

Select Board Policies

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Town of Freedom

Annual Renewal of Select Board Policies

It is the policy of the Select Board of the Town of Freedom that all Select Board policies be reviewed, amended if necessary, and approved annually. This review, amendment, and approval process will be done in March/April of each year following that year's annual town meeting and the swearing in of the new Select Board member.

These policies will be posted as necessary in the Town Office, Town Garage, and the Town Website.

The signatures below will serve as approval for all policies with one exception; "Oldest Tax First Policy", which must be signed annually by the Select Board, the Town Clerk, and the Town Treasurer.

Select Board Members:

Date:

C. Ronald Dine

6/8/2020

St. P...

6/8/2020

Elaine A. Higgins

6-8-2020

Town of Freedom
Appointment of Town Officers

It is the Policy of the Select Board of the Town of Freedom to appoint as Town Officers (for example, CEO, Plumbing Inspector, etc.)--only qualified people who can give such positions the time and attention they require. If no one qualified wants a vacant position, the position will remain vacant until a qualified person is appointed by the Select Board. The Select Board will determine, by majority vote, whether those interested in the Town Officer position are qualified for the positions they seek to fill. Each such appointment will be for one year, and shall be made at the first meeting of the Select Board following the annual town meeting. If a Town Officer has demonstrated an inability, through intent or simply life's circumstances, to give the position they hold the time and attention it requires, the Select Board can, by majority vote, remove that Town Officer from the position. It is the Policy of the Select Board to publish information about vacancies for Town Officer positions. Vacancy information will be published only after the person leaving the position provides an official resignation to the Select Board; or after the Select Board, at a meeting open to the public, have (by majority vote) removed the Officer.

Vacancy information will be published in the Approved Minutes of the weekly Select Board's meeting at which the resignation letter is received by the Select Board, or of the weekly Select Board's meeting at which the Select Board has voted to remove the Officer. Vacancy information will also be published by posting a Notice at the Freedom General Store, the Freedom Fire Department, the Freedom Town Office, and the US Post Office in Freedom. No additional posting locations are required. If possible, posting a Notice of such vacancy will be placed on the Town's website. These Notices shall remain posted for up to 7 calendar days.

Board of Assessor's Policies

For assessing purposes, property is divided into three categories: Land, Buildings, and Personal Property.

1. Land
2. Buildings
3. Personal Property

Land is assessed by the Select Board according to the following Schedules:

Unimproved Base Lots

- | | |
|--|----------|
| 1. Unimproved Base Lot-two acre minimum without a well or septic | \$16,100 |
| 2. For each well, add | \$ 4,000 |
| 3. For each septic system, add | \$ 5,000 |

Contiguous or Additional Base Lots

- | | |
|---|----------|
| 1. If the Base Lot is on the same deed as the primary Base Lot, add for each well | \$ 4,000 |
| 2. If on the same deed, as the primary Base Lot, add for each septic System | 4 5,000 |

Additional Dwellings on the same deed

1. An additional dwelling, be it a stick-built, modular, or mobile home, must have a separate base lot.

Commercial or Industrial Lots

- | | |
|---|----------|
| 1. Two acre minimum | \$25,000 |
| 2. Cottage Industries or In Home businesses are excepted. | |
| 3. Gravel Pits or other mining businesses are assessed on a per acre basis. | \$ 5,175 |

Waterfront

- | | |
|---|--------|
| 1. Waterfront property is assessed per linear foot for the first 150' | \$ 403 |
| 2. For each additional foot beyond the first 150' | \$ 58 |

Land in Agricultural Use

- | | |
|---|--------|
| 1. Crop Land per acre | \$ 500 |
| 2. Pasture or Hay Land per acre | \$ 525 |
| 3. Horticultural Land (Edible or Ornamental) per acre | \$ 550 |

Other Land

- | | |
|--|--------|
| 1. Excess land is assessed per acre | \$ 800 |
| 2. Forest Land in Tree Growth or in Farm & Open Space is assessed per acre according to State Valuation Schedules. | |
| 3. Barren Land is assessed per acre | \$ 200 |

Buildings are assessed by an Assessor's Agent according to the following Schedules:

Residential Homes

The Residential Homes Schedule develops an average cost of construction for residential structures according to their size (square footage), height (in stories or fractions thereof), quality of construction, function of the structure, and structural details. The first consideration for using the cost schedules are to determine the quality of the structure being appraised. Grading is the rating of the relative quality of a structure into five categories as set forth in the *2001 Assessment Manual* (67-74):

Grade A	Best construction
Grade B	Good Construction
Grade C	Average or Expected construction
Grade D	Below Average construction
Grade E	Low Cost or Cheap construction

The grade of a building reflects only the quality of the building, the materials and workmanship, the level of detail, and the quality of the finish work. Grade must not be confused with condition or obsolescence. Depreciation adjustments will address the condition and any functional or economic factors affecting value on structures. Supplemental schedules from the *2001 Assessment Manual* (75-79) are the basis for changes from the basic schedule for:

1. Additions
2. Enclosed porches
3. Finished or partially finished basements
4. Finished attics
5. Outbuildings
6. Garages
7. Sheds

Modular Homes are treated as residential structures. They are graded and priced according to the Residential Homes Schedule.

Mobile Homes:

Mobile homes are assessed at the discretion of the Assessor's Agent using Maine Real Estate Assessor's Guidelines.

Other Buildings:

Barns, chicken coops, greenhouses, agricultural buildings, commercial structures, and other unclassified buildings are valued according to the *current State of Maine Assessment Manual* or other recognized appraisal manuals. *Greenhouses are excepted if they are not on a foundation.*

Personal Property is not taxed in Freedom.

Order of the Municipal Officers Pursuant to 36 M.R.S.A. Section 906:

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

Municipal Officers of Freedom:

Date

Arnold Paine

6/8/2020

St. Peter

6/8/2020

Elaine A. Higgins

6-8-2020

Acknowledgement

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

Cindy Abbott
Tax Collector, Cindy Abbott

6/11/2020

Alyssa Brugger
Treasurer, Alyssa Brugger

6/8/2020

Cash Handling Policy

At the end of each business day the Town Clerk and/or Deputy Clerk will count the cash, checks, and money order revenue taken in that day. The total amount of payments will require a deposit slip to be made out, signed by the Town Clerk, or Deputy, attached to the funds and accompanying forms, and placed in the town vault.

