



Town of Minot Selectmen Epacket

June 26, 2023 at 6:30pm
Regular Meeting

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Town of Minot

329 Woodman Hill Road
Minot, ME 04258
207-345-3305
www.minotme.org

Board of Selectmen
Minot Town Office
329 Woodman Hill Road
Monday, June 26, 2023
Meeting at 6:30pm
Agenda*

REGULAR MEETING

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes
 - a. June 12, 2023
4. Warrants
 - a. Payroll Expense Warrant
 - b. Treasurer's Warrant
5. New Business
 - a. Review and Discussion of Highway Capital Improvement Program (CIP)
 - b. Update and Discussion Regarding ARPA Funds
 - c. Discussion of Personnel Policy Changes
 - i. Dress Code
 - ii. FMLA Updates
 - iii. Employee Recognition Program
 - d. Executive Session pursuant to Title 1 MRSA §405 (6)(e): Discussion with Town Administrator, Clerk and Animal Control Officer Regarding Potential Legal Matter
 - e. Executive Session pursuant to Title 1 MRSA §405 (6)(a): Discussion with Town Administrator and Town Clerk Regarding Personnel Matters
6. Department Head Updates
 - a. Clerk's Report
 - b. Highway Report
 - c. Fire Department Report
7. Town Administrator's Report
8. Selectmen Comment
9. Public Comment (3-minute limit) – Items in public comment may be scheduled for a future meeting to provide for Board consideration and public notice
10. Next Meeting Dates
 - a. Monday, July 10, 2023
11. Adjournment



Town of Minot

329 Woodman Hill Rd.

Minot, ME 04258

207-345-3305

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Board of Selectmen Meeting

Minot Town Office

basement

Monday, June 12th, 2023

6:30 pm

Minutes*

REGULAR MEETING

Selectmen: Chair Daniel Gilpatric, Vice Chair Lisa Cesare, Brittany Hemond, William Perry, and Matthew Callahan

Absent: Danielle Loring (Adminitstrator)

Staff: Sara Farris (Clerk) and Dean Campbell (Fire Chief)

Public: None

1. Call to Order

Chair Daniel Gilpatric called the meeting to order at 6:30pm and a quorum was present.

2. Pledge of Allegiance

Recited

3. Approval of Minutes

a. Tuesday, May 30th, 2023

Motion: Brittany Hemond made a motion to approve the Minutes from Tuesday, May 30th, 2023; second by Lisa Cesare.

Discussion: None

Vote: Unanimous Approval (5/0)

** Written minutes serve as reference to the official record, which are recording kept at the Town Office.

Board of Selectmen Meeting Minutes Dated June 12th 2023.

*Items may be taken out of order at the Chairman's Discretion.

4. Warrants

a. Payroll Expense Warrant

b. Treasurer's Warrant

Motion: Matthew Callahan motioned to accept the Payroll Expense Warrant in the amount of \$20,506.30 and the Treasurer's Warrant in the amount of \$227,085.32; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

Chair Daniel Gilpatric moved item 7 c. up on the agenda as Chief Campbell was present.

7. Department Head Updates

c. Fire Department Report Submitted by Fire Chief, Dean Campbell

See attached report for more information.

Dean Campbell reviewed and discussed his report with the Selectmen.

New Business #5: Dean Campbell attended the last Planning Board meeting regarding the solar farm on Rt. 124 and had some concerns regarding the ability to fight a fire at the location. He explained that the area is 800 ft fence to fence and 125 ft up hill. He suggested that they install a standpipe in case of a fire that can disperse 500 gallons of water a minute.

New Business #9: Dean Campbell wants to schedule an annual service on the rescue tool (Jaws of Life) and the service will cost about \$750.00. William Perry asked if the Town should just purchase a new rescues tool. Dean responded that the current tool would cut most vehicles and that they would want to try for a grant to update to a newer, battery-operated tool. He also plans to move the old tool to another truck.

Other Issues #2: Dean has been working to start a Junior Fire Fighter Program and has received 1 application so far. He would like the applicants to have their own transportation and to have their parents involved.

The Selectmen were impressed that Dean is working with Ogunquit to send out old SCBA bottles to Ukraine.

Chief Campbell left the meeting.

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Board of Selectmen Meeting Minutes Dated June 12th 2023.

*Items may be taken out of order at the Chairman's Discretion.

5. Assessor's Business

a. Consideration of Approval for Tree Growth Penalty

Jill Ellis OBO William L. Bryant

0 Grange Ave

R03-033

Penalty for removing parcel from Tree Growth. Staff is recommending approval as penalty has been paid.

Motion: Lisa Cesare made a motion to accept the Tree Growth Penalty in the amount of 19,029.60; second by Brittany Hemond.

Discussion: None

Vote: Unanimous Approval (5/0)

Assessors Brittany Hemond, Lisa Cesare, and Daniel Gilpatric signed the Supplemental paperwork.

6. New Business

a. None

7. Department Head Updates

a. Clerks Report submitted and read by Clerk Sara Farris

- 13 interviews scheduled for Deputy Clerk position for the week of the 19th.
- The solar project on Rt. 124 is on hold for now. Caitlyn at Sebago Technics received a "stop work order" on the project.
- 30-Day Notices ready to be mailed on the 20th.
- Excise up \$9,408.22 compared to last May.

See attached report for more information.

b. Highway Report submitted by Highway Supervisor, Scott Parker and read by Danielle Loring

See attached report for more information.

8. Town Administrator's Report Presented by Danielle Loring

Danielle absent

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Board of Selectmen Meeting Minutes Dated June 12th 2023.

*Items may be taken out of order at the Chairman's Discretion.

9. Selectmen Comment

Lisa Cesare asked for an update on the front door repair or replacement. Sara Farris answered that she believed Danielle is going to have the door repaired instead of replaced because the doors themselves are still in good shape and the company recommends fixing instead of replacing. Office staff is also using an alternate way of locking and unlocking the door for now to limit further damage.

9. Public Comment

None

10. Next Meeting Dates

a. Monday, June 26th, 2023

Date acknowledged.

11. Adjournment

Motion: Matthew Callahan made the motion to adjourn at 6:53 pm; second by William Perry.

Discussion: None

Vote: Unanimous Approval (5/0)

The board adjourned at 6:53 pm.

Sara A. Farris - Clerk
Recording Secretary

Daniel Gilpartic – Chair

Matthew Callahan

Lisa Cesare – Vice Chair

William Perry

Brittany Hemond

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Board of Selectmen Meeting Minutes Dated June 12th 2023.

*Items may be taken out of order at the Chairman’s Discretion.

