgment and care that persons of prudence, discretion and intelligence, under circumstances then prevailing, exercise in the management of their own affairs, not for speculation but for investment, considering safety, income and maintenance of liquidity.

The Town's investment program shall be designed and managed with a degree of professionalism that is worthy of the public trust. The Town recognizes that no investment is totally riskless and that the investment activities of the Town are a matter of public record. Accordingly, the Town recognizes that occasional measured losses are inevitable in a diversified portfolio and shall be considered within the context of the overall portfolio's return, provided that adequate diversification has been implemented and that the sale of a security is in the best long-term interest of the Town.

The Finance Director and authorized investment personnel acting in accordance with written procedures and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided that the deviations from expectations are reported in a timely fashion to the Town Council and appropriate action is taken to control adverse developments.

### **ETHICS AND CONFLICTS OF INTEREST**

Elected officials and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair or create the appearance of an impairment of their ability to make impartial investment decisions. Employees and investment officials shall disclose to the Town Council any material financial interests they have in financial institutions that conduct business with the Town and they shall subordinate their personal investment transactions to those of the Town.

### **DELEGATION OF AUTHORITY**

Under the Maine Revised Statutes and the Bradley Town Code, responsibility for the investment of the Town's funds covered by this Investment Policy resides with the Finance Director who is the Town's Treasurer. The Town Council and Town Treasurer are responsible for developing Town policy regarding the investment and custody of the Town's investable funds, as well as the Town's internal procedures affecting those funds. The Finance Director shall implement this Policy after it is approved by the Town Council.

The Finance Director has the authority to conduct investment transactions and manage the operation of the investment portfolio. No person may engage in an investment transaction except as expressly provided under the terms of this Investment Policy.

The Town may engage the support services of outside professionals in regard to its investment program, so long as it can be clearly demonstrated that these services produce a net financial advantage or necessary financial protection of the Town's financial resources.

## INTERNAL CONTROLS

The following internal controls shall exist to prevent possible loss of public funds arising from fraud, employee error, and misrepresentation by third parties, unanticipated changes in financial markets or imprudent actions by employees and officers of the Town:

1. Supervisory control of employee actions: Whenever the Finance Director performs investment activities, supervision by The Town Council shall be exercised at all times. The Town Council shall review all investment decisions and actions.
2. Documentation of transactions: All investment transactions shall be documented utilizing appropriate investment forms and recorded in the investment ledger and ledger of the respective cash funds.
3. Internal Auditing: These internal controls shall be reviewed annually by the external auditor of the Town. The basis, timing and method of audit shall be determined by said external auditor. A report of the audit findings shall be included in the annual post-audit management letter.

## SELECTION OF FINANCIAL INSTITUTIONS ACTING AS BROKER/DEALERS AND BROKER/DEALERS

Broker/dealers and other financial institutions will be selected by the Town Council and Finance Director on the basis of their expertise in public cash management and their ability to provide services for the Town's account. Approved broker/dealers and other financial institutions and the firms they represent shall be licensed to do business in the State of Maine.

Each broker/dealer, bank or savings and loan that has been authorized by the Town Council and Finance Director shall attest in writing that they have received and reviewed a copy of this Policy.

To be eligible for designation as the Town's safekeeping and custodian bank, a financial institution shall qualify as a depository of public funds in the State of Maine as defined in Title 30-A, Section 5706 of the Maine Revised Statutes.

## INVESTMENT FINANCE REVIEW

The Town Council shall review investment accounts monthly. If there is interest from the citizenry to have an investment committee, the Town Council will support and participate.

## LEGAL AUTHORITY AND LIMITATIONS ON INVESTMENT INSTRUMENTS

All investments of the Town shall be made in accordance with Title 30-A, Sections 5706 & Sections 5711 through 5717 of the Maine Revised Statutes. Any revisions or extensions of these sections of the Maine Revised Statutes will be assumed to be part of this Investment Policy immediately upon being enacted. Below is a summary of acceptable investments under the current law:

### A. United States Treasury Obligations

1. Treasury Bills – A non-interest-bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.
2. Treasury Note- Intermediate term coupon bearing U.S. Treasury securities having initial maturities of from one to ten years. Interests on these coupons in securities are generally paid every six months.

### B. U.S. Government Agency Securities

The Town may own these interests' bearing obligations issued by various federal agencies. The rate of return cannot be based or derived from other factors or indexes. Federally operated agencies included:

1. Export-Import Bank of the United States.
2. Farmers Home Administration (Fm. H.A)
3. Federal Housing Authority (F.H.A.)
4. General Service Administration (G.S.A)
5. Government National Mortgage Association (G.N.M.A)
6. Small Business Administration (S.B.A)

### C. U.S. Government sponsored corporations –These securities, issued by various government sponsored corporations, are to fund various lending programs. The rate of the return can not be based or derived from other factors or indexes. The federally sponsored agencies include the following:

1. Federal Land Banks
2. Federal Intermediate Credit Banks
3. Federal Home Loan Banks
4. Federal National Mortgage Association (F.N.M.A.)

### D. Certificates of Deposit (CD)

Certificates of Deposit issued by commercial banks are a time deposit with a specific maturity evidenced by a certificate. Insurance coverage is provided for deposits up to \$100,000.00 by the Federal Deposit Insurance. Investment in certificate shall not exceed, in principle, the amount covered by insurance at any single financial institution.

### E. Repurchase Agreements (REPO)

A repurchase agreement is a short-term instrument tailored to specific maturities. A holder of securities sells these securities to an investor with an agreement to repurchase them at a fixed price plus interest on a fixed date. These investments must be collateralized by obligations of the U.S. government in amounts equal to 102% of the Towns investment. Securities must be held in safe keeping, dedicated to the Town of Bradley, and held by another financial institution with release of securities provided only by the Town an/or financial institution which owns the securities.



**LEGAL AUTHORITY AND LIMITATIONS ON INVESTMENT INSTRUMENTS (continued)**

**F. Mutual Funds**

Investments in the shares of an investment company registered under the United States Investment Company Act 1940, whose shares are registered under the United States Securities Act of 1933 and provided that the investments of the fund are limited to obligations of the federal government or repurchase agreements secured by obligations of the federal government.

**G. Standard Bank Accounts- including but not limited to money market, demand deposit, and cash management account, either insured by FDIC up to \$100,000.00 or collateralized by the institution.**

It is the intent of the Town that the foregoing list of authorized securities be strictly interpreted.

In accordance to Title 30-A, Section 5719 of the Maine Revised Statutes, a municipality's authority to invest municipal funds is limited to investments permitted under this subchapter and a municipality has no authority under home rule authority or otherwise to make any investments other than those permitted under this subchapter.

**COLLATERALIZATION**

Collateralization is required on deposit accounts where balances exceed FDIC Insurance limits and on repurchase agreements.

**PORTFOLIO PERFORMANCE**

The investment and cash management portfolio shall be designed to attain a market value rate of return throughout budgetary and economic cycles, taking into account prevailing market conditions, risk constraints for eligible securities, and cash flow requirements.

**SAFEKEEPING AND CUSTODY**

All securities shall be held for safekeeping by a financial institution recommended by the Finance Committee and approved by the Town Council. Individual accounts shall be maintained for each portfolio. All securities shall be held in a separate account in the name of the Town. The depository shall issue a safekeeping receipt to the Town listing the specific instrument, rate, maturity and other pertinent information. On a monthly basis, the depository will also provide reports, which will list all securities, held by the Town, the book value of the holdings and the marked value as of month-end.

**REPORTING**

Accounting and reporting on the Town's investment portfolio shall conform to Generally Accepted Accounting Principles (GAAP) and the Governmental Accounting Standards Board (GASB) recommended practices.

On a monthly basis, an investment reconciliation report shall be prepared and submitted by the Finance Director to the Town Council and Investment Finance Committee, listing the investments held by the Town, the current market valuation of the investments and performance results. The report shall include a summary of investment earnings during the period.

As stated above regular meetings and/or reports with the Town council are to be established to provide an independent perspective on the Fund's goals, structure, and performance.

Reports prepared by outside advisors shall be sent to the Town's Finance Director.

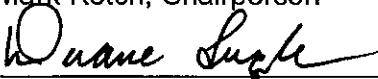
### POLICY REVISIONS

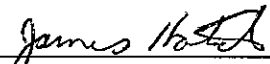
The above policies shall remain in full force and effect until revoked by the Town council. If, after adoption of this policy, there is any conflict of this policy with Maine laws and/or statutes current law shall dictate.

This policy shall be immediately effective upon its adoption at a legally called and publicly held meeting of the Town Council.

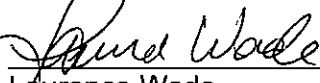
Approved by the Bradley Town Council at a duly called meeting on December 19, 2023

  
\_\_\_\_\_  
Mark Ketch, Chairperson

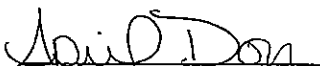
  
\_\_\_\_\_  
Duane Lugdon

  
\_\_\_\_\_  
James Hatch

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Charles Clemons

  
\_\_\_\_\_  
Laurence Wade

A True Copy Attest:

  
\_\_\_\_\_  
April Dorr, Bradley Town Clerk

# CHAPTER

# 6

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF BRADLEY,  
COUNTY OF PENOBSCOT, STATE OF MAINE  
ESTABLISHING THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)  
AS THE STANDARD FOR INCIDENT MANAGEMENT  
IN THE TOWN OF BRADLEY**

**WHEREAS**, The President in Homeland Security Directive (HSPD)-5, directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for Federal, State, local, and tribal governments to work together more effectively and efficiently to prevent, prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity; and

**WHEREAS**, the collective input and guidance from all Federal, State, local, and tribal homeland security partners has been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive NIMS; and

**WHEREAS**, it is necessary and desirable that all Federal, State, local, and tribal emergency agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management; and

**WHEREAS**, to facilitate the most efficient and effective incident management it is critical that Federal, State, local, and tribal organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters; and

**WHEREAS**, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the county's ability to utilize federal funding to enhance local and state agency readiness, maintain first responder safety, and streamline incident management processes; and

**WHEREAS**, the Incident Command System components of NIMS are already an integral part of various incident management activities throughout the county, including current emergency management training programs; and

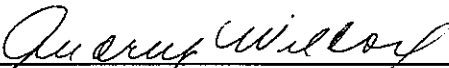
**WHEREAS**, the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System; and

**WHEREAS**, a specific individual needs to be designated as Local Point of Contact (LPOC) to coordinate NIMS activities and to ensure compliance;

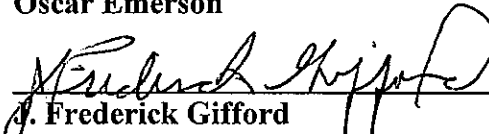
**NOW, THEREFORE, BE IT RESOLVED** by the Town Council of The Town of Bradley, County of Penobscot State of Maine that the National Incident Management System (NIMS) is hereby established as the standard for incident management

**PASSED, APPROVED AND ADOPTED** this 14th day of October 2008 by the Town Council of the Town of Bradley, County of Penobscot, State of Maine.

  
\_\_\_\_\_  
**Sally Strout, Council Chair**

  
\_\_\_\_\_  
**Audrey Wilcox**

\_\_\_\_\_  
**Oscar Emerson**

  
\_\_\_\_\_  
**F. Frederick Gifford**

  
\_\_\_\_\_  
**Lillian Coulter**

# CHAPTER


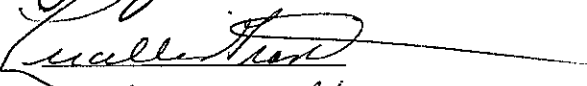
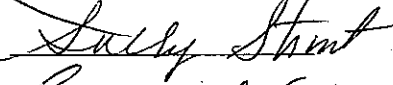
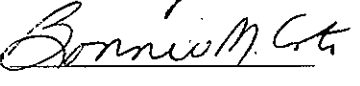
# 7

**Town Council Policy**  
*Office Closings*

The authority to close the town office due to inclement weather will rest with the Town Manager. The Town Manager will consider the actions of other governmental agencies, weather conditions and the workload of the town office in their consideration of the decision to close the office.

Bradley Town Council,

Date: February 1, 2000

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# CHAPTER

# 8



## TOWN OF BRADLEY PERSONNEL POLICY

### PREAMBLE

- A. The Town Council hereby adopts the following Personnel Policy for utilization by the Town Manager of the Town of Bradley for the administration of the personnel activities of the Employees of the Town of Bradley on this 25 day of May, 2021. These rules and subsequent modifications shall supersede any policy and rules made previously by the Town of Bradley.
- B. The town may delete, amend, modify, or change any or all the provisions contained in this policy at its discretion and 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.
- C. The general purpose of this policy is to recruit, select, develop, and maintain an effective and respective workforce.
- D. The Town of Bradley is an equal opportunity employer, and all appointments and promotions shall be made without regard to race, sex, color, creed, religion, age, marital status, veteran status, sexual orientation, ancestry, national origin, physical or mental disability, political affiliation, or any other category protected by law. A copy of this personnel policy shall be available to all employees of the town.
- E. This policy and the procedures herein shall apply to all town employees including those covered by collective bargaining agreements, unless otherwise provided in such agreements, specified under a separate contract or except for individual cases where a differing procedure is provided for in town ordinances or town charter.

### EMPLOYMENT

- A. The employment of all personnel shall be the primary responsibility of the Town Manager in accordance with the Bradley Personnel Policy and Bradley Town Charter.
- B. All applicants must submit a written application (resume) for employment.
- C. All employees are considered probationary for the first (6) months of employment. The probationary period shall be considered an extension of the selection process. Probationary employees may be removed at any time during the probationary period without cause or without right to file a grievance. Probationary employees may accrue but may not take sick or vacation time or leave.
- D. The Town desires that Town employees be given maximum opportunity for advancement in the service of our community. Present employees shall be given first consideration in filling a vacancy and may be given training opportunities to qualify for a transfer or promotion, but it is recognized that from time to time, it may be deemed necessary to fill a position from outside the organization. Such a decision shall be made only after careful review of the qualifications of Town employees who apply for the position. The Town has the right to select the candidate it deems most qualified regardless of whether the candidate is an existing employee.
- E. Former employees who separated from employment within good standing will be considered new applicants.
- F. Applicants must submit to various employment tests, if required.
- G. The Town is committed to providing an equitable and competitive compensation package that will attract and retain well-qualified employees. The Town Council presents the Town budget for referendum each June, which includes compensation for employees. The pay plan is to be determined by the raised budget and the personnel director (Town Manager).

- H. New employee orientation - each new employee will be given an orientation to the town. Such orientations may include:
  - a. A review of this personnel policy
  - b. A review of the employee's job description
  - c. A copy of the collective bargaining agreement, if applicable
  - d. Review of benefits and the submission of completed application forms
  - e. Review of all required training.
- I. Nothing in this policy shall be deemed to constitute an employment contract either for duration of employment or conditions of employment therein contained.
- J. All full time and regular part time employees shall be evaluated at least once annually in writing on a standardized form. The evaluation shall become part of the employee's personnel file. The Town Manager shall evaluate each employee and discuss the results of each evaluation with the employee within five (5) days of the evaluation. The employee shall sign the completed form certifying that the evaluation and review occurred. Employees will have the opportunity to provide a written response to be attached to the evaluation and placed in their personnel file.
- K. The policies and procedures relating to relationships with employee organizations will be governed by applicable State laws.

## **TYPES OF APPOINTMENTS**

Except for where otherwise noted all appointment classifications for all town positions will be based on duties, authority, and responsibility for each position, with adequate provision for reclassification of any position whenever warranted by changed circumstances will be at the discretion of the Town Manager.

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

- A. Full Time. A full-time employee is scheduled to work thirty (30) or more hours in a workweek on a continuous basis. He/she is subject to all personnel rules and regulations and receives all benefits and rights as provided by these rules.
- B. Regular Part -Time. A regular part time employee is an employee that is scheduled to work for less than thirty (30) hours in a workweek. Regular Part - time employees are subject to all applicable personnel rules and regulations. Regular part time employees receive pro-rated benefits except as noted hereafter. Additional benefits may be granted by the Town Manager subject to the written approval of a majority of the Town Council.
- C. Part-Time /Temporary/Seasonal. A part-time employee is an employee that is scheduled to work less than a full-time or regular part-time employee, or at intermittent, varying, seasonal or on call times during the work year. Part-time, temporary, and seasonal employees are provided with Social Security, Worker's Compensation, and Unemployment Compensation.
- D. Volunteer. A volunteer provides a service of his/her own free will to the community without valuable remuneration. Volunteers may receive stipends or on call payments for volunteers serving on a temporary basis in case of fire, storm, snow, earthquake, flood or similar emergency. A regular or temporary employee may also be considered a volunteer except that the employee may not be considered a volunteer for performance of services of the same type for which the employee is usually compensated.

- E. **Compensated and Contracted.** A compensated and contracted employee is one that has a signed employment contract with the Town Council and is compensated according to the contract. Such employees can be classified in the contract as full time, regular full time and part-time, temporary, or seasonal. Benefits will be specified in the contract.

## **WORK WEEK/OVERTIME**

- A. **Work week-**The actual hours for Town employees shall be set by the Town Manager subject to the approval of a majority of the Town Council.
- B. **Overtime.** Employees not exempt from the overtime provisions of the Fair Labor Standards Act shall receive overtime pay after forty (40) hours of actual work per week. All overtime shall be paid at the rate of one and one-half the employee's normal rate of pay.

## **PUBLIC AND EMPLOYEE RELATIONS**

- A. All 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.
- B. 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.
- C. These policies and regulations are provided to assist the employees and Town administration in functioning at peak efficiency with minimal cost to the taxpayers.
- D. 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 small gifts, such as food and refreshments in the ordinary course of business meetings, or unsolicited advertising or promotional materials such as pens note pads, calendars, etc., is permitted.
- E. No employee should engage in any business other than his/her regular duties during work hours.
- F. Many Town employees have access to confidential information pertaining to persons or property in the Town. 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 this "right to know" law, MRSA 1 Section 401-410. Additionally, employees may deal with plans and programs of significant public interest. Employees shall not prematurely disclose to the public privileged information concerning such plans and programs except as required by law. Employees shall not use this privileged information to their own financial advantage nor to provide friends or acquaintances with financial advantages. If an employee finds that they have an outside financial interest which could be affected by town plans or activities, they must immediately report the situation to their supervisor. Each employee is charged with the responsibility of releasing only information which is available to the general public. Violation of privileged information or use for private gain can be cause for discharge of the employee as determined by the Town Manager.

## ATTENDANCE

- A. Employees shall be at their respective place of work at the appointed starting time. It is the responsibility of the employee 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 of the beginning of the starting time of his/her workday.
- B. Employees will be issued a standard timesheet to record their working hours on a daily basis. Timesheets must be accurate, filled out and signed only by the employee. The employee must accurately indicate on the timesheet their regular time, any overtime, any leaves taken for the payroll period covered including but not limited to sick, leave, vacation leave, holiday pay and time away without pay as approved by the Town Manager. Where an employee is unexpectedly out the day that payroll sheets are turned in, the Town Manager may complete a tentative sheet to be used to report various information for the payroll to be processed. The employee must report to the Town Manager upon their return to formally sign the payroll sheet and confirm timesheet completion.

## HOLIDAY

- A. All full time, regular part time, part-time, temporary/seasonal scheduled employees will be reimbursed for pay lost due to a holiday or observed holiday that falls on an employee's regularly scheduled shift. Holiday pay will be computed as the base hourly wage rate times the normally scheduled work hours in a scheduled workweek. Subject to these rules, the following holidays shall be paid holidays for those full time, regular part-time, part-time, temporary/seasonal scheduled Town employees who qualify:
  - a. New Year's Day
  - b. Martin Luther King, JR. Day
  - c. President's Day
  - d. Patriots Day (Third Monday in April)
  - e. Memorial Day
  - f. Juneteenth
  - g. Independence Day
  - h. Labor Day
  - i. Columbus Day/Indigenous Day
  - j. Veteran's Day
  - k. Thanksgiving
  - l. Day after Thanksgiving
  - m. Christmas Day
- B. Should a holiday fall within a vacation period, it shall not be counted as part of annual vacation allowance; an additional day of vacation may be added to the earned vacation time.
- C. The Bradley Town Office will be open until noon on Christmas Eve and New Year's Eve. The Town Office need only be staffed with one scheduled employee on these two dates. The staffing will be at the discretion of the Town Manager. Employees who do not work their normal shift will be provided holiday pay.
- D. If a regular holiday falls on a Sunday, the following Monday is considered a holiday; if on a Saturday, the proceeding Friday, unless otherwise regulated by law.
- E. A person on a leave of absence without pay shall not be entitled to holiday pay.
- F. When occasion warrants, employees may be required to work whole or part of a holiday. Employees working a holiday shall receive straight time pay plus their applicable holiday pay.

## VACATION

Vacation privileges are available to full-time and regular part-time employees subject to the following conditions. Vacation pay will be computed as the base hourly wage rate times the normally scheduled work hours in a scheduled work week.

- A. Full time employees and regular part time employees shall earn vacation with pay on the following basis:
  - a. After an employee has completed one year of continuous service, he/she is entitled to receive one week of the normally scheduled work hours in a scheduled workweek of vacation.
  - b. After an employee has completed three years of continuous service, he/she is entitled to receive two weeks of the normally scheduled work hours in a scheduled workweek of vacation.
  - c. After an employee has completed five years of continuous service, he/she is entitled to receive three weeks of the normally scheduled work hours in a scheduled workweek of vacation.
  - d. After an employee has completed 10 years of continuous service, he/she is entitled to receive four weeks of the normally scheduled work hours in a scheduled workweek of vacation.
  - e. Upon approval of a majority of the Town Council, employees may be awarded temporary additional vacation time.
- B. Vacations will be scheduled at such time or times as shall be mutually agreeable to the Town Manager and the employees. 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) weeks periods, but vacations for lesser period may be prearranged and permitted with approval of the Town Manager. The Town reserves the right to identify "blackout periods or dates" where vacation requests may be denied or lessened. Standard blackout periods or dates include pre-determined meetings in which the Town Manager is required to attend and all Elections.
- C. Employees will be permitted to carry over vacation time from one fiscal year (July 1-June 30) to the next. Accumulated time cannot be equal to more than 60 hours. Vacation time not taken in that year may be "cashed in" for the equivalent of the time accumulated at the salary rate in effect at the time of the expiration of the year.
- D. Vacation leave shall accrue from the date of hire; first year employees are not eligible to take vacation. An employee, upon separation is entitled compensation of annual vacation time due him or her according to the regular vacation schedule. The employee shall be paid at the highest wage or salary rate attained while employed by town.
- E. An employee shall not be allowed to work and be paid double his/her usual wages during his/her vacation.

## SICK-LEAVE

- A. 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 his/her position.; for personal medical or dental appointments; or to care for members of his/her family affected by illness provided that family care is limited to no more than 40 hours of sick leave per year.
- B. Sick leave for full-time employees shall accrue at the rate of 1/2 a workday for each full calendar month of service. Sick leave accrual for regular part-time employees shall accrue at a rate of 1/4 a workday for each full calendar month of service. For the purpose of this section, the first month of an employee's service shall be counted as a full month of service if employment begins on or before the 15th day of the month. Employees that are eligible for sick leave may use sick leave after thirty (30) days of service with the Town.