The following business day the Treasurer and/or Deputy Treasurer will count the last or previous day's deposits, sign another deposit slip and attach that slip together with the Clerk's slip. Once deposit slips have been signed by both the Town Clerk and Town Treasurer, and **as long as the amount is the same on both deposit slips**, the Town Treasurer shall take the money directly to the bank for deposit. The bank's deposit slip will also be attached to the forms. Copies of all deposit records will be maintained by the Clerk and the Treasurer. If the amounts by the Town Clerk and Town Treasurer do not match, the deposit will be paused until reconciliation is reached. A note will be attached to that file detailing the cause requiring reconciliation and the resolution.

Under no circumstance are funds to be taken anywhere than directly to the bank. If the bank is not open or available then the funds will be locked up in the town vault until the next business day that the Treasurer is in the office.

Citizen Use of Town Owned Property

Town Office Annex

The Town Office Annex is open for meetings put on by civic groups at the discretion of the Select Board. Use of the bathroom in the Town Office during meetings in the Annex is allowed only when the Town Office is open.

Fire Fighting Equipment

Use of Fire Fighting Equipment for reasons other than fighting fires is up to the discretion of the Fire Chief.

Freedom Town Meeting House

Use of the Old Freedom Meeting House by anyone is subject to the discretion of the Select Board.

Sandy Pond Boat Landing and Swimming Area

The Boat Landing is there for trailers to be able to launch and remove boats. Swimming is not allowed at the Boat Landing.

Swimming is allowed in front of Sandy Pond Dam, and along the grassy area beyond the dam.

Any items brought into the Boat Landing or Swimming Area must be brought out when you leave.

Pets are allowed at all of the above sites, but only if they are on a leash at all times and under the control of their owner. Pet waste must be removed from these sites by the owner.

Freedom Town Park

Anyone wanting to use Mitchell Field and/or the Snack Shack at Freedom Town Park must make a request to the Recreation Committee. Reasonable use of the Playground, the Basketball Court, and the Pavilion is open to all during the daytime. Dogs and other pets are not allowed at the Park.

Town of Freedom Computer Security Policy

This policy governs the use of the Town's electronic communications and information systems by municipal users. **Users are defined as Town employees, elected officials and appointees.** All communication systems, computer equipment, software and information transmitted by or stored in these systems are the property of the Town.

Users include but are not limited to the Town Clerk, Deputy Clerks, Town Treasurer, Emergency Management Director, Animal Control Officer, Town Tax Assessor, Code Enforcement Officer, Plumbing Inspector, Town Health Official, Solid Waste Director, General Assistance Director, Road Commissioner, Fire Chief and Select Board.

The Town retains control, custody and supervision of all computers and networks owned or leased by the Town. As such, users have no right or expectation of privacy in connection with the use of said equipment and/or networks. The Town also reserves the right to monitor and remove hardware, software, data, e-mails, social media content, files or settings on computer related systems when deemed appropriate.

Users are not authorized to access messages or information using another person's password. Unauthorized duplication, dissemination, removal, installation, alteration of files, passwords, programs or other property of the Town is prohibited.

Users are expected to sign the Acknowledgment section at the end of this Policy signifying their commitment to comply with written directives provided by management about Town communication and information systems. An employee who intentionally violates any aspect of this policy may be subject to disciplinary action, including revocation of certain system privileges or termination of employment. This policy will be reviewed annually, but will require a new signature by each User only if the policy is amended.

PERSONAL USE

The Town understands an employee may need to use equipment for personal use. The usage must not preempt Town Business and must be done within the bounds of Town policies.

Users are not allowed to use Town equipment or technology for personal business interests, for profit or non-profit ventures, political activities or other uses deemed by the Select Board to be inconsistent with Town business. Questions about whether a use is appropriate should be forwarded in writing to the Select Board for a determination.

SOFTWARE, HARDWARE, GAMES AND SCREEN SAVERS

All software and hardware required for employees to perform their job will be provided and installed by the Town. Requests for new or different equipment or software should be made to the Select Board.

Games are considered inappropriate in a business environment and therefore not permitted.

Downloads, software, hardware, or other equipment, which have not been specifically approved in writing by the Select Board may compromise the integrity of the Town's computer system and are prohibited.

ELECTRONIC MAIL

This section relates to both business and personal e-mail sent from a Town computer. Personal use of the Town's email address is not allowed.

A user's personal e-mail accessed via a Town computer may be considered "public" data and is not protected by privacy laws. Never transmit an e-mail you would not want made public. Users should not expect privacy in any activity conducted on a Town-owned computer.

All emails must comply with Town policies. Notwithstanding the Town's right to retrieve and read any message or information on the e-mail, Intranet or any other Town provided and/or approved system or service, such messages or information should be treated as confidential by other users and accessed only by the intended recipient. Users should not attempt to gain access to another employee's messages or information. Any exception to this requires prior approval, from the Select Board.

STORING AND TRANSFERRING DOCUMENTS

Electronic documents, including e-mails, electronic communication and town-related materials should be stored on the Town's network in accordance with state Records Retention Policy.

Incidental communication, which is not an official record or transaction of Town business, should be deleted by the end of the business day.

Documents or electronic communication classified as protected or private information under data practices requirements will be stored separately from other files.

If there are questions regarding whether an electronic communication or other document is a government record for purposes of records retention laws, or is considered protected or private under data practices, check with the Select Board. For questions about creating an appropriate file structure for saving and storing electronic information, consult the Select Board.

INTERNET

The following considerations apply to all uses of the Internet whether business related or personal. The Town provides Internet access to users for Town business. Occasional personal use of the Internet is acceptable within the bounds of all Town policies.

There is no quality control on the Internet. All information found on the Internet should be considered suspect until confirmed by another sourced. Internet use during work hours must be limited to subjects directly related to Town business.

Users may not at any time access inappropriate sites. Some examples of inappropriate sites include but are not limited to adult entertainment, sexually explicit material, or material advocating intolerance of other people, races or religions, or matters that otherwise violate Town policies. This prohibition includes information on social media sites such as Facebook and MySpace, blogs and microblogs such as Twitter. If you are unsure whether a site may include inappropriate information, you should not visit it. No software or files may be downloaded from the Internet unless approved in advance by the Select Board. Users may not participate in any Internet chat-room.