REVISED Highway Department Replacement Schedule

<u>YEAR/MAKE</u>	<u>DESCRIPTION</u>	<u>YEAR PURCHASED</u>	<u>ANTICIPATED USEFUL TERM</u>	<u>REPLACEMENT DATE</u>
2020 RAM	3/4-ton Pickup	2020	5 years	2025
2008 Sterling	Plow truck	2008	14 years*	2022
2008 Komatsu	Loader	2009	15 years	2024
2012 Peterbilt	Plow Truck	2011	14 years*	2024
2017 GMC	1 ton Pick Up	2017	10 years	2027
2015 Peterbilt	Plow Truck	2014	14 years*	2028
2019 Peterbilt	Plow truck	2018	14 years*	2032
1990 670B	Grader	1990	30 years	NA
John Deere 310SL	Backhoe	2020	30 years	NA
202X	Plow truck	2023	14 years	2037

*Due to the fact that we have four (4) plow trucks, we are financing them for no more than 4 (four) years and they are on a 16 year rotation schedule. However, this program will be evaluated this year to determine whether is cost-effective or feasible in this current market.

We also have mowing equipment and other miscellaneous equipment that will need to be replaced but this will be done on an "needed basis" and not necessarily on a replacement schedule like the major equipment.

2020 Highway Department Replacement Schedule

<u>YEAR/MAKE</u>	<u>DESCRIPTION</u>	<u>YEAR PURCHASED</u>	<u>ANTICIPATED USEFUL TERM</u>	<u>REPLACEMENT DATE</u>
2020 RAM	3/4-ton Pickup	2020	5 years	2025
2008 Sterling	Plow truck	2008	14 years*	2022
2008 Komatsu	Loader	2009	15 years	2024
2012 Peterbilt	Plow Truck	2011	16 years*	2026
2017 GMC	1 ton Pick Up	2017	10 years	2027
2015 Peterbilt	Plow Truck	2014	16 years*	2030
2019 Peterbilt	Plow truck	2018	16 years*	2034
1990 670B	Grader	1990	30 years	NA
John Deere 310SL	Backhoe	2020	30 years	NA
202X	Plow truck	2023	16 years	2039

*Due to the fact that we have four (4) plow trucks, we are financing them for no more than 4 (four) years and they are on a 16 year rotation schedule. However, this program will be evaluated this year to determine whether is cost-effective or feasible in this current market.

We also have mowing equipment and other miscellaneous equipment that will need to be replaced but this will be done on an as "needed basis" and not necessarily on a replacement schedule like the major equipment.

Current ARPA Account Balance

09/15/2021	\$136,561.23	Check #1
12/01/2021	-\$1,394.00	STAFF BONUS
	-\$23,606.00	STAFF BONUS
12/01/2021	\$158.66	Check #2
06/28/2022	\$136,719.89	Check #3
	<u>\$248,439.78</u>	
	-\$150,000.00	Spectrum
	<u>\$98,439.78</u>	

Spectrum

Total Project Amended	\$430,743.00
project w/ un	\$150,361.17
TOTAL	<u>\$581,104.17</u>

Town's responsibility	<u>\$338,000.00</u>
Town ARPA	\$150,000.00
County ARPA	\$188,000.00

Payment#1	\$150,000.00	Complete
Payment #2	\$188,000.00	

FirstLight Project: COMPLETE

Total Project	\$302,598.93		
	\$151,299.46	Town	
UFB 2021	\$100,000.00		
Cable Fran	\$51,299.46		
2022 CF	\$152,278.76		
	-\$75,649.73	Payment #1	50%
	-\$37,824.87	Payment #2	25%
	<u>-\$37,824.86</u>	Payment #3	25%
Remaining Payments	\$0.00		
BAL of CF	\$979.30		

TOWN OF MINOT
PERSONNEL POLICY



ACCEPTED ON MARCH 3, 2004
REVISED: DECEMBER 18, 2006
JANUARY 1, 2019
JANUARY 1, 2020
JANUARY 1, 2021
JANUARY 1, 2022
JANUARY 1, 2023
JANUARY 1, 2024

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PERSONNEL POLICY

PREAMBLE: The Board of Selectmen hereby adopts the following Personnel Policy for utilization by the Town of Minot in the administration of personnel activities of the employees of the Town of Minot. The day-to-day administration of this Personnel Policy is a function of the Town Administrator and department heads.

This policy and subsequent modifications shall supersede any policy and rules made previously by the Board of Selectmen. The Board of Selectmen may delete, amend, modify or change any or all of the provisions contained in this policy. The provisions set forth are not contractual, but rather, are for the general guidance of the Town in its relationship with the Town employees.

In addition, it should be understood that employees may be requested to abide by specific rules and regulations that pertain to the department of the Town of Minot from which they accept employment. Barring mention of a particular department rule, the provisions herein apply.

SECTION 1 –CONDITIONS OF EMPLOYMENT: This policy applies to all full-time, permanent part-time, part-time, per-diem, and temporary employees, as defined herein. Department Supervisors and/or exempt employees may have separate letters of agreement or contractual agreements with the Board of Selectmen pertaining to job responsibilities and benefits. Elected Town officials and appointed members of Minot boards and committees and contracted employees are not considered employees within the scope of this Personnel Policy.

Classification: The following are the classifications of employment for Town of Minot employees:

Full-Time: A full time employee means a permanent employee whose regularly scheduled work week is thirty (30) hours or more.

Permanent Part-Time: A permanent part time benefit eligible employee means a permanent employee whose regularly scheduled workweek is less than thirty (30) hours but more than twenty (20) hours.

Part-Time: A Part time employee means any employee, permanent or otherwise who works a schedule of less than 25 hours per week. They are not entitled to benefits such as retirement, health and dental insurance, etc. Part-time employees are entitled to pro-rated Holiday pay and Personal Days

Temporary: A “temporary” employee shall be an employee who is employed seasonally or for some other limited period of time. They are not entitled to benefits such as retirement, health and dental insurance, etc. Temporary employees are entitled to pro-rated Holiday Pay and Personal Days. Temporary employees may be terminated for any reason at any time.

Per Diem: A per diem employee means an employee who is hired to work as needed. Per Diem employees are not entitled to any benefits except as required by law.

Other Classifications: The Town may, from time to time, by appointment fill other posts and positions, either by voluntary service on certain Town boards and committees (such as Planning Board, Board of Appeals or Conservation Commission); by contract or fee for services (such as engineer, auditor or town attorney); or similar. These categories of service are not considered “employment” within the meaning of this policy. Those individuals are not entitled to benefits such as retirement, health insurance, holiday pay, accrual of sick leave and vacation time, or seniority. They serve at the pleasure of the Selectmen and/or Town

Administrator or, where appropriate, within the limited terms and conditions of any special appointment they may have received. Individuals in this category may be terminated without notice for any reason at any time, except as otherwise provided by law.

All applicants for employment shall submit a written application, and may, depending upon the job position available, be required to submit a resume with supporting documents; i.e., licenses, and certifications.

The Town of Minot relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any willful misrepresentations, falsifications, or material omissions in any of this information or data shall result in the Town of Minot's exclusion of the individual from further consideration for employment or, if the person has been hired, possible termination of employment.

Probationary Employees: All employees are considered probationary for the first six (6) months of employment. Probationary employees may be removed from employment at any time during the probationary period without cause and without the right to file a grievance over termination of employment. Every employee must successfully complete the probationary period to continue employment. Probationary employees shall be evaluated by their immediate supervisor prior to the end of the probationary period and will be informed whether they have successfully completed the probationary period no later than the end of the probationary period.