- C. An employee, upon separation is entitled compensation in the proportionate amount of sick time due him or her according to the regular sick time schedule. The employee shall be paid at the highest wage or salary rate attained while employed by the Town.
- D. Absences for a part of a day that are chargeable to sick leave shall be charged proportionately in an amount not smaller than on half (1/2) day.
- E. Sick leave usage shall be recorded regularly by the Town Manager. 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.
- F. Employees will be permitted to carry over sick leave from one fiscal year (July 1-June 30) to the next. Accumulated time cannot be equal to more than 5 working days.

## OTHER LEAVE

- A. Bereavement Leave. Full-time and regular part time employees may be excused from work up to one week of the normally scheduled work hours in a scheduled workweek due to death in his/her immediate family, as outlined below. It is intended that this time off be used for the purpose of handling necessary arrangements and attendance at the funeral. For purposes of this article only, immediate family is defined to mean spouse, parents, children, stepchildren, in-laws, grandfather, grandmother, grandchildren. Full-time and regular part-time employees may be excused from work up to one day of the normally scheduled work hours in a scheduled workweek due to the death of other family members not described above. Employees shall be paid his/her regular rate of pay for the scheduled work hours missed and will not be charged as vacation or sick leave.
- B. Leave without pay. The Town Manager may grant an employee a leave of absence without pay if such leave will serve the best interest of the town. No such leave will be granted except upon written request of the employee setting forth the reason for the request. The employee must use all accrued vacation and sick entitlement as part of the leave. The employee is expected to return to work upon the expiration of a granted leave or to have arranged an extension of a leave granted at the discretion of the Town Manager. Continued absence without having arranged for an extension of a leave may be deemed a resignation from the service. Employees may choose to continue insurance benefits for the duration of the leave, there will not be employer contribution during the leave. The employee must reimburse the full amount of the benefit to the Town in advance. Vacation and sick leave will not continue to accrue during the leave. Employees are not eligible for holiday pay for the duration of the leave. Employment and leave of absence shall terminate when the employee accepts other employment.
- C. Reserve Station and Air National Guard Leave: Full-time and regular part-time employees who are members of the organized reserves and who are required to perform filed duty will be granted reserve leave in addition to vacation time, but not to exceed two weeks in any calendar year. For any such period of reserve service leave, the town will pay the employee the difference between the service pay and the employee's regular compensation, the total of which will equal the regular pay of the employee.
- D. Family Leave: Family Leave: Since the Town of Bradley does not have at least 25 employees, the state Family and Medical Leave statute does not apply. Nevertheless, as a matter of Town policy, the Town offers equivalent leave as set forth in 26 M.R.S.A. § 844 without regard to the number of employees at a permanent work site for the same reasons set forth in 26 M.R.S.A. § 844(4).

## JURY DUTY

All full time, regular part time, and part time employees will be reimbursed for pay lost due to jury duty service, provided the duty falls on an employee's regularly scheduled shift. Reimbursement will be computed as the base hourly wage rate times the normally scheduled work hours in a scheduled day.

The town shall pay all full time, regular part time, called for jury duty his/her regular pay provided the employee presents an official statement of jury pay received.

## BENEFITS

- A. The Town provides for health insurance and dental insurance plans for the employees, their dependents, and qualified domestic partners. The Town through its Town Council reserves the right to determine and change benefit levels, insurance carrier, and level of employer and employee required premium contributions. The Town of Bradley offers the following Maine Municipal Employees Health Trust Plans: PPO 1500 AND PPO 2500.
  - a. For full time employees, the Town will pay 100% of the PPO 2500 health insurance premiums for the employee. Employees selecting a plan with a higher premium than the PPO 2500 will be required to pay any additional premium costs associated with the selected plan that exceeds the cost of the PPO 2500 single employee benefit. Employees may enroll their dependents and qualified domestic partners in the same plan as they have chosen, the premium cost for this enrollment is 100% the employees responsibility.
  - b. Employees may enroll themselves and their dependents and qualified domestic partners in any of the other group insurance's available through Maine Municipal Employees Health Trust, this includes the dental insurance. The cost of this premium is 100% the employee's responsibility.
  - c. Employee contributions will be made through regular payroll deductions.
- B. The Town participates jointly with employees in Social Security payments. Participation is mandatory. Benefits provided include a retirement feature, survivor's benefits payments if death occurs before retirement, disability insurance and Medicare coverage.
- C. The Town provides workers' compensation coverage, which provides income and other benefits covering occupationally incurred disabilities to all employees.
- D. The Town participates in the State of Maine unemployment compensation system through which eligible employees receive unemployment benefits.
- E. The Town participates in a 457 Deferred Compensation Plan, any employee may elect to contribute to the 457 plan at any time. The contribution is 100% paid by the employee through payroll deduction.
- F. The town offers to its full-time employees and dependents a comprehensive employee assistance program (EAP). The program is established to assist employees who are experiencing on-the-job difficulties as the result of any number of personal problems. Use of the program may be initiated through referral by an employee's supervisor or self-referral by the employee. Although use of the program is strongly encouraged, participation is not mandatory. No information Obtained during use of the program shall be disclosed without written consent, unless required by law.
- G. The Town Council may provide additional benefits to employees that are not required of the personnel policy. These benefits are determined and appropriated by the budget process. The Town may elect to terminate these additional benefits if there are no funds or insufficient funds.

## **AMERICANS WITH DISABILITIES ACT (ADA) AND THE MAINE HUMAN RIGHTS ACT**

The Town is committed to complying fully with the Americans with Disabilities Act (ADA) and the Maine Human Rights Act, and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a nondiscriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the essential duties of the position.

Reasonable accommodation is available to all disabled employees where their disability affects the performance of job functions. Employees who believe they may require an accommodation should consult with the Town Manager. All employment decisions are based on the merits of the situation, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classification, organizational structures, position descriptions, lines of progression and seniority lists. Leave of all types will be available to all employees on an equal basis.

The Town will not discriminate against any qualified employees or applicants because they are related to or associated with a person with a disability. Furthermore, the Town is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and the Maine Human Rights Act.

## **LEGAL AID AND PROTECTION**

The town, with the employee's consent, will defend and indemnify any employee against a claim which arises out of an act or omission occurring within the course or scope of his/her employment, and for which the town is liable, up to the applicable statutory limits. Additionally, the town, with the employee's consent, will defend and indemnify an employee, up to the statutory limits of the Maine Tort Claims Act, against a claim which arises out of an act or omission within the course and scope of his/her employment, and for which the town is not liable, provided that such defense or indemnification is not contrary to public policy, and the town determines that the employee acted in good faith and not in violation of any law, ordinance, rule, or regulation.

In any case where the town is defending or indemnifying an employee, the town has the right to approve the retention of legal counsel and the right to authorize and accept settlements of such cases. Any employee involved in an accident or incident in which the town may be a party or having any notice or knowledge of such accident or incident, is required to immediately file a full report with the employee's department head. Under appropriate circumstances, the town may be entitled to subrogation rights.

This section extends to former employees for claims against them arising from acts or omissions during their employment which would have been covered by this policy.

## **PANDEMIC POLICY**

In the event of a public health emergency declared by the state of Maine or the federal government, the policy will be to follow as closely as possible the issued directives including travel restrictions and other state orders.

If an employee is mandated for any reason to quarantine or provide a proper test result, they must stay out of work. This could be for reasons associated with travel outside of Maine or exposure to a specific illness. During this time employees shall document their quarantine efforts and if required, provide test results to the Town Manager.



When employees miss normal work schedules due to being quarantined or while awaiting health test results, they may use earned sick, medical, vacation, and compensatory time to avoid any loss of income. If remote work is available, it will be offered to the employee. If the needed quarantine or test delay causes the employee to be out of work longer than the total of earned time can cover, the employee will then be on an unpaid leave.

If an employee believes that they have contracted an illness at work, the employee must re report the conditions surrounding their illness to the Town Manager as soon as the employee suspects a connection with work. The incident will be addressed through the Workers' Compensation system.

In the event of forced closure, the pay compensation will be at the discretion of the Town Council. The considerations will include but not be limited to the amount the employee has for earned time, ability to work from home, or their ability to work in the municipal office on a limited basis.

### **WORKPLACE SMOKING POLICY/ DRUG FREE WORKPLACE**

In accordance with the provisions of the Workplace Smoking Act of 1985 (Title 22, Sec 1580-A), smoking is prohibited anywhere within the building and anywhere on Town of Bradley property. This includes e-cigarettes and vaping.

To ensure the safety and well-being of all employees and the public, it is the Town's policy to maintain a drug and alcohol-free workplace and prohibit all employees from working under the influence of any illegal drug, alcohol or controlled substance. The town further prohibits the unlawful manufacture, distribution, dispersing; possession or use on a property or place owned or under the control of the Town of Bradley, doing either will be grounds for immediate dismissal.

### **GRIEVANCE PROCEDURES**

Should an employee feel aggrieved concerning the interpretation, meaning, or application by the Town of any provisions of the Town's personal rules, regulations and policies or the term of employment, including discipline (except for probationary employees), they will have recourse to the following hearing procedures:

#### **Step 1 – Town Manager**

An employee may present the grievance orally to the Town Manager. In the event that the grievance is not resolved to the employee's satisfaction, the employee may within twenty (20) calendar days of the Step 1 decision file a written appeal to the Council Chair.

#### **Step 2 – Council Chair**

The Town Council Chair will forward a copy of the complaint to the Town Manager and the aggrieved employee, Town Manager, and Town Council Chair will meet to discuss the grievance within thirty (30) calendar days. If the grievance remains unresolved, the employee may within five (5) calendar days of the Step 2 decision file a written appeal to the entire Town Council.

#### **Step 3 – Town Council**

The entire Town Council shall meet with the employee within thirty (30) calendar days for the purpose of discussing the grievance. The Town Council shall render its final written decision within fifteen (15) calendar days after said meeting.

## **POLITICAL ACTIVITY**

Employees shall refrain from using their positions as Town employees to express support or opposition regarding any issue pending before the Town or 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 their personal views on political matters, from voting with complete freedom in any election, or for running for any elected or appointed office.

## **RESIGNATION, LAY OFF**

- A. Any employee wishing to leave Town government service in good standing shall file with the Town Manager a written notice of intent to terminate employment two (2) weeks prior to such termination. All Town property issued to the employee shall be returned to the Town prior to the final day of work.
- B. An employee may be laid off by the Town Manager for lack of work, lack of funds, or other legitimate reasons. All employees shall be furnished a statement in writing setting forth the reasons for the layoff. Full-time and regular part-time employees shall be given a two-week notice before the effective date of the layoff.

## **DISCIPLINE, DISCHARGE, AND SUSPENSION**

- A. The Town Manager shall have the authority to take disciplinary action which may include such remedies as verbal or written reprimands, suspension without pay, demotion or dismissal.
- B. Probationary employees may be discharged for no cause during their probationary period.
- C. Upon successful completion of the probationary period, disciplinary action involving suspension without pay, demotion or dismissal shall be for just cause and notice of such action against an employee must be in writing and shall occur no later than effective date of the action. Such notice shall specify the penalty and contain a statement of the reason (s) for taking such action. No suspension without pay, demotion or dismissal shall take place without there first being a meeting between the employee and the Town Manager.

## **POLICY ON HARASSMENT**

The Town of Bradley is committed to providing equal employment opportunities for all persons making application to the Town and for equity in the treatment of advancement opportunities for all of its employees. The Town therefore sets forth a policy of non-discrimination in hiring, employment and personnel actions based upon religion, age, sex, sexual orientation, marital status, race, color, ancestry, national origin, physical or mental disability.

When an employee feels that he/she is being subjected to harassment by a supervisor, co-worker, and agent of the employer or anyone else in the workplace, that employee should report same to the Town Manager. The Town Manger shall immediately investigate the complaint(s) and shall take whatever corrective action that he/she deems necessary to remedy the situation. If the Town Manager is the subject of the complaint, the employee should report same to the Chairman of the Town Council who shall investigate and see that corrective action is taken.

- A. Sexual Harassment. Under both federal and state law, unwelcomed 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 a basis for employment decisions affecting such individual
  - c. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile or offensive work environment.

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## **WHISTLERBLOWERS PROTECTION**

The Town tries to conduct its business with integrity and in strict compliance with all applicable, federal, state, and local laws and regulations. Accordingly, employees are encouraged to bring to the attention of their supervisor or town manager any actions of town officials or employees that they believe may be improper. The town will not retaliate against any employee who makes a report in good faith to either his/her supervisor, the town manager or regulatory body.

## **WORKPLACE VIOLENCE**

Violence is action, which includes the use of physical force, harassment, intimidation, or abuse of power or authority, against another person. Acts of violence in and around the workplace are unacceptable and will not be tolerated. It is the responsibility of all employees, supervisory and otherwise to foster a work environment of respect and healthy conflict resolution.

## **WORKPLACE SAFETY**

All injuries to personnel, no matter how minor, occurring during the work schedule must be reported immediately to the employee's immediate supervisor or the Town Manager, whichever is applicable. A written report will be made on forms for that purpose, a determination as to whether a doctor's examination shall be required; if so, the examination shall be at the Town's expense. Medical expenses above and beyond the examination will be subject to Worker's Compensation eligibility. Time lost because of accidents incurred while on duty will not be deducted for any reason when computing length of service.

The Town of Bradley provides a comprehensive workers compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical or hospital treatment. The town retains the right to send an injured employee to a physician of the Town's choice. The Town of Bradley utilizes:

Concentra	34 Gilman Road Bangor ME 04401	207-941-8300
St. Joseph Work Well	900 Broadway Bangor ME 04401	207-907-3010
Work Health	855 Union Street Suite 215 Bangor ME 04401	207-973-7380

Should an injury occur after normal business hours employees should report to the emergency room or walk in care facility of their choice.

## **PERSONNEL FILES**

The Town shall maintain a personnel record for each employee in the service of the Town of Bradley. It may contain the following types of information, but is not all inclusive: employee's name, address, phone number, title of position held, the department to which the employee is assigned, salary, changes in employment status, employment performance reviews and other performance related information, and such other information that may be considered pertinent. The employee shall have access to such records during normal work hours of the administration department and the office shall provide one copy of employee's record to any employees who request a copy of the information in their personnel files. All personnel records of each employee shall be retained by the town following termination as required by law. The employee is responsible for notifying the town of all changes of address, telephone numbers or family status (births, deaths, divorce, marriages, and separations) in order to provide for accurate record keeping and appropriate benefit

information. Personnel files will be kept confidential to the extent allowed under the municipal personnel record's statute and the Freedom of Access Act.

### **NO EXPECTATION OF PRIVACY**

Municipal employees do not have a reasonable expectation of privacy while at work, including such places as desk drawers, filing cabinets, and closets. Telephone conversations and emails may be monitored.

### **RIGHT TO AMEND, MODIFY, REPEAL POLICY**

The Municipality reserves the right to repeal, modify, or amend these policies, as necessary. This policy does not constitute an employment contract. These policies are intended as informational guidance and the municipality reserves the right to interpret any provisions and to change the policies with reasonable notice to employees. These policies are not meant to be interpreted as promises of specific treatment or as creating contractual rights to any employee. In addition, conflicting changes in local, state, or federal laws take precedence over the contents of personnel policies, whether or not those changes were incorporated into the policy.

### **TRAINING, MEETING AND SEMINARS**

The Town is committed to the maintenance of a well-trained and efficient staff. It shall attempt to make opportunity for development available to its employees within the framework of its organizational needs and priorities. Employees, as a condition of employment, shall attend and participate in such training programs and courses as may be directed by the Town Manager and for which the Town assumes the cost.

The Town will attempt to make opportunities available to employees within the constraints of the Town budget for the further development of specific skills and expertise deemed of mutual benefit to the employee and the Town. Prior written approval for staff development involving expenditure of funds must be obtained from the employee's immediate supervisor or Town Manager, whichever is applicable. In the event that the immediate supervisor or Town Manager approves a training or course the cost shall be borne by the Town. The Town Manager will make the determination if the training is to be considered time worked.

Whenever it is deemed to be in the best interest of the Town, an employee may be granted time off with pay to attend professional seminars, conferences and conventions, or such other meetings as may contribute to the effectiveness of his/her service to the Town. In all such cases, such leaves shall require approval of the Town Manager. Such leave shall not detrimentally affect the accrual of an employee's vacation time, sick leave, or other accrued benefits.

### **TRAVEL TIME**

Employees that receive "stipend" pay are not eligible to receive travel reimbursement.

Specified portions of the time will be considered as time worked for all employees traveling on Town business. While not all inclusive, this provision is designed to address the most common circumstances. Municipal employees who are on official business of the Town will be paid for expenses of such trips. The mode of travel should be by the method of transportation which is most cost effective to the Town.

When traveling by means of public transportation away from home overnight, regardless of the day of the week, employees' time spent in such travel which falls between their customary starting and quitting time will be considered as time worked. Lunch time and home travel time will not be considered as time worked.

When traveling during the same day, to and from a work location other than your normal location, all time spent traveling will be considered as time worked.

The Town shall reimburse an employee who uses his/her personal vehicle for Town business based upon the prevailing Internal Revenue Service vehicle reimbursement rate. The employee shall continue to present a documented request monthly for such reimbursement unless other arrangements have been made with the Town Manager.

In all cases the employee must be traveling on Town business at the request of the Town.

### **USE OF TOWN PROPERTY**

The buildings, equipment, supplies, materials, reputation, and status of the Town belong to the citizens of the Town. No employee, officer, volunteer, or citizen is entitled or authorized to take, use, borrow, or trade on property except as is intended for and is available to the general public.

Unless expressly authorized, no person may use Town facilities, equipment, supplies, materials or resources for his/her own personal use or benefit or profit or authorize such use for the personal or commercial use or profit of others except as is generally available to the public.

No employee shall use or authorize the use of the purchasing power, tax exempt status, municipal discount programs, credit record, authority of his/her position or other marketplace privilege of the Town for any purpose other than official business of the Town, unless expressly authorized by the Town Manager or Town Council.

Town owned or leased equipment and vehicles shall be for official business only. If an employee is assigned a Town vehicle for transportation to and from work sites and home, or for emergency stand-by purposes, said vehicle shall not be used for private or personal business, except when expressly authorized.

Town facilities shall not be used for repair or work on private vehicles.

Town-owned tools, equipment, electronics, radios, boats, sporting gear and other property may not be lent or borrowed for home or personal use except as generally available to the public.

This shall not be construed so as to exclude personal and private use of office desks, lockers, and storage areas, the incidental use of photocopiers, personal computers, and similar property of the Town, provided such use is incidental and does not interfere with the operations of official business.

### **WORK AREA**

All employees are responsible for keeping their work area clean and orderly. Common areas should always be left clean and orderly following meetings, meals etc. All employees are expected to contribute to maintaining the cleanliness of common areas on a day-to day basis.

### **CELL PHONE USE**

Personal cell phones shall not be used while working unless it is directly related to work being performed or is an emergency. All functions of personal cell phones are included (phone, text messaging, internet, games, camera, etc.) It includes both incoming and outgoing calls.

Unauthorized use of a personal cell phone may result in disciplinary action.

## **TOWN TELEPHONE USE**

Outgoing and incoming personal telephone calls should be kept to a minimum. If personal calls must be made, the conversation should be brief and conduct any such calls outside the hearing of the general public. No long-distance personal telephone calls may be made except in the case of an emergency. An employee shall inform the Town Manager of any long-distance personal telephone calls made on a Town telephone.

## **INCLEMENT WEATHER DAYS**

The authority to close the town office due to inclement weather will rest with the Town Manager. The Town Manager will consider the actions of other governmental agencies, weather conditions and the workload of the town office. Employees shall be paid his/her regular rate for the scheduled work hours missed.

If the Town is open for business on a day when the weather conditions are poor, any employee may make his/her own decision not to come to work, or to leave work early. Any day or partial day taken when the Town is open for business may be taken as sick leave, vacation time, or without pay.

## **EMPLOYEE COMPUTER, INTERNET, AND ELECTRONIC MAIL (E-MAIL) USE POLICY**

- A. Computer equipment, e-mail, Internet, and telecommunication access are resources made available to Town employees to provide an efficient means of communication with each other, other governmental entities, companies, and individuals for the benefit of the Town.
- B. The Town's E-mail system is designed to facilitate Town business communication among employees and other business associates for messages or memoranda. Employees with access to e-mail are expected to check for messages on a frequent and regular basis and respond with a reasonable time as needed. Since no computer system is completely secure, the e-mail system is not intended to transmit sensitive materials, such as personnel decisions and other similar information, which may be more appropriately communicated by written memorandum or personal conversation. The e-mail system is Town property and intended for Town business. The system is not to be used for employee personal gain or to support or advocate for non-Town related business or purposes. All data and other electronic messages within this system are the property of the Town. E-mail messages have been found to be public records and may be subject to the right to know laws, depending on their content. In addition, the Town, through its managers and supervisors, reserves the right to review the contents of employee' email communications. Employees may not intentionally intercept, eavesdrop, record, read, alter, or receive other persons' email messages.
- C. The Town, purchases, owns, and administers the necessary software and licenses to provide access to e-mail, internet services and other applications. Employees may not rent, copy, or loan the software, or its documentation. The Town has invested much time and money to secure its electronic systems from intrusion and harmful viruses. Therefore, employees may not provide alternative software to access the system. Employees may be held responsible for any damages caused by using unauthorized software or viruses they introduce into the Town system.
- D. While the employee may have a confidential password, users should be aware that this does not mean that the system is for personal confidential communication, nor does it suggest that e-mail is the property or right of the employee. The use of the e-mail system is for Town business. Passwords should be periodically changed to ensure security of the e-mail system. Users should not share their passwords with anyone else, other than as his/her manager may require.
- E. The Internet provides the Town with significant access and distribution of information to individuals outside of the Town. The use of the Internet system for access and distribution is intended to serve Town business. Like all

e-mail messages, Internet messages are capable of being forwarded without the express permission of the original author.

