



Town of St. George

Select Board Policy Manual

September 2022

Contents

Introduction	3
Administration	4
Futures File	4
Town Meeting Rooms	5
Tax Acquired Property	6
Town Office Hours of Operation.....	7
Public Hearing Policy	8
Community Service	9
Records Officer	10
Town Departments.....	11
Website Privacy and Disclosure Policy	12
Website Policy	15
Email Policy for Elected Officials.....	18
Boards & Committees.....	20
Meeting Agenda and Minutes Policy for Boards and Committees	20
Select Board Meeting Policy	22
Select Board Remote Participation Policy	26
Remote Access to Public Meetings	28
Compensation of Members of the Town Boards.....	29
Board or Committee Member Attendance.....	30
Board & Committee Meeting Times	31
Annual Meeting of Select Board and Board/Committee Chairs.....	32
Roles for Select Board, Town Manager, Boards and Committees	33
Community and Social Services.....	38
Fishermen's Memorial Policy.....	38
St. George Historical Society.....	39
Finance.....	40
Purchasing Procedures.....	40
Treasurer's Disbursement Warrants for Employee Wages and Benefits	42
Treasurer's Disbursement Warrants for Municipal Education Costs	44
Treasurer's Disbursement Warrants for Payment of State Fees.....	46
Treasurer's Disbursement Warrants for Utilities and Local Vendors.....	48
Finance.....	50
General Assistance Voucher Policy	50

Sale or Disposal of Personal Property.....	51
Property Tax Payment Policy.....	52
General Fund - Fund Balance Policy	53
Credit and Debit Card Acceptance Policy	56
Town Fund Investment Policy	58
Finance.....	61
Trust Fund Investment Policy	61
Andree Fund Policy	64
Trussell Worthy Poor Fund Policy.....	65
Lipson Tennis Fund Policy.....	66
Public Land Acquisition Policy	67
Personnel - General.....	69
Policy on Harassment	69
Public Works – Roads & Bridges	70
Street Light Policy	70
Acceptance of Private Roads as Public Roads	71
Winter Sand Policy.....	72
Smoking Policy ~ Solid Waste Facility	73
St. George Transfer Station Second Hand Shop.....	74
Appendix A – Committee Charges	75
Addressing Committee.....	75
Budget Committee	76
Conservation Commission Charge	77
Memorial Day Parade Committee	78
Recreation Committee	79
Scholarship Award Committee	80
Appendix B - Revoked Policies	81

Introduction

In the summer of 1988, the Select Board recognized that no formal source of policy statements existed. To some extent they were contained in the minutes of the meetings of the Select Board, but were not identified as such, and were not available for ready reference or review. As a result of this finding, on July 25, 1988 the Board adopted a Policy that made the following resolution:

RESOLUTION

1. That a formal Policy Manual be established.
2. That the Policy Manual be organized and maintained by Town Office personnel under the direction of the Town Manager.
3. That new policy statements may be added to the Policy Manual, or existing policy statements in the Policy Manual may be changed or revoked, by a majority vote of Select Board present at a formal meeting of the Select Board:
 - a. Select Board Members must be given a two (2) week notice prior to voting on revoking an existing policy.
 - b. Select Board Members and the Records Officer must be given a draft copy of a new policy or proposed policy changes two (2) weeks prior to voting on adopting or amending a policy.
 - c. To avoid unreasonable delay in adopting policy and to avoid adoption of policy without the full Board's involvement in the action, any member of the Board who cannot be present at the policy review meeting for a valid reason may notify the Chairman of that valid reason and request that consideration of the proposed policy change be re-scheduled. The request may be made in any form and by any means, but must be received before the start of the Regular Session. An initial request must be honored by the Select Board. A second request may be honored by a majority vote of the Board.
4. That the Policy Manual will contain a list of all revoked policies. Each policy will contain the date it was adopted or amended.
5. That the only valid policy statements are those that have been approved for inclusion in the Policy Manual.
6. That all current actions that are considered to be based on existing policy shall be continued until confirmed, replaced, or revoked, by formal entries in the Policy Manual.

The current edition of the Town Charter states at Section 201.3.8 "The Select Board shall determine rules for conducting Town of St. George business and shall maintain them in a Select Board Policy Manual.

Amended by the Select Board on October 19, 2020

Administration

Futures File

DEFINITION

This policy statement establishes a “Futures File” to contain information concerning future events that will require action to be taken by Town officials. While the file is not restricted as to content, it is intended to contain reminders about long-term or unusual contracts or commitments made by the Town that must be re-negotiated or honored, and/or actions that should be initiated. Examples are long-term leases or contracts.