Equal Opportunity Employer: The Town of Minot shall provide equal opportunity to all employees and applicants for positions of employment without regard to religion, age, sex, marital status, race, color, ancestry, and national origin, and sexual orientation, physical or mental handicap, veteran's status or any other category protected under federal, state or local law.

Disability Accommodation: [The Americans with Disabilities Act \(ADA\), the Americans with Disabilities Amendments Act \(ADAAA\), the Pregnant Workers Fairness Act \(PWFA\), and the Maine Human Rights Act require employers to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, so that they may perform the essential job duties of the position. It is the policy of the Municipality to comply with all federal and state laws concerning the employment of individuals with disabilities, \(including temporary disabilities\), and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission \(EEOC\) and the Maine Human Rights Commission \(MHRC\). Furthermore, it is the Municipality's policy not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions, and privileges of employment.](#)

Process

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

Interactive process:

- [• The employee and their supervisor meet to discuss their need for accommodation.](#)
- [• The employee and their supervisor review the essential functions of the job, and may need to provide these to the employee's medical provider to confirm the disability and the need for an accommodation](#)
- [• The employee and their supervisor will review options for the accommodation, and will work together to come up with ideas that are reasonable, and that do not create an undue](#)

[hardship for the employer](#)

- [Once a reasonable accommodation is determined, it will be documented and placed in the employee's medical file](#)
- [Both the employee and their supervisor will continue to monitor need for the accommodation to ensure there aren't any issues/concerns by either party](#)

SECTION 2 - COMPENSATION: Compensation shall be established annually by the Board of Selectmen to coincide with the beginning of the fiscal year. The regular workweek for payroll purposes shall begin on Monday at 12:01 a.m. and end on Sunday at midnight.

The Town is required by law to deduct federal and state income tax and Social Security from the pay of every employee.

Pay Days: Employee shall be paid every Wednesday. If a payday falls on a holiday, the employees shall be paid on the preceding workday.

Workday: Department working schedules are established by Department Supervisors and/or Town Administrator, with the approval of the Board of Selectmen. Working schedules will be established depending upon service requirements of their departments and taxpayer convenience. The Normal work week shall be Monday through Friday consisting of five days (Four and one-half days for non-exempt employees in the Town Office). The Highway Department work week for the summer schedule will consist of four (4) ten hour days.

All employees will take an unpaid lunch break of a minimum thirty minutes by their sixth hour of work. Lunch breaks and rest breaks will be determined by the individual departments. If an employee is the only person available to serve the public during the lunch break, they will be paid for their lunch break time. Lunch breaks may be interrupted, as needed, to serve the public; the lunch break may be extended due to the interruptions.

Overtime: As a general rule, occasional overtime work, in excess of 40 hours, if deemed necessary by the Department Supervisor, will be compensated for by overtime pay at a rate equal to 1.5 times the employee's regular wage or by compensatory time at 1.5 times the hours worked for the employee. (See Section 4). Overtime work should always be approved before it is performed.

The Highway Department is permitted to receive overtime for hours worked outside of their regularly scheduled workday as approved by the Highway Supervisor.

Timekeeping: Accurately recording time worked is the responsibility of each employee. Federal and State laws require the Town of Minot to keep an accurate record of the time worked in order to calculate employee wages. Time worked is the time actually spent on the job performing assigned duties.

All hourly employees shall accurately record the time they begin and end their work. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work should always be approved before it is performed. It is the employee's responsibility to sign his/her time record to certify the accuracy of all time recorded. Time records shall be countersigned by the employee's supervisor.

Altering, falsifying, tampering with time records, or recording time on another employee's time record shall result in disciplinary action, up to and including termination of employment.

Attendance: Each employee shall be in the employee's respective place of work at the appointed

scheduled time. An employee who may be absent from work due to illness or emergency shall have the responsibility to personally notify the Department Supervisor or Town Administrator at least one hour before the start of the regularly scheduled day. Failure to meet this requirement could result in discipline up to and including dismissal. Excessive absence or lateness, even when reported, may also be grounds for discipline or dismissal.

Absence includes all time lost from the work schedule, whether avoidable or unavoidable, voluntary or involuntary. An employee is absent when failing to report for or remain at work as scheduled. Lateness is a short absence at the start of the work day.

Remote Work: Offsite work, otherwise referred to as “remote work,” may be allowed as needed and based on position. When regular communications is expected or necessary for the position, salaried and/or Department Heads may be furnished with equipment to conduct work such as cellphones or laptops and any information on those devices will be subject to Freedom of Access Laws and Sections 5 (Use of Town Equipment) and 11 (Electronic Communication) of this policy. When remote work is not considered necessary for the position, the Town’s equipment is to remain at the physical location for the department.

At the discretion of the Town Administrator, hourly staff may be allowed to conduct work remotely as deemed practical for the circumstances. Staff is expected to record and report actual time worked and utilize Personal or Vacation time when those hours fall short of a normally scheduled work-week hours, unless otherwise exempted, The Board of Selectmen may consider regularly scheduled or long-term remote work arrangements on a case by case basis and have the right to withdraw all privileges at any time.

Fire/Rescue “On-Call” Status: A full-time employee or a permanent part-time employee who is also a volunteer for the Fire Department shall be allowed to be "on-call" during the employee's normal working hours for emergencies involving the Fire Department. The employee shall be paid the employee's regular hourly rate of pay when an "on-call" emergency occurs during the employee's normal work hours. The employee shall make arrangements with their Supervisor to ensure that primary job requirements are met. Personnel performing essential work functions within the departments (only one person on duty at front desk, safety person on highway dept. etc.) will not be allowed to attend “on-call” emergencies.

Under no circumstances shall the affected employee receive compensation for the same hours from both the Fire Department and the Town.

SECTION 3 - EMPLOYEES EXEMPT FROM FAIR LABOR STANDARDS ACT (FLSA):

Employees meeting required criteria shall be considered to be exempt from overtime and certain other provisions of the Federal Fair Labor Standards Act because they meet the tests for either executive, administrative, or professional positions and may receive a Letter of Agreement outlining any additional conditions of employment. Exempt employees shall not be eligible to accumulate compensatory time.

FLSA-exempt employees occupy positions of responsibility, accountability and discretion. They may be required to work outside the normal schedule of working or office hours and are compensated, in part, on the basis of accomplishing the tasks demanded of the position without regard for the specific number of hours worked. They are also expected to be accountable for their time, be available to the public and other staff, and generally conform with the normal operating hours. Exempt employees may take discretionary time off without charging such time off to Personal or Vacation leave:

1. When it does not interfere with the operations of their department or office

2. When there are no other priorities which should be completed, especially if those tasks might interfere with the operations of another department
3. Absences of one-half day or less maybe taken at the discretion of the employee and with the approval of their direct supervisor.

SECTION 4 - COMPENSATORY TIME: In instances where a non-exempt employee subject to overtime regulations under the State Law and the Federal Fair Labor Standards Act, works in excess of their scheduled hours in a calendar week and/or is entitled to overtime compensation for hours worked over the 40 hours, the employee may elect to take compensatory time of in lieu of monetary overtime compensation, if pre-approved by supervisor. If the employee makes such an election, the compensatory time shall be at a rate of 1.5 hours of compensatory time for each hour of overtime worked.