- F. Internet messages are also routinely passed through routers before they reach their final destination. A message is "touched" many times before it gets to its recipient, and the message author should be aware of this. Therefore, users must use caution in the transmission and distribution of messages outside of the Town and must comply with all State and Federal laws.
- G. When using Town computers and sending e-mail messages, courtesy and good judgment should be used. Following are examples of Internet and e-mail uses which are prohibited:
  - a. Communications that in any way may be construed by others as disruptive, offensive, abusive, or threatening.
  - b. Communications of sexually explicit images or messages.
  - c. Communications that contain ethnic slurs, racial descriptions, or anything else that may be construed as harassment or disparagement of others based on race, national origin, sex, sexual orientation, age, disability, or religious beliefs.
  - d. Solicitation for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.
  - e. Any communication that represents personal views as those of the Town or that could be misinterpreted as such.
  - f. Sending mass e-mails to Town employees or outside parties for non-Town purposes.
  - g. Incidental personal use of the Town's computers is permitted as long as such use does not interfere with the employees' job duties and performance with system operations or other system users.
  - h. Any other use that may compromise the integrity of the Town and its business in any way.
  - i. Downloading or loading software or applications without permission for the Town Manger.
- H. E-mail messages are intended to be temporary communications, which are non-vital and may be discarded routinely. However, depending on the content of the e-mail message, it may be considered a more formal record and should be retained pursuant to a record retention schedules. As such, these e-mail messages are similar to printed communication and should be written with the same care.
- I. Employees should be aware that when they have deleted a message from their workstation mailbox it may not have been deleted from the e-mail system. The message may be residing in the recipient's mailbox or forwarded to other recipients. Furthermore, the message may be stored on the computer's back-up system for an indefinite period.
- J. The Internet is developing into an effective channel for the Town to share information with citizens, visitors, and customers. Employees are strongly encouraged to assist in the development and updating of information on the Town's website, [townofbradley.net](http://townofbradley.net).
- K. This e-mail policy applies to all employees, contractors, volunteers, and other individuals who are provided access to the Town's e-mail system. Third parties should only be provided access to the e-mail system as necessary for their business purpose with the Town, and only if they abide by all the applicable rules.
- L. Employees who leave employment with the Town have no right to the contents of their e-mail messages and are not allowed to access the e-mail system. Supervisors or management may access an employee's email if employees are on leave of absence, vacation, or are transferred from one department to another department and it is necessary for the Town's business purposes.
- M. The misuse of the Internet or e-mail privileges may be considered sufficient cause for discipline. In addition, violations of this policy or misuse of the e-mail system may be referred for criminal prosecution.

**EFFECTIVE DATE**

This policy shall be immediately effective upon its adoption at a legally called and publicly held meeting of the Town Council.

Approved by the Bradley Town Council at a duly called meeting on March 12, 2012.

Amended by the Bradley Town Council at a duly called meeting on February 24, 2015

Amended by the Bradley Town Council at a duly called meeting on May 25, 2021

Amended by the Bradley Town Council at a duly called meeting on October 28, 2021

Amended by the Bradley Town Council at a duly called meeting on September 12, 2023

I have read and understand the above personnel policy.

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EMPLOYEE SIGNATURE

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DATE



# CHAPTER

# 9

## TOWN OF BRADLEY- RETURN CHECK POLICY

Payment in form of personal or business check will be accepted for all transactions within the Town of Bradley. If a check is returned by the Town of Bradley's banking institution, the customer will be charged the fees that have been assessed to the Town for the return deposit and a \$25.00 returned check fee.

### Procedures for Collection:

- Collection must be made in the form of cash, money order, treasurer check, bank check or credit card. Payment due will total the amount of the original check, the amount assessed to the Town for the return deposit and the \$25.00 return check fee.
- An attempt to contact the customer via phone must be done as soon as it is discovered that the check has been returned. The attempt will notify the customer that they have 24 hours to make payment in full before further action is taken.
- If contact fails within the 24 hour time frame, an initial demand letter (appendix 1) must be sent. The demand letter will give the customer an opportunity to make payment in full within a 10 day period.
- If the customer fails to make payment in full within the 10 day period, an official Notice of Dishonor (appendix 2) will be sent to the customer by certified and regular mail. This official Notice of Dishonor will give the customer an opportunity to make payment in full within a 15 day period of mailing.
- If the customer fails to make payment in full within the 15 day period:
  - The matter will be presented to the Penobscot County Sheriff Department for the appropriate summons, by completing and submitting a Data Sheet (appendix 3).
  - If the check was originally submitted for payment of a motor vehicle registration, contact will be made with the Department of the Bureau of Motor Vehicles, Returned Check Department (207-624-9150). The Department of Bureau of Motor Vehicle will suspend the appropriate registration. The Department of Bureau of Motor Vehicle may after an extended period of non-payment; suspend the customer's driver's license and right to register.
  - If the check was originally submitted for payment for a Fisheries & Wildlife transaction contact will be made with the Department of Inland Fisheries and Wildlife and report that the transaction must be suspended.
  - If the check was originally submitted for real estate taxes the amount will be returned to taxes receivable.
  - If the check was originally submitted for payment of a tax lien that has been discharged, a Tax Collector Affidavit (appendix 4) will be recorded with the Penobscot Registry of Deeds Office.

### Procedure after Collection

- Notify the Penobscot County Sheriff Department that payment has been made in full.
- Notify the appropriate departments (Bureau of Motor Vehicle, Inland Fisheries, Tax Collector or Treasurer). That the payment has been made in full and the registration, license or tax payment may be re-instated or lien discharged appropriately.

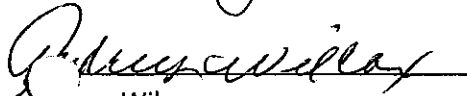
### Miscellaneous

- If a customer has presented two (2) checks which were returned within six (6) months, the customer's check writing privileges will be suspended for a period of one (1) year. If after reinstatement, the customer again presents a check which is returned, their check writing privileges will be revoked permanently unless reinstated by vote of the Town Council.

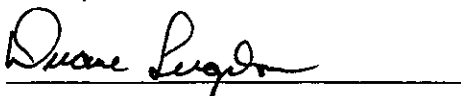
Approved by the Bradley Town Council at a duly called meeting on Tuesday October 23, 2012, repealing the prior bounced check policy.

  
Sally Strout, Council Chair

  
Mark Ketch

  
Audrey Wilcox

\_\_\_\_\_  
Diane Walter

  
Duane Lugdon

  
Melissa L. Doane, Town Clerk

APPENDIX 1

Date

XXXX

XXXX

XXXX Me XXXXX

Dear XXXX

It is with regret that I must inform you that the check # \_\_\_\_\_ you presented for payment on \_\_\_\_\_, 20\_\_ for \_\_\_\_\_ has been returned. Please remit in the form of cash, money order, bank check, cashier check or credit card the amount of \$ \_\_\_\_\_. This amount represents the amount of the original check, the fee assessed to the Town of Bradley for the deposit return and the Town of Bradley returned check fee. A detail is provided below:

Original Check:

Fee Assessed to the Town of Bradley:

Town of Bradley Returned Check Fee: \$25.00

Total Amount Due:

This payment must be made by \_\_\_\_\_, 20\_\_ or I will be forced to more sever actions to collect the amount due. This will include contacting the Penobscot County Sheriff's Department and revoking the service in which the payment was made.

If additional information or comment is needed please contact me at the above address or phone number.

Sincerely,

Town Manager  
Bradley

NOTICE OF DISHONOR  
M.R.S.A 11 (3-508)

Town of Bradley  
PO Box 517  
Bradley ME 04411  
\_\_\_\_\_, 2012

XXXX XXXX  
XXXXXXXXXX  
XXXXX ME XXXX

Dear XXXXX

Your check (s) described below has been returned marked "Not Sufficient Funds" or "Account Closed". Please remit in the form of cash or money order, the amount of \$\_\_\_\_\_ which represents the original check amount of \$\_\_\_\_\_, \$\_\_\_\_\_ Bank Fee and a \$25.00 Town of Bradley Returned Check Fee.

This payment must be made by \_\_\_\_\_, 2012 or I will be forced to take other actions to collect on the dishonored check. Failure to make good on this matter will leave no alternative but to turn it over to the **Criminal Division of the Penobscot County Sheriff's Office and the District Attorney's Office for prosecution.**

\*\*\*If Motor Vehicle Registration add: In addition Bureau of Motor Vehicles will be contacted, your registration for plate #PC \_\_\_\_\_ will be suspended will possible Maine Drivers License suspension.

Description of Check

Date:

Check Number:

Bank:

Account Number:

Sincerely,

XXXXXX XXXXX  
Town Manager, Bradley



Glenn C. Ross  
Sheriff

85 Hammond Street  
Bangor, ME 04401  
(207) 947-4585

Troy J. Morton  
Chief Deputy

The Penobscot County Sheriff's Office wants to do our best to fully investigate any negotiating of a bad check.

In order to be successful, we will need to find the offender. To do so, the following information is needed regarding the person who negotiated the check:

1. Offender's name;
2. Most current address;
3. Phone number; and
4. Date of birth

When an employee accepts a check, please obtain a current driver's license or Maine State Identification card from the passer and record the information on the check.

The Sheriff's Office is working with the Office of the District Attorney to prosecute the offender and recover restitution. In order for us to assist you in this matter, please complete the attached data sheet which is required by the District Attorney's Office to be completed prior to the issuance of any criminal charges.

For your information, Maine State Law indicates that negotiating a worthless instrument is a violation of Maine Criminal Statute 17a §708 and is defined as follows:

A person is guilty of negotiating a worthless instrument if he/she issues or negotiates a negotiable instrument knowing that it will not be honored by the maker or drawee.

Negotiating a Worthless Instrument is a Class D crime if the face value of the negotiable instrument exceeds \$500.00 but does not exceed \$1,000.00; or, A Class E crime if the face value of the negotiable instrument does not exceed \$500.00.

The District Attorney cannot prosecute the following check cases:

- Post-dated checks
- 3<sup>rd</sup> party checks
- Out-of-State checks
- Checks over 120 days old

---

Glenn Ross, Sheriff

DATA SHEET

NSF / ACCOUNT CLOSED CHECKS

**INSTRUCTIONS:**

1. Checks older than 120 days will not be accepted for prosecution.
2. This entire report must be completed legibly. Please print or type.
3. Checks stamped "closed account" or "account closed" will be accepted with this form, but will not result in prosecution unless subsequent police investigation shows that the passer knew the account was closed.
4. Post-dated checks, or checks that you agreed to hold before depositing, will not be prosecuted.
5. A 5-day statutory demand notice must be sent to the passer in each check case by certified mail with restricted delivery to addressee only. In the event it is a company check, the agent for the company may sign. In addition, you should attempt to make personal "face to face" contact with the passer concerning the check, and document your efforts. Do not submit a check in this form for possible prosecution unless you are satisfied that the passer intended to defraud you and that you would participate in prosecution even if the passer attempted to pay off the check at some future date. Use only one (1) report form for each check submitted.
6. Submit with this form a copy of the check, a copy of the bad check notice you sent and the post office receipt return showing its delivery or non-delivery.
7. This form must be signed by the person in position of responsibility, e.g., manager, cashier, owner, etc.
8. Please return this form and the required documentation to the Penobscot County Sheriff's Office.

REPORT

**A. Business Information**

1. Your business name and address: \_\_\_\_\_  
\_\_\_\_\_
2. Person making report: \_\_\_\_\_
3. Have you successfully served a 5-day statutory bad check notice on the passer?  
Yes \_\_\_\_ No \_\_\_\_ If yes, how? Certified mail \_\_\_\_ Personal service \_\_\_\_  
If not served, the reason why: \_\_\_\_\_  
\_\_\_\_\_

**B. Check Information**

1. Check number: \_\_\_\_\_ Date check was accepted: \_\_\_\_\_  
Amount of check: \_\_\_\_\_
2. Name of person who presented the check: \_\_\_\_\_

**C. *The person who actually took the check must complete this next section***

1. Your name: \_\_\_\_\_ DOB: \_\_\_\_\_
2. Description of the person passing the check: \_\_\_\_\_  
\_\_\_\_\_
3. Name given by the passer: \_\_\_\_\_  
Address and phone number: \_\_\_\_\_
4. Did you know the passer: Yes \_\_\_\_ No \_\_\_\_  
If yes, how? \_\_\_\_\_
5. Can you identify the passer? Yes \_\_\_\_ No \_\_\_\_  
If yes, how? \_\_\_\_\_

6. Did you see the passer write the check and/or endorse the check?

Yes \_\_\_\_ No \_\_\_\_

7. Did you initial, mark upon, or write upon the check at the time you accepted it?

Yes \_\_\_\_ No \_\_\_\_

If yes, what? \_\_\_\_\_

**D. To be completed by the person making the report**

1. Please explain what steps you or your employees have taken to contact the suspect and/or recover your losses: \_\_\_\_\_

**NOTE:**

Please indicate anything on the reverse side of this form that you feel would help in locating and prosecuting this person.

The decision whether or not to prosecute this individual will be made by a representative of the District Attorney's Office, who will take into account numerous factors, including what evidence exists of intent to defraud, and the availability of necessary bank records. Criminal prosecution does not guarantee restitution as prosecution is designed to punish, not to collect debts. If you agree to prosecute this defendant you cannot drop the charge if he/she offers to pay the check.

I hereby understand and agree that all the information contained in this document is to be used by and disseminated among all law enforcement agencies, the Office of the District Attorney, and the Court. I also understand and agree that this check is being submitted for criminal prosecution and that if criminal prosecution is instituted, it will be necessary for those persons having knowledge of the facts to appear and testify in court.

I hereby certify that no one has accepted full or partial restitution for this particular check as of this date, and I further agree **NOT TO ACCEPT RESTITUTION WITHOUT NOTIFYING** the victim/witness coordinator at the Office of the District Attorney.

I hereby certify that I have read and understand the directions for this form and that all of the facts herein are to the best of my knowledge, true, accurate and complete.

Date: \_\_\_\_\_

Signature \_\_\_\_\_



**TAX COLLECTOR'S AFFIDAVIT  
TOWN OF BRADLEY**

Now comes, \_\_\_\_\_ who being duly sworn, deposes and says:  
*Printed of tax collector*

1. I am the Tax Collector of the Town of Bradley.
2. Taxes asses in the Town as of April 1, 20\_\_ have been on information and belief, duly committed to me for collection.
3. For nonpayment of taxes, I recorded a tax lien at Book \_\_\_\_\_, Page \_\_ of the Penobscot County Registry of Dees against one, \_\_\_\_\_; on \_\_\_\_\_, \_\_\_\_\_ I executed a discharge of that lien and caused it to be recorded in the same Registry, where it appears at Book \_\_\_\_\_ page \_\_\_\_\_.
4. The discharge was improvidently issued, executed and recorded by me, as payment had not been as of the date of this affidavit, still had not been received by me for the full amount due under that lien.
5. Accordingly, I make this affidavit as a record of facts recited in it and assert the continuing validity and effectiveness of the liens identified and described herein.

Dated \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
*(printed name of tax collector)*  
 Tax Collector  
 Town of Bradley

Penobscot, s s.

Then personally appeared the above named \_\_\_\_\_ and acknowledged the above instrument to be her free act and deed in his said capacity.

Before me,

\_\_\_\_\_  
 \_\_\_\_\_  
*(printed name of Notary)*  
 Commission Expires \_\_\_\_\_

# CHAPTER

# 10

# Road Acceptance Standards Policy

Before any roads, new or existing are accepted as public ways, the applicant must demonstrate that the road is in compliance with all applicable state statutes, local ordinances and this policy:

**New Roads**-Roads constructed after or under construction on the date of adoption of this policy

Upon completion of the base and sub-base (aggregate) of road construction, and prior to the installation of bituminous or concrete pavements, the applicant for road acceptance shall provide a written certification by a professional engineer registered in the State of Maine, that all base and sub-base (aggregate) road construction meets or exceed the Town of Bradley's current specifications contained in the current Subdivision Ordinance, and based on accepted engineering standards, all base and sub-base (aggregate) road construction is suitable for use as a public road. This shall be at the cost of the applicant for road acceptance.

Upon completion of the installation of bituminous or concrete pavements, the applicant for road acceptance shall provide a written certification by a professional engineer registered in the State of Maine, that all installation of bituminous or concrete pavements meets or exceed the Town of Bradley's specifications contained in the current Subdivision Ordinance, and based on accepted engineering standards, installation of bituminous or concrete pavements is suitable for use as a public road. This shall be at the cost of the applicant for road acceptance.

**Existing Roads**-Roads constructed before the date of adoption of this policy

Existing roads must be brought up to the standards contained in the current Subdivision Ordinance prior to acceptance, except as provided the paragraph below.

If a road was developed as part of a subdivision approved after 1971 and duly recorded at the Registry of Deeds, a road may be accepted upon certification from a professional engineer, registered in the State of Maine, indicating that the road either complies with the post-1971 subdivision approval or with current Subdivision Ordinance standards.

The Bradley Town Council hereby ordains that the Policy entitled "Road Acceptance Standards Policy", which is represent by an attested copy dated 14, be adopted this date April 2009

This Policy shall be effective immediately upon adoption, and replaces any prior road acceptance standards policy.

Councilors of the Town of Bradley

Quincy Wilcox  
Salv Strout  
Joseph F. Ripper  
Lillian Coulter

A True Copy

Melissa L. Doane

Attest: Town Clerk, Melissa L. Doane

# CHAPTER

## II

# Town of Bradley



P.O. Box 502  
BRADLEY, MAINE 04411  
TELEPHONE (207) 827-7725

## Road Naming Policy

In conjunction with Section III. and Section IV. of the Town of Bradley's Addressing Ordinance, the Town Council hereby clarifies and defines the following policy pertaining to the naming of either public or private roadways within the boundaries of the Town of Bradley:

The Town Council in accordance with the Town of Bradley's Addressing Ordinance adopted as a result of Enhanced 911 service hereby declares that the Town Council will not change the name of any roadway that was named as part of the E 911 process and address changes that went into effect starting June of 2001 *except* in the case of emergency situations or circumstances whereby the current approved name of a roadway may be misleading or confusing to emergency responders. In all other cases, the names of the roadways as approved and adopted in accordance with the implementation of the town's enhanced 911 service will remain the same.

The Bradley Town Council hereby ordains that the Policy entitled, "Road Naming Policy," which was originally adopted February 26, 2002 and is represented by an attested copy dated December 18, 2002 be re-adopted this date, January 14, 2003.

This Policy shall continue to be effective immediately upon its re-adoption.

Councillors of the Town of Bradley

*[Signature]*  
*Sally Stant*  
*Andreep Wilcox*  
*Lillian Coulter*  
*Bonnie Cote*

A True Copy

*[Signature]*  
Attest: Town Clerk  
Michael R. Crooker

# CHAPTER

# 12

# SEXUAL HARASSMENT POLICY

Effective 1992

**POLICY:** It is the policy of the town of Bradley to provide a work environment free of sexual harassment.

**SCOPE:** This policy applies to all employees at all locations.

**DEFINITION:** Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical contact that is sexually offensive.

Sexual harassment refers to behavior which is personally offensive, impairs morale and interferes with the work effectiveness of employees.

Sexual harassment undermines the employment relationship by creating an intimidating, hostile or offensive work environment.

Examples of prohibited practices include behavior or language that conveys sexual overtures; requiring submission to sexual harassment as either an explicit or implicit term of employment; basing employment, promotion or compensation decisions on submission to or rejection of sexual harassment; using offensive sexually oriented language, including jokes.

**PROCEDURE:** In determining whether the conduct in question is sexual harassment, the nature of the advances and the context in which they allegedly occurred must be investigated.

Individuals who believe they have been subjected to sexual harassment by co-workers, supervisors or non-employees working on town property, should bring their concern to the attention of their immediate supervisor or other higher level personnel.

All complaints will be investigated confidentially to the degree possible and promptly resolved. In the event it is determined that sexual harassment has occurred, appropriate action will be taken, up to and including the dismissal of the person doing the harassment.

**RESPONSIBILITY:** In fulfilling their obligation, the town manager, school principal, and all other supervisors shall provide a positive and productive work environment free from sexual harassment. If a supervisor becomes aware of potential sexual harassment, it is his/her responsibility to restate the town's policy and, when necessary, take appropriate disciplinary action.

Approved and accepted by the Bradley Town Council October 27, 1992.

# CHAPTER

13



## TOWN COUNCIL'S WORKING RULES OF ORDER

In order to create a better, more productive environment, and to ensure fair and orderly conduct at Town Council meetings, the Town Council has asked me to develop a set of "working rules" for the Council, the Manager, and the Public to follow during Town Council meetings. These rules are different from Robert's Rules of Order which are strictly parliamentary. Robert's Rules of Order should be referred to when there is a question of order that can not be answered. Robert's Rules are also used as a reference point for these working rules.

The working rules that I propose are divided into two sections: behavioral ground rules and procedural ground rules. They are explained below.

### BEHAVIORAL GROUND RULES

- No personal attacks
- Remain positive
- Remember, we are all from the same community and are working together
- No speeches
- Demonstrate respect
- End on time
- No inflammatory or patronizing remarks
- Everyone participates
- Disagree, but do not be disagreeable
- Stay constructive
- No blaming
- Stay on subject

## PROCEDURAL GROUND RULES

The rules listed below are intended to be reader friendly, accessible, and customized to the Bradley Town Council using Robert's Rules of Order as a reference.

- The Chairperson of the Town Council shall control and direct all meetings of the Council

- All persons wishing to comment on a subject must raise his or her hand and be recognized to speak by the Chairperson. This includes Councilors, Staff, and the Public.

- The Chairperson will recognize all persons wishing to comment and allow them to speak as long as the comments are appropriate to the subject matter and are not inflammatory.

- Only one person shall be allowed to speak at any one time and only at the direction of the Chairperson.

- All questions will be asked of the Chairperson; the Chairperson shall then direct the question to the appropriate person to answer.

- The Chairperson shall have the authority to demand order of the meeting at any time that the Chair believes the meeting is out of order.

- The Chairperson shall have the authority to remove any individual(s) from the meeting if they are found to be disruptive to the meeting or others present.

# CHAPTER

14

MUNICIPAL OF BRADLEY  
POLICY ON TREASURER'S DISBURSEMENT WARRANTS  
FOR EMPLOYEE WAGES AND BENEFITS AND PAYMENT OF STATE FEES ONLY

Purpose. This policy allows designated municipal officers (Councilors), acting on behalf of the full board of municipal officers, to review, approve and sign municipal treasurer's disbursements warrants, for wages and benefits and payment of state fees.

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

Delegation of authority. Pursuant to 30-A MRSA § 5603(2)(a)(1) (3), the following authority is granted with respect to treasurer's disbursement warrants for municipal employee wages and benefits and payment of state fees only.

Current municipal officers. The municipal officers in office at the time of execution of this policy are: Charles Clemons, James Hatch, Duane Lugdon, Laurence Wade and Mark Ketch.

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

Effective date. This policy becomes effective on the date indicated below.

Copies. The chair of the municipal officers will furnish copies of this policy to the municipal clerk and to the municipal treasurer.

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

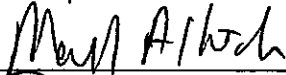

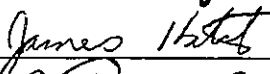

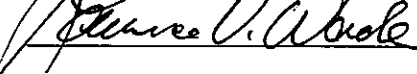
Renewal. This policy may be renewed at any time before its lapse. Thereafter, it may be readopted at any time. Any renewal is valid for one year from its effective date, unless a sooner date of expiration is specified.

Reminder. The municipal treasurer is an appointed official; the treasurer shall remind the municipal officers to consider renewing this policy annually before it lapses.