PASSWORDS and PHYSICAL SECURITY of EQUIPMENT

The Town Clerk, also the Town Trio Administrator, is responsible for assigning and maintaining computer passwords. Passwords should not be shared under any circumstances. If it is necessary to access an employee's computer when he or she is absent, contact the Select Board. Passwords will not be stored near the computer. Passwords will be stored in the Town Office Vault and under the jurisdiction of the Town Clerk. Lock your workstation whenever you are out of your office.

Do not leave Town computer equipment unattended at any off-site facility. Equipment stored in an unattended vehicle will be stored in a secure manner and kept out of sight. The borrower of the computer is responsible for loss or damage.

EMPLOYEE ACKNOWLEDGMENT

I have received and read the above policy and have had an opportunity to ask any questions. I understand that my failure to follow these policies may result in disciplinary action including revocation of system privileges or termination of employment. I also understand that by my signature below, I am acknowledging that I'm agreeing to obey the terms of this agreement so long as I am an employee of the Town of Freedom. If this policy is amended then all employees of the Town of Freedom will be required to sign again.

Print Employee Name

Employee Signature

Date

Town of Freedom

DRIVEWAY ENTRANCE SITING

And

CULVERT INSTALLATION and MAINTENANCE POLICY

A. Permit Required

1. Any new driveway entrance onto a Town Way, discontinued, abandoned, or privately-owned road requires an entrance permit to be applied for, approved and issued by the Public Works Director or the Director's designee. Driveway entrances requiring site review in accordance with the Land Use Ordinance shall first require approval from the Planning Board.
2. If a new entrance requires the installation of a culvert, the Public Works Director or designee will state on the permit the diameter and length of the culvert. The culvert must be installed according to these installation specifications and any other conditions which the Public Works Director or designee may impose.
3. The landowner responsible for the permit application, the contractor, and the Public Works Director must meet at the site and agree upon the placement of the culvert and any other conditions as they relate to the policy.
4. A copy of this policy and the Driveway Entrance Application must be attached to every Town of Freedom Building Permit. The Driveway Permit will be maintained in a file at the Town Office with all other permits associated with the building of a new structure and/or driveways.
5. This Policy shall apply equally to any seeking a Harvesting Permit that will enter on a Town Way or other roads as described above.

B. Siting Requirements

The edge of the driveway shall be setback at least 10 feet from the edge of any side or rear property line unless there is a survey of the property completed by a Registered Land Surveyor and corner pins properly locating the property lines exist. In such case, the edge of the driveway may be as close as 3 feet from a side or rear property line, provided proper drainage is installed to ensure that stormwater runoff is not channeled onto abutting property without a legal drainage easement. Shared driveways shall be exempt from the setback requirements.

C. Culvert Installation Standards

1. The minimum diameter of any culvert shall be 15 inches, the minimum length shall be 20 feet, and the maximum length shall not exceed 30 feet unless the Public Works Director approves otherwise.
2. All culvert pipe and fitting materials shall be new and shall be constructed of High Density Polyethylene (HDPE) meeting at least AASHTO M294, Type S standards and shall be installed according to this policy and the manufacturer's recommendations. Where there may be inconsistencies or conflicts between these, the Public Works Director shall make the final determination.
3. When setting a culvert, all mulch, peat or other organic material must be removed from the base area and replaced with gravel bedding material no larger than 2-1/2 inches. If a culvert must be installed over ledge or other unyielding material, the culvert must be placed on 12 inches of acceptable bedding material.

4. Culverts must be set at a downhill pitch of 2-4% (approx. 6-10 inches for a 24 ft. culvert).

5. Backfill material around the culvert and a minimum of 12 inches of cover material over the culvert must be placed in 6-inch lift increments and compacted to 95%. If the depth of the cover material cannot meet the minimum 12-inch requirement due to the presence of ledge, this may be reduced to the greatest practical extent as determined by the Public Works Director.

6. Road ditches on each end of the culvert must be dug out for a distance adequate to provide for the free flowage of stormwater through the culvert. At a minimum, the ditch at the inlet of the culvert must be opened to allow full passage of water into the culvert and, the ditch from the outlet of the culvert must be tapered down-slope for a distance sufficient to result in a continuous grade elevation equal to or less than that of the base, or invert, of the installed culvert.

7. The grade of the entrance shall slope away from the road surface at a rate of 1/2 inch per foot to provide for a low spot 3 feet beyond the edge of the existing shoulder, but not less than 5 feet from the edge of the pavement or traveled way and shall be graded so that surface water shall be carried away from the road.

8. Culverts shall extend at least 6 inches beyond the base of a 2-to-1 slope on either side of the driveway and rock headers must be installed around both ends of the culvert.

9. When it is anticipated the culvert size may need to exceed 24 inches in diameter, the landowner or developer may be required to obtain professional advice for sizing and installation of the culvert. All such costs shall be paid for by the landowner/developer.

10. Driveways shall not be ditched to carry new stormwater from the developed site to the Town road ditch. The developed site includes all new structures, driveways and private roads, parking areas, sidewalks, and other changes to real estate resulting in new impervious surface area.

11. The landowner or developer is responsible for providing all necessary barricades, lights, warning signs and other devices as necessary to safeguard traffic properly while work is in progress.

D. Installation, Replacement and Maintenance Policy

1. Following approval of the installation, the landowner or developer is responsible for the purchase, installation and proper backfilling of said culvert.

2. If the culvert is installed within the limits of a Town road, the Town thereafter becomes responsible for the maintenance and any necessary replacement of the culvert according to the requirements of this policy.

E. Enforcement

1. In the event this Entrance Siting and Culvert Installation Policy is not complied with in full, the Town may take action against the landowner or developer in accordance with the enforcement provisions contained in State law (30-A MRSA, Section 4452) and the Land Use Ordinance of the Town of Freedom.