Employees may accrue up to a maximum of 16 hours of compensatory time and must take all accrued compensatory time within the same calendar year. Unused compensatory time will be paid out at the end of the budget (fiscal) year as no time will be permitted to carry over into the new fiscal year.

SECTION 5 - USE OF TOWN EQUIPMENT: No employee shall operate the Town's owned or leased equipment unless the employee has been appropriately trained, licensed and/or certified in the use of the equipment and their Department Supervisor and/or Town Administrator has certified in writing, that the employee is knowledgeable in the proper operation of the heavy equipment.

The employee shall maintain such licenses and/or certifications and the Town shall pay for such training necessary to maintain the licenses and/or certifications. Employees shall be responsible for the cost of license renewals. All records of such training are to be filed in employees personnel file.

SECTION 6 - LOSS OF JOB AS A RESULT OF LOSS OF LICENSE OR CERTIFICATION: If an employee in a specific position is required to possess a valid license and/or class of license or certification, then it shall be a condition of employment for that employee to maintain such license and/or certification. Failure to maintain such license and/or certification shall result in job loss or reassignment to an alternative position. Any such loss of license must be reported to the Town Administrator or Department Supervisor within 24 hours of the next work day.

SECTION 7 - BENEFITS: Full-time and permanent part-time employees shall be entitled to all the benefits provided by this Personnel Policy.

Full-Time Employees shall be entitled to the following as defined herein:

Mileage Reimbursement	Overtime/Comp. Time	Bereavement Leave
Expense Reimbursement	Vacation Pay	Personal Days/Earned Paid Leave
Leave of Absence	12 Holidays	Witness Leave
Jury Duty Leave	Military Leave	Family Medical Leave
Retirement Plan	Dental Insurance	Medical Insurance
Professional Dues		

Permanent Part-Time Employees shall be entitled to the following as defined herein:

Mileage Reimbursement	Overtime/Comp. Time	Bereavement Leave
Expense Reimbursement	Vacation Pay	Personal Days/ Earned Paid Leave
Leave of Absence	12 Holidays	Witness Leave
Jury Duty Leave	Military Leave	Family Medical Leave
Retirement Plan		

Professional Dues

Part-Time and Temporary Employees shall be entitled to the following as defined herein:

Mileage Reimbursement	Holiday Pay
Expense Reimbursement	Personal Days/Earned Paid Leave

Per Diem Employees do not receive any of the above benefits unless approved by the Board of Selectmen or required under law.

Insurances: The Town shall provide all full-time employees who meet the insurer's eligibility requirements, and who request such coverage from the Town, with 100% paid medical and dental insurance.

If requested by the full-time employee, medical and/or dental coverage for the dependents of this category of employees may be included on the Town's policy with a cost share of 80% Town and 20% at the employee's expense.

All employees of the Town of Minot are covered by the Worker's Compensation Law of Maine. All employees injured on the job must report the injury to their Supervisor within twenty four (24) hours of the injury.

The Town maintains a 10-day doctor relationship with Stephens Memorial Hospital (Concentra), Central Maine Medical Center (Concentra) and St. Mary's Hospital (WorkMed), and may require employees claiming work-related disability to attend such locations for an employer-paid review of their condition, prognosis, and limitations of work.

Part-time and per diem employees who hold a position with a primary employer (other than the Town) will be inactivated from the Town's employment if said employee is out on a Worker's Compensation injury with the employee's other primary employer. In order to be reactivated, the employee must provide specific medical evidence of ability to return to their duties with the Town of Minot.

The Town reserves the right to change eligibility requirements, group plan, carrier and/or contribution levels at any time, with reasonable notice to participants.

Insurance Opt-Out: In the event that an eligible employee chooses to not participate in the health or dental benefit will be eligible to receive a six thousand dollar (\$6000) stipend, which shall be divided into equal parts per pay period as part of an employee's income. Employees may be required to show proof of other insurance coverage in order to be eligible.

Retirement Plan: Full time employees and permanent part time employees are entitled to participate in the Town's sponsored Individual Retirement Account. The Board of Selectmen will establish its employer match for the program as it deems in the best interest of the Town, currently a match equal to a maximum of 3% of the employee's pay, if the employee provides the same or greater match from their own pay.

Holidays: The following holidays shall be paid holidays, for all full time and permanent part-time employees. All employees will receive eight (8) hours of holiday pay for each of the holidays listed below. Highway Department employees on the summer schedule will receive ten (10) hours of holiday pay for the summer schedule only. In the event that the Holiday falls on a non work day in the Highway Department summer schedule, the holiday will be taken on an alternate work day.

The thirteen recognized holidays are as follows:

New Year's Day	Juneteenth	Veterans' Day
Martin Luther King Day	Independence Day	Thanksgiving Day
Presidents' Day	Labor Day	Day after Thanksgiving
Patriot's Day	Columbus Day	Christmas Day
Memorial Day		

Whenever a designated holiday falls on a Saturday, the preceding Friday shall be the designated holiday. When the holiday falls on a Sunday, the following Monday shall become the designated holiday. Employees who are required to work a designated holiday shall receive pay equal to one and one-half their regular pay or may request compensatory pay equal to one and one-half their regular pay. For an employee required to work on a holiday rather than the designated day (Independence day, Christmas, New Years...etc) an employee will be compensated double their normal rate. An employee exercising the option to take compensatory time in lieu of overtime compensation shall report the option to take compensatory time to their Supervisor within the pay period in which the compensatory time is earned or as soon thereafter as is practicable and shall be scheduled to be taken only with the approval of the Supervisor. (See Section 4 regarding Compensatory Time).

An employee on an unpaid leave of absence shall not be eligible for holiday pay.

Vacations: Full-time and permanent part-time employees shall earn vacation leave as follows:

One (1) week per year after completion of **six (6) months to one (1) year** of service
Two (2) weeks per year after completion of **(1) year** of service
Three (3) weeks per year after completion of **five (5) years** of service
Four (4) weeks per year after completion of **(10) years** of service

Vacation days are effective for the calendar year. For full time employees, one week will be equivalent to forty (40) hours. For employees scheduled under thirty five (35) hours per week, one week will be equal to their regularly scheduled hours.

Vacation time may be taken only in increments of days (one-half days or full days); Flex time hours will not be allowed.

Carry over (into the following calendar year) of vacation time will not exceed the equivalent of one (1) week of vacation, as defined above. Employees may not sell back unused vacation time. Any unused vacation time left at the end of the calendar year in excess of the five (5) days allowed for carry over will be forfeited.

Vacations shall be scheduled at such time or times as shall be mutually agreeable to the employee requesting the vacation leave and the Department Supervisor.

An employee who severs employment in good standing shall be paid for the value of accrued vacation leave calculated at the employee's final rate of pay, pursuant to Section 8 (Separation from Employment). In the case of death of an employee, compensation for unused accumulated vacation leave shall be paid to the employee's beneficiary.