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

Dated July 5, 2023

Municipal Officers:

  
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MUNICIPAL OF BRADLEY  
POLICY ON TREASURER'S DISBURSEMENT WARRANTS  
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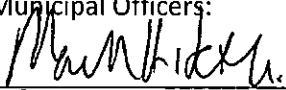
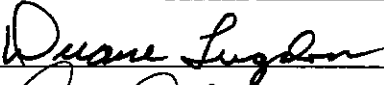


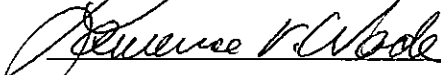
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Dated July 5, 2022

Municipal Officers:

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

Dated October 26, 2021

Municipal Officers:

Mark A. Ketch  
Charles Clemons  
Laurence Wade  
Ann Delaware  
Duane Lugdon

MUNICIPAL OF BRADLEY  
POLICY ON TREASURER'S DISBURSEMENT WARRANTS  
FOR EMPLOYEE WAGES AND BENEFITS

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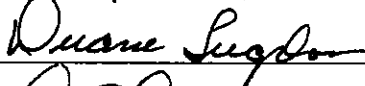

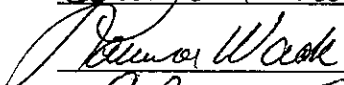
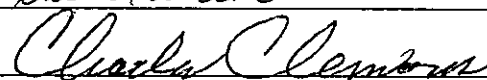
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Original. The Chair of the municipal officers will maintain the original of this policy on file unless the municipal clerk is an appointed official, in which case the clerk shall maintain it on file, if requested to do so by the Chair.

Dated July 6, 2021

Municipal Officers:

  
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MUNICIPAL OF BRADLEY  
POLICY ON TREASURER'S DISBURSEMENT WARRANTS  
FOR EMPLOYEE WAGES AND BENEFITS

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Current municipal officers. The municipal officers in office at the time of execution of this policy are: Charles Clemons, Karen Richard, Duane Lugdon, Laurence Wade and Mark Ketch.

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

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

Dated July 21, 2020

Municipal Officers:

Mark A. Ketch  
Charles Clemons  
Laurence Wade  
Duane Lugdon  
Karen Richard



MUNICIPAL OF BRADLEY  
POLICY ON TREASURER'S DISBURSEMENT WARRANTS  
FOR EMPLOYEE WAGES AND BENEFITS

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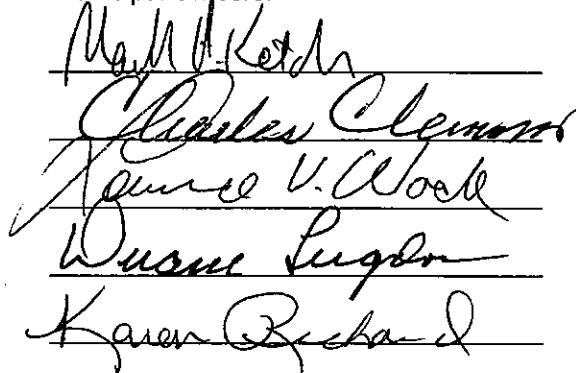
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Original. The Chair of the municipal officers will maintain the original of this policy on file unless the municipal clerk is an appointed official, in which case the clerk shall maintain it on file, if requested to do so by the Chair.

Dated July 9, 2019

Municipal Officers:



MUNICIPAL OF BRADLEY  
POLICY ON TREASURER'S DISBURSEMENT WARRANTS  
FOR EMPLOYEE WAGES AND BENEFITS

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Current municipal officers. The municipal officers in office at the time of execution of this policy are: Sally Strout, Karen Richard, Duane Lugdon, ~~Diane Walter~~ and Mark Ketch.  
*Larry Wade*

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

Effective date. This policy becomes effective on the date indicated below.

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

Dated July 10, 2018

Municipal Officers:

*Mark H. Ketch*  
*Sally Strout*  
*Duane Lugdon*  
*Karen Richard*  
*Larry Wade*

MUNICIPAL OF BRADLEY  
POLICY ON TREASURER'S DISBURSEMENT WARRANTS  
FOR EMPLOYEE WAGES AND BENEFITS

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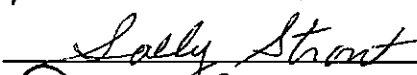
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Original. The Chair of the municipal officers will maintain the original of this policy on file unless the municipal clerk is an appointed official, in which case the clerk shall maintain it on file, if requested to do so by the Chair.

Dated July 11, 2017

Municipal Officers:

  
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MUNICIPAL OF BRADLEY  
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Copies. The chair of the municipal officers will furnish copies of this policy to the municipal clerk and to the municipal treasurer.

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

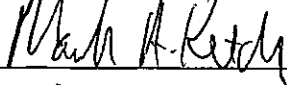
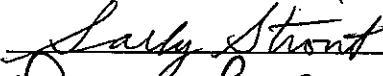

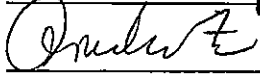
Renewal. This policy may be renewed at any time before its lapse. Thereafter, it may be readopted at any time. Any renewal is valid for one year from its effective date, unless a sooner date of expiration is specified.

Reminder. The municipal treasurer is an appointed official; the treasurer shall remind the municipal officers to consider renewing this policy annually before it lapses.

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

Dated July 26, 2016

Municipal Officers:

  
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\_\_\_\_\_  
  
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# CHAPTER

# 15

**Town of Bradley, Maine**  
**Policy Governing Access to Public Records**  
**Under the Maine Freedom of Access Act**

**1. Summary and Purpose**

This policy governing access to public records is established to implement the provisions of the Maine Freedom of Access Act 1 M.R.S. §§ 401-414. The policy applies to any request for inspection or copying of public records, as defined by 1 M.R.S § 402.

The purpose of this policy is to support the policy of providing public access to the public records in the possession or custody of the Town while, at the same time, complying with state law requirements as to confidential information and maintaining administrative efficiency. The Town of Bradley believes the public has the right to know the activities of the Town. In this spirit, many public documents are posted on the Town website, TownofBradley.net.

This policy shall be interpreted in a manner consistent with state law. If there is any conflict between this policy and FOAA or any other statute, as may be amended from time to time, state law shall control.

**2. Definitions**

Terms used in this Policy Governing Access to Public Records shall have the same meaning as in the Maine Freedom of Access Act.

FOAA- Maine Freedom of Access Act

FOAA Request-The term FOAA request refers to any communication from the public that asks for access, to public records within the Town of Bradley's possession or custody.

Requester-A person who submits a request for public records.

**3. Procedures for Requesting Public Records**

Written requests for public records are requested to be submitted to the Town Manager, who is appointed as the Town Public Access Officer, at the following address; use of the Town of Bradley Freedom of Access Request for Information is encouraged.

FOAA  
C/O Town Managers Office  
Town of Bradley  
P.O. Box 517  
Bradley, ME 04411

Written or oral requests submitted to the Town Officials or Town employees other than the Town Manager will be referred to the Town Public Access Officer for processing and response. The Public Access Officer shall be responsible for ensuring that each record request is acknowledged and that an estimate of the response  
Town Council Approval: 11-18-2015 Updated 3-1-2022

time is provided. A request must be acknowledged and responded to regardless of whether it was delivered or directed to the Public Access Officer or whether the request was made by the Town of Bradley Freedom of Access Request for Information Form or by other means. Also, a response may not be delayed due to the unavailability of the Public Access Officer.

#### **4. Form and Content of Request**

Requests in accordance with the FOAA and this Policy Governing Access to Public Records are requested to be made in writing to ensure that a complete response is given. For the requester's convenience, email shall be considered a written request. Use of the Town of Bradley Freedom of Access Request for Information Form is encouraged. Town employees should promptly respond to informal requests that are made verbally or in writing and are day-to-day occurrences.

The following information is requested when submitting a FOAA request:

- A. The requester's contact information.
- B. A brief but detailed description of the public records being sought, being as specific as possible.
- C. Whether the request is for inspection of public records, copies of public records or both.

#### **5. Timeline for Town Response to a Request for Public Records**

The Town shall acknowledge receipt of a FOAA request within five (5) working days. Within a reasonable time after receipt of a request, the Town will provide a good faith, non-binding estimate of the time required to fulfill the request, along with a cost estimate, and must make a good faith effort to respond within that time. Factors defining a "reasonable time" shall include administrative workload, the complexity of the request and the amount of staff time required to fulfill the request.

Should a request be denied by the Town, the requester will be notified in writing of the reasons for the denial within five (5) working days. A denial of a request for public records shall be made in writing. It shall state the reason(s) for the denial. Where feasible, confidential information shall be redacted to permit production.

After review of a FOAA request, the Town may either provide copies of the records, give notice that copies of the records shall be made available upon payment of reproduction costs and/or staff time pursuant to section 8 of this policy, or give notice of the time and place for inspection of the records, depending upon the FOAA request.

The Town may request additional clarification concerning what public records are sought before responding to a request.

#### **6. Procedures for Appeal of a Denial**

A requester whose FOAA request has been denied or refused may appeal in accordance with 1 M.R.S. § 409, or may pursue any other remedy provided by Maine Law.

## **7. Procedures for Providing Records to Requesters**

Generally, public records will be made available for inspection during normal working hours. Inspection of these records will be at the Bradley Municipal Building. Records that are considered historical may be inspected, however they will be under the supervision of a Town of Bradley employee.

Documents which the requester wishes to have copied shall be segregated during the course of the inspection. An employee of the Town must be present throughout the inspection. All copying shall be done by a Town employee. A requester may be prohibited from bringing bags, brief cases or other containers into the inspection room.

The requester can also request that the Town make and mail a copy, for which a reasonable copying fee and actual mailing costs may be charged.

The Town is not required to create a record that does not already exist.

Access to electronically stored records must be provided either as a printed document or in electronic medium in which the record is stored at the requester's option, except that an official is not required to provide access to a computer file if they have no ability to separate or prevent disclosure of confidential information in that file. The law does not require the Town to provide access to a computer terminal. Nor does it require that an electronically stored record be provided in a different electronic medium or format than the one in which it is stored. If an electronically stored record must be converted into a comprehensible or useable format in order to provide access to it, the Town may charge for the actual cost of conversion.

Copies of public records shall be provided to the requester only upon payment of any charges which are due pursuant to section 8 of this policy.

## **8. Fees**

The Town shall assess any and all fees to the requester allowable by the FOAA in accordance with 1 M.R.S § 408-A, including: (a) fees for the cost of copying; (b) staff time required to search for, retrieve, and compile the requested records at \$25 per hour after the second hour; (c) the cost of converting an electronic record into comprehensible or usable format; and (d) mailing costs. The copying fee for a standard 8 ½ x 11 inch black and white hard copy is \$.10 per page. A per-page fee may not be charged for copies provided electronically.

The Town shall, within a reasonable time after receipt of a FOAA request, provide the requester with an estimate of the total cost to fulfill the request. If the estimated cost exceeds \$30, an estimate of charges to fulfill the request shall be given to the requester before such work begins. Prepayment shall be required if the estimated response costs exceed \$100 or if the requester has previously failed to pay a properly assessed fee under FOAA or this policy in a timely manner. Any overpayment shall be refunded upon receipt of request by the requester through the Town's payment warrant system.



# Town of Bradley

## Freedom of Access Request for Information

Note: All Town of Bradley FOAA requests should be directed to the Town Manager at 207-827-7725

This form has been created to track requests for information that require staff research. It is not intended to dissuade any individuals from making a request. In accordance with 1 M.R.S. § 408-A, the Town shall provide the information requested within a reasonable period of time or shall provide a written response outlining why the information is not available within 5 working days from the receipt of this request. Requests received when the Municipal Building is closed will be considered received at 9:00 a.m. on the next business day. Public records (see 1 M.R.S § 408-A for the definition of public records) are available for review during regular business hours. The copying fee for a standard 8 ½ x 11 inch black and white hard copy is \$.10 per page. A per-page fee will not be charged for copies provided electronically. Research performed by Town employees will be charged at \$25/hour after the second hour.

Date: \_\_\_\_\_ Name of Requester: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Under the Maine Freedom of Access Act, I would like to review and/or copy all available files for the following (please be as detailed as possible):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Preferred Delivery Format: \_\_\_\_\_

An appropriate fee for copying research may be required. You will be provided a cost estimate prior to any work being performed.

Signed \_\_\_\_\_

**Return to: Town Manager, Town of Bradley PO Box 517 165B Main St., Bradley ME 04411**

**For Office Use Only:**

Response Date: \_\_\_\_\_

Date Request Completed: \_\_\_\_\_

Cost Estimate: \_\_\_\_\_

Final Cost: \_\_\_\_\_

Date Requester Approved Cost: \_\_\_\_\_

Date Request Delivered: \_\_\_\_\_

# CHAPTER

16

# Bylaws of the Planning Board of Bradley, Maine

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## **Section 1. Purpose and Scope**

The purpose of these bylaws is to establish reasonable rules of procedure for the Bradley Planning Board (hereinafter called the Board) meetings and to promote the fair, orderly and efficient conduct of the Board's proceedings and affairs. These bylaws shall govern the Board's practices and procedures except as otherwise provided by law and shall be liberally construed so as to accomplish their purpose.

## **Section 2. Membership of the Board**

The membership of the Board shall consist of five (5) regular members and two (2) alternate (or associate) members. All members are appointed and may be removed for cause by the Town Council. Three unexcused consecutive absences can be cause for removal. The terms "members" and "Board" shall include alternates unless otherwise stipulated.

## **Section 3. Officers; Duties**

Officers of the Board shall consist of a Chairperson and Vice Chairperson (hereinafter referred to as "Chair" and "Vice Chair") to be chosen annually at the first regular meeting in each calendar year by and from the regular Board members. The Chair shall preside at all Board meetings and shall have authority to rule on questions of evidence and procedure, to maintain order and determine the course of proceedings, and to take such other action as may be necessary and not inconsistent with these bylaws or other law to enable the Board to perform its duties and conduct its affairs. The Chair also shall, together with the Code Enforcement Officer, set the agenda for each meeting. In the absence of the Chair, the Vice-Chair shall preside and shall have the same authority as the Chair. The Secretary shall maintain a permanent record of all Board meetings and all correspondence of the Board, which shall be a public record except as otherwise provided by law.

#### **Section 4. Meetings**

Regular meetings of the Board shall be held monthly on a date chosen by the Board at the previous meeting and shall be called to order by 6:30 PM. This date and time may be changed by necessity and the members notified by the most expedient method (normally, phone or email) and by being posted on the Town's bulletin board.

Special meetings may be called at the discretion of the Chairman or upon the request of three or more members of the Board within ten (10) days of the receipt of a written or e-mail request, which request shall specify the matters to be considered. Notice thereof with date and time shall be given to each member and to representatives of the press at least ninety six (96) hours (four days) in advance of the meeting and no business may be conducted other than as specified in said notice.

Notice of all Board meetings shall be given as required by law, and all such meetings shall be open to the public except as otherwise provided by law.

Meetings shall adjourn by 9 PM, but may be extended in emergencies by a majority vote of a quorum.

No business may be conducted by the Board except at a duly called and noticed meeting or without a quorum of the Board being present. A quorum consists of, at a minimum, a total of three (3) regular and alternate members. If a quorum does not exist, those members present shall be entitled to request the chair to call a special meeting or reschedule the regular meeting for a subsequent date. The order of business at regular meetings shall be as follows:

1. Flag Salute.
2. Roll call and determination of a quorum.
3. Minutes of the previous meeting and communications.
4. Citizen's Requests.
5. Old (unfinished) business.
6. New business.
7. Other business.
8. Set next meeting & Adjournment.

## **Section 5. Hearings**

Public hearings of the Board shall be called as required by law or on such other occasions, as a majority of the Board may deem appropriate. Notice of all such hearings shall be given as required by law and shall include the date, time and place of the hearing and a general description of the subject matter.

The Chair shall convene all hearings by describing the purpose of the hearing and the general procedures to be followed. The Board may receive any oral or documentary evidence but shall exclude irrelevant, immaterial or unduly repetitious evidence, provided, however, that formal rules of evidence shall not apply. Every party shall have the right to present its case in the order determined by the Chair and without interruption, provided, however, that the Chair may impose such reasonable time limits as may be necessary to ensure that all parties have an adequate opportunity to be heard. In any adjudicatory proceeding, including proceedings on licenses, permits or other approvals, every party shall also have the right to submit rebuttal evidence and to conduct cross-examination of any other party through the Chair, provided however, that the Chair may impose such other reasonable limitations as may be necessary to prevent an abuse of process.

## **Section 6. Participation and Voting**

Any action of the Board shall require the affirmative vote of a majority of those members present and voting unless otherwise provided by law.

No member may participate or vote in any matter in which the member has a conflict of interest or other disqualification as defined by law. Any question of whether a member has such a conflict of interest or other disqualification shall be decided by majority vote of the remaining members. If a member has a conflict of interest, that member shall not be counted by the board in establishing the quorum for the matter in which he or she has a conflict.

No member may participate or vote in any adjudicatory proceeding, including proceedings on licenses, permits or other approvals, unless the member was present during all hearings thereon. However, where such a member has familiarized him/herself with the matter by reading the record, studying plans or other information and listening to or watching any audio or video recording of the meeting(s) from which the member was absent and represents on the record that he or she has done so, that member shall be qualified to vote on that matter.

Alternate members may not participate or vote in any matter except as provided herein. If a regular member is absent or disqualified, the Chair shall designate an alternate member to serve and to vote in the place of the regular member. Once an associate member serves in the place of a regular member on a particular application or matter, the associate member shall continue to hear and act on that matter until the Board action is completed. If more than one regular member is absent, the Chair shall designate which of those members the alternate is replacing. The alternates are expected to attend all meetings of the Board, the same as regular members. The Chair may grant "voice" to alternates not seated.

All members who are present and not disqualified as provided herein shall vote in every matter to be voted upon unless excused by the Chair for good cause shown.

### **Section 7. Decisions**

Decisions of the Board shall be made within forty five (45) days of the hearing of a completed application, including a public hearing. A decision may be to approve, approve with stipulations, request additional information (application not complete), or disapprove. Extension of this time limit may be made with the approval of all parties involved. All final decisions shall be in writing, shall become a part of the Board's permanent record, and shall, where required by law, include a statement of findings and conclusions and the reasons or basis therefor. All such decisions, together with any tape recording or transcript of testimony and deliberations and any documents and exhibits offered to the Board, shall constitute the record of the proceedings and shall be a public record, except as otherwise provided by law.

If required, notice of any decision shall be given as prescribed by law.

The Board may reconsider any decision at the same meeting or at a subsequent meeting within 30 days of its original decision, provided, however, that both a vote to reconsider and any action taken pursuant thereto shall occur and be completed within said 30 days. Notice of any reconsideration shall be given to any party thereto a reasonable time in advance of the reconsideration. The Board may conduct additional hearings and receive additional evidence and testimony as provided herein.

Reconsideration should be for one of the following reasons:

- The record contains factual errors due to fraud or mistake regarding facts upon which the Board's decision was based; or
- The Board misinterpreted the Ordinance, followed improper procedures, or acted beyond its jurisdiction.

**Section 8. Conflict with Laws**

Any conflict or inconsistency between these bylaws and any applicable law shall be resolved in favor of the law.

**Section 9. Waivers; Amendments**

These bylaws, or any provision thereof, may be waived on any occasion by majority vote of the Board unless otherwise provided by law.

These bylaws may be amended at any time in writing by majority vote of the Board after approval by the Town Council on the proposed amendment.

Adopted by the Board on April 29, 2015.  
Date

Linda M. Hurdley Ch. Janet L. Prickett  
W. F. Smiley Paul J. [Signature]  
Sharon Dill \_\_\_\_\_

# CHAPTER

17



# TOWN OF BRADLEY PURCHASING POLICY

## **Office of Purchasing Agent**

Authority and duties of the Purchasing Agent:

The Town Manager will serve in the position of Purchasing Agent for the Town, and shall be responsible for the procurement of supplies, services, equipment and construction in accordance with the Policy as well as management and disposal of supplies and equipment.

## **Tax Exemption**

The Town Manager will act to procure for the Town all Federal or State tax exemptions to which the Town is entitled.

## **Minor Procurement and Informational Bid Process**

The Town Manager is authorized to procure expenditures for services, supplies, materials and equipment when total expenditures are less than **\$5,000.00** without resorting to the competitive bidding process and without the Town Council approval.

Quotes shall be sought by at least three (3) eligible providers, if available for purchases between **\$5,000.00** and **\$10,000.00**. All expenditures must be approved by the Town Council.

In procuring items, it is not necessarily in the best interest of the Town of Bradley to purchase the lowest priced item. Some of the items that should be considered are cost, service, warranty, distance and time.

## **Competitive Bidding**

The purpose of competitive bidding is to allow the Town to compare products, service, reputation and cost of each bidder for expenditures over **\$10,000.00**. The lowest bid in dollars is not always the best bid for the Town. We also intend that the bid request be thorough enough to give potential bidders a clear idea of what the Town wants without restricting their creativity with too many details.

## **Purchases by Competitive Bidding**

- A. Except otherwise stated, all departments and appointed or elected committees having their own budgets shall refer all competitive bidding through the Town Manager and to the Town Council who shall vote for such services, supplies, materials and equipment.

## **Exemptions**

- A. Once a contract to purchase equipment, goods, or services has been established by the competitive bid process an amendment may be added for additional services or annual renewal of contract without competitive bidding if deemed in the best interest of the Town by the Town Council.
- B. Exempt from the competitive bid process is the purchase of heating & vehicle fuel. The Town Manager has the authority to secure the lowest price for the purchase of heating & vehicle fuel.

## **Waiving Competitive Bidding**

The Town Council may waive the requirements for competitive bidding for any purchases in cases of emergency or when the purchase is inappropriate for competitive bidding due to the nature of the item, time contractors, supply shortage, labor shortage or other factors. A written report of circumstances must be submitted by the Town Manager and signed by the Town Council at the first meeting following the purchase.

## **Suppliers**

Proposals or invitations to bid shall be sent to at least three (3) eligible providers, if available, within reasonable proximity to the Town of Bradley, or advertise as may be appropriate, at least ten (10) business days prior to the time set for public opening of sealed bids.

## **Bids**

Bids will be in a sealed envelope and shall either be sent by mail or hand delivered to the Town Manger's office. It shall have the bid name appear on the outside of the envelope. As they are received, each bid will be initialed and marked with the received date and time.

## **Records of Bids**

Each bid with the name of the bidders shall be entered into the record. Each record with the successful bid indicated shall, after the award of the bid or contract, be open to public inspection. A bond and/or insurance for proper performance of contract or bid may be required at the discretion of the Town Council.

## **Awards**

In the competitive bid process in awarding bids or contracts, it is not necessarily in the best interest of the Town of Bradley to award the bid to the lowest bidder.

## **Local Preference**

A local preference shall be given to any primary bidder, excluding subcontractors whose business is located and operating within Bradley town lines. This local preference shall be based on the following scale:

Bids under	\$10,000	10%
Bids from	\$10,000 to \$50,000	5%
Bids over	\$50,000	2% not to exceed \$5,000

Location and operation shall be defined as owning, leasing, or renting physical space with the town lines and staffing the same at least twenty (20) hours per week during a period commencing thirty (30) days prior to the bid deadline and continuing through the end of the bid agreement.

The Town Council reserves the right to adjust or suspend this percentage for any purchase.