Town of Freedom

DRIVEWAY ENTRANCE PERMIT APPLICATION

The undersigned landowner or developer hereby applies for a permit to construct a new driveway entrance within the Town of Freedom and agrees to fully comply with the Town's *Driveway Entrance Siting & Culvert Installation & Maintenance Policy* as a condition of approval, a copy of which is attached. In order to fulfill the requirements of this application, the Landowner is required to contact the Public Works Director (207) 382-3042 at the Town Garage and leave a voice mail. After this application is filled out, it will be maintained by the Town Clerk with the Building Permit and all other pertinent applications. Please be advised that the Building Permit is not complete until all applications are turned in to the Town Clerk.

Owner's Name: _____

Telephone No. _____

Mailing Address: _____

Applicant's Name (if different from owner): _____

Mailing Address: _____

Telephone No. _____

Location of Property: _____

Street Address: _____

Map: _____ Lot: _____

Proposed use of property: Dwelling___ Garage___ Business___ Barn___ Woodlot___

Other___: (explain) _____

Width of Proposed Driveway: _____

Signature of Applicant: _____ Date: _____

.....
Diameter of culvert approved: _____ Length of culvert approved: _____

Other Conditions of Approval:

Permit Granted for the above specified entrance by _____
Public Works Director or Designee Date

Town of Freedom Employee Drug Testing Policy

It is the policy of the Select Board of the Town of Freedom that all employees that work with equipment and are required to hold a CDL license shall be drug tested upon hiring and randomly tested thereafter.

Town of Freedom
71 Pleasant Street
Freedom, Maine 04941

Employee Health Insurance Policy

It is the policy of the Selectmen of the Town of Freedom to share the cost of a health insurance benefit from the Maine Municipal Health Insurance Trust for the following employees:

Benefits will vary based upon the number of hours that the employee works for the town.

If the employee works an average of 40 hours per week and is expected to work for 52 weeks or one year, as determined by the Select Board, the town will pay 80% of the cost. If the employee works an average of 30 hours per week and is expected to work for 52 weeks or one year, as determined by the Select Board, the town will pay 60% of the cost. Anyone working for less than 30 hours per week will not qualify.

For any employee who has worked for the Town for Five consecutive years or more, the Town will pay 90% of the cost of health insurance.

The percentage not paid by the Town is the responsibility of the employee and will be deducted from his pay. The Town's contribution is not subject to taxes.

The Select Board will consult with the underwriter from the Health Insurance Trust, and with the Freedom Budget Committee each year to determine which plan will be made available to employees.

Family coverage is provided by the Health Insurance Trust, but the Town will not pay for it.

Employees will be informed of open enrollment periods.

Equal Employment Opportunity Policy

The Select Board of the Town of Freedom declares their intent that the Town will pursue a policy of non-discrimination in personnel practices, including: recruiting, hiring, opportunities for transfer and promotion, conditions or privileges of employment, as well as compensation and benefits. Such practices or procedures shall not favor or penalize any person because of race, creed, color, sex, marital status, national origin, age, physical handicap, where these are not found to be bona fide occupational qualifications.

The Town recognizes its responsibility to enhance the purposes set forth in the Maine Human Rights Act as well as Federal statutes which may apply as a result of its Federal grant activities.

Town of Freedom

General Policies of the Select Board

For Elected Town Employees

The **Town Clerk** is elected annually by the citizens of Freedom, and therefore is not directly under the supervision of the Select Board. The Town Clerk also holds other positions essential to town government, specifically, **Town Tax Collector, Excise Tax Collector and Registrar of Motor Vehicles, Registrar of Voters and Election Warden, Deputy General Assistance Officer, and Keeper of Vital Records.**

However, the Select Board is ultimately responsible for the finances of the Town. Therefore, in order to keep the Select Board updated on town office business, to allow time for questions, and to promote more communication, and to follow Maine State Statutes and other guidelines, the Town Clerk will be expected to be available at weekly meetings of the Select Board to provide information as requested. Information requested would include but not be limited to the following: paid and unpaid property and excise taxes, and lien reports.

The Town Treasurer is also elected annually by the citizens of the Town and is also not directly supervised by the Select Board. However, the Town Treasurer is also expected to attend weekly meetings of the Select Board and to be able to present reports such as, but not limited to the following: cash flow statements, revenue statements, warrants, disbursements, fund balances, foreclosures, and, in general, all town accounts.

The Town of Freedom owns the fire Station and all the firefighting equipment. Freedom also has a Freedom Volunteer Fire Department, Inc., (FVFD) and it is a private Fire Department. The FVFD is a separate non-profit incorporated under the laws of the State of Maine. It was created in 1950 and voted by the citizens of Freedom to act as the town's fire department in the same year. The **Fire Chief** is elected by and from the membership of the FVFD, Inc., and then approved annually by the citizens of Freedom at the town meeting.

The Fire Chief is expected to develop the town's fire department budget and present it to the town's Budget Committee for their approval before being presented at the annual town meeting. The Select Board expects that the Fire Chief will periodically present the Select Board with revenue reports from sources such as income from the Town of Knox, from Cost Recovery and from other sources. All expenditures from the Fire Department's Capital Reserve Account must be first approved by the Select Board. The Select Board expects to be informed of all activities regarding firefighting and emergency actions of the FVFD in a timely manner. Use of firefighting equipment for anything other than firefighting or training may be done only with prior approval of the Fire Chief and reported to the Select Board. The FVFD, Inc. carries out fundraising and maintains a bank account for its own use. The Select Board requests that copies of End Of Year bank statements be presented to the Select Board.

Town of Freedom

Holiday Policy for Non-Elected Personnel

The following holidays will be paid days for Non-Elected personnel. If circumstances, such as weather conditions or other emergencies cause work to be required, then the holiday time will be made up on the first available date per a decision of the Select Board.

New Year's Day
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Thanksgiving Friday
Christmas Day

This notice shall be posted in the Town Garage and on the Town Website on an annual basis at the beginning of each year.

Town of Freedom

Mileage Reimbursement Policy

It is the policy of the Selectmen of the Town of Freedom to reimburse town employees for vehicle mileage incurred by the employee when operating his/her own personal vehicle, and when running errands or doing business for the town beyond the town limits. The amount of reimbursement during the course of the year shall not exceed the expense account for that employee, as approved at the annual town meeting. The rate for the current year will be at .55 per mile. Each employee must turn a mileage slip into the Town Treasurer in order to receive reimbursement.