Personal Days: In lieu of Sick Leave, Personal Days will be granted annually to all employees and are effective for the calendar year. Personal Days may be taken on an hourly basis: Permanent Full-time and Part-time employees shall receive Personal Days in the amount of forty (40) hours annually and shall be consider the same as Earned Paid Leave as required by 26 MRSA §637. Personal leave

must be approved by the Department Supervisor; a minimum 24 hour notice is required. In the event an emergency prevents the 24 hour notice, the employee must notify the Supervisor within one hour of the scheduled work day (see Attendance under Section 1 – Conditions of Employment). No employee shall be paid Personal Day pay during the first 30 days of employment.

Up to thirty (30) Personal Days (8 hours per day) may be carried over to the next calendar year and banked for the purpose of providing sick/disability leave. The total maximum amount accrued in the Personal/Sick Day “bank” shall not exceed thirty (30) days at any time. Employees calling in sick must call their direct supervisor or the sick pay may be withheld. Employees who utilize the Personal/Sick Day bank for three or more consecutive days must provide a statement from their physician regarding their condition and expected duration of the illness. Employees may not utilize the days from Personal/Sick Day bank for the purposes of vacation time.

Pursuant to 26 MRSA §637 and effective January 1, 2021, Per Diem employees (as defined in SECTION 1) shall accrue Earned Paid Leave (EPL) at a rate of one (1) hour for every forty (40) hours worked in one calendar year of employment. Any unused time from one year, may be carried to the next up to an accrued total of forty (40) hours. Once forty (40) hours is reached, accrual will pause and resume after the employee’s balance goes below the accrued total maximum. All EPL will be paid at the employee’s regular rate. EPL shall have no cash value and will not be paid out at termination of employment.

Employees resigning from employment in good standing will be compensated for up to 120 hours in accrued time in the Personal/Sick Day bank, pursuant to Section 8 (Separation from Employment).

Mileage Reimbursement: Town employees shall be reimbursed for all actual and necessary use of private motor vehicles on Town business at the current mileage rate paid by the State of Maine to its employees, plus tolls and any parking charges submitted on an expense report form along with approval of the employee’s Supervisor.

A current Maine Motor Vehicle Insurance Identification Card for a privately owned vehicle being utilized shall be within the vehicle.

Expense Reimbursement: All real, actual and necessary business expenses other than mileage reimbursement incurred by an employee shall be reimbursed by the Town when submitted on a Town expense report form along with receipts and the business expenses. Expense forms are to be approved by a designated Supervisor or by the Town Administrator as appropriate.

The Highway Department employees are allowed up to a \$100.00 annual allowance towards the purchase of footwear deemed appropriate for work purposes as determined by the Highway Supervisor.

Professional Development: The Town Administrator or Department Supervisor may approve funds annually for training programs/sessions, seminars and conventions, or in-service training for employees when training will benefit the Town.

The Town shall pay the cost of any fees, tuition and materials incurred by an employee in attending a seminar approved for attendance by the Administrator, Department Supervisor, or Selectmen.

Employees who attend professional development activities approved by the Town Administrator and/or Department Supervisor to improve their skills or knowledge for the benefit of the Town shall be compensated for their hours spent in attendance at the conference/workshop, plus travel time to and from the conference.

Professional Dues Payments by the Town: The Town shall pay professional dues for employees in certain professional organizations when deemed beneficial to the Town. The following are the guidelines that will be used in the Town's decision as to whether or not certain organizations are eligible under this provision:

- ❖ The activities of the organization are those which assist the employee in obtaining training and/or providing service to the citizens of Minot;
- ❖ The organization's activities are those which specialize in the employee's primary area of work;
- ❖ The membership fees in an organization that totals more than \$100 annually, must receive approval from the Board of Selectmen;
- ❖ The employee must request the Town to pay the dues to the organizations.

Promotions: It is the policy of the Town to give present employees primary consideration when any vacancy occurs. Promotions will be based upon previous job performance, relative qualifications for the position and length of service. When, in the opinion of the Town Administrator, Department Supervisor and/or Board of Selectmen, a qualified internal candidate is not available, the Town may seek external candidates, and/or ask internal candidates to compete with external candidates in a selection process.

SECTION 8 – SEPARATION OF EMPLOYMENT: Employees who leave employment in good standing must submit a written resignation to the Department Supervisor or Town Administrator at least fourteen (14) days prior to the last scheduled day of work. Without such notice, any unused annual leave (personal days and vacation) shall not be paid to the employee. Upon request, the Board of Selectmen may waive this requirement on a case by case basis. Payments due will be made on the payday in the pay period following such separation.

SECTION 9 – EMPLOYEE LEAVE

Bereavement Leave: In the event of the death of the employee's spouse, children, or stepchildren, the employee shall be entitled to up to five (5) consecutive working days leave. For the employee's parents, stepparents, grandparents, grandchildren, brothers, sisters, up to three (3) work days; and for the employee's mother-in-law, father-in-law, brother-in-law, sister-in-law, the employee shall be entitled to up to one (1) work day leave. The employee must attend the funeral; however, funeral leave may be banked if burial is to take place at a later date. Employees who do not utilize all bereavement days will not be able to use these days at another time for another purpose (vacation, personal days). Normal annual leave may be taken to supplement paid lead with permission from the employee's supervisor. (See Section 7 – Personal Days).

Bereavement leave shall be paid only for the employee's regularly scheduled workdays or portion thereof.

Leave Without Pay: The Town Administrator or Supervisor may grant leave without pay to any employee for a period of time not to exceed ten (10) consecutive workdays, and not exceeding thirty (30) workdays in any fiscal year, "for good cause".

Leave without pay in excess of any of the foregoing limits, may be granted by the Board of Selectmen. In all cases, such leave without pay shall only be granted if it results in no substantial burden on the Town or on other Town employees.

During periods of leave without pay, no employee shall be paid for holidays, nor shall the Town's share of fringe benefit costs (such as health insurance) be paid on the employee's behalf unless mandated by state or federal law or unless approved by the Board of Selectmen.

Jury Duty: The Town shall pay to an employee called for jury duty the difference between the employee's regular pay and the juror's pay when the jury duty falls on a scheduled work day, provided the employee presents an official statement of attendance and the amount of jury duty pay received. Jury duty shall be considered a work day; in the event of an early dismissal by the jury, the employee is to return to work.

Witness Leave: The Town shall pay an employee subpoenaed as a witness the difference between the employee's regular pay and any payment received as a witness, when the subpoenaed employee is required to be absent from the employee's scheduled work day and when the subpoenaed employee presents an official statement of attendance at court/hearing and the amount of the witness fee received.

This provision does not cover an employee of the Town who is a plaintiff in a lawsuit or complaint against the Town.

Military Leave: Military leave is governed by the Uniformed Services Employment and Reemployment Rights Act of 1984. When an employee is called to service in an active duty role that would require the employee to be away from employment, the Town will reinstate that employee upon return to the same or equivalent position with similar pay and benefits as when the employee left service. Pay and benefits will not be disbursed while the employee is not available for employment to the Town.

Military Caregiver Leave: A covered employer must grant an eligible employee who is a spouse, son, daughter, parent or next of kin of a covered service member with a serious injury or illness up to a total of 26 weeks of unpaid leave during a single 12 month period of care for the service member.