**Rights Reserved**

The Town of Bradley reserves the right to reject any and all bids in whole or in part, to waive any formality and technicality in any bid and to accept or reject any item or items in any bid.

**Tie Bids**

If tie bids are not resolved by preferential treatment for local vendors, ties shall be awarded by the Town of Bradley after review and Town Manager recommendation.

**Cancellation of Invitation for Bids/RFP**

An Invitation for Bids or a Request for Proposal or other solicitation may be cancelled, or any or all bids or proposals may be rejected, in whole or in part, as may be specified in the solicitation, when it is for the good cause and best interests of the Town.

**Sole Source Procurement**

A purchase may be awarded within competition when the Town Manager with concurrence of the Town Council determines, after conducting a good faith review of available sources, that there is only one (1) source available. The Town Manager or their designee shall conduct negotiations, as appropriate, as to price, delivery and terms.

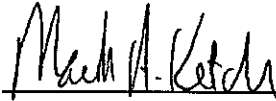
**Cooperative Purchasing**

The Town Manager shall have the authority to join other units of Government to include Federal, State, County, Municipal and Municipal Subdivision, such as Water Districts, Sewer Districts, School Districts, and Council of Governments along with Fire or Police Associations in cooperative purchasing plans when the best interests of the Town would be served thereby and when such action is in accordance with present law.

**Reserve Account Purchases**

All purchases made with reserve account funds must receive prior approval from the Town Council regardless of amount unless it meets the criteria set for emergency purchases. In the case of an emergency purchase, the procedure laid out earlier in this policy must be followed.

Signed and Dated at Bradley, Maine this 12 day of October, 2021.

  
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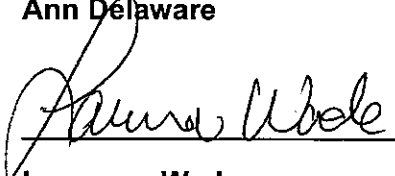
**Mark Ketch, Chair**

  
\_\_\_\_\_

**Duane Lugdon**

  
\_\_\_\_\_

**Ann Delaware**

  
\_\_\_\_\_

**Laurence Wade**

  
\_\_\_\_\_

**Charles Clemons**

# CHAPTER

18

# Town of Bradley

## Wildland Firefighting Boot Reimbursement Policy

The Town of Bradley is committed to providing a healthy and safe working environment for all members of the Volunteer Fire Department. To assist in this commitment, the Town Council has authorized a monetary reimbursement up to \$150.00 to volunteer firefighters that purchase wildland firefighting boots that are NFPA 1977;2011 edition certified. Replacement reimbursements will be at the discretion of the Fire Chief.

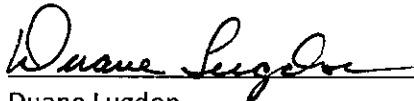
To request reimbursement for an eligible boot purchase volunteer firefighters must submit a paid receipt to the Fire Chief. The Fire Chief will submit the invoice to the Town Manager for reimbursement.

This policy shall be immediately effective upon its adoption at a legally called and publicly held meeting of the Town Council.

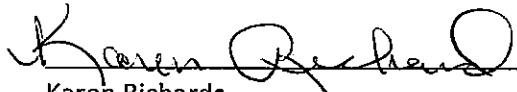
Approved by the Bradley Town Council at a duly called meeting on 4/19, 2017.

  
\_\_\_\_\_  
Sally Strout

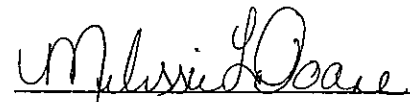
\_\_\_\_\_  
Diane Walter

  
\_\_\_\_\_  
Duane Lugdon

  
\_\_\_\_\_  
Mark Ketch

  
\_\_\_\_\_  
Karen Richards

A True Copy Attest:

  
\_\_\_\_\_  
Melissa Doane, Bradley Town Clerk

# CHAPTER

19

# Remote Participation Policy

## Town of Bradley, Maine

### I. Purpose and Intent

This policy is intended to establish guidelines on the practice of remote participation by members of the Town's public bodies. Pursuant to 1 M.R.S.A § 403-B members of public bodies, in limited circumstances, are allowed to participate remotely in public meetings. While all members of the Town's public bodies should endeavor to attend meetings in person, the law seeks to promote greater participation in government meetings by allowing members to participate remotely when physical attendance is not practical.

### II. Policy

Members of the body are expected to be physically present for meetings except when not practicable. A member may not participate by remote methods for mere convenience or ease. Without limiting the generality of the foregoing, the following are situations when physical presence is not practicable:

1. Emergency/Urgent Issue: The existence of an emergency or urgent issue requires the body to meet by remote methods.
2. Illness, Other Physical Condition, or Temporary Absence: Illness, other physical condition or temporary causes significant difficulty for a member to travel to the meeting location.

Examples include:

- a. Medical illness or condition
- b. Disability
- c. Family or other emergency
- d. Employment purposes
- e. Military service
- f. Travel outside the Town's jurisdiction making it significantly difficult to attend in person.

The Town Clerk or the chair of the body, in consultation with other members of the body, will make a determination that remote methods of participation are necessary in as timely a manner as possible. A member who is unable to attend a meeting in person will notify the Town Clerk as far in advance as possible. The Town Clerk shall interpret this Policy strictly and their decision to allow or not to allow remote participation shall be final and shall not be appealable.

At the start of the meeting, the Chair shall announce the name of any member who will be participating remotely. This information shall be recorded in the meeting minutes.

A member participating remotely for an executive session shall affirm at the start of such session that no other person is present and or/able to hear the discussion at the remote location and that the session is not being remotely recorded by any device.

Remote methods of participation may include telephonic or video technology allowing simultaneous reception of information and may include other means necessary to accommodate disabled person. Remote participation will not be by text only means such as email, text messages or chat functions.



The public will be provided a meaningful opportunity to attend via remote methods when any member of the body participates via remote methods. If public input is allowed or required at the meeting, an effective means of communication between the body and the public will also be provided. The public will also be provided an opportunity to attend the meeting in person unless there is an emergency or urgent issue that requires the entire body to meet using remote methods.

Notice of all meetings will be provided in accordance with 1 M.R.S.A § 406 and any applicable charter, ordinance, policy or bylaw. When the public may attend via remote methods, notice will include the means by which the public may access the meeting remotely and will provide a method for disabled persons to request necessary accommodation to access the meeting. Notice will also identify a location where the public may attend the meeting in person. The body will not restrict public attendance to remote methods except in the case of an emergency or urgent issue that requires the body to meet using remote methods of attendance.

The body will make all documents and materials to be considered by the body available, electronically or otherwise, to the public who attend remotely to the same extent customarily available to the public who attend in person, provided no additional costs are incurred by the body.

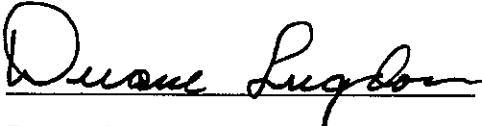
All votes taken during a meeting using remote methods will be by roll call vote that can be seen and heard if using video technology, or heard if using audio technology only, by other members of the body and the public. A member of the body who participates remotely will be considered present for the purposes of a quorum and voting.

This policy will remain in force indefinitely unless amended or rescinded.

Signed and Dated at Bradley, Maine this 26 day of April, 2022.

  
\_\_\_\_\_

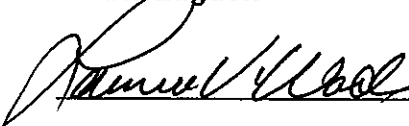
Mark Ketch, Chair

  
\_\_\_\_\_

Duane Lugin

  
\_\_\_\_\_

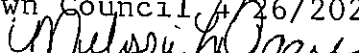
Ann Delaware

  
\_\_\_\_\_

Laurence Wade

  
\_\_\_\_\_

Charles Clemons

Public Hearing 4/26/2022  
Approved by Town Council, 4/26/2022  
A true attest:   
\_\_\_\_\_

Melissa L. Doane  
Town Clerk

# CHAPTER

# 20

# Town of Bradley Acceptable Use Agreement

Effective cyber security is a shared responsibility, and a team effort involving the participation and support of every workforce member at the Town of Bradley. It is everyone's responsibility to know, understand and adhere to the guidelines listed in this agreement.

Based on best practices and regulations, we have endeavored to create safe cyber practices which are clear, concise, and easy to understand. If you have any questions about this agreement, please contact Melissa Doane at mldoane@townofbradley.net. This policy replaces the Town of Bradley internet and Electronic Mail Policy dated August 9, 2005.

Thank you in advance for your support as we do our best to maintain a secure environment and fulfill our obligations and our mission.

## Acceptable Use Agreement

- I certify that I have read and fully understand this Acceptable Use Agreement. I understand and acknowledge my obligations and responsibilities.
- I understand that the Town of Bradley reserves the right to monitor system activity and usage. My signature on this document means I have consented to this monitoring.
- I agree that I will not purposely engage in activity that may: harass, threaten, or abuse others; take actions that will impede or reduce the performance of Information Resources; deprive an authorized Town of Bradley user access to a Town of Bradley resource; obtain extra resources beyond those allocated; or in any way circumvent Town of Bradley security measures.
- I further understand that violation of these policies is subject to disciplinary action up to and including termination without prior warning or notice. Additionally, individuals may be subject to civil liability and criminal prosecution.

### Acknowledged & Agreed to by:

\_\_\_\_\_  
User Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

## Distribution

- All people that have access to the Town of Bradley's networks and email use, will receive a copy of this agreement upon hire and annually thereafter. This includes and is not limited to staff, town council members, volunteer firefighters and contractors.

## Access Control

Access to Town of Bradley information will be limited to those persons who are reasonably required to know such information in order to accomplish our legitimate business purposes or as is necessary for compliance with local, state and federal regulations.

## Data Classification

- Town of Bradley data classifications include Protected and Confidential.
  - Protected information is defined as information that requires the highest level of protection; which if modified or disclosed would have legal, regulatory, and financial or negative public perception impact.
  - Confidential information is defined as information that is restricted to the Town of Bradley workforce members, auditors, regulators, vendors, and affiliates on a "need-to-know" basis.
- For details regarding Town of Bradley data classifications, and the security requirements around each classification, contact Melissa Doane at [mldoane@townofbradley.net](mailto:mldoane@townofbradley.net).

## Authentication

### Network Password Requirements

- Passwords must be at least 12 characters long and be comprised of a minimum of 3 out of the following 4 types of characters: numbers, lower-case letters, upper-case letters, and special characters (i.e., #, &, \*, etc.).
- The password must not include the users first or last name and should not contain names like those of children, pet, or favorite hobby.
- Passwords must be changed at least every 365 days.
- Users are not permitted to reuse any of their last 10 passwords when selecting a new password.
- Accounts will be locked out (disabled) after 5 consecutive failed log-on attempts.
  - Network accounts will remain locked out 30 minutes.

### Password Protection

- Every user is responsible for any actions performed using their network or application account. Therefore, it is critical that users protect their passwords by not storing them in a text file on their computer in an unencrypted form.
- Passwords must *never be shared* with anyone, including IT staff.
- Work passwords must never be used for personal accounts such as Gmail, Amazon, an ISP e-mail account, etc. These passwords can be easily intercepted and can result in compromising the Town of Bradley's network security.
- Users must report all password compromises or attempted compromises to the Town Manager.
- Passwords must be changed if there is any suspicion of compromise.
- The IT Vendor will have the ability to override passwords. This override is to only occur at the direction of the Town Manager or in absence of the Town Manager, the Town Council chair.

## Workstations

Computer workstation users shall consider the sensitivity of the information that may be accessed and minimize the possibility of unauthorized access. The following procedures shall be in force to manage technical, physical, and administrative controls and safeguards for workstations:

### Physical Safeguards

- Physical access to workstations shall be restricted to authorized personnel.
- Ensuring monitors are positioned away from public view.
- Manually activating a password protected screen saver/timeout when staff leave their desk.
- Exiting running applications and closing any open documents.
- Ensuring workstations are logged off at the end of each business day.
- Staff shall keep food and drink away from workstations in order to avoid accidental spills.
- All workstation computers must utilize surge protectors.
- All Protected and Confidential information must be secured/locked when not being used.

### Operational Safeguards

- Employees shall use workstations for authorized business purposes only and only approved personnel may install software on workstations. All sensitive information must be stored on network servers.
- There are no outbound limits. Inbound is completely shut down except through the VPN connection.
- Websites are not specifically filtered websites; email is Google and is set to the basic built in protections that are provided.
- There is one WIFI connection that is for the internal network. Another is available and is considered "Public Network" that has access only to the Internet, not the internal network.
- Machines use Windows Defender for Antivirus and the built in Firewall. Any device that is taken offsite has the bit locker encryption enabled. An Ubiquiti Edge Router is also in place to protect from external access to the network.
- Workstation support through the IT vendor does allow them to monitor our systems for a number of factors which include:
  1. Testing and monthly installation of updates and patches for:
    - a. Microsoft Windows products
    - b. Java
    - c. Adobe Reader
    - d. Chrome
    - e. Firefox:
  2. Monitoring and reporting of typical workstation fail points.
    - a. Hardware-Disk failure, High CPU, High Disk Usage, Disk Full
    - b. Hosts file changes and other monitors as they are created.

These updates are the most critical as most intrusions come through unpatched versions of these programs.

3. Advanced Ransomware Detection
  - a. Not only detecting Ransomware, but also attempt to stop it.
  - b. Isolation of the machine from the rest of the network.
4. Remote connection support.
5. Efficient software installations.
6. Faster workstation fixes.
7. When appropriate and available, the ability to quickly scan machines for susceptibility to advanced zero-day threats (i.e., LOG4L).
8. Ability to push out preventative scripts to help protect against threats (i.e., adding entries to the hosts files to prevent access to typical bad actor download sites).

## Backup

All machines are backed up using Active Backup to the Synology NAS via a full image backup daily after 4:00 pm. This does require the staff to leave their machines on, but logged off after 4:00. The full image backup allows for recovery of the complete hard drive or just individual files as needed.

The backup retention is as follows:

- All daily backups are kept for 14 days
- The latest version of the week is kept for 4 weeks
- The latest version of the month is kept for 6 months
- The IT vendor gets a daily report of whether the backups occurred and notifies staff if any of the machines have missed the backup
- The backups of the Synology are in turn backed up daily to two rotating external USB drives that are taken offsite by the Town Manager

Machines are set to auto update through our Workstation Support program.

## Electronic Payments

The Town of Bradley utilizes InforME, now known as Tyler Maine, to process our debit and credit card transactions. They are a subscription-based service in partnership with the Secretary of State and the Department of Public Safety which provides us with a number of services. InforMe/Tyler Maine is CyberTrust certified, the industry gold standard for security, and PCI/DSS compliant.

## Email

Email use is subject to the following:

- The Town of Bradley with its own domain, townofbradley.net, uses Google Workspace to maintain email communications. Users will have no expectations of privacy. Users will use this email encryption solution when sending any email (with or without attachments).
- The following activities are prohibited:
  - Sending email that is intimidating or harassing.
  - Using email for purposes of political lobbying or campaigning.
  - Violating copyright laws by inappropriately distributing protected works.
  - Posing as anyone other than oneself when sending or receiving email, except when authorized to send messages for another when serving in an administrative support role.

- The following activities are prohibited because they impede the functioning of network communications and the efficient operations of electronic mail systems:
  - Sending or forwarding chain letters.
  - Sending unsolicited messages to large groups except as required to conduct Town of Bradley business.
  - Sending excessively large messages.
  - Sending or forwarding email that is likely to contain computer viruses.
- Individuals must not send, forward or receive protected or confidential information through non-Town of Bradley email accounts. Examples of non-Town of Bradley email accounts include, but are not limited to, personal Gmail, Yahoo mail, and email provided by other Internet Service Providers (ISP).
- If individuals access non-Town of Bradley email accounts from Town of Bradley provided equipment, no attachments may be opened and no downloads may take place.
- Individuals must not send, forward, receive or store protected or confidential information utilizing non-Town of Bradley approved devices. Examples of such devices include, but are not limited to, home computers and laptops, smartphones, tablets, etc.
- E-mail messages and Internet sites accessed are not private but are property of the Town of Bradley. The Town of Bradley may review e-mail messages and Internet sites accessed by a user.
- If an email has content directly involving the Town of Bradley or is a Town of Bradley communication it may be considered a formal record and must be retained for up to one year.
- Users should be aware that when an email has been deleted their workstation mailbox, it likely has not been deleted from the central email system (Good Workspace). Furthermore, the message may be stored in the back-up system. All data and other electronic messages within the Town of Bradley system are property of the Town of Bradley.
- Users that are no longer permitted to have access to the email system, either due to termination or resignation will not be permitted to have access to the email system. The Town Manager will have access and make the appropriate determination for response and storage.
- Users should be aware that most email in municipal government is considered "public" and are subject to right to know laws. These communications can be made available to the public and media upon request.
- **Think twice before you open attachments or click links in email.**
  - If you don't know the sender, delete the email; if you do know the sender but weren't expecting an attachment, double check using an alternate method of contact that they actually sent the email.
  - If your contact didn't send you the attachment, delete the message. If his or her computer is infected with malicious code, it may automatically send you emails (without their knowledge) with links or attachments in an attempt to infect your computer as well.

## Internet Use

In addition to being an excellent resource for information and a revolutionary way to communicate with the world, the Internet is a rapidly changing and volatile place which can introduce threats to the Town of Bradley and its ability to achieve our mission. These policies are intended to provide guidance and protection, while still making available this useful business tool. The following rules apply when using the Internet:

All users must **not**:

- Knowingly visit Internet sites that contain obscene, hateful or other objectionable materials; send or receive any material, whether by email, voice mail, memoranda or oral conversation, that is obscene, defamatory, harassing, intimidating, offensive, discriminatory, or which is intended to annoy, harass, or intimidate another person. Intentional access to such sites, whether or not blocked by the Town of Bradley's content filtering system, is prohibited, and subject to disciplinary action, including termination.
- Solicit non-Town of Bradley business for personal gain or profit.
- Use the Internet or email for any illegal purpose.
- Use the Internet or email for offensive or vulgar messages such as messages that contain sexual or racial comments or for any messages that do not conform to the Town of Bradley's policies against harassment and discrimination.
- Download or install any software or electronic files without the prior approval of the Town Manager.
- Access the Internet via any means other than an approved connection provided for that purpose.
- Change any security settings in their Internet browser unless under the direction of the Town Manager.
- Upload, download, or otherwise transmit commercial software or any copyrighted materials belonging to parties outside of the Town of Bradley, or the Town of Bradley itself.
- Download or stream images, podcasts, music files, videos, games, etc. unless approved by the Town Manager.
- Intentionally interfere with the normal operation of the network, including the propagation of computer viruses and sustained high volume network traffic, which substantially hinders others in their use of the network.

## Social Media

Social media, such as Facebook, Twitter, LinkedIn, and blogs, is largely a personal communication medium. Town of Bradley social media communications will be subject to review and approval by the Town Manager.

Personal use of such media needs to be conducted in compliance with the following:

- Under no circumstances will Protected or Confidential Information be posted on social media sites.
- The personal use of Facebook, Twitter or social networking web sites must not interfere with working time.
- Any identification of the author, including usernames, pictures/logos, or "profile" web pages, must not use logos, trademarks, or other intellectual property of the Town of Bradley, without approval of the Town Manager.
- Written messages are, or can become, public. Use common sense.



## Removable Media

To minimize the risk of loss or exposure of sensitive information maintained by the Town of Bradley and to reduce the risk of acquiring malware infections on computers operated by the Town of Bradley, the following restrictions on removable media apply:

- Authorized Town of Bradley staff may only use Town of Bradley removable media in their work computers.
- Town of Bradley removable media may not be connected to or used in computers that are not owned or leased by the Town of Bradley without explicit permission of the Town Manager.
- Protected or Confidential information may only be stored on removable media when required in the performance of your assigned duties.

## Mobile Devices

This section applies to all users who have been granted permission to access the Town of Bradley's internal information resources via the use of a personal or town owned mobile device (smartphone or tablet).

### Mobile Device Controls

Smartphones and tablets are a great convenience and are a part of doing business. They also come with many risks including ease of theft, operation in unsecured environments, and easily intercepted wireless communications.

In order to protect our valuable information; it is important that users of mobile devices follow these rules of use:

- The theft or loss of a mobile device that has been used to access Town of Bradley information must be reported to the Town Manager immediately.
- Mobile devices require a powered-on password and will lock after 5 minutes of inactivity.
- Mobile devices will be configured to be wiped after 10 failed password attempts.
- No Town of Bradley Protected or Confidential Data can reside on mobile devices.
- Mobile devices must be physically secured at all times.

## Laptops

Laptops are a great convenience. They also come with many risks including ease of theft, operation in unsecured environments, and easily intercepted wireless communications.

In order to protect our valuable information; town owned laptop users must follow these rules of use:

- Only Town of Bradley approved laptops may be used to access Town of Bradley information resources.
- Laptops are subject to the same Town of Bradley controls as workstations, including patch requirements, malware protection, firewall rules, screen saver timeouts, etc.
- Laptops must be full disk encrypted.
- Laptops must be physically secured at all times.
- The theft or loss of a laptop must be reported to the Town Manager immediately.

- Protected and/or Confidential data cannot be stored on laptops unless specifically authorized by the Town Manager.
- Use of personal laptops for Town of Bradley business is limited to email access and approved trainings and meetings. All other use must be approved by the Town Manager.
- Any laptop that can go offsite must have bit locker and encryption enabled. An Ubiquiti Edge Router is in place to protect from external access to the network.

## Remote Access

This section applies to all users who have been granted permission to access the Town of Bradley internal computing resources from a remote location. Remote access is through an L2TP VPN. Only the Town Manager is on a specific laptop that is able to connect in through the VPN.

### Remote Access Policy

- Remote access to the Town of Bradley network will be provided to users authorized by the Town Manager.
- Any devices used for remote connectivity to the Town of Bradley network must conform to the Town of Bradley remote access standards.
- Only Town owned equipment can be used for remote access.
- Termination of an authorized user's Remote Access is handled through the standard employee termination process upon employee termination or at management's request.

### Remote Access System

Users must review this Acceptable Use Agreement and acknowledge they understand their requirements in respect to remote access.

- Town of Bradley information WILL NOT be stored on / saved to the remote workstation unless authorized by the Town Manager.
- Remote access connections must use the authorized Town of Bradley remote access solution.
- Remote access connections require two factor authentication.
- The remote workstation will:
  - Be kept physically secure and not be used by anyone other than a Town of Bradley workforce member.
  - Have security controls in place:
    - Next Gen Antivirus Software installed and virus definition files updated.
    - Desktop Firewall Software.
    - Updated and current with operating system and application patches.
    - No critical vulnerabilities or malware are present that could negatively affect the health of the Town of Bradley network.
- Remote sessions will be automatically disconnected after 15 minutes of inactivity.

## Physical Access

The section applies to all facilities operated by the Town of Bradley and all members and any other person who may come in physical contact with resources that affect the Town of Bradley's information assets on Town of Bradley's premises.