Town of Freedom

Policy regarding Tobacco Products on Town owned property

It is the policy of the Town of Freedom that the use of all tobacco products on town owned property is not allowed.

Town of Freedom

Policy for Vacancies and Appointments to Town Boards

It is the Policy of the Select Board of the Town of Freedom to publish information about vacancies on Town Boards. Vacancy information will be published only after the person leaving the position provides an official resignation to the Select Board and to the Chairperson of the Board in question; or after the Select Board, at a meeting open to the public, have (by majority vote) removed the Board member. Vacancy information will be published in the Approved Minutes of the weekly Select Board's meeting at which the resignation letter is received by the Select Board, or of the weekly Select Board's meeting at which the Select Board have voted to remove the Board member in question. Vacancy information will also be published by posting a Notice at the Freedom General Store, the Freedom Fire Department, the Freedom Town Office, and the US Post Office in Freedom. No additional posting locations are required. If possible, posting a Notice of such vacancy will be placed on the Town's website. These Notices shall remain posted for up to 7 calendar days.

Further, it is the Policy of the Select Board of the Town of Freedom to appoint as members of the various Town Boards--and to keep as Board members--only qualified volunteers who can give such positions the time and attention they require. If no one qualified volunteers for a vacant position, the position will remain vacant until a qualified person does volunteer and is appointed by the Selectmen. The Select Board will determine, by majority vote, whether volunteers are qualified for the positions they seek to fill.

If a Board member currently on a Town Board has demonstrated an inability, through intent or simply life's circumstances, to give the position they hold the time and attention it requires, the Selectmen can, by majority vote, remove the current Board member from the Board in question.

Town of Freedom

71 Pleasant Street Freedom, ME 04941

Retirement Plan Policy for Town Employees

The Town of Freedom will sponsor a retirement program for its eligible employees under the guidelines of the Internal Revenue Code. The Plan will be a SIMPLE IRA.

The town will match a regular contribution (at least monthly) up to 3% of each employee's compensation. The match will only be made if the employee also contributes at least 3% of his or her eligible compensation. Compensation shall consist of wages and/or salary only and will not include benefits or expense reimbursements. Employees may, at their option, make additional tax deferred contributions subject to the limitations of The Plan and the Internal Revenue Code.

An eligible employee shall be one who:

- 1. Shall have reached the age of 18 years, and**
- 2. is expected to earn at least \$5000 during the current year.**

Town of Freedom

71 Pleasant Street
Freedom, Maine 04941
Phone: (207)382-6177
Fax: (207)382-3040
Email: townoffice@freedomme.org

Board of Selectmen

C. Ronald Price
Stephen Bennett
Elaine Higgins
Alyssa Brugger-Treasurer
Cynthia Abbott-Clerk, Tax Collector

Returned Check Policy

Policy for the disposition of personnel or corporate checks returned, from the bank to the town, for non-negotiable funds

When a check is returned from the bank to the Town of Freedom for the reason of insufficient funds, and the check is regarded as non-negotiable by the bank, a thirty dollar (\$30) service charge will be assessed for the first offense. The person or persons responsible for making payment on said check must redeem the check for the face amount, in cash or certified funds, plus the thirty dollar (\$30) service charge.

If a second and subsequent check is returned from the bank to the Town of Freedom for any reason, and the check is regarded as non-negotiable by the bank, a thirty (\$30) service charge will be assessed. The person or persons responsible for making payment on said check must redeem the check for the face amount, in cash or certified funds, plus the thirty dollar (\$30) service charge and all check cashing privileges will be suspended for a period of two years.

If a check is written to the motor vehicle department and returned from the bank to the Treasurer of Freedom for any reason, and the check is regarded as non-negotiable by the bank, the person or persons responsible will be assessed the penalties listed above. Plus, if the matter is not resolved within ten (10) days after dated notice is sent to the person or persons responsible for the check, the Augusta Motor Vehicle Department will be contacted. This will result in the suspension of driver's license and vehicle registration. **There will also be reinstatement fees for the registration and driver's license payable to the Secretary of State after restitution has been made.**

If legal action is necessary to collect funds owed to the Town of Freedom on a non-negotiable check, the person or persons responsible for the check will be liable for all expenses incurred by the town for said legal action. All check cashing privileges will be suspended for a period of three years.

Suspension of check cashing privileges will require all future monetary transactions, for the time duration levied in the penalty, between the Town of Freedom and the offending party or parties to be conducted in cash or certified funds only.

Town of Freedom

Road Maintenance and Mail Box Policy

Road maintenance and mail delivery require that mailboxes along the road meet certain requirements. If you follow them, you're less likely to have the Post Office have difficulties delivering your mail, and you're less likely to have your mailbox damaged by plowing and other road maintenance

- Position your mailbox at least 45" from the road surface to the bottom of the mailbox or point of mail entry.
- Place your mailbox back from the edge of the road, close enough that the mail carrier can access it without leaving his vehicle, but far enough that it will not be struck by traffic.
- Put your house or apartment number on the mailbox.
- If your mailbox is at the end of a road, away from your house, put your full street address on the box.

The best mailbox supports are stable but bend or fall away if a car hits them. The Federal Highway Administration recommends:

- A 4" x 4" wooden support or a 2"-diameter standard steel or aluminum pipe.
- Avoid unyielding and potentially dangerous supports, like heavy metal pipes, concrete posts, and farm equipment (for example, milk cans filled with concrete).
- Bury your post no more than 24" deep.
- Keep the path to your mailbox clear.

Additionally, fire trucks and other emergency vehicles use your mailbox number to locate your home, so make sure your box number is clearly displayed on your mailbox. This will also make sure you properly receive your mail.

Making sure your mailbox meets these requirements will make mail delivery and road maintenance safer and more efficient, and it will reduce the possibility of any damage to your mailbox from plowing.

Town of Freedom

Salt and Sand Public Use Policy

It is the intent of this policy to provide a source of mixed sand and salt for residential use for emergency traction. The Select Board recognizes that weather conditions occasionally result in extremely slippery conditions and that the availability of a small amount of sand and salt can greatly enhance our citizens' safety. This program provides the availability of the public to obtain without charge a limited amount of material.