Qualifying Exigency Leave: A covered employer must grant an eligible employee up to a total of 12 workweeks of unpaid leave during the normal 12 month period established by the employer for FMLA leave for qualifying exigencies arising out of the fact that the employee's spouse, son, daughter or parent is on active duty, or has been notified of an impending call or order to active duty in support of a contingency operation.

Family Medical Leave Act (FMLA): It is the intent of the Town of Minot to administer the applicable Federal and State FMLA provisions.

General Provisions of the Policy:

1. Employees meeting certain minimum work requirements with the town may be eligible for 10 to 12 weeks of leave associated with various family illnesses during any 2 year period, as follows:
 - a) because of the birth of a child and in order to care for the child;
 - b) because of the placement of a child with the employee for adoption or foster care;
 - c) because of a serious health condition that makes the employee unable to perform the functions of his or her position;
 - d) in order to care for the employee's spouse, child or a parent who has a serious health condition.
2. "Serious health condition" is defined differently under the Federal and State provisions, and shall be interpreted as appropriate to the FMLA qualifications of the individual.

3. “Medical Certification” The Town of Minot reserves the right to require the employee to furnish qualified medical certification of the “serious health condition” affecting the employee, spouse, child or parent, which makes the leave necessary.
4. Notice of Leave: Employees must give a minimum of 30 days advanced notice before commencing leave under the FMLA, or such lesser notice as is practicable.
5. Under certain circumstances, an employee may take leave on an intermittent basis, or by working a reduced schedule.
6. Pay and Benefits: Continuation of pay and benefits shall be administered as appropriate to the applicable Federal and State FMLA provisions.
7. Restoration: Any employee who exercises the right to family medical leave under the FMLA, upon expiration of the leave, is entitled to be restored by the employer to the position held by an employee when the leave commenced or to a position of equivalent seniority status, employee benefits, pay and other conditions of employment.
8. Other Applicable Provisions of the State and Federal FLMA: The Town of Minot will administer all other applicable provisions of the Federal and State FMLA as applicable to the qualifying employee.

Maternity/Paternity/Adoption Leave: Subject to the provisions of the Family and Medical Leave Act, male and female employees are entitled to a maximum of twelve weeks of unpaid Birth Leave. Employees may first use personal days, then annual vacation leave as pay during maternity leave. If the employee desires additional time beyond the twelve weeks, it will be done so only with the approval of the Board of Selectmen and will constitute unpaid personal leave, if approved.

SECTION 10 - PUBLIC and EMPLOYEE RELATIONS:

Courtesy, ~~and~~ Professionalism & Dress Code: The employees of the Town are public servants and the citizens must be treated with courtesy and consideration. Every employee should remember that he or she may be the only contact a citizen has with his or her local government and can directly impact the Town’s identity and how the organization is perceived by the public. The impression that the employee makes will determine for a long time to come what the citizen thinks of our Town Government. ~~Failure of an employee to act with reasonable courtesy may result in disciplinary action.~~ We are expected to project a positive image to co-workers and the public through overall appearance and our work performance.

The Town’s objective in establishing a business casual dress code is to allow employees to work comfortably in the workplace while maintaining professional presentation. Employees are expected to practice a high level of personal hygiene, dress neatly and conduct themselves with a professional demeanor. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, and sports contests may not be appropriate for a professional appearance at work. Clothing that reveals too much is not appropriate for a place of business, even in a business casual setting. Graphic/offensive tees, pajamas, spandex, gym clothes, overalls, and torn, dirty or frayed clothing are unacceptable.

The following are minimal guidelines for employee appearance:

- Standards work uniforms and other apparel required for safety functions are appropriate for employees who spend virtually all of their time out in the field, such as Highway.

- Employees who perform office work and must also work in the field, such as Code Enforcement, may wear casual attire that will allow them to perform the job safely, minimize destruction of good clothing while also projecting a professional image.
- Employees are expected to dress in a more formal dress attire when certain situations dictates. These situations may include: elections, Town Meetings, formal presentations to boards/committees, special business and other sponsored outings.

No dress code can cover all contingencies, so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If you experience uncertainty about acceptable, professional business casual attire for work, please ask your supervisor or Town Administrator before doing so. If you have medical or religious issues that impact upon your choice of clothing, please also bring them to our attention in advance.

If clothing fails to meet these standards, as determined by the employee's supervisor and Town Administrator, the employee will be asked not to wear the inappropriate item to work again. If the employee continues to wear clothing that has been deemed inappropriate, the employee may be asked to return home to change, suspended for the day without pay or receive further disciplinary action up to and including termination

The Town permits wearing jewelry or displaying tattoos, unless they conflict with our employees' ability to perform effectively in the position they hold or the specific work environment they are in. Factors used to determine whether jewelry and tattoos pose a conflict with the job or work environment will include, but are not limited to:

- Safety of self or others
- Productivity or performance of tasks
- Perceived offense based on any protected class
- Professional or workplace norms

If a potential conflict is identified, the employee will be encouraged to identify appropriate solutions such as removal of excess jewelry, covering of tattoos, transfer to alternative positions, etc.

Confidentiality: Town employees having access to confidential information pertaining to persons or property in the Town shall not use this privileged information to the employee's private advantage or to provide others with private advantages. Each employee is charged with the responsibility of releasing only information that is required under the "Freedom of Access" law, 1 MRSA, Sections 401-410.

Receipt of Gifts: A Town employee is prohibited from soliciting or accepting any gift, gratuity, favor, entertainment, loans, or any other item of monetary value from any person, within or outside Town employment, whose interests may be affected by the employee's performance or nonperformance of the employee's official duties.

Acceptance of nominal gifts, such as food and refreshments in the ordinary course of business meetings, or promotional materials such as pens, note pads and calendars is permitted.

Political Activity: While an employee is performing the employee's normal work duties, the employee shall refrain from seeking or accepting nomination or election to any office in Town government, from using the employee's influence in any way for or against any candidate for elective office in Town government, using the employee's influence for or against any matter that is pending before any Town Meeting, Board of Selectmen or any board or committee appointed by the Board of Selectmen or from becoming involved in a discussion or expressing an opinion that may be construed as "political" in nature.

This policy 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 the

employee's views on political matters, on their own time, or from voting with complete freedom in any election.

SECTION 11 – ELECTRONIC COMMUNICATION POLICY: The Town of Minot computer network/system, electronic mail (email) and internet connection are designed to facilitate Town business and provide communication between staff, the public and business associations. The network and email are Town property and are intended for business related activities. **All data and electronic messages within the system are the property of the Town of Minot.** As such, no computer files or communications through the Town email system or internet connection shall be considered private and may be subject to Freedom of Access laws, depending on their content.

“System” means all telephones, computers, facsimile machines, voicemail, e-mail, and other electronic communication, copying or data storage systems or equipment leased, owned or in the possession of the Town, including, but not limited to, any computer, computer system, or any storage device or medium that the Town provides to an employee or that is physically or electronically connected to any other part of the System.