Physical Security is the process of protecting information and technology from physical threats. Physical access to information processing areas and their supporting infrastructure (communications, power, and environmental) is controlled to prevent, detect, and minimize the effects of unintended access to these areas (i.e., unauthorized information access or disruption of information processing itself). The business of the Town of Bradley requires that facilities have both publicly accessible areas as well as restricted areas.

- When an individual authorized to access a controlled area is separated from the Town of Bradley or has a role change that no longer authorizes access to that area, that person's authorization will be removed from all applicable access lists and immediately removed from controlled areas.
  - When a user is separated from the Town of Bradley, any access tokens or keys will be collected, and the necessary access control personnel will be notified.
- All individuals that enter any of the Town of Bradley's secured areas must be verified as authorized to do so.
- Protected and confidential data and/or information systems containing confidential or protected data must be physically secured when not in use. Files must be stored in controlled areas or locked vaults and access is limited to appropriate users based on job function.
- Individuals are required to notify a manager if they notice improperly identified visitors.
- Town of Bradley buildings, rooms, safes, and other secured spaces are secured by keys, passcodes and credentials, when a person is provided access to these sharing is strictly prohibited. Upon termination or resignation of an individual that has been provided access, keys must be returned and credentials removed. Consideration should be made if entry passcodes should be changed.

## Incidental Use of Information Resources

As a convenience to the user community, incidental use of Information Resources is permitted. Only brief and occasional use is considered to be incidental. The following restrictions on incidental use apply:

- Incidental personal use of electronic mail, Internet access, fax machines, printers, copiers, and so on, is restricted to approved users; it does not extend to family members or other acquaintances.
- Incidental use must not result in direct costs to the Town of Bradley.
- Incidental use must not interfere with the normal performance of a user's work duties.
- Incidental use of information resources must not involve solicitation in any form, must not be associated with any outside business or employment activity, and must not potentially injure the reputation of the Town of Bradley, or its workforce members.
- All messages, files and documents – including personal messages, files and documents – located on information resources are considered to be owned by the Town of Bradley and may be subject to open records requests and may be accessed in accordance with this policy.

**Training**

All people that have access to the Town of Bradley's networks and email use, must receive annual training on data privacy and security issues. This training is to be authorized and documented by the Town Manager.

**Termination**

The following requirements apply to all users and contractors whose employment or affiliation is terminated either voluntarily or involuntarily.

- The terminated user must immediately surrender the following: all keys, IDs, access codes, badges, business cards and similar items that are used to access the Town of Bradley's premises or records.
- The terminated user's voicemail access, e-mail access, Internet access, passwords, and any other physical or electronic access to personal information will be disabled immediately.
- The terminated user must return all records to the Town of Bradley that contain protected or confidential information, which at the time of termination is in the terminated user's possession. Such records include all personal information stored on laptops or other portable devices or media, and in files, work papers, etc.

**Acceptance**

The Town of Bradley Acceptable Use Agreement described above and implemented this 28<sup>th</sup> day of March 2023. This policy shall be immediately effective upon its adoption at a legally called a publicly held meeting of the Bradley Town Council.

Mark A. Kitch  
Deane Sargent  
Ann Blawie  
Charles Clemens  
Rebecca V. Wade

A True Copy Attest:

Melissa L. Doane  
 Melissa L. Doane Town Clerk, Bradley Maine

# CHAPTER

21



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## Town of Bradley Cyber Incident Reporting

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**Overview:** The Town of Bradley is a small municipality in the State of Maine. While the Town aspires to use technology to provide services to residents, it is done so minimally. Technology based transactions are secured through mitigated use of vendors that are Cyber Trust certified and PCI/DSS Compliant.

A cyber incident is an event that could jeopardize the confidentiality, integrity, or availability of digital information or information systems. Cyber incidents resulting in significant damage are of particular concern to the Federal Government. Accordingly, victims are encouraged to report all cyber incidents that may:

- Result in a significant loss of data, system availability, or control systems;
- Impact a large number of victims;
- Indicate unauthorized access to, or malicious software present on, critical information technology systems;
- Affect critical infrastructure or core government functions; or
- Impact national security, economic security, or public health and safety.

### **Cybersecurity Response Plan:**

1. Increase employee/network users' awareness with cyber training.
2. Maintain and update the Acceptable Use Agreement which outlines technology platform uses.
3. Should a cyber incident occur the Town Manager and or Council Chair will be responsible for:
  - a. Contacting the IT Vendor for immediate assistance.
  - b. Contact the Insurance/Risk Management Vendor for reporting and guidance.
  - c. Notify law enforcement and seek guidance if further Federal and State reporting is required.
  - d. Be transparent and engage the public to make them aware of the situation, inform residents that municipal officials are working to resolve the issue. In the event of a cyber related event, the Town Manager and Town Council Chair are the only persons authorized to provide information and interviews. The Town Manager may appoint other individuals to speak on her behalf depending upon the situation.

### **Municipal Officials:**

Melissa Doane, Town Manager: [mldoane@townofbradley.net](mailto:mldoane@townofbradley.net) 207-852-6128

Eric Gifford, Fire Chief: [egifford@sargent.us](mailto:egifford@sargent.us) [bfireddept@roadrunner.com](mailto:bfireddept@roadrunner.com) 207-478-0009 or 207-951-3427

Mark Ketch, Council Chair: [mketch@townofbradley.net](mailto:mketch@townofbradley.net) 207-827-8107

Duane Lugdon, Councilor: [dlugdon@townofbradley.net](mailto:dlugdon@townofbradley.net) 207-944-1706

Larry Wade, Councilor: [lwade@townofbradley.net](mailto:lwade@townofbradley.net) 207-827-4594

Charles Clemons, Councilor: [cclemons@townofbradley.net](mailto:cclemons@townofbradley.net) 207-299-2964

Ann Delaware, Councilor: [adekaware@townofbradley.net](mailto:adekaware@townofbradley.net) 207-827-2733

## IT/Software Support

HCP Computers  
[support@hcp4biz.com](mailto:support@hcp4biz.com)  
336 Horseback Road  
Carmel, ME 04444  
207-848-9888

Harris Local Government/Trio Software  
[hlgsupport@harriscomputer.com](mailto:hlgsupport@harriscomputer.com)  
56 Banair Road  
Bangor ME 04401  
207-942-6222

## State of Maine Agencies

InforME/Tyler Maine  
45 Commerce Drive Suite B  
Augusta, ME 04330  
[info@informe.org](mailto:info@informe.org)  
[Customerservice@informe.org](mailto:Customerservice@informe.org)  
207-621-2600

Bureau of Motor Vehicles  
29 State House Station  
Augusta, ME 04333-0029  
207-624-9000

Maine Department of Inland Fisheries and Wildlife  
41 State House Station  
Augusta, ME 04333-0041  
207-827-8000  
Fax: 207-827-8094

Secretary of State  
148 State House Station  
Augusta, ME 04333-0148  
207-626-8400  
Fax: 207-287-8598

Bureau of Corporations, Elections and Commissions  
101 State House Station  
Augusta, ME 04333-0101  
207-624-7736  
Fax : 207-287-5428

## Law Enforcement Agencies

Penobscot County Sheriff  
85 Hammond St.  
Bangor, ME 04401  
207-947-4585

Maine State Police  
198 Main Avenue  
Bangor, ME 04401  
207-973-3700

***In the event of a disaster related event, the Town Manager and Town Council Chair are the only persons authorized to provide information and interviews. The Town Manager may appoint other individuals to speak on her behalf depending upon the situation.***

# CHAPTER

22





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## Town of Bradley Disaster Recovery/Business Continuity

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**Overview:** The Town of Bradley is a small community whose offices include a Municipal Building where staff is located, a fire station that is staffed by a volunteer staff, and a salt shed building. Also located on site is the Bradley Post Office, whose building is owned by the Town of Bradley and leased by the US Postal Service.

**Municipal Services:** In the event that the Municipal Building faces damage or destruction, operations would be run out of the Fire Station until such time as the Municipal Building could become operational. The Town of Bradley also has agreements to work with neighboring municipalities to assist in providing services to Bradley residents in the interim of operations.

The Town's computer system is backed up regularly with copies held at both the Municipal Building as well as the Fire Station. Should either building be destroyed or face damage, the system is backed up.

In the case of damage or destruction to the Bradley Municipal Building, resulting in the inability to operate from the site, the following should be notified:

### **Town Officials:**

Melissa Doane, Town Manager: [mldoane@townofbradley.net](mailto:mldoane@townofbradley.net) 207-852-6128

Eric Gifford, Fire Chief: [egifford@sargent.us](mailto:egifford@sargent.us) [bfireddept@roadrunner.com](mailto:bfireddept@roadrunner.com) 207-478-0009 or 207-951-3427

Mark Ketch, Council Chair: [mketch@townofbradley.net](mailto:mketch@townofbradley.net) 207-827-8107

Duane Lugdon, Councilor: [dlugdon@townofbradley.net](mailto:dlugdon@townofbradley.net) 207-944-1706

Larry Wade, Councilor: [lwade@townofbradley.net](mailto:lwade@townofbradley.net) 207-827-4594

Charles Clemons, Councilor: [cclemons@townofbradley.net](mailto:cclemons@townofbradley.net) 207-299-2964

Ann Delaware, Councilor: [adekaware@townofbradley.net](mailto:adekaware@townofbradley.net) 207-827-2733

### **Insurance/Risk Management**

Maine Municipal Association Risk Management

[rmslosscontroldepartment@memun.org](mailto:rmslosscontroldepartment@memun.org)

60 Community Drive

Augusta, ME 04332

800-590-5583

## Federal Agencies

Federal Bureau of Investigation (FBI)  
FBI Field Office Cyber Task Forces:  
<http://www.fbi.gov/contact-us/field>

National Cyber Investigative Joint Task Force  
NCIJTF CyWatch 24/7 Command Center  
855- 292-3937 or [cywatch@ic.fbi.gov](mailto:cywatch@ic.fbi.gov)

Homeland Security Investigations  
HSI Tip Line: 866-DHS-2-ICE 866-347-2423  
<https://www.ice.gov/webform/hsi-tip-form>  
HSI Field Offices: <http://www.ice.gov/contact/hsi>  
HSI Cyber Crimes: <https://www.ice.gov/cyber-crimes>

Internet Crime Complaint Center (IC3)  
<http://www.ic3.gov>

United States Secret Service  
Secret Service Field Offices and  
Electronic Crimes Task Forces (ECTFs)  
<http://www.secretservice.gov/contact/field-offices>

National Cybersecurity & Communications  
Integration Center (NCCIC)  
NCCIC: 888 282-0870  
[NCCIC@hq.dhs.gov](mailto:NCCIC@hq.dhs.gov)

## Insurance/Risk Management

### Maine Municipal Association Risk Management

[mslosscontroldepartment@memun.org](mailto:mslosscontroldepartment@memun.org)

60 Community Drive

Augusta, ME 04332

800-590-5583

## IT/Software Support

### HCP Computers

[support@hcp4biz.com](mailto:support@hcp4biz.com)

336 Horseback Road

Carmel, ME 04444

207-848-9888

### Harris Local Government/Trio Software

[hlgsupport@harriscomputer.com](mailto:hlgsupport@harriscomputer.com)

56 Banair Road

Bangor ME 04401

207-942-6222

## State of Maine Agencies

### InforME/Tyler Maine

45 Commerce Drive Suite B

Augusta, ME 04330

[info@informe.org](mailto:info@informe.org)

[Customerservice@informe.org](mailto:Customerservice@informe.org)

207-621-2600

### Bureau of Motor Vehicles

29 State House Station

Augusta, ME 04333-0029

207-624-9000

### Maine Department of Inland Fisheries and Wildlife

41 State House Station

Augusta, ME 04333-0041

207-827-8000

Fax: 207-827-8094

### Secretary of State

148 State House Station

Augusta, ME 04333-0148

207-626-8400

Fax: 207-287-8598

### Bureau of Corporations, Elections and Commissions

101 State House Station

Augusta, ME 04333-0101

207-624-7736

Fax: 207-287-5428

### Office of the Attorney General

6 State House Station

Augusta ME 04333

207-624-8800

[attorney.general@maine.gov](mailto:attorney.general@maine.gov)

## Law Enforcement Agencies

### Penobscot County Sheriff

85 Hammond St.

Bangor, ME 04401

207-947-4585

### Maine State Police

198 Main Avenue

Bangor, ME 04401

207-973-3700

# CHAPTER

23



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Town of Bradley  
Back Injury Prevention and Safe Lifting Policy  
Municipal Employees

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**Overview:** The Town of Bradley is committed to the prevention of back injuries and maintaining the well-being of our employees. The Back Safety Injury Prevention and Safe Lifting Policy is intended to identify back injury hazards, fully mitigate them and guide employees on proper lifting and materials handling techniques. The education and training will be provided to all municipal employees within the first month of hire and annually thereafter.

**Town Manager Responsibilities:**

- Conduct hazard assessments.
- Review and maintain workers' compensation claims and OSHA 300 logs.
- Conduct and evaluate yearly the Back Injury Prevention and Safe Lifting Policy.
- Ensure employees review the Back Injury Prevention and Safe Lifting Policy annually, document the review.
- Identify job duties that include heavy lifting.
- Identify and eliminate, when possible, job hazards.
- Instill general safety awareness as it relates to back safety.

**Employees Responsibilities:**

- Bradley municipal employees' job duties normally do not include heavy lifting; employees should be aware of spur-of-the moment unsafe lifting.
- All employees shall use proper lifting techniques.
- Report any hazardous condition, that could lead to injury and offer suggestions on how they can be addressed. Immediately report unsafe conditions.
- Ask for assistance when needed before lifting or moving heavy objects.
- Ask for help in lifting or pushing heavy items.
- Use a properly stationed ladder or step stool when lifting items from overhead.
- Report any accident or injury to the Town Manager.
- Annual review the Back Injury Prevention and Safe Lifting Policy.

**Safe Lifting Techniques:**

- Make sure there is a clear path to travel and space to set the object down.
- Size up the load, if it is too heavy to lift get help.
- Do a simple stretch before lifting.
- Use Good Balance (place feet approximately shoulder-width apart, slightly in front).
- Bend at the knees while keeping your back relatively straight to grasp the load, lift gradually by straightening the legs, and keep the load close to the body.
- Avoid twisting and lifting in the same motion. Lift, point feet in the desired direction, then deposit load.
- Store heavy items on shelving between knee and shoulder height.
- When possible, push the load do not pull.
- Do not store items on the floor in front of shelving.
- Do not overextend, avoid reaching over objects when lifting.

### Safe Lifting Techniques

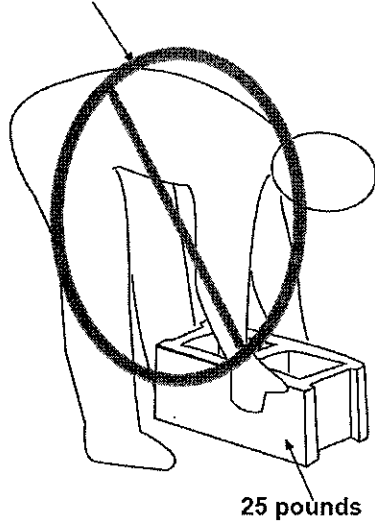
1. Plan the lift.
2. Size Up the load.
3. Establish a base.
4. Get a good grip.
5. Lift steadily.
6. Keep it close.
7. Move your feet.

### Forces On the Back While Lifting Objects

Do not store heavy objects on or near the floor. If you are bending from the waist to lift a 25 pound box from the floor, you are imposing about 700 pounds of force on your back.

Store heavy and frequently used objects off the floor and at waist level. If lifting from the floor is unavoidable, use the lifting techniques outlined in this lesson to minimize back strain or use a material handling device for lifting and transport.

700 pounds of force



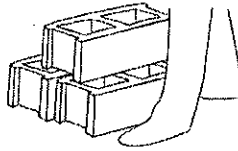
### Safe Lifting Techniques

When lifting, know your body's limitations and use proper techniques to protect your back from injury.

#### Follow These Steps for Safe Lifting:

##### 1. Plan the Lift

Consider all possibilities. Do I need to clear the path? Do I need to reduce the load? Should I use a material handling device? Are there steps, ledges or other obstacles? Will I need to stop for rest?



##### 2. Size up the Load

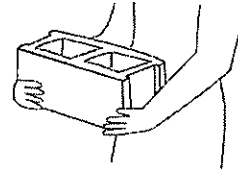
Check the load to see that it is stable and balanced. Before lifting an object, test the weight of the object by lifting a corner. If you are unsure of its weight, use a material handling device.

##### 3. Establish a Base

Use a wide stance, with feet about shoulder's width apart, and one foot slightly in front of the other. This staggered position gives you more stability and reduces the risk of falling. With the load close to your body, bend your knees and keep your heels off the floor.

##### 4. Get a Good Grip

Use your palms to grip the object. Make sure you have an adequate hold before moving. (Refer to page 22, Types of Grips.)

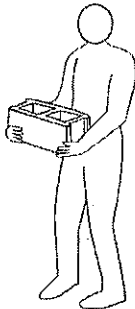


##### 5. Lift Steadily

Use your leg strength to lift in a smooth, controlled manner. Keep your stomach muscles tight and your head and shoulders up. Avoid jerking and twisting motions.

##### 6. Keep it Close

The closer the load is to your body, the less strain on your back.



##### 7. Move your Feet

Don't twist the trunk; move your feet to turn.

# CHAPTER

24



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## Municipal Building Emergency Action Plan

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**Overview:** In the event of an emergency where immediate and imminent harm to employees may occur the safety and welfare of town employees and customers is of the utmost concern. An "Emergency" is any event which threatens to or inflicts damage to people or property and which requires immediate action to mitigate, prevent, control, contain or from which normal recovery is beyond the scope of the normal resources of the town.

**Training:** This policy will be reviewed by all municipal staff in January of each year.

**Immediate:** Employees are not expected to put out a fire or address any type of emergency. This is to be left to the responding emergency personnel.

**Evacuation:** Employees should help customers exit the building as soon as possible. Exiting the building will be done at the nearest exits. Upon evacuation, the safest site should be chosen.

Exit Sites Include

- Rear of the building in the utility room.
- Side of the building in the meeting room.
- Front entrance of the building.

Evacuation Sites Include

- Municipal Building Parking Lot
- Post Office and Parking Lot
- Salt Shed Parking Lot
- Bradley Volunteer Fire Station and Parking Lot

**Evacuation Procedure:** The municipal building is equipped with a fire alarm system, which once activated, will sound an alarm, flash lights, and automatically notify emergency services. The handles to activate the fire alarm are located near the above-mentioned exits. If deemed safe the employees will pull down on the fire alarm upon exiting the building.

All employees should congregate at the safest evacuation site and perform a physical count of employees and customers. **AT NO TIME SHOULD EMPLOYEES OR CUSTOMERS REENTER THE BUILDING** until they have received permission from a senior responding emergency official.

An employee should contact 911 either by use of a personal cell phone, phone at the post office, phone at the fire station, or a nearby home.

Employees will remain at the evacuation site until further instructions are provided. Instructions will come from senior responding emergency officials, the Town Manager, or the Town Council Chair.

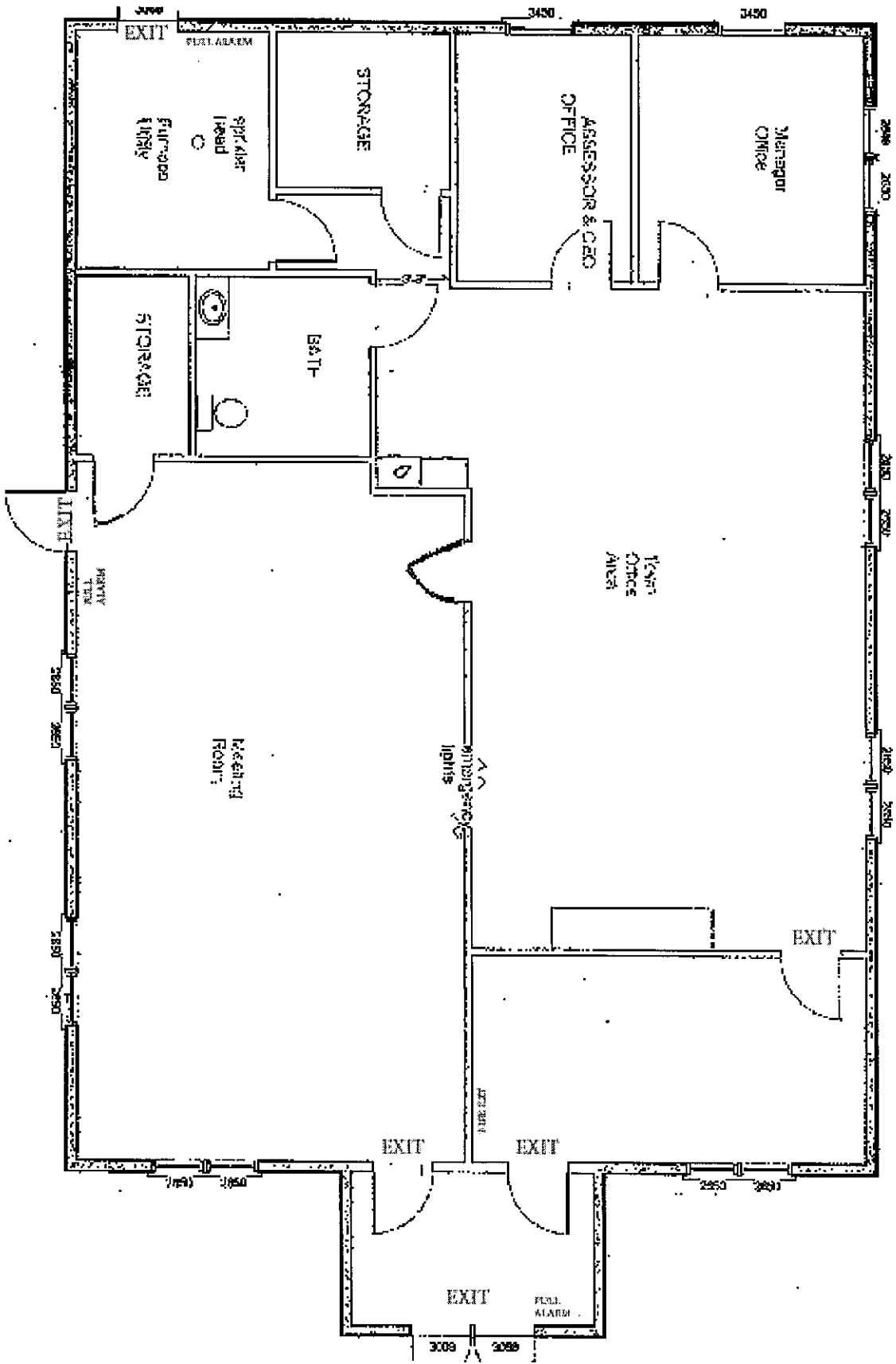
**Disaster Recovery/Business Continuity:** Please see the Town of Bradley Disaster Recovery/Business Continuity Plan.