PROBLEM

Due to the long-term nature of Municipal affairs, and the normal turnover of Town officials, both elected and appointed, actions that must be taken by the Town may not be known to current officials.

RESOLUTION

1. That a formal Futures File be established.
2. That the Futures File be organized and maintained by Town office personnel under the direction of the Town Manager.
3. That the Futures File will contain information to remind future Town officials of actions that must be taken.
4. That the Futures File content will be “hard-copy” and be available for review by both Town officials and the general public.
5. That the Futures File will be reviewed by the Town Manager on a regular basis and any required action be brought to the attention of the official(s) that must take the action.

Amended by the Select Board on September 26, 2005

Administration

Town Meeting Rooms

INTRODUCTION

The Town office has several meeting rooms available for meetings and other events. It is intended that these rooms be made available for use by the townspeople. This policy establishes guidelines concerning the use and scheduling of the rooms.

GUIDELINES

All usage is to be approved and scheduled by the Town Manager or designated Town office staff in accordance with these guidelines.

PRIORITY

Town government activities such as voting and Board and Committee meetings are to have first priority for use of the available rooms. The next priority is to accommodate requests from Town service organizations such as the fire department, ambulance, and health clinics. The Fire Department and Ambulance Association will have priority on the Fire Station Meeting Room.

Because of the potential for scheduling conflicts the rooms should not be considered as a regular meeting place by other organizations and individuals; they may be used when available for one time or occasional meetings or for regular meetings at the discretion of the Town Manager.

RESPONSIBILITY

An individual must be designated who will be in charge of the meeting. This individual will be responsible for arranging access, keeping order, cleanup after the meeting, and securing the room after the meeting (lights off, thermostat down, doors locked, etc.). Alcoholic beverages of any kind are not permitted at any meeting or event in these rooms.

Amended by the Select Board on November 26, 2018

Administration

Tax Acquired Property

Parcels of property that become tax-acquired through the tax lien foreclosure process in the Town of St. George shall be conveyed back to the taxpayer against whom the lien taxes were committed, provided that the taxpayer pays to the Town a sum of money equal to all outstanding taxes, interest, costs, and an additional amount representing taxes that would have been collected against the property had it not become tax acquired. Said additional amount representing taxes that would have been collected against the property had it not been tax acquired shall be entered for bookkeeping purposes as part of cost to said Town of St. George.

The right to redeem set forth in the preceding paragraph shall be available to the taxpayer until such time as the Select Board awards the property to a bidder at a public auction or pursuant to a bid process, or obtains a court judgment confirming the Town's title to the property. No public auction or bid process shall be held, nor court action commenced, until after one (1) year from the tax lien foreclosure date, although such action may be taken at any time thereafter. The taxpayer (last owner, heirs, or representative thereof) shall be given notice of the auction or bid process by first class mail to the last known address of Town record to said taxpayer, mailed at least thirty (30) days prior to the date of auction or bid opening.

The Treasurer is authorized to collect partial payments on amounts due on tax-acquired property if the subject property is expected to be redeemed prior to the next April 1st. If the tax-acquired property cannot be redeemed prior to the next April 1st, then a payment arrangement must be submitted to, and approved by, the Select Board.

This policy applies to all tax acquired property, except that the Municipal Officers shall use the special sale process required by 36 M.R.S.A. § 943-C for qualifying homestead property if they choose to sell it to anyone other than the former owner(s).

For transition purposes, this policy shall affect only those properties that become tax-acquired after the adoption date of this policy.

Amended by the Select Board on October 21, 2019

Town Office Hours of Operation

POLICY OF THE BOARD

The day-to-day operation of the Town Office is the responsibility of the Town Manager. The Town Manager is responsible for the staff and the setting of the work schedule for the staff.

It is the direct responsibility of the Select Board to set the hours of operation for the Town Office, said hours to be approved by a majority of the Select Board.

The hours of operation shall be subject to the holiday schedule as described in the Personnel Policy.

Exceptions to the hours of operation shall be:

1. **Immediate attention**

The Town Manager may alter the hours of operation based upon items that need immediate attention, such as emergencies and storm days.

2. **Temporary changes**

Temporary changes to the hours of operation may be approved by action at a Select Board's meeting. Workshops and meetings that require full staff attendance may be scheduled by the Town Manager.

Notice of temporary changes to the approved hours of operation shall be made public and posted in a manner to notify as many people as soon as possible.