“Electronic Communication” means all electronic communications, data, software, files, and other information created, modified, located upon, received or transmitted by, or stored upon, any part of the System, including, but not limited to e-mail, voicemail, and Internet usage.

All parts of the System are owned by the Town and/or are provided solely for use in the Town’s business activities. All Electronic Communications are the Town’s property. The Town has the right and the ability to monitor and review all Electronic Communications at any time without notice to its employees or any other party and for any purpose whatsoever. Town employees may not use the System, or send, receive, create or store Electronic Communications upon the System, in a manner that is illegal, disruptive to others, or that interferes with the Town’s business activities.

All Town employees are prohibited from using any part of the System to harass others, or to download, obtain, display, store, receive or transmit:

- a) Any information that is sexually explicit, obscene, or of a sexual nature, that contain libelous or defamatory material, or that would not be permitted on any bulletin located on Town property;
- b) Any ethnic, racial or religious slurs, or anything that is, or may be construed as, disparagement of others based on race, color, national origin, ancestry, gender, sexual orientation, age, disability, religious or political beliefs, or any other basis prohibited by law; or
- c) Any communications that are derogatory of fellow employees (except as may be required as part of the Town’s business activities).

The System may also not be used to solicit anyone for any commercial, religious, charitable, or political causes, or for outside organizations.

Except as otherwise provided below, the System may not be used for any purpose that is not related to Town business. E-mail is used to transmit and receive messages internally and externally on matters of business connected to the Town. The occasional employee use of e-mail with permissible content for personal matters is not prohibited, but is discouraged. Voicemail is used to leave messages for employees regarding matters of a business nature. Voicemail boxes will occasionally be emptied to free up System space. Internet Usage is to be limited to matters of business connected to the Town. The occasional use of the Internet for otherwise permissible personal matters is not prohibited, but is discouraged.

Any downloading of materials or loading of programs/software onto any part of the System without

permission from Town technical staff is prohibited. The workplace activities of Town employees reflect upon, and may create liability for, the Town. Town may take disciplinary action, up to and including termination of employment, against any employee who violates the terms of this policy as those terms may be changed and/or supplemented from time to time by the Town.

SECTION 12 - SEVERE WEATHER/ EMERGENCY: The Town Administrator may delay employees reporting to work due to severe weather or may excuse employees from continuing to work to the end of the employee's normal workday. (This provision does not apply to Town employees essential to the particular season). When a closure, delay or early closure to a workday occurs, the employees affected shall receive a full day's pay. If the Town Office or Highway Department remains open, but the employee chooses to leave early with approval from the Department Supervisor and/or Town Administrator, the employee must use accrued time for the balance of their regular work day, regardless of whether the department closes later in the day or not.

SECTION 13 – PERSONAL CALLS/CELL PHONES: Staff is expected to avoid making or receiving personal calls during work hours. Urgent calls to/from family members can be made/received, should be brief and taken in private. Cell phones are to be silenced and employees should exercise the same discretion when using personal devices. The Town Administrator reserves the right to prohibit use of personal devices during office hours for non-work use.

SECTION 14 - SMOKING PROHIBITED: Smoking (cigarette or e-cigarette) tobacco or other legal substances is prohibited in all buildings, vehicles and on all grounds (owned, leased or otherwise used by the Town), except in designated areas. There shall be no additional time off/breaks granted to employees to utilize cigarettes, e-cigarettes, or similar devices that may not contain nicotine.

SECTION 15 - DRUGS AND ALCOHOL: It is the policy of the Town of Minot to prohibit the use of or to be under the influence of any illicit drugs or alcohol while performing any work associated with any governmental function of any sort. Use of illicit drugs or alcohol during the course of one's duties or the impaired performance of one's duties by reason of having engaged in the use of illicit drugs or alcohol prior to commencing work shall result in disciplinary actions.

Employees, whose employment requires a CDL, are subject to pre-employment drug and alcohol testing, random drug and alcohol testing as well as reasonable suspicion and post accident drug and alcohol testing.

SECTION 16 - HOSTILE WORK ENVIRONMENT

In general, municipal employees are not required to remain in a hostile environment. Employees who feel they are in a threatening situation, or a situation in which sexually explicit or foul language is being directed at them, or similar circumstances, should declare themselves to feel that it is becoming a hostile environment and request the offender cease the offending behavior immediately.

If the offender does not stop or refuses to stop the hostile behavior, the employee is within their rights to remove themselves from the area, and immediately notify their supervisor of the circumstances and the decision to declare a hostile work environment.

Under no circumstance is an employee permitted to return the hostile behaviors to the offending party (push them, threaten, swear at them, etc.).

SECTION 17 - SEXUAL HARASSMENT PREVENTION: It is a policy of the Town of Minot to maintain a workplace where every employee can maintain their right to dignity and respect, and that sexual harassment will not be tolerated. Sexual harassment includes making sexual innuendo, unwanted sexual advances, requests for sexual favors and/or verbal or physical conduct of a sexual

nature.

There are two types of Sexual Harassment

- 1) Quid Pro Quo Harassment – “This for That”. Revolves around a tangible employment action, such as: promotion or raise in exchange for a sexual favor or loss of job or advancement if they don’t submit to the conduct
- 2) Hostile Environment –More common type of harassment. Harassment occurs when constant sexual acts or behaviors create an offensive atmosphere that effects the victim’s ability to do his or her work. This includes unnecessary touching, hugging, grabbing, foul or obscene language, inappropriate jokes, displaying inappropriate calendars, cartoons or computer images as examples.

If a person feels as though sexual harassment has taken place against them, either by another employee or by other individuals with whom they work, they should report the incident, in writing, to the Department Supervisor and/or Town Administrator. In circumstances where the complaint is against the Department Supervisor or Town Administrator, the person should report the complaint to the Chairman of the Board of Selectmen.

All sexual harassment cases will be handled with seriousness, discretion, confidentiality, and professionalism. The Administrator (or Chairman of the Board) shall make an internal investigation to determine the facts of the case, and will seek to resolve the issue within 30 days. Based on the investigation, if further actions with the Maine Human Rights Commission are required, they will be concluded within 180 day.

Employees may file a complaint of sexual or other illegal harassment with the Maine Human Rights Commission at State House Station 51, Augusta, Maine 04333, and (207) 624-6050.

If an employee is found to have violated the provisions of the law in regard to sexual harassment, the Administrator (or Chairman of the Board) may engage any of the disciplinary actions of the Personnel Policy, dependent upon the severity and/or frequency of the infraction.

There will be no retaliatory measures taken against any employee who makes a report of harassment. Any person found to have retaliated against another individual for reporting harassment will be subject to disciplinary action, up to and including termination of employment. Employees are protected by law from retaliation for filing a complaint of sexual harassment with the Commission.

SECTION 18 - DISCIPLINARY ACTION: Disciplinary action shall occur whenever, in the opinion of the Supervisor, an employee is performing below satisfactory levels. Disciplinary action may consist of the following alternative, including but not limited to, immediate termination of employment, depending upon the severity of the behavior: Written Warnings, Suspension (with or without pay), Demotion, and/or Termination.