**Diffusing an Angry Customer or Visitor:** If a customer or visitor is behaving in a manner that is intimidating or inappropriate, employees are to immediately engage the lock on the door between the customer service and office areas. Calmly explain that behavior such as theirs is not allowed in the municipal setting and if it is to continue the service will be discontinued.

If the behavior continues request that the customer/visitor leave, contact law enforcement to record the situation, and request assistance with the individual.

Do not ignore violent, harassing, intimidating, or other disruptive behavior. It is required that all experiences that an employee is made to feel uncomfortable be reported to the Town Manager.





# CHAPTER

25



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## Town of Bradley Fire Extinguisher Policy

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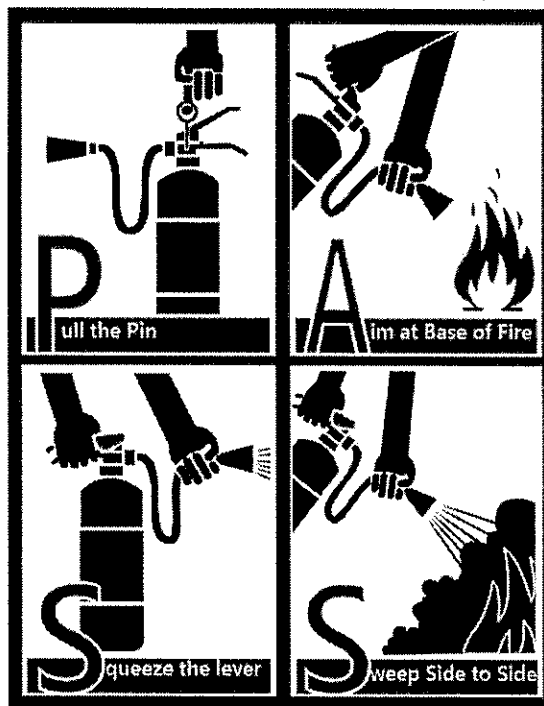


**Overview:** This policy is to provide guidance regarding the use, maintenance, and testing of portable fire extinguishers. Please note that the Town of Bradley has an emergency action plan designating that employees are authorized to use the available portable fire extinguishers upon sounding the fire alarm and upon evacuation. It should also be noted, that portable fire extinguishers are intended as the first line of defense to cope with fires of limited size or those in the incipient stage only.

### Town Manager Responsibilities:

- The Town Manager shall inspect and document the inspection of all fire extinguishers upon installation and every 30 days thereafter for the following items:
  1. No obstruction to access or visibility.
  2. Operating instructions on the nameplate are legible and facing outward.
  3. Seals and tamper indicators are not broken or missing.
  4. Pressure gauge reading is in the operating range.
  5. Examination for obvious physical damage, corrosion, leakage, or clogged nozzle.
- The Town Manager shall provide that all fire extinguishers are tested by a qualified professional on an annual basis. The Town of Bradley uses Guay Fire Equipment 207-827-2078

**Training:** All employees shall undergo annual training in the principles of fire extinguisher use and the hazards of incipient stage firefighting. Training will be conducted by an officer of the Bradley Volunteer Fire Department. New hires will be trained within 4 weeks of hire. The training shall be conducted in January of each year and will be documented.



# CHAPTER

26



Town of Bradley Hazard Communication Policy  
Municipal Building

**Overview:**

The Town of Bradley is committed to the prevention of hazardous material and chemical incidents that could result in injury and/or illness to any employee or property damage. The Occupational Safety and Health Administration's (OSHA) Hazard Communication Standard (29 CFR 1910.1200) is based on the simple concept that employees have both a need and a "right to know" and "right to understand" the identities, hazards, and protective measures of any chemicals they work with during their employment. The following Hazard Communication Program has been established by The Town of Bradley to meet that standard.

**Town Manager Responsibilities:**

1. Managing and maintaining the Hazard Communication Program's components.
2. The chemical inventory in the respective areas with Safety Data Sheets.
3. Ensuring that all employees are trained regarding the chemical hazards and safe work practices they need to employ while handling, storing, and using hazardous chemicals to reduce harmful exposure.

**The Employees are responsible for:**



1. Understanding the chemical; they work with and hazards encountered by reading the labels and Safety Data Sheets.
2. Using safe work practices and wearing appropriate personal protective equipment while using hazardous chemicals.
3. Knowing where and how to obtain Safety Data Sheets.
4. Notify the Town Manager of torn, damaged, or illegible labels or of unlabeled containers.
5. Participate in yearly training.

**Container Labeling:**

All containers located in the municipal building will be clearly labeled per legal requirements:










- Product Identifier (see item marked 1)
- Pictograms (see item marked 2)
- Signal Word (see item 3)
- Hazards Statements (see item marked 4)
- Precautionary Statements (see item marked 5)
- Supplier Identification (see item marked 6)

**Correct Label Example**

<b>2</b>	<b>1</b> Sulfuric Acid	<b>2</b>
	<b>3</b> Danger! May be harmful if swallowed. Causes severe skin burns and eye damage. Fatal if inhaled. Harmful to aquatic life.	
Do not breathe dust/fume/gas/mist/vapors/spray. Wear protective gloves/protective clothing/eye protection/face protection. Wear respiratory protection.		
<b>5</b> IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. Immediately call a POISON CENTER or doctor/physician.		
In case of fire Use water spray, alcohol-resistant foam, dry chemical or carbon dioxide.		
See Material Safety Data Sheet for further details regarding safe use of this product.		
<b>6</b> Sigma-Aldrich 3050 Spruce Street SAINT LOUIS MO 63103 USA Telephone : +18003255832		
<b>1</b> Product Identifier	<b>4</b> Hazard Statements	
<b>2</b> Pictograms	<b>5</b> Precautionary Statements	
<b>3</b> Signal word, "Danger!"	<b>6</b> Supplier Information	

The following chart depicts the Pictograms for use in labels, dependent on the nature of the chemical or hazard, as recently adopted internationally through the Global Harmonization System (GHS):

**Pictograms:**

<p style="text-align: center;"><b>Health Hazard</b></p> <p style="text-align: center;"></p> <ul style="list-style-type: none"> <li>▪ Carcinogen</li> <li>▪ Mutagenicity</li> <li>▪ Reproductive Toxicity</li> <li>▪ Respiratory Sensitizer</li> <li>▪ Target Organ Toxicity</li> <li>▪ Aspiration Toxicity</li> </ul>	<p style="text-align: center;"><b>Flame</b></p> <p style="text-align: center;"></p> <ul style="list-style-type: none"> <li>▪ Flammables</li> <li>▪ Pyrophorics</li> <li>▪ Self-Heating</li> <li>▪ Emits Flammable Gas</li> <li>▪ Self-Reactives</li> <li>▪ Organic Peroxides</li> </ul>	<p style="text-align: center;"><b>Exclamation Mark</b></p> <p style="text-align: center;"></p> <ul style="list-style-type: none"> <li>▪ Irritant (skin and eye)</li> <li>▪ Skin Sensitizer</li> <li>▪ Acute Toxicity</li> <li>▪ Narcotic Effects</li> <li>▪ Respiratory Tract Irritant</li> <li>▪ Hazardous to Ozone Layer (Non-Mandatory)</li> </ul>
<p style="text-align: center;"><b>Gas Cylinder</b></p> <p style="text-align: center;"></p> <ul style="list-style-type: none"> <li>▪ Gases Under Pressure</li> </ul>	<p style="text-align: center;"><b>Corrosion</b></p> <p style="text-align: center;"></p> <ul style="list-style-type: none"> <li>▪ Skin Corrosion/Burns</li> <li>▪ Eye Damage</li> <li>▪ Corrosive to Metals</li> </ul>	<p style="text-align: center;"><b>Exploding Bomb</b></p> <p style="text-align: center;"></p> <ul style="list-style-type: none"> <li>▪ Explosives</li> <li>▪ Self-Reactives</li> <li>▪ Organic Peroxides</li> </ul>
<p style="text-align: center;"><b>Flame Over Circle</b></p> <p style="text-align: center;"></p> <ul style="list-style-type: none"> <li>▪ Oxidizers</li> </ul>	<p style="text-align: center;"><b>Environment (Non-Mandatory)</b></p> <p style="text-align: center;"></p> <ul style="list-style-type: none"> <li>▪ Aquatic Toxicity</li> </ul>	<p style="text-align: center;"><b>Skull and Crossbones</b></p> <p style="text-align: center;"></p> <ul style="list-style-type: none"> <li>▪ Acute Toxicity (fatal or toxic)</li> </ul>

**Standard Procedure:**

Generally, the only chemicals housed and used within the municipal building will be normal household cleaning supplies. These cleaning supplies are to be used in the workplace as prescribed on each labeled container.

This policy will be reviewed by each municipal building employee in January of each year.

**Safety Data Sheets:**

Safety Data Sheets (SDS) will be obtained and maintained for each hazardous chemical in the workplace. The sheets are located on the shelf near the cleaning supplies in the utility room.

If an employee recognizes that the appropriate SDS is not available, they must notify the Town Manager immediately.

# CHAPTER

27



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Town of Bradley Slip, Trip and Fall Prevention Policy  
Municipal Building

---



**Overview:** The purpose of this policy is to reduce and/or eliminate the incidence of employee and citizen slips, trip, and fall-related events and injuries. This policy will be reviewed by all municipal building employees each year.

**Common Slip, Trip, and Fall Hazards:**

Improper storage of material and equipment	Spills
Extension cords and cables lying across walking surfaces	Uneven walking surfaces
Loose and unsecured floor mats, carpets, and coverings	Damaged or missing flooring materials
Improper storage of material and equipment	Inadequate lighting
Surface changes such as carpet-to-tile or level-to-sloped	Wearing inappropriate footwear
Carrying items that obstruct view	Slippery, wet, or icy walking surfaces
Using areas not designated or intended as walkway	Not paying attention
Wearing improperly fitted, loose or undone footwear	Rushing to complete work

**Town Manager Responsibilities:**

1. Ensure that the workplace is regularly inspected, and that suitable and sufficient risk assessments are undertaken and reviewed for the risk of slips, trips, and falls within their areas of responsibility regularly and as circumstances change.
2. Implement appropriate measures within their control to address slips, trips, and fall hazards.
3. Ensure that prompt actions are taken to address any potential or identified hazards that may contribute to the occurrence of slips, trips, and fall.
4. Provide appropriate equipment, work procedures, personal protective equipment, and training to protect workers from the risk of slips, trips, and falls (i.e., fall restraint, ladder safety).

**Employee Responsibilities:**

1. Take actions to eliminate slip, trip, and fall hazards (stay on designed cleared, and maintained walkways, cautiously walk, and wear proper winter footwear).
2. Be vigilant and ensure that any slip, trip, and fall hazards are taken care of or reported to the Town Manager.
3. Organize areas of their work environment within their control so as not to introduce slip, trip, and fall hazards (trailing loose cables, open drawers, poor housekeeping).
4. Exercise caution during wet, slippery conditions and in the use of steps, and stairs.
5. When grabbing high items do not use chairs. Use of a step letter must be done with assistance and authorization from the Town Manager.



### SLIP, TRIP, AND FALL PREVENTION CHECKLIST(s)

Outdoor Walking Surfaces	Date:		
"NO" responses indicate areas that should be investigated.	YES	NO	N/A
Are parking areas free of potholes, depressions, or damaged/uneven surfacing?			
Are curbs in good condition with an even transition to the sidewalk?			
Are wheel stops, curbs, crosswalks, and speed bumps well-marked?			
Is slip-resistant paint used for all pavement markings?			
Are wheel stops situated to prevent vehicles from infringing upon walkways?			
Is there adequate lighting in parking areas and along walkways?			
Are sidewalks and walkways smooth and even (no raised edges >1/4")?			
Is the ground surface directly next to the sidewalks relatively level and free from hidden drop-offs or holes?			
Are walkways free of cords, hoses, large grate openings, or other tripping hazards?			
Are open, unpaved, and/or grassy areas that are expected to be walked on free of holes and low-lying objects like sprinkler heads and valves?			
Are downspouts and drains oriented to prevent discharge onto walkways?			
Are walkways that are subject to wet or icy conditions coated or designed with a rough, textured finish?			
Are handrails present and in good condition on stairs and ramps?			
Are ramps constructed with slip-resistant materials or treated with traction strips?			
<b>Notes:</b>			

Indoor Walking Surfaces	Date:		
"NO" responses indicate areas that should be investigated.	YES	NO	N/A
Are walkways free of low-lying objects, especially at blind corners?			
Are floor tiles in good condition with no broken or missing tiles?			
Are grouted floor tiles smooth and even with no lippage > 1/16"?			
Are doorway thresholds beveled and no more than 1/4" high?			
Is carpeting free of ripples, tears, and humps?			
Are stair nosings in good condition?			
Do stair nosings have edge treatments or highlighting to increase visibility?			
Is the lighting in stairwells adequate?			
Are steps in low-light areas, like auditoriums, illuminated at ground level?			
Are utility or drain covers in good condition and even with walkways?			
Are cords and hoses routed away from walkways?			
Are cord covers or tape used whenever cords are placed along walkways?			
Are good housekeeping practices followed, and are they effective in maintaining walkways in an open and clear condition?			
Are walkways free of liquids, oils, or other contaminants that could create a slippery condition?			
Have detailed floor maintenance procedures been documented and communicated to employees?			
Have floor maintenance procedures and cleaners been examined to ensure their use does not create hazardous, low-traction walking surfaces?			
Are wet floor signs used appropriately and not placed to create a trip hazard?			
Are wet process work areas treated with traction strips, anti-slip coatings, or mats designed for wet processes?			
Are entry mats adequate to prevent water and soil from being tracked inside?			
Are mats in good condition, able to clean shoes/boots, and absorb water?			
Are indoor mats replaced as needed or dried with a wet vacuum during the day to prevent snow/water infiltration?			
Do mats have slip-resistant backings and lie flat with minimal buckling?			
<b>Notes:</b>			



# CHAPTER

# 28



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Town of Bradley  
Video Display Terminal and Ergonomic Policy

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**Overview:**

It is the purpose of this policy to protect the employees from unnecessary injuries as a result of working at video display terminals (VDTs). The education and training will be provided to all VDT operators within the first month of hire and annually thereafter.

**Definitions:**

- Ergonomics: The science that seeks to adapt work environments and working conditions to fit the worker.
- VDT or VTDs: Video Display Terminal (s)
- VDT Operator: Any employee whose primary task is to operate a terminal for more than four (4) consecutive hours, exclusive of breaks, daily.

**Guidelines:**

The guidelines below are to be used by employees when selecting equipment that requires the use of VDTs.

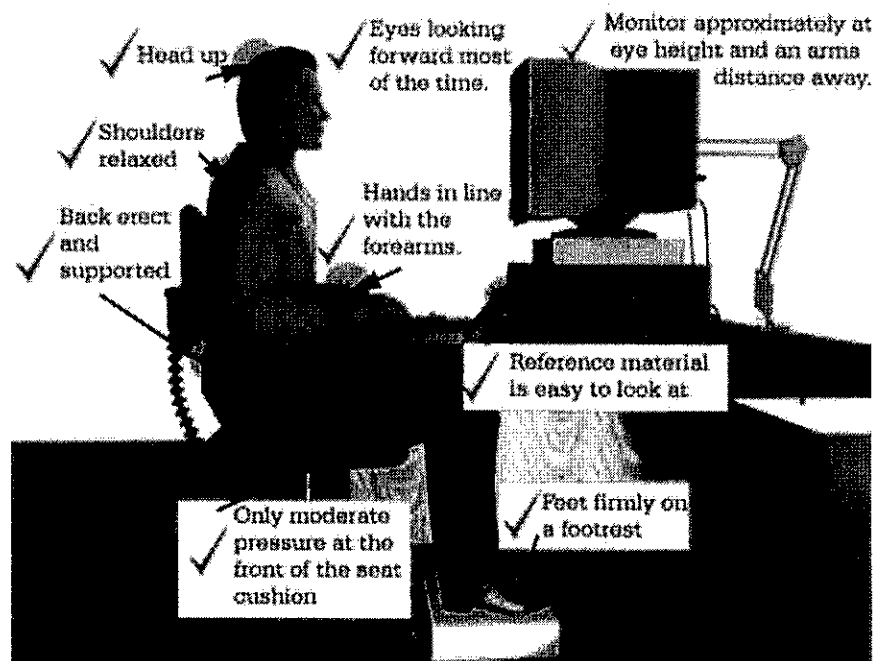
- Video Display Terminals: All VDTs must have a brightness and contrast control that is adjustable by the operator. The screen surface will be surfaced to reduce glare. The VDT shall be adjustable for tilt and swivel. Minimal glare is a constant objective.
- Keyboard: All keyboards shall be detachable. An operator may request the use of a palm or wrist rest or another adaptive device to assure operator safety and comfort. The keyboard must be adjusted to the proper height and angle for the user.
- Mouse: The mouse/device shall be designed specifically for the right or left hand.
- Workstation: 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. The workspace will be adequate for all accessory items.
- Ventilation and Temperature: There will be adequate ventilation and temperature for operators. If ventilation is not sufficient for personal comfort, an operator will be provided with a personal fan or heater upon request.
- Lighting: Light sources should be designed and located to minimize glare and should be of moderate brightness. The operator will be provided with adjustable lighting upon request. This will include task lighting when needed.
- Workstation Chair: A chair intended for use by an operator shall be adjustable for seat pan height, backrest height, and backrest angle. The backrest should provide adequate lumbar support. The chair will be capable of being swiveled. Operators must be able to make all positional adjustments easily and will be provided with adequate chairs upon request.
- Workstations: The keyboard surface will be large enough to accommodate the keyboard and mouse. The height should be sufficient to allow the lower legs to be upright while sitting in a chair and the feet on the floor or footrest. Work surface specifications vary for each operator and an ergonomic evaluation should be completed regularly.

## Responsibilities:

- The Town Manager is responsible for providing each VDT operator, a copy of the written policy at the time of hire.
- The Town Manager will research what trainings are available to operators and certify that training is done annually.
- The Town Manager shall contact Maine Municipal Association for an ergonomic evaluation when requested by the operator.
- The Town Manager shall assist the operators in obtaining appropriate equipment to ensure their comfort and safety while working.
- The Town Manager is responsible for posting the notification of the rights and duties created under 26 M.R.S.A §251 & §252 in a prominent location. This policy will be provided upon hire and reviewed in January of each year thereafter.
- Operators shall practice correct body position, basic furniture, and equipment adjustments, take responsibility for comfort at their workstations, request help if needed, report any discomfort to the Town Manager, and report the need for repair or new workstation equipment.
- Operators shall break up computer work with other tasks. Stretch breaks of 5 to 10 minutes must be taken at least every 3 hours.

## Training:

- Training will be conducted upon hire and each January thereafter.
- The training will include a review of this policy and participation in the NEOGOV training/course "Workplace Ergonomics" and "General Safety Boost Episode 1: Ergonomics."



# CHAPTER

29



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Town of Bradley  
Return to Work Policy

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**Overview:** The Town of Bradley is concerned about the health and well-being of its employees. The Town is committed to working with its 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.

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

To accommodate temporary work restrictions, there must be a reasonable expectation that the employee will be able to resume full duties within/or by 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 30 calendar days (or until the employee can return to full duty, whichever occurs first). If 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 Practitioner's Reports (a Workers' Compensation Board form completed by the physician) 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.

**Summary:**

This policy recognizes the Family Medical Leave Act and the Town of Bradley Personnel Policy. It is intended to work in conjunction with them. Modified work is not intended to be used as a permanent reasonable accommodation under the Americans with Disabilities Act. No temporary work assignment described or covered under this guideline is intended or offered as a permanent assignment.



# CHAPTER

30



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Town of Bradley  
Wellness Program

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**Overview:** The mission of the Town of Bradley Wellness Program is to promote and support the well-being of our employees and families by providing resources and services that:

- Increase awareness of factors contributing to well-being
- Increase awareness of available resources
- Provide opportunities for wellness-related programs and activities
- Promote personal and professional productivity
- Inspire individuals to take responsibility for their own health

**Services and Resources:**

Comprehensive healthcare coverage, paid vacation, sick and holiday time.

Provide health reimbursement for deductible and out-of-network health insurance claims.

Encourage appointments for health-related care by allowing a flexible work scheme in which management will provide work coverage.

A relaxed work atmosphere in which employees are encouraged to frequently step away from the work area. Employees are also encouraged to step outside and walk around the municipal parking lot, fire station parking lot, and driveways daily.

Wellness Works Quartey Newsletters-The newsletter features articles on various articles on health topics, nutritious recipes, and updates on Maine Municipal Employees Health Trust

Employee Assistance Program (EAP)

**Ongoing Assessment:** Continued monitoring of the wellness program is promoted. The Town Manager will review the program in January of each year. This review will include requests from employees and volunteers on how the program can improve and what the Town could do better.



**MAINE MUNICIPAL  
EMPLOYEES HEALTH TRUST**

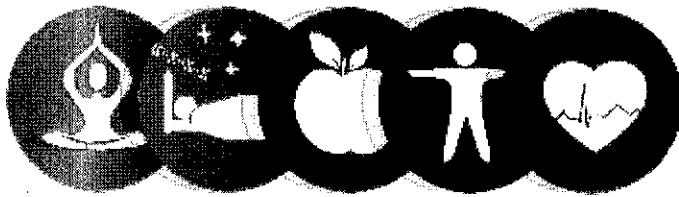
# Did You Know?

Did you know your medical plan provides coverage for the following services:

- Acupuncture
- Breastfeeding support and counseling
- Breast pumps
- Cardiac Rehab Therapy Phase II
- Cardiac Rehab Therapy Phase III
- Health Education
- Hearing Aids
- Immunizations
- Nutritional Counseling
- Pain Clinic Programs
- Prescription contraceptive
- Preventative Colonoscopies
- Preventative labs and X-rays
- Preventative Sigmoidoscopies
- Routine gynecological exams and Pap tests
- Routine mammograms
- Routine preventative eye exams
- Routine/preventative hearing exams
- Routine Physical Exams for adults
- Smoking cessation education programs
- Smoking cessation prescription medications
- Well Child Care

*\*Coverages and member cost-shares vary according to the medical plan you are enrolled in, and some services may require a referral and/or prior authorization.*

*Please call the Health Trust Member Services team at 1-800-852-8300 to get more information about these services.*



## How to reach us

Confidential help 24 hours a day,  
7 days a week, 365 days a year –  
at no extra cost



Employee Assistance  
Program (EAP)  
800-647-9151



Website  
anthemeap.com  
Enter "MMEHT" to log in.



Change your mind.  
Change your Life.™

Your EAP includes access to  
Emotional Well-being Resources,  
administered by Learn to Live,  
offering digital tools and online  
programs to help develop resilience,  
reduce stress, and practice  
mindfulness – at no extra cost  
to you.

Visit [anthemeap.com](http://anthemeap.com) and enter  
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## Your Employee Assistance Program

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Usage is restricted to the use of the information provided in this document. This information is confidential and is intended for the use of the employee or family member only. It is not to be distributed outside the organization. Please do not share this information with others. If you have any questions, please contact your supervisor or the EAP provider. The EAP provider is not responsible for the use of this information. The EAP provider is not a medical professional and does not provide medical advice.