This program is available only to residents of the Town of Freedom only, with limitations stated below.

The Freedom Board of Selectmen implement this policy as a public safety expenditure pursuant to 30-A MRSA § 5722(1), general operation of the municipal government.

1. The Town has a sand storage building at the public works that is meant to store a limited amount of sand mixed with salt in an appropriate ratio to prevent freezing. The location of the storage of sand for citizen use is separate from that for municipal use. Access to the municipal salt and sand shed is restricted to Town employees and contractors who are authorized to be there. There will be signs to clearly state this.
2. Residents of the Town of Freedom may obtain no more than two 5-gallon pails of sand per storm. Residents are to provide their own container and the means to load the containers and transport them to the destination of use.
3. The Public Works Director is responsible for monitoring the sand supply and any abuses of the residents' privilege and shall report any abuses to the to the Board of Selectmen. The report shall include the date and time of the abuse, the vehicle description of the offender and a brief written description of the alleged abuse.
4. Residents found to be abusing the limitations shall be subject to a fine of \$100 per occurrence, payable to the Town of Freedom. The Select Board shall bill the accused offender, who may request a formal hearing before the Board of Select Board. If an abuse is found to be grossly offensive (i.e. a plowing company loading its sander hopper), the Selectmen reserve the right to charge the offender double the cost of the material and to file a theft complaint with the appropriate law enforcement agency. The Select Board may withdraw the privilege of access to sand for those who repeatedly abuse this program.
5. Any non-resident caught taking sand from the building will be charged with theft.
6. The Town of Freedom does not assume any responsibility for making sure the storage area has sand stockpiled.
7. Use of the public sand is at the user's own risk. The Town shall not be held liable for any damages or injuries incurred in the loading, transportation, or use of the material.

Town of Freedom

Select Board Disbursement Policy

Pursuant to 30-A MRSA §5603(2)(A), no money may be paid out of Town accounts unless the Select Board, by majority vote, have authorized the Treasurer to do so.

It may become the case that because of vacancy, illness, or other unavoidable circumstance, a majority of the Select Board is not able or available to sign disbursement warrants. If this occurs, this policy permits one or more Selectmen to sign disbursement warrants for

- payments of employee wages and benefits pursuant to 30-A MRSA §5603(2)(A)(1);
- payments for municipal education costs if the disbursement warrant is signed by the school Superintendent and a majority of the School Board pursuant to 30-A MRSA 5603(2)(A)(2); and
- payments of State fees.

There is no authority under State statute for less than a majority of the Board to sign disbursement warrants for any other type of account payable. In the event that the Board is left without a quorum, any payments must be deferred until the vacant seat is filled by election.

This policy must be renewed annually by vote of the Select Board and filed with the Town Clerk and the Town Treasurer.

Town of Freedom

Select Board Meetings

The Board of Select Board will hold regular meetings every Monday night, beginning at 6:00 pm. As much as is practicable, meetings will end no later than 8:00 pm.

Early in every meeting, there will be time set aside for the Citizen's Issues and Concerns.

It is expected that mutual respect will be shown by all in attendance.

It is also the policy of the Select Board to have minutes taken by a Deputy Town Clerk, or by a volunteer when a Deputy is unavailable. In any case, the minutes, until Approved at the next meeting of the Select Board, shall be marked and highlighted as Unapproved. These Unapproved minutes will be entered into the Select Board's notebook and made available at the Clerk's counter as soon as is practical, only until the Select Board has Approved the minutes at their next meeting. After the minutes have been Approved, the Unapproved minutes will be destroyed by the Town Clerk and the Approved minutes will be entered into the Select Board's notebook. As soon as possible, the Approved minutes will also be made available to the public on the town's website.

Town of Freedom

Sex Offender Registry Policy

It is the policy of the Freedom Select Board to maintain and regularly update a file of any individuals on the Maine Sex Offender Registry with a Freedom zip code.

These individuals will be listed with either their home or work address, and shall have their photos posted in a notebook in the Town Clerk's office. This notebook shall be available to the general public upon request whenever the office is open.

Town of Freedom

Sick Time Policy for Non-Elected personnel

It is the policy of the Select Board of Freedom to provide paid Sick Time to Full-Time Employees who are Non-Elected personnel per the following rules:

1. To be a Full-time Employee, and individual must work at least forty (40) hours per week on average and be expected to work fifty-two (52) weeks per year.
2. Any Full-time employee who has worked forty hours per week for fifty-two weeks will qualify for three (3) days or twenty-four (24) hours of paid sick time per calendar year beginning the next year.
3. Any full-time employee who has worked for five (5) consecutive years, will be entitled to forty (40) hours of paid sick time per calendar year.
4. Any unused sick time will not be carried over into the following year.

TOWN OF FREEDOM MAINE BID POLICY FOR SALE OF PROPERTY DEPICTED ON
TAX MAP , LOT ; PROPERTY

The Select Board of the Town of Freedom, Maine hereby adopts the following bid process to be followed for the sale of the property located on the which the Town of Freedom may have acquired pursuant to a certain Municipal Tax Lien recorded on in of the Waldo County Registry of Deeds.

The Bid Policy is established as follows:

1. The Select Board shall publish Notice of the bid in such newspapers as it deems appropriate in order to advertise to potentially interested purchasers;
2. The advertisement for sale shall specify a time and date when the sealed Bids shall be opened;
3. Each Bid shall contain the name, address, email address, and telephone number of each Bidder in a sealed envelope. For Corporations, the name of the person with authority to bid shall be clearly stated together with that person's title or capacity. Each sealed Bid envelope shall be clearly marked as follows on the outside of the envelope:

"Sealed Bid For"

4. Each Bid shall contain within it, a deposit check in the amount of Two Thousand (\$2,000.00) dollars made payable to the Town of Freedom. No Bid shall be considered absent a deposit check;
5. The Select Board shall have the right to award the bid to whichever person and/or entity they deem to be in the best interest of the Town of Freedom regarding the sale of this Lot, in their broad discretion;
6. The Bidder to whom the Select Board awards the Bid, shall execute a Purchase and Sale Agreement in the form attached hereto in Exhibit A, which shall require a closing to take place on or before 30 days from the date of execution of the Contract. In the event that the Bidder fails to pay the full purchase price on or before the expiration of the term of the Contract, then in that event, the Town shall retain the Bid deposit as its liquidated damages for the lost opportunity cost and the costs of re-advertising and resale;
7. At the Closing, the Select Board shall execute a Municipal Quitclaim Deed releasing all right, title and interest from the Town of Freedom into the person or entity to

whom the Bid was awarded. The property shall be sold, as-is, where-is, without warranty, covenant, obligation or any other disclosure which may be relied upon by any person. Any and all inspections, title searches or other due diligence efforts are entirely the obligation of the Bidder. The Bidder agrees to release and hold harmless the Town of Freedom, its officers, agents and/or officials s regarding any liability or defect in the status of the title or condition of the premises or any other aspect of the property which would affect its market value.