Amended by the Select Board on November 6, 2017

Administration

Public Hearing Policy

ISSUE

Public hearings are meetings to provide information and receive public input on particular matters. The requirements for calling public hearings vary, depending on the type of public hearing being called.

POLICY

Public hearings may be called by Boards or Committees for specific reasons. Those public hearings that are called by Boards or Committees should be cleared with the Town Manager so scheduling of time and meeting space is approved and that no conflict with State statutes or charter occur. The Town Manager will be responsible for proper notification of meetings. This will include the legal requirements for advertising and informing the Select Board of planned hearings.

Some public hearings may be required for certain items, such as adoption of ordinances. These public meetings should be arranged through, and called by, the Select Board as the subject matter involves Town issues that fall into a category covered by State statute or Charter.

The Boards or Committees that are responsible for calling the public hearing will be responsible for administering the public hearing. This includes the conduct and subject matter of the hearing.

To ensure as much public involvement as possible in public hearings, the hearing shall be advertised as required.

Amended by the Select Board on July 24, 2017

Community Service

DEFINITION

Community service is a donated service or activity that is performed by someone or a group of people for the benefit of the public or its institutions. Performing community service is not the same as volunteering, since it is not always done voluntarily. It may be done for a variety of reasons: schools may mandate it as a requirement of a class or it may be court ordered in lieu of other actions.

POLICY

Community service requests will be received by the Town Manager and approved at their discretion. Community service will be administered by the Town Manager or designee. Following the completion of service, each person or group performing the service will be provided a written acknowledgement of the hours performed, with a record of the service performed filed in the Town office.

Amended by the Select Board on November 26, 2018

Administration

Records Officer

DEFINITION

Maine law provides that no local government may destroy official records without the approval of Maine's Local Government Records Board. This Local Government Records Board was authorized to develop rules to simplify the management of these records by providing retention and disposition determinations for most items. Section 6 of the Rules state that "each local government agency shall appoint a Records Officer to serve as contact person with the Local Government Records Board. The Records Officer shall be responsible for completing all forms and reports submitted to the Local Government Records Board, and shall have authority to obtain the required information from all units and/or divisions within the local government agency represented. When the Records Officer leaves the local government agency, or is replaced, the Local Government Records Board shall receive prompt written notification."

RESOLUTION

The Select Board hereby designates the appointed Town Clerk to serve as the Records Officer for the Town of St. George. At the annual appointment of the Town Clerk, the responsibilities and duties of the Records Officer, as well as the title and position, shall automatically be assumed by the Town Clerk.

Amended by the Select Board on January 7, 1991

Administration

Town Departments

INTRODUCTION

The Town Charter says *“In addition to those provided by law, the Town of St. George shall, by ordinance, create such executive and administrative offices and departments, as it may deem necessary for the proper and efficient conduct of the affairs of the Town. The Town of St. George shall also determine and define the duties and powers of such offices and departments. Any office or department so created may at any time be abolished by the Town of St. George.”*

POLICY

In the transition period, and to provide direction for the creation of such an ordinance, the following departments are identified as the local government structure of the Town:

- Assessing
- Community & Social Services
- Finance Department
- General Assistance
- Harbor Department
- Parks & Recreation Department
- Planning Department
- Public Safety Department
 - *Fire Department*
 - *Animal Control*
- Public Works Department
 - *Property Management*
 - *Roads & Bridges*
 - *Solid Waste Department*
- Select Board
- Town Office Administration

The Town Manager is charged with defining and describing these specific departments, to be submitted to the Select Board for approval and subsequent incorporation into an administrative ordinance.

Amended by the Select Board on October 19, 2020

Website Privacy and Disclosure Policy

INTRODUCTION

In 2001 the State of Maine enacted a law that says “each public entity that has a publicly accessible site on the internet associated with it shall develop a policy regarding its practices relating to personal information and shall post notice of those practices on its publicly accessible site on the internet.” This policy is based upon the requirements of Title 1, Chapter 14-A: Notice of Information Practices.

PUBLIC DISCLOSURE

All information collected on the Town of St. George website will be treated the same as any written communication and is subject to the confidentiality and public disclosure provisions of *Title 1, Chapter 13: Public Records and Proceedings*.

For additional information on The Maine Freedom of Access Act visit the State of Maine website.

PERSONALLY IDENTIFIABLE INFORMATION

"Personally identifiable information" is information that readily identifies a person. It includes, for example, an individual's name, street address, email address, or phone number.

Personally identifiable information will not be collected unless the user voluntarily sends an Email message, fills out and sends an online form, or fills out personal information and sends in a survey. Choosing not to participate in these activities will not impair anyone's ability to access certain information or obtain a service online.

Unless specifically protected under state law, any information provided may be inspected by the public or disclosed in a legal proceeding.

EMAIL MESSAGES

Email messages will be treated the same as any other written communication. They may be subject to public inspection or legal disclosure and may be saved for a period of time before they are destroyed.

EMAIL SUBSCRIBERS

Unlike other Town records, the Email Subscriber lists, established for the sole purpose of disseminating non-interactive notifications, updates and cancellations, are not public.

The Town currently uses Constant Contact to support its email subscriber lists; please note that site users are subject to their privacy policy (<https://www.endurance.com/privacy/privacy>).

USE OF WEB BEACONS

Constant Contact may include a web beacon in its email to determine the number of individuals who open an email. When a user clicks on a link in an email, it may record this individual response. Web beacons collect only limited information, such as a cookie identifier, time and date of a page being viewed, and a description of the page on which the Web Beacon resides (the URL).

Web Beacons can be refused when delivered via email. Users who do not wish to receive Web Beacons via email will need to disable HTML images or refuse HTML (select Text only) emails via their email software.

SITE STATISTICS

This site uses Google Analytics, a web analytics service provided by Google, Incorporated, to collect statistical information on visitors who view or download information from this website. The information collected includes:

1. The date and time of the visit.
2. Information about the user's browser type, operating system and bandwidth.
3. The part of our website the user visited.
4. The Internet address of the user's computer and the site that sent the user to this website.
5. The search terms the user entered and the name of the search engine.

The information we collect is used to improve the content and help us understand how people are using the website. The collected information is not Personally Identifiable Information, and no attempt is made to link it with the individuals who use the site or services.

In addition, Google Analytics provides an administrator option regarding the sharing of tracking data with Google. This site has elected to "not share" and therefore tracking data will remain with Google Analytics and will not be shared with other Google products or services.

COOKIES

Cookies are small text files sent by a website and stored by the user's web browser.

Cookies store information, such as what time the current visit occurred, whether the visitor has been to the site before, and what site referred the visitor to the web page. Cookies do not collect Personally Identifiable Information.

Information on popular browsers and how to adjust and control cookies is found at <https://AboutCookies.org>.

HYPERLINKS

This website contains hyperlinks or "links" to other sites, and other sites may "link" to this site. Websites linking to and from our website may have different privacy practices from our website.

Visitors to those linked websites should read the privacy statements of these other websites. Our privacy policy applies solely to information collected by our website.

CONSENT

By using our website, users signify assent to our privacy policy. Users who do not agree with any term in this policy should not use our website or submit any personally identifiable information.

CHANGES TO PRIVACY POLICY

If there are changes or additions to the terms of this Privacy Statement, changes will be posted as an announcement on the website so that visitors will always know what information we collect online, how we use it, and what choices are available. Any information collected under this current policy will remain bound by the terms of this privacy policy. After the changes take effect, all new information collected, if any, will be subject to the revised privacy policy.

Amended by the Select Board on October 19, 2020

Administration

Website Policy

PURPOSE

The purpose of the Policy is to define the process for the administration of change and maintenance of the Town of St. George website.

The Town of St. George maintains the Town government website to provide residents, visitors, Town Staff/Boards/Committees and businesses with access to information about Town services, contacts, announcements, news, events, public meetings, documents/forms and online services. This information is intended to offer convenient, cost effective and easy access for those wishing to learn about the Town of St. George and its governance. The Town website is not intended to advertise for businesses or non-profits nor to facilitate a general debate or public discourse.

SITE ADMINISTRATION AND MAINTENANCE

The Town website is administered and maintained through the Website Administrator. Town staff updates the website regularly, and every effort is made to ensure the accuracy of the information provided on the site. The information is provided as a public service, and the Town of St. George assumes no liability for any inaccuracies the website may contain. The Web Administrator should be notified of any errors discovered on the website.

WEBSITE CONTENT/CHANGES

The decision to include or not include content or services on the Town Website resides with the Website Administrator.

POSTING OF EVENTS

The Town of St. George's website is intended specifically to share information about Town governance, services and events. From time to time, the Town receives requests from outside entities to include details regarding their events. Our policy is to include information only for events that are coordinated with and/or sponsored by the St. George Town Office, its Boards/Committees and the St. George Volunteer Firefighters and Ambulance Association.

LINKS POLICY

The Town of St. George may select links to outside websites that offer helpful resources for users. Links may include federal, state, or local governmental agencies or quasi- governmental organizations, libraries, school districts and similar entities. It is the Town's practice not to link to sites that contain advertising (Mid-coast Tide Charts is an exception) or to advertise for local businesses. Outside web pages are not under the control of the Town of St. George and are subject to different Website and Privacy Policies.

Links to other websites may be removed or replaced at the sole discretion of the Website Administrator at any time without notice.

TOWN OF ST. GEORGE ORDINANCE AND POLICY DISCLAIMER

For the public's convenience, the Town website includes a link to an electronic version of the Town Ordinances and documents. This on-line resource is not intended to replace the current printed version. While every attempt is made to keep the online version of the information current, the Select Board and Town Meetings periodically pass changes that supersede or modify the ordinances/policies included in the online version. The site is intended for general reference and should not be used in the preparation of legal documents. Anyone using the online version of the Town Code is advised to contact the Town Clerk's Office with questions regarding the code.

PRIVACY POLICY

The privacy of the Town of St. George's website visitors and protection of personal information is essential. The Town has created a separate policy document to address this subject. Refer to the Privacy and Disclosure Policy for the Town of St. George Website for details.

ONLINE SERVICES

Fee based services are hosted by the State of Maine.

Fees

Payments are completed online as part of the service transaction. The most common form of payment is a credit card, but some services offer other options such as e-checks. Each service clearly states associated fees and payment options. For some services, a service fee may be applied resulting in a higher charge than is charged by the Town Office.

Privacy and Security

Maine.gov online services are built with privacy and security in mind. Extra steps have been taken to safeguard personal and financial information. More information is available via the Maine.gov [Transaction Security Policy](#).

Support

Most online services provided by Maine.gov contain a Frequently Asked Question (FAQ) section and specific contact details.

AMERICANS WITH DISABILITIES ACT (ADA) ACCESS

The Town of St. George is committed to compliance with the Americans with Disabilities Act (ADA). Upon request, the Town of St. George will make reasonable accommodations to provide individuals who have disabilities access to information regarding Town services, programs, or activities set forth on the Town's website.

COPYRIGHT POLICY

All information and materials provided on this website are the property of the Town of St. George. The Town retains copyright on all text, graphic images, and other content found on the website. Commercial use of text, logos, photos, and other graphics is prohibited without the express written permission of the Town of St. George. The Town of St. George reserves all other rights.

DISCLAIMER

The minutes, agendas, notices, schedules, ordinances and other information provided on this website are offered as a courtesy and convenience for the public, but are not intended to substitute for the Town's official records, which are available for inspection and copying at the St. George Town Office during regular business hours. While every effort is made to keep the information on the website up-to-date and complete, the website is a supplementary information source and is not all-inclusive. Reliance on this website is at the user's own risk. The Town of St. George, its boards, departments, officers, officials and employees do not warrant the accuracy, reliability, completeness or timeliness of any information on this website and may not be held liable for any losses caused by any person's reliance on the information available on or absent from this website. The text of the ordinances on this website has not been officially certified by the Town Clerk of the Town of St. George. Certified copies of the ordinances are available at the office of the Town Clerk.

Amended by the Select Board on November 26, 2018

Administration

Email Policy for Elected Officials

INTRODUCTION

There is no legal prohibition against email communication between members of a public body outside of a public proceeding. However, email communication among a quorum of the members of a body used as a substitute for deliberations or decisions that should properly take place at a public meeting may likely be considered a “meeting” in violation of the statutory requirements for open meetings and public notice.

Email is a public record (likely even when sent using a member’s personal computer) if it contains information relating to the transaction of public or governmental business unless the information is designated as confidential or excepted from the definition of a public record¹. As a result, members of a body should be aware that all emails and email attachments relating to the member’s participation are likely public records subject to public inspection under the Freedom of Access laws. In some cases, depending on the subject matter, Email may also be governed by the *State Archives Advisory Board’s Rules for Disposition of Local Government Records*, including requirements for retention of records for certain specified periods.

This policy was developed to ensure elected officials for the Town of St. George are in compliance with State statute.

EMAIL STANDARDS

1. Elected Officials can request a Town email account be assigned to them for Town related business.
2. To reduce the risk of having personal information and correspondence exposed to public scrutiny, Email can be accessed using a webmail application and not downloaded to personal computers or hand held devices.
3. It is suggested each email footer contains the following text:
Please note: Most written communications to or from this email address are public records and are available to the public and media upon request.
4. It is suggested the signature line contain both the individual’s name and official title.

GENERAL EMAIL USE

1. Three or more elected officials shall avoid the use of Email for deliberation, discussion, or for voting on matters properly confined to public meetings; email should be used for non-substantive matters such as scheduling meetings, dissemination of information and reports, and developing agendas for future meetings.
2. A BCC (blind carbon copy; also Bcc) should not be used. A BCC is a copy of an email message whose email address does not appear in the message. This is in contrast to To and CC recipients, whose addresses do appear in the respective header lines. Every recipient of the message can see all the To and CC recipients, but does not know about BCC recipients.

¹ [1 M.R.S.A. § 402, sub-§ 3.](#)

3. In the event the above policy is not followed, or if there is a question whether substantive matters properly confined to public meetings were discussed or deliberated via Email by three or more members, those Emails in question should be printed and disclosed to the public at the next public meeting of the Select Board.
4. Under Maine's Freedom of Access ("Right to Know") law, all Email and Email attachments received or prepared for use in matters concerning Town business or containing information relating to Town business are likely to be regarded as public records which may be inspected by any person upon request, unless otherwise made confidential by law.
5. The Chair shall acknowledge email messages that come to all members at once. While the Chair is not empowered to discuss substantive matters on behalf of the Select Board in these acknowledgements, he or she may supply pertinent information regarding how the Board will proceed with the issue, if applicable (for example, upcoming public hearings, information available through the Town of St. George website, and so on). The Chair and individual members should remain free to reply to such messages as individuals, but shall refrain from engaging more than one other elected official in the electronic discussion.

EMAIL RETENTION

Emails are subject to the [Rules for Disposition of Local Government Records](#).

An email automatically generates at least two copies, one for the sender and one for the recipient. There are often many more copies, because of the "cc" others and "forward" features associated with messages. Generally the person who originates the message holds the so-called *record copy*, which is the one that must be kept for the full retention period. Those who receive other copies may (and should) delete them as soon as they've served their purpose.

In many cases emails fall into the following *Record Series*² and *Records Disposition Schedule*³:

1. **A.27.a Correspondence – Transitory**
Letters of transmittal, requests for information, letters of application, of thanks, etc.
Retention: 60 days, Not Confidential
2. **A.27.b Correspondence – Substantive**
Letters and memoranda documenting actions taken by the local government agency.
Retention: File with related record series, Not Confidential (unless matter documented makes it so). Substantive correspondence (and associated documents/attachments) must be filed with the Records Office.

Adopted by the Select Board on December 10, 2012

² "Record Series" means file units (folders or volumes) or documents arranged in accordance with a filing system, or maintained as a unit because they relate to a particular function, result from the same activity, have a particular physical form, or because of some other relationship arising out of their creation, receipt, or use.

³ "Records Disposition Schedule" means a listing of record series with retention periods as appropriate for their current and semi-current phases, and an indication of their ultimate disposition.

Boards & Committees

Meeting Agenda and Minutes Policy for Boards and Committees

INTRODUCTION

The Charter requires:

1. Board and Committee meetings shall be open to the public and notice shall be given as provided by law and Town policy.
2. Minutes of all meetings shall be recorded in writing and approved, with amendments if necessary, by a vote of the Board or Committee. Copies of all approved minutes and any relevant material shall be maintained by the Town Clerk as public documents.
3. The approved minutes of all Board and Committee meetings shall be distributed to the Town Manager within five working days after the meeting date on which they were approved.

SCOPE

This policy applies to all Town Boards, Standing Committees and Ad hoc Committees.

POLICY

1. Notice of Meeting
The Meeting Agenda shall be provided to the Town Office at least two working days prior to the meeting day. The meeting agenda will be posted on the Town Website.
2. Meeting Minutes
Select Board
 - a. The recording secretary shall email a copy of the draft minutes to the Records Officer at least one business day before the next Select Board meeting. The minutes should be marked as *Draft* using a watermark. The Records Officer will email the draft minutes to the Select Board members.
 - b. Any changes to the draft minutes are to be identified at the next scheduled Board meeting. Minutes should be approved, with amendments if necessary, by a vote by the Board.
 - c. The recording secretary shall email approved minutes to the Records Officer for posting on the Town website and maintenance as public records.

Other Boards and Committees

- a. The Board/Committee secretary shall distribute a draft copy of the minutes within five (5) days of the meeting to the members. The minutes should be clearly marked as *Draft*.
- b. Any changes to the draft minutes should be identified at the next scheduled meeting of the Board/Committee. By a vote by the members, minutes should be:
 - approved,
 - approved with amendments,
 - or not approved pending significant amendments

- c. The secretary shall email approved minutes and any relevant supporting material to the members and the Town Office within five business days of the meeting in which the minutes were approved.
 - d. The Town Office will post the approved minutes on the Town Website and maintain as public records.
- 3. Public Access to Draft Minutes
As public records, draft meeting minutes are accessible via a Freedom of Access Act request to the Records Officer. It is the responsibility of the Records Officer to obtain the draft minutes from the Board/Committee secretary. It should be noted, the secretary may destroy draft minutes when no longer needed.
- 4. Meeting Agenda and Minutes procedures will be provided to the Board and Committee secretaries by the Town Manager and posted on the Town Website.

Amended by the Select Board on November 26, 2018

Select Board Meeting Policy

INTRODUCTION

The primary purpose of the Select Board Meeting is for the Board to conduct its business and fulfill its obligations.

The Select Board meetings are open to the public, except as defined by the rules and procedures of Executive Session (reference Section III of this Policy). The public is welcome and encouraged to attend all meetings of the Select Board.

POLICY

1. MEETINGS

- a. The Select Board shall meet regularly at least twice a month.
- b. Special meetings may be held on the call of the Board Chairperson or of three or more Board members.
- c. All meetings of the Select Board shall be open to the public, however, the Board may, by majority vote, recess for the purpose of discussing in Executive Session (reference Section III of this Policy) any matter considered to be of a confidential or personal nature as permitted by law.
- d. Notice of all meetings shall be given as required by law.

2. CONDUCT OF THE MEETING

a. **Establishing a quorum.**

A quorum is a simple majority of the full Board. A quorum must exist for the meeting to be called to order.

b. **The role of the Chairperson.**

The Chairperson of the Select Board shall conduct all Select Board meetings and rule on questions of order. In general, the rules of the meeting are informal, relying on Robert's Rules of Order when needed. If an individual is out of order, a majority vote by the Select Board may suppress the person's participation entirely, including asking them to leave the meeting.

The Select Board may fill a vacancy, as defined in the Town Charter, of more than thirty (30) days in the office of the Chairperson. The replacement must be chosen from the members of the Select Board by majority vote.

c. **Meeting Agenda.**

- i. Each Select Board meeting shall have an agenda of business.
- ii. Select Board members who wish to add a subject to the meeting agenda shall contact the Town Manager or Chairperson to request inclusion on the agenda

prior to noon of the last workday before the scheduled meeting. The request should include an indication of urgency and an estimate of the time required.

- iii. The Select Board Chairperson shall determine the content of the published agenda. A deferred agenda request will be listed as a Future Agenda Item. The agenda will be published at the Town Office one business day proceeding the scheduled meeting date. It is the practice of the Town Office to also post the agenda on the Town website.

d. Agenda Outline.

Following the *Pledge of Allegiance and Open Public Comment*, the *Regular Session* of the Select Board will consist of the following:

- i. *Adjustments to the Agenda*. The Select Board will only act on items that appear on the final posted agenda unless the immediacy of the issue requires an item to be added to the agenda at the meeting. Sequence changes may be made to accommodate meeting speakers or public comment. Adjustments to the agenda must be agreed to by the majority of the Select Board.
- ii. Pending Draft Minutes will be acted upon by the Select Board.
- iii. *Communications*. The Town Manager, Select Board Chairperson and Board members will present any communications that require the Select Board to take action or that were not previously distributed.
- iv. *Warrant*. A majority of the Select Board must sign the warrants for the expenditure of funds. The amount of the warrant along with any significant payment amounts will be noted in the meeting minutes.
- v. *Town Manager's Report*
- vi. *Committee Reports*
- vii. *Old Business*
- viii. *New Business*
- ix. *Executive Session* (as required)
- x. *Set Next Meeting's Date and Agenda*

e. Open Public Comment.

It is a Select Board tradition to permit the public to address the Board at regular Select Board meetings. Such public comment may be limited to 30 minutes and is subject to the reasonable rules and order established by the Chairperson. By majority vote, the Select Board may increase the time for open public comment and may adjust the agenda items accordingly.