This document is for general informational purposes. Each employee should refer to the applicable collective bargaining agreement for more information.

Usage is limited to the employee and family member only. It is not to be distributed outside the organization. Please do not share this information with others. If you have any questions, please contact your supervisor or the EAP provider. The EAP provider is not responsible for the use of this information. The EAP provider is not a medical professional and does not provide medical advice.

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If you or your household members are facing  
personal or work-related challenges, the Anthem  
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# CHAPTER

31



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Town of Bradley  
Safety Committee

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**Overview:** The Town of Bradley recognizes that safeguarding the health and welfare of its employees and volunteers in the workplace is not only legally required but also is of mutual benefit to the Town. The Town is committed to the goal of providing a safe place for employment through sound operating practices and proper training, designed to result in safe and efficient working conditions for all employees.

**Safety Committee:** The Town of Bradley is a very small employer with 4 regular employees, a volunteer fire department, and a 5 member Town Council. While having a safety committee is likely very important for larger employers it is not feasible for The Town of Bradley. Therefore, in recognizing the need to achieve and maintain a safe, healthy workplace, the safety of human life and property, it will be the Town Manager's responsibility to annually review all safety policies. This review must be reported to the Town Council. The goal will be to eliminate workplace injuries and illnesses by involving employees and volunteers in identifying hazards and suggesting how to prevent them.

Employees are encouraged to bring any safety concerns, needs for safety training or other thoughts to the Town Manager.

**Objectives:**

- Involve employees in achieving a safe, healthful workplace.
- Promptly review all safety-related incidents, injuries, accidents, illnesses, and deaths.
- Demonstrate the importance of workplace safety to all employees.
- Establish training programs for the identification and reduction of hazards in the workplace.

**Services and Resources:** The Town of Bradley participates in the Maine Municipal Risk Management Workers Compensation Safety Incentive Program (WCSIP). Due to the Town's compliance with the program, the highest tier credit has been obtained (10%). This program is designed to help reduce incidents and the impact of workplace injuries by implementing best practices.

# CHAPTER

32

# TOWN OF BRADLEY PERSONNEL POLICY

## VOLUNTEER FIRE DEPARTMENT

### PREAMBLE

- A. The Town Council hereby adopts the following Personnel Policy for utilization by the Town Manager and Fire Chief of the Town of Bradley for the administration of the personnel activities of the Volunteer Firefighters of the Town of Bradley on this 19 day of December 2023. These rules and subsequent modifications shall supersede any policy and rules made previously by the Town of Bradley.
- B. The Town may delete, amend, modify, or change any or all of the provisions contained in this policy at its discretion and 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/volunteers.
- C. The general purpose of this policy is to recruit, select, develop, and maintain an effective and respectful workforce.
- D. The Town of Bradley is an equal opportunity employer, and all appointments and promotions shall be made without regard to race, sex, color, creed, religion, age, marital status, veteran status, sexual orientation, ancestry, national origin, physical or mental disability, political affiliation, or any other category protected by law. A copy of this policy shall be available to all volunteer firefighters of the Town.
- E. This policy and the procedures herein shall apply to all volunteer firefighters, including those covered by collective bargaining agreements unless otherwise provided in such agreements, specified under a separate contract, or except for individual cases where a differing procedure is provided for in town ordinances or town charter.
- F. The terms of employee, employment, and volunteer(s) used within this policy shall denote volunteer firefighters and the duties prescribed to them.

### EMPLOYMENT

The employment of all volunteer firefighters shall be the primary responsibility of the Fire Chief in accordance with this Policy and the Bradley Town Charter. Varying duties of employment and personnel shall be ascribed to the Town Manager as provided in this policy.

- A. New volunteer firefighter orientation - each new volunteer will be given an orientation. Such orientations may include:
  - a. A review of this policy.
  - b. A review of the employee's job description.
  - c. Review of benefits and the submission of completed application forms.
  - d. Review of all required training.
- B. Nothing in this policy shall be deemed to constitute an employment contract either for the duration of employment or conditions of employment therein contained.
- C. The policies and procedures relating to relationships with employee organizations will be governed by applicable State laws.



## **VOLUNTEER APPOINTMENTS**

Volunteer: A volunteer provides a service of their own free will to the community without valuable remuneration. Volunteers may receive stipends or on-call payments for volunteers serving on a temporary basis in case of fire, storm, snow, earthquake, flood, or similar emergency. Volunteer employees who are paid a stipend or on-call payments are provided with Social Security and Worker's Compensation.

## **PUBLIC AND EMPLOYEE RELATIONS**

- A. All volunteer firefighters must avoid any action that might result in or create the impression of using public employment/volunteerism for private gain, giving preferential treatment to any person, or losing complete impartiality in conducting Town business.
- B. Cooperation of all volunteers 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.
- C. These policies and regulations are provided to assist the volunteer firefighters and Town administration in functioning at peak efficiency with minimal cost to the taxpayers.
- D. Volunteer firefighters may have access to confidential information pertaining to persons or property in the Town. Volunteers must not use this privileged information to their private advantage or to provide friends or acquaintances with private advantages. Each volunteer is charged with the responsibility of releasing only information that is required under this "right to know" law, MRSA 1 Section 401-410. Additionally, volunteers may deal with plans and programs of significant public interest. Volunteers shall not prematurely disclose to the public privileged information concerning such plans and programs except as required by law. Volunteers shall not use this privileged information to their own financial advantage nor to provide friends or acquaintances with financial advantages. If a volunteer finds that they have an outside financial interest that could be affected by town plans or activities, they must immediately report the situation to the Fire Chief. Each volunteer is charged with the responsibility of releasing only information which is available to the general public. Violation of privileged information or use for private gain can be cause for discharge of the volunteer as determined by the Town Manager.

## **BENEFITS**

- A. The Town participates jointly with volunteers in Social Security payments. Participation is mandatory. Benefits provided include a retirement feature, survivor's benefits payments if death occurs before retirement, disability insurance, and Medicare coverage.
- B. The Town provides workers' compensation coverage, which provides income and other benefits covering occupationally incurred disabilities to all volunteers.
- C. Through the Maine Municipal Employees Health Trust, all volunteers are provided access to an Employee Assistance Program (EAP). The program is established to assist volunteers who are experiencing on-the-job difficulties as a result of any number of personal issues. Use of the program may be initiated through referral by an employee's supervisor or self-referral by the employee. Although use of the program is strongly encouraged, participation is not mandatory. No information obtained during use of the program shall be disclosed without written consent unless required by law.
- D. The Town also provides Volunteer Firefighter Blanket Accident Insurance Coverage for the volunteer firefighters. This policy provides additional benefits and protections for injuries sustained while performing fire suppression.

## **AMERICANS WITH DISABILITIES ACT (ADA) AND THE MAINE HUMAN RIGHTS ACT**

The Town is committed to complying fully with the Americans with Disabilities Act (ADA) and the Maine Human Rights Act and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a nondiscriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the essential duties of the position.

Reasonable accommodation is available to all disabled employees where their disability affects the performance of job functions. Employees who believe they may require an accommodation should consult with the Town Manager. All employment decisions are based on the merits of the situation, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classification, organizational structures, position descriptions, lines of progression, and seniority lists. Leave of all types will be available to all employees on an equal basis.

The Town will not discriminate against any qualified employees or applicants because they are related to or associated with a person with a disability. Furthermore, the Town is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and the Maine Human Rights Act.

## **LEGAL AID AND PROTECTION**

The Town, with the volunteer's consent, will defend and indemnify any volunteer against a claim that arises out of an act or omission occurring within the course or scope of their employment/volunteerism, and for which the town is liable, up to the applicable statutory limits. Additionally, the Town, with the volunteer consent, will defend and indemnify a volunteer, up to the statutory limits of the Maine Tort Claims Act, against a claim that arises out of an act or omission within the course and scope of their employment/volunteerism, and for which the Town is not liable, provided that such defense or indemnification is not contrary to public policy, and the town determines that the volunteer acted in good faith and not in violation of any law, ordinance, rule, or regulation.

In any case, where the Town is defending or indemnifying a volunteer, the Town has the right to approve the retention of legal counsel and the right to authorize and accept settlements of such cases. Any volunteer involved in an accident or incident in which the Town may be a party or having any notice or knowledge of such accident or incident is required to immediately file a full report with the Town Manager. Under appropriate circumstances, the Town may be entitled to subrogation rights.

This section extends to former volunteers for claims against them arising from acts or omissions during their employment that would have been covered by this policy.

## **PANDEMIC POLICY**

In the event of a public health emergency declared by the state of Maine or the federal government, the policy will be to follow as closely as possible the issued directives, including travel restrictions and other state orders.

If a volunteer is mandated for any reason to quarantine or provide a proper test result, they may not participate in fire training, or fire suppression or be present at the Bradley Fire Station. This could be for reasons associated with travel outside of Maine or exposure to a specific illness. During this time volunteers shall document their quarantine efforts and, if required, provide test results to the Town Manager.

If a volunteer believes that they have contracted an illness while performing volunteer firefighting duties, the employee must report the conditions surrounding their illness to the Town Manager as soon as the volunteer suspects a connection with work. The incident will be addressed through the Workers' Compensation system.

## **WORKPLACE SMOKING POLICY/DRUG-FREE WORKPLACE**

In accordance with the provisions of the Workplace Smoking Act of 1985 (Title 22, Sec 1580-A), smoking is prohibited anywhere within the building and anywhere on the Town of Bradley property. This includes e-cigarettes and vaping.

To ensure the safety and well-being of all employees and the public, it is the Town's policy to maintain a drug and alcohol-free workplace and prohibit all volunteers from performing firefighting duties under the influence of any illegal drug, alcohol, or controlled substance. The town further prohibits the unlawful manufacture, distribution, dispersing, possession, or use of a property or place owned or under the control of the Town of Bradley. Doing either will be grounds for immediate dismissal.

## **GRIEVANCE PROCEDURES**

Should a volunteer 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 term of employment/volunteerism, including discipline (except for probationary volunteers), they will have recourse to the following hearing procedures:

### **Step 1 – Town Manager**

A volunteer may present the grievance orally to the Town Manager. In the event that the grievance is not resolved to the volunteer's satisfaction, the volunteer may, within twenty (20) calendar days of the Step 1 decision, file a written appeal to the Council Chair.

### **Step 2 – Council Chair**

The Town Council Chair will forward a copy of the complaint to the Town Manager and the aggrieved volunteer. The Town Manager and Town Council Chair will meet to discuss the grievance within thirty (30) calendar days. If the grievance remains unresolved, the volunteer may, within five (5) calendar days of the Step 2 decision, file a written appeal to the entire Town Council.

### **Step 3 – Town Council**

The entire Town Council shall meet with the volunteer within thirty (30) calendar days for the purpose of discussing the grievance. The Town Council shall render its final written decision within fifteen (15) calendar days after said meeting.

## **POLITICAL ACTIVITY**

Volunteers shall refrain from using their positions as volunteers to express support or opposition regarding any issue pending before the Town or any candidate for elective office in the Town government. This rule is not to be construed to prevent volunteers from becoming, or continuing to be members of any political organization, from attending political meetings, expressing their personal views on political matters, from voting with complete freedom in any election, or for running for any elected or appointed office.

## **DISCIPLINE, DISCHARGE, AND SUSPENSION**

The Town Manager shall have the authority to take disciplinary action which may include such remedies as verbal or written reprimands, suspension without pay, demotion, or dismissal. This action must come by request from the Fire Chief.

## **POLICY ON HARASSMENT**

The Town of Bradley is committed to providing equal employment opportunities for all persons making application to the Town and for equity in the treatment of advancement opportunities for all of its volunteers. The Town therefore sets forth a policy of non-discrimination in hiring, employment, and personnel actions based on religion, age, sex, sexual orientation, marital status, race, color, ancestry, national origin, and physical or mental disability.

When a volunteer feels that they are being subjected to harassment by a supervisor, co-worker, or agent of the Town or anyone else in the workplace, that volunteer should report the same to the Town Manager. The Town Manager shall immediately investigate the complaint(s) and shall take whatever corrective action that they deem necessary to remedy the situation. If the Town Manager is the subject of the complaint, the volunteer firefighter should report the same to the Chair of the Town Council who shall investigate and see that corrective action is taken.

- A. Sexual Harassment. Under both federal and state law, unwelcomed 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 a basis for employment decisions affecting such individual.
  - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, or offensive work environment.

## **WHISTLEBLOWERS PROTECTION**

The Town tries to conduct its business with integrity and in strict compliance with all applicable federal, state, and local laws and regulations. Accordingly, volunteer firefighters are encouraged to bring to the attention of their supervisor or Town Manager any actions of Town officials or volunteer firefighters that they believe may be improper. The Town will not retaliate against any volunteer firefighter who makes a report in good faith to either their supervisor, the Town Manager, or the regulatory body.

## **WORKPLACE VIOLENCE**

Violence is action, that includes the use of physical force, harassment, intimidation, or abuse of power or authority, against another person. Acts of violence in and around the workplace are unacceptable and will not be tolerated. It is the responsibility of all employees, volunteer firefighters, supervisory and otherwise to foster a work environment of respect and healthy conflict resolution.

## **WORKPLACE SAFETY**

All injuries to personnel, no matter how minor, occurring during the work schedule/work duties must be reported immediately to the employee's/volunteer's immediate supervisor or the Town Manager, whichever is applicable. A written report will be made on forms for that purpose and a determination as to whether a doctor's examination shall be required; if so, the examination shall be at the Town's expense. Medical expenses above and beyond the examination will be subject to Worker's Compensation eligibility. Time lost because of accidents incurred while on duty will not be deducted for any reason when computing the length of service.

The Town of Bradley provides a comprehensive workers' compensation insurance program at no cost. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. The Town retains the right to send an injured volunteer firefighter to a physician of the Town's choice. The Town of Bradley utilizes:

Concentra	34 Gilman Road Bangor ME 04401	207-941-8300
St. Joseph Work Well	900 Broadway Bangor ME 04401	207-907-3010
Work Health	855 Union Street Suite 215 Bangor ME 04401	207-973-7380

Should an injury occur after normal business hours volunteer firefighters should report to the emergency room or walk-in care facility of their choice.

### **PERSONNEL FILES**

The Town shall maintain a personnel record for each volunteer firefighter in the service of the Town of Bradley. It may contain the following types of information, but is not all-inclusive: volunteer firefighter's name, address, phone number, title of position held, the department to which the volunteer firefighter is assigned, salary, changes in employment status, employment performance reviews and other performance related information, and such other information that may be considered pertinent. The volunteer firefighter shall have access to such records during normal work hours of the administration department and the office shall provide one copy of the volunteer firefighter's record to any volunteer firefighters who request a copy of the information in their personnel files. All personnel records of each volunteer firefighter shall be retained by the Town following termination as required by law. The volunteer firefighter is responsible for notifying the Town of all changes of address, telephone numbers, or family status (births, deaths, divorce, marriages, and separations) in order to provide accurate record-keeping and appropriate benefit information. Personnel files will be kept confidential to the extent allowed under the municipal personnel record statute and the Freedom of Access Act.

### **NO EXPECTATION OF PRIVACY**

Municipal volunteer firefighters do not have a reasonable expectation of privacy while at work, including such places as desk drawers, filing cabinets, and closets. Telephone conversations and emails may be monitored.

### **RIGHT TO AMEND, MODIFY, REPEAL POLICY**

The Town reserves the right to repeal, modify, or amend these policies, as necessary. This policy does not constitute an employment contract. These policies are intended as informational guidance and the Town reserves the right to interpret any provisions and to change the policies with reasonable notice to volunteer firefighters. These policies are not meant to be interpreted as promises of specific treatment or as creating contractual rights to any volunteer firefighter. In addition, conflicting changes in local, state, or federal laws take precedence over the contents of personnel policies, whether or not those changes were incorporated into the policy.

### **TRAINING, MEETINGS AND SEMINARS**

The Town is committed to the maintenance of a well-trained and efficient staff. It shall attempt to make opportunities for development available to its volunteer firefighters within the framework of its organizational needs and

priorities. Volunteer firefighters, as a condition of employment, shall attend and participate in such training programs and courses as may be directed by the Fire Chief and for which the Town assumes the cost.

The Town will attempt to make opportunities available to volunteer firefighters within the constraints of the Town budget for the further development of specific skills and expertise deemed to be of mutual benefit to the volunteer firefighter and the Town. Prior written approval for development involving expenditure of funds must be obtained from the Fire Chief. Approved training or courses will be paid for by the Town.

### **TRAVEL TIME**

Employees who receive "stipend" pay are not eligible to receive travel reimbursement.

### **USE OF TOWN PROPERTY**

The buildings, equipment, supplies, materials, reputation, and status of the Town belong to the citizens of the Town. No employee, officer, volunteer, or citizen is entitled or authorized to take, use, borrow, or trade on the property except as is intended for and is available to the general public.

Unless expressly authorized, no person may use Town facilities, equipment, supplies, materials, or resources for their own personal use or benefit or profit or authorize such use for the personal or commercial use or profit of others except as is generally available to the public.

No employee shall use or authorize the use of the purchasing power, tax-exempt status, municipal discount programs, credit record, authority of their position, or other marketplace privilege of the Town for any purpose other than official business of the Town, unless expressly authorized by the Town Manager or Town Council.

Town-owned or leased equipment and vehicles shall be for official business only. If an employee is assigned a Town vehicle for transportation to and from work sites and home, or for emergency stand-by purposes, said vehicle shall not be used for private or personal business, except when expressly authorized.

Town facilities shall not be used for repair or work on private vehicles.

Town-owned tools, equipment, electronics, radios, boats, sporting gear, and other property may not be lent or borrowed for home or personal use except as generally available to the public.

This shall not be construed so as to exclude personal and private use of office desks, lockers, and storage areas, the incidental use of photocopiers, personal computers, and similar property of the Town, provided such use is incidental and does not interfere with the operations of official business.

### **WORK AREA**

All employees are responsible for keeping their work area clean and orderly. Common areas should always be left clean and orderly following meetings, meals, etc. All employees are expected to contribute to maintaining the cleanliness of common areas on a day-to-day basis.

### **EMPLOYEE COMPUTER, INTERNET, AND ELECTRONIC MAIL (E-MAIL) USE POLICY**

A. Computer equipment, e-mail, Internet, and telecommunication access are resources made available to Town employees/volunteers to provide an efficient means of communication with each other, other governmental entities, companies, and individuals for the benefit of the Town.

B. The Town's E-mail system is designed to facilitate Town business communication among employees/volunteers and other business associates for messages or memoranda. Employees/volunteers with access to e-mail are expected to check for messages on a frequent and regular basis and respond within a reasonable time as needed. Since no computer system is completely secure, the e-mail system is not intended to transmit sensitive materials, such as personnel decisions and other similar information, which may be more appropriately communicated by written memorandum or personal conversation. The e-mail system is Town property and intended for Town business. The system is not to be used for employee/volunteer personal gain or to support or advocate for non-town related business or purposes. All data and other electronic messages within this system are the property of the Town. E-mail messages have been found to be public records and may be subject to the right-to-know laws, depending on their content. In addition, the Town, through its managers and supervisors, reserves the right to review the contents of employee/volunteer email communications. Employees/volunteers may not intentionally intercept, eavesdrop, record, read, alter, or receive another person's email messages.

C. The Town purchases, owns, and administers the necessary software and licenses to provide access to e-mail, internet services, and other applications. Employees/volunteers may not rent, copy, or loan the software, or its documentation. The Town has invested time and money to secure its electronic systems from intrusion and harmful viruses. Therefore, employees/volunteers may not provide alternative software to access the system. Employees/volunteers may be held responsible for any damages caused by using unauthorized software or viruses they introduce into the Town system.

D. While the employee/volunteer may have a confidential password, users should be aware that this does not mean that the system is for personal confidential communication, nor does it suggest that e-mail is the property or right of the employee/volunteer. The use of the e-mail system is for Town business. Passwords should be periodically changed to ensure the security of the e-mail system. Users should not share their passwords with anyone else, other than as their manager may require.

E. The Internet provides the Town with significant access and distribution of information to individuals outside of the Town. The use of the Internet system for access and distribution is intended to serve the Town business. Like all e-mail messages, Internet messages are capable of being forwarded without the express permission of the original author.

F. Internet messages are also routinely passed through routers before they reach their final destination. A message is "touched" many times before it gets to its recipient and the message author should be aware of this. Therefore, users must use caution in the transmission and distribution of messages outside of the Town and must comply with all State and Federal laws.

G. When using Town computers and sending e-mail messages, courtesy and good judgment should be used. Following are examples of Internet and e-mail uses that are prohibited:

- a. Communications that in any way may be construed by others as disruptive, offensive, abusive, or threatening.
- b. Communications of sexually explicit images or messages.
- c. Communications that contain ethnic slurs, racial descriptions, or anything else that may be construed as harassment or disparagement of others based on race, national origin, sex, sexual orientation, age, disability, or religious beliefs.
- d. Solicitation for commercial ventures, religious or political causes, outside organizations, or other non-job-related solicitations.
- e. Any communication that represents personal views as those of the Town or that could be misinterpreted as such.
- f. Sending mass e-mails to Town employees or outside parties for non-Town purposes.

- g. Incidental personal use of the Town's computers is permitted as long as such use does not interfere with the employees'/volunteers' job duties and performance with system operations or other system users.
  - h. Any other use that may compromise the integrity of the Town and its business in any way.
  - i. Downloading or loading software or applications without permission of the Town Manager.
- H. E-mail messages are intended to be temporary communications, which are non-vital and may be discarded routinely. However, depending on the content of the e-mail message, it may be considered a more formal record and should be retained pursuant to a record retention schedule. As such, these e-mail messages are similar to printed communication and should be written with the same care.
- I. Employees/volunteers should be aware that when they have deleted a message from their workstation mailbox it may not have been deleted from the e-mail system. The message may be residing in the recipient's mailbox or forwarded to other recipients. Furthermore, the message may be stored on the computer's backup system for an indefinite period.
- J. The Internet is developing into an effective channel for the Town to share information with citizens, visitors, and customers. Employees/volunteers are strongly encouraged to assist in the development and updating of information on the Town's website, townofbradley.net.
- K. This e-mail policy applies to all employees, contractors, volunteers, and other individuals who are provided access to the Town's e-mail system. Third parties should only be provided access to the e-mail system as necessary for their business purpose with the Town, and only if they abide by all the applicable rules.
- L. Employees/volunteers who leave employment with the Town have no right to the contents of their e-mail messages and are not allowed to access the e-mail system. Supervisors or management may access an employee's/volunteer's email if they are on leave of absence, vacation, or are transferred from one department to another department and it is necessary for the Town's business purposes.
- M. The misuse of the Internet or e-mail privileges may be considered sufficient cause for discipline. In addition, violations of this policy or misuse of the e-mail system may be referred for criminal prosecution.

## EFFECTIVE DATE

This policy shall be immediately effective upon its adoption at a legally called and publicly held meeting of the Town Council on December 19, 2023.

I have read and understand the above personnel policy.

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EMPLOYEE SIGNATURE

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DATE