Adopted by the Select Board of the Town of Freedom Maine on _____.

Chair of the Select Board

Select Board Member

Select Board Member

1. Purpose of Expenditure Policy

1.1. The Town of Freedom has created this policy to ensure that the Town meets all expenditure requirements as required in order to be reimbursed during a Public Assistance declaration by the President. This policy deals with the expenditure of funds by the municipal government when the Governor declares a State of Emergency due to a major emergency or disaster. This policy compliments FEMA Public Assistance Program and Policy Guide, FP 104-009-2, dated April 2018.

2. Emergency Protective Measures (Category B)

2.1. The Town Emergency Operations Center (EOC) may initiate Emergency Protective Measures before, during, and after an incident in order to eliminate or lessen immediate threats to lives, public health, or safety; or eliminate or lessen immediate threats of significant additional damage to improved public or private property in a cost-effective manner.

2.2. The Town EOC shall document that a threat exists, including identification and evaluation of the threat and recommendations of the work necessary to cope with the threat.

2.3. The following is a list of costs for emergency protective measures that the Town EOC may expend during an EOC activation. These measures save lives or protect public health or safety.

- Emergency Operation Center (EOC) operations
- Transporting and pre-positioning equipment and other resources for response
- Disaster logistics to include equipment and facility rental and supplies acquisition
- Supplies and commodities for public (food, water, clothes, fuel, etc.)
- Emergency transportation costs for evacuations and medical care transport
- Emergency sheltering for people and pets
- Disaster Volunteer Reception Center operations
- Disaster Volunteer shelters
- Mass Feeding Site operations
- Warming Center operations
- Child care for Town employees who are working emergency protective measures assignments
- Search and rescue to locate survivors, household pets, and service animals
- Search and recovery to locate and recover human remains
- Security for incident sites, impacted critical facilities, emergency facilities
- Traffic control and access control
- Use or lease of temporary generators for facilities that provide essential community services
- Dissemination of public information to provide warnings and guidance about health and safety hazards
- Area reconnaissance and initial damage assessment

2.4. Emergency Operations Centers

2.4.1. The Town EOC will direct and coordinate resources and response activities during the response and short-term recovery phase of the emergency. Expenditures associated with operating the EOC may include:

- Costs of operating the EOC facility stationary back-up generators, to include fuel, oil, filters, and general maintenance due to use of the generators during outages.
- Costs of supplies and materials for the EOC
- Costs for food consumed by the EOC staff. (EOC staff will not leave the EOC for lunch. Instead food will be brought into the EOC).

2.5. Supplies and Commodities

2.5.1. The EOC may purchase supplies and commodities required for emergency protective measures. Examples include, but are not limited to, safety equipment, personal protective equipment, radios, power tools, sand, and tarps.

2.5.2. The EOC may purchase life-saving and life-sustaining commodities and provide them to the impacted communities. Examples of such commodities include, but are not limited to, food, water, ice, personal hygiene items, cots, blankets, tarps, plastic sheeting for roof damage, and generators, as well as food and water for household pets and service animals.

2.5.3. The EOC may expend funds to deliver these same commodities to unsheltered residents in communities where conditions constitute a level of severity such that these items are not easily accessible for purchase. This includes food and water for household pets whose owners are in shelters. The EOC may rent vehicles, trailers and storage space for the commodities.

2.6. Meals

2.6.1. The Town EOC shall provide meals for Town employees, contractors and volunteers who are engaged in emergency protective measure tasks. The Town does not provide per diem reimbursements during major emergencies and disasters to Town employees, contractors and volunteers. The Town EOC will only expend funds for the cost of meals that are brought to the work location and purchased in a cost-effective and reasonable manner, such as bulk meals.

2.7. Evacuation and Sheltering

2.7.1. The EOC may expend funds for the evacuation and sheltering of survivors. This includes household pets and service and assistance animals, but not exhibition or livestock animals.

2.7.2. The EOC may fund the transportation of evacuees, household pets, service animals, luggage, and durable medical equipment. This includes emergency medical transportation. The mode of transportation should be customary and appropriate for the work required. The EOC may expend funds for:

- Transferring patients from inoperable, compromised, or overwhelmed eligible medical or custodial care facilities to another medical facility or to a shelter.

- Transferring patients back to original medical or custodial care facility, when appropriate.
- Transporting survivors, including shelterees, who require emergency medical care to and from the nearest existing or temporary medical care facility equipped to adequately treat the medical emergency. Transport may include emergency air, sea, or ground ambulance services if necessary.
- Use of equipment such as buses, trucks, or other vehicles (including accessible vehicles) to provide one-time transportation to evacuate survivors and their household pets and service and assistance animals to emergency shelters from pre-established pick-up locations. This includes stand-by time for drivers and contracted equipment while waiting to transport survivors.
- Paratransit transportation services, such as vans, minibuses, and buses, (including accessible vehicles) to transport senior citizens, individuals with disabilities (including mobility disabilities) or access and functional needs, individuals in nursing homes and assisted-living facilities, and homebound individuals impacted by the incident.
- Tracking of evacuees, household pets, service animals, luggage, and durable medical equipment. This includes the use of animal microchips for the purpose of tracking evacuated animals.
- Food and water provided during transport.
- Emergency medical care provided during transport, including emergency medical personnel and supply costs.
- Stabilization of individuals injured during evacuation.
- Costs incurred in advance of an incident necessary to prepare for evacuations in threatened areas. Costs may include mobilization of ambulances and other transport equipment.

2.7.3. The EOC may fund the operation of emergency shelters and warming centers. Costs may include:

- Hot and cold meals, snacks, beverages, and related supplies for survivors
- Cooking and serving supplies
- Food, water, and bowls for household pets and service and assistance animals
- Durable medical equipment
- Consumable medical supplies
- Medication for animal decontamination and parasite control
- Infant formula, baby food, and diapers
- Refrigerators, microwaves, and crock pots
- Cots, cribs, linens, blankets, pillows, tables, and chairs
- Crates, cages, leashes, and animal transport carriers
- Personal hygiene kits with items such as shampoo, soap, toothpaste, a toothbrush, towels, and washcloths
- Animal cleaning tables and supplies
- Washers and dryers (one of each per 50 shelter residents)
- Toys and books
- Supervision of paid and volunteer staff
- Cleaning the shelter, linens, and animal crates
- Shelter safety and security

- Use of equipment, such as ambulances, buses, trucks, or other vehicles, to provide sheltering support
- Phone banks for survivors
- Care for survivors with disabilities or access and functional needs
- Licensed Day Care for shelter residents

Freedom Town Office
71 Pleasant Street
Freedom, Maine

Office Hours

The Town Office will be open

Monday 9am – 6pm
Tuesday – Thursday 9am – 3:30pm
First Saturday of the Month
9am – 12pm

The Town Office will be closed:

New Year's Day
Martin Luther King Day
Presidents' Day
Patriots Day
Memorial Day
Independence Day
Labor Day
Indigenous Peoples Day
Veterans' Day
Thanksgiving
Thanksgiving Friday
Christmas Day

If the weather's bad, and you're wondering if the Town Office is closed, here's the policy: **if RSU #3 schools are closed, the Town Office will be closed.** For information, visit <https://bangordailynews.com/closings/>.

The Town Office will be open on all days as scheduled with the exception of the listed holidays and inclement weather. If the holiday falls on a Saturday, then the day off would be on Friday the day before. If the holiday is on a Sunday, the day off will be the following Monday.

This notice shall be posted in the Town Office and on the Town Website on an annual basis at the beginning of each year.

Town of Freedom

Town Office Key and Code Security Policy

It is the policy of the Select Board to ensure the security of the town office and the well-being of town records.

The Town Clerk will be responsible for the maintenance of a list of town officials who have been provided with keys and codes, and for insuring that all officers and committee chairs are informed of these rules.

The Public Works Dep't head will keep a list of personnel who have keys to the town garage, town vehicles and equipment and all Public Works employees will be subject to the same rules as all other employees concerning the key policy.

No one shall give, lend or in any way, share their key and code with anyone not authorized to have a key.

Therefore the Selectmen order that the Town Clerk will issue master keys and codes for the key pad to the Select Board, the Town Clerk, the Deputy Town Clerk, and the Town Treasurer. Master keys will unlock every door at the town office with the exception of the vault. A key to the vault will be issued to the Town Clerk then to the Treasurer. No other individuals than the aforementioned town officers will be allowed the use of a master key or vault key at any time. The back door to the Clerk's office and the door from the counter area to the interior of the Clerk's office shall be closed and locked whenever the vault door is to be opened. No other individuals will be allowed access to the Clerk's office, the Select Board office, or the vault, at any time, unless in the presence of one of the aforementioned officers.

Keys to the General Meeting Room and key pad code shall be issued by the Town Clerk to the Chairmen of any Town Committees that meet on a regular basis at the town office. Any keys held by committee head will only open the conference room and not the office.

All keys and codes are non-duplicate, and must be returned to the Town Clerk immediately upon the officer's or town employee's termination of service to the town.

Failure to return keys to the Town Clerk will result in withholding of the last pay check of the employee and the cost of new locks and keys for all who need them will be deducted from that pay check. New keys will then be made and distributed to any and all persons needing access to the building.

The final pay check will reflect the cost of the new locks and keys along with all the other withholding and deductions for that check.

Use of the Boat Landing, Swimming Area, and Freedom Field
(The following policies will be enforced)

- The Boat Landing is there for trailers to be able to launch and remove boats. Swimming is not allowed in this area.
- The Swimming Area is located in front of Sandy Pond Dam, and along the grassy area beyond the dam.
- Any items brought into the Boat Landing or Swimming Area must be brought out when you leave.
- Pets are allowed at all of the above sites, but only if they are on a leash at all times and under the control of their owner.
- Pet waste must be removed from these sites by the owner.

Town of Freedom

Vacation Policy for Non-Elected Personal

It is the policy of the Select Board of the Town of Freedom to provide paid vacation time for Fulltime Employees per the following rules:

1. To be considered a Fulltime Employee, an employee must work no less than forty (40) hours per week in order to receive this benefit.
2. After working fifty-two (52) weeks, every Fulltime Employee shall be entitled to take five (5) days of paid vacation time.
3. All fulltime employees who have worked for five (5) consecutive years shall be entitled to take two full weeks of paid vacation time.
4. Two weeks prior notice and approval by the Select Board is required. Approval is based upon current and pending workloads, weather conditions
5. Vacation time can be taken in as little as one-day increments.
6. Any Paid Vacation Time not taken by the end of the current year will not be carried forward.

Freedom Winter Roads Policy

- 1) **Slow down!** Winter driving is treacherous and excess speed spells disaster.
- 2) When plows are out, slow down, move over and give them plenty of room and the right of way.
- 3) **Do not** plow snow out of driveways and across the road. To do so is dangerous and a violation of Maine State law.
- 4) If snow needs to be plowed out of driveways, plow to the right and along the snow bank in the same direction the plow travels.
- 5) **Do not** plow snow into the culvert openings at driveways or into cross culvert openings that are servicing the road.
- 6) After November 1 and until April 30 **do not park** vehicles in the road. Park in the driveway and be sure vehicles are at least 8 feet from the edge of the road.
- 7) **Do not** place any obstacles such as rocks at the end of driveways or within 8 feet of the edge of a road or a plow turnaround.
- 8) During major storms try to keep off the roads as much as possible. The less traffic our plows drivers encounter the better they can do their job.
- 9) If you have a complaint please call the Town Office or one of the Selectmen.