It is important to note that this is an opportunity for citizens to be heard, but not for the Select Board to resolve issues or take immediate action. It will be by majority vote of the Select Board to determine if a subject identified during *Open Public Comment* should be added as an *Adjustment to the Agenda*, placed on a future meeting agenda, referred to Administration, or referred to a Board or Committee.

f. Public Comment on Agenda Items.

A Select Board meeting is a meeting open to the public, not a meeting at which the public has a right to participate. Public comment on issues discussed by the Select Board, if not offered during the open public comment period, may be offered during the meeting with the permission of the Chairperson or by majority vote. Such comment, if permitted, should be brief and concise and may be limited by the Select Board given the

time constraints of the meeting.

g. **Voting.**

Actions of the Select Board shall be binding and valid when adopted by affirmative vote when a quorum is present. The Select Board Chairperson may choose to vote, not vote or abstain in Board affairs except that in the event of a tie, the Chairperson shall vote to break the tie.

h. **Meeting Duration.**

It is the objective of the Select Board to keep the duration of the meeting to two hours or less. In cases when the meeting appears to be running in excess of this time parameter, the Board, by majority vote, may extend the meeting time, modify the agenda or bring the meeting to an orderly closure.

i. **Adjournment.**

Normally when a meeting is adjourned, the business at hand has been dealt with, the meeting is over, and the Select Board will meet at the next regularly scheduled time. However, a meeting may be adjourned to a time and place certain in order to attend to some unfinished business. When a meeting is adjourned to a time and place certain, only that business which is carried forward from the adjourned meeting may be dealt with. Any new business must be conducted at a new meeting.

3. EXECUTIVE SESSION

Strict rules apply to the calling and conduct of executive sessions by municipal boards (reference [1 M.R.S.A. § 405](#)). Board members should especially note the following:

- a. Executive sessions may be held only for the limited purpose of the permitted deliberation, and no final action may be taken in executive session.
- b. The law requires that a Board must first be conducting a properly noticed public meeting before it goes into executive session.
- c. In addition, before the Board enters executive session, there must be a motion made in public to enter executive session and the motion must be approved by a publicly recorded vote of the majority of the Board members present and voting.
- d. The motion to enter executive session must state "the precise nature of the executive session" and must also "include a citation of one or more sources of statutory or other authority that permits an executive session for that business."
- e. If the Board members wish to approve an action after they have discussed a matter in executive session, the Board must exit the executive session, return to the public meeting, and take any vote or other formal action in the public portion of its meeting.
- f. Finally, the purpose of the Right to Know law cannot be defeated through the misuse of executive session. Action taken or resulting from an executive session in violation of the Right to Know law is illegal, and upon complaint would be found by a court to be void and unenforceable.

4. ANNUAL ORGANIZATIONAL MEETING

The Select Board shall hold an organizational meeting not later than seven calendar days following each Annual Town Meeting and shall organize, to the extent possible as follows.

Items not completed at that meeting shall be accomplished as soon thereafter as possible.

- a. Elect, by majority vote with the entire Board present, one of its members as Board Chairperson for that year. Establish if a Vice-Chairperson will be elected or if an Acting-Chairperson will be elected on an as-needed basis when the Chairperson is not available.
- b. Appoint someone, not a member of the Select Board, who may be recommended by the Town Manager and who will be supervised by the Town Manager, as Board Secretary.
- c. Establish the time and place for regular meetings of the Select Board. Establish the time duration for Select Board meetings and the process for handling meeting agendas that exceed the specified parameters.
- d. Make those appointments specified in Section 201.3.2 of the Town Charter and have the appointments completed within the required time.
- e. Make those optional appointments specified in Section 201.3.3 of the Town Charter for Town Attorney and Assessors' Agent. In addition, determine if a change in the Town Auditor would be beneficial in obtaining a fresh review of accounting and other financial matters and procedures.
- f. Assign Board, Committee and Commission Select Board Representatives.
- g. Review the Select Board Policy Manual identified in Section 201.3.8 of the Town Charter.
- h. The Town Manager will provide the Annual Calendar of key activities and responsibilities. The calendar provides an outline by month of items the Select Board must address on an annual basis. In addition to reoccurring items, other items as a result of the Town Meeting, the pending Action Plan - Select Board section, etc. should be identified.

Amended by the Select Board on October 21, 2019

Select Board Remote Participation Policy

Pursuant to 1 M.R.S. § 403-B, and after public notice and hearing, the St. George Select Board adopts the following policy to govern the participation by remote methods of members of the Board and the public in the public proceedings of the Select Board.

In compliance with 1 MRSA §