Verbal consultations are not considered a formal step in the disciplinary process, except to the extent those discussions are referenced in formal written warning and/or other disciplinary options. Verbal consultations may be documented, but are not required to be in that format, and may be included in the employee’s personnel file for a period of up to one year from the date of discussion for purposes of conducting employee evaluations.

No employee shall be disciplined without just cause and without being provided in full with the reasons therefore in a detailed, written narrative.

SECTION 19 - GRIEVANCES: Should an employee feel aggrieved concerning the interpretation, meaning, or application by the Town of any provisions of these Personnel Policies within five (5) working days from the incident, he/she shall submit the details of such grievance in writing to the employee's Supervisor.

Within five (5) working days thereafter, the employee's Supervisor shall meet with the employee to investigate the merits of the grievance. The Supervisor shall respond in writing with five (5) working days to the employee outlining the Supervisor's decision. If an employee is not satisfied with the decision, within five (5) working days, they shall submit the details of the grievance to the Board of Selectmen. Within twenty (20) working days thereafter, the Board of Selectmen and the Supervisor will meet with the employee for the purpose of discussing the grievance and the Board of Selectmen shall render their final written decision within twenty (20) working days after said meeting.

SECTION 20 - CHANGES TO POLICY: The Board of Selectmen retains the right to make changes, without notice, to this policy and to conditions of employment, compensation and benefits as it deems necessary and in the best interest of the town. This personnel policy does not constitute a contract between the Town of Minot and its employees and may be changed by the Town at any time without prior notice.

ACCEPTANCE:

The above revised Personnel Policy was accepted by Town of Minot's Board of Selectmen at the December 27, 2022 meeting and shall be effective beginning January 1, 2023.

MINOT BOARD OF SELECTMEN:

Chairman

WITNESS TO ALL:

Town Administrator

**Town of Minot
Personnel Policy**

Please sign your name below as proof that you have received a copy of the Town of Minot Personnel Policy, and have reviewed any questions in the policy with the Town Administrator.

Danielle E Loring, Town Administrator

DATE _____

(Signature)

(Printed Name)

So. Portland - -

Knox County -

Kennebec Water District -

l w

Union - -

Hancock County - -

Portland -

Westbrook School Department - We - -



TOWN OF MINOT

329 Woodman Hill Road
Minot, Maine 04258-0329

Tel: 1-207-345-3305

Fax: 1-207-346-0924

Clerk's Report

June 26th, 2023

Hello Selectmen,

Updates:

June 13th RSU 16 Budget Validation & Municipal Election

There were 142 votes cast and both items passed in Minot.
The RSU Budget passed in all 3 towns.

Board of Appeals from Norma:

Nothing to report on.

Planning Board from Katherine:

“Sebago Technics called and requested to move to the August meeting to wrap up ongoing issues. Therefore, it was decided to not hold a meeting in July due to "No Agenda" Next meeting will be August 1st at 6:30pm.”

Inland Fisheries & Wildlife:

Boat Excise YTD: \$2,722.70

20 Boats (*June*)

3 done online.

0 Snowmobiles

29 ATVs

11 Game Licenses

The above amounts are as of 5/26/2023.

Vitals:

Vital orders as of 6/26

Birth Certificates- 16

Death Certificates- 5

Marriage Certificates- 9

Intentions- 7

Dogs:

2 dog registrations in June so far.

Building/ Plumbing Permits for 2023:

Building Permits: 30

Plumbing Permits: 12

Real Estate Taxes:

2021 taxes - \$21,046.13 for 13 accounts
2022 taxes - \$70,941.51 for 49 accounts
2022 30-Day Notices: June 20th- Done
2022 Liens: July 20th
2023 pre-payments - \$17,266.30 for 46 accounts
Total owed: \$91,987.64
Total Owed:6/12/2023: \$104,276.90
- \$12,289.26

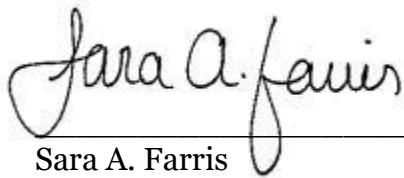
Personal Property Taxes:

2022 - \$18.56 on 1 account

Excise Tax:

<u>MONTH</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>+/-</u>
JAN.	\$51,264.36	\$43,055.03	\$50,306.29	+ \$7,251.26
FEB.	\$45,129.36	\$48,596.73	\$51,718.92	+ \$3,122.19
MARCH	\$75,065.57	\$56,912.29	\$62,362.95	+ \$5,450.66
APRIL	\$77,682.59	\$61,663.04	\$59,196.83	- \$2,466.21
MAY	\$67,323.14	\$64,848.92	\$74,257.14	+ \$9,408.22
JUNE	\$59,529.52	\$92,120.11	\$54,120.76	
JULY	\$73,304.01	\$63,394.65		
AUG.	\$77,159.71	\$65,209.36		
SEPT.	\$70,632.04	\$69,727.87		
OCT.	\$50,817.13	\$54,012.11		
NOV.	\$41,312.77	\$50,624.95		
DEC.	\$45,494.20	\$45,564.33		
TOTAL	\$ 734,714.40	\$ 715,729.39	\$ 351,962.89	

May Rapid Renewals: 63
We are about halfway through the year and we are on track to hit the same total collected as last year.



Sara A. Farris
Clerk/ Tax Collector/ Voter Registrar



INTEROFFICE MEMO

To: Board of Selectmen

CC: Danielle Loring, Town Administrator

From: Scott Parker, Highway Director

RE: Highway Department (6/12 – 6/25/2023)

Pottle Hill Road is all paved and about 100 tons under the estimated tonnage.

I have been talking with Danielle in regard to the paved hill on Hadfield Road as a lot of the tar was ripped up from plowing this winter. The hill is just liquid tar and, over the years, we have put a lot of patch and hot top on it but a lot of it is gone. I have got a quote from P&B to repave the 800' section in the sum of \$25,000.00. I am asking for approval to use the left-over paving money, approximately \$11000.00, and the rest out of ARPA funds. If approved, we will dig up what is left of the tar and install 2" of 12.5mm hot top.



Minot Fire Department
P.O. Box 154
Minot, ME 04258



Dean Campbell
Fire Chief



To Selectmen:

Old business.

1. Dry hydrant repairs
 - A. HOA ponds code enforcement checking on deed covenants
 - B. Non-HOA ponds
2. Cables all pulled at central
3. In-service done on new packs
4. Waiting to hear on pricing for T5 replacement

New business.

1. Stations are getting more organized
2. Want to schedule rescue tool annual service \$750.00 approx. cost
3. Garage door maintenance \$200.00 Per station approx. not including parts
4. New portables \$450.00ea
5. T shirt and sweat shirt order
6. BLS folder
7. Rescue Supplies
8. Pay rates
9. IT other stations

Large dollar expenditures

1. Bottles need 8
 - a. Firetech \$1,020.00
 - b. IPS \$1,093.00
2. Tires for squad and truck 5
3. Training EMT/Firefighter
4. Storage Building (Conex Box?)
5. Electrical service upgrade West Minot
6. PPE

Other issues

1. New hires
2. Starting Junior program
3. Future full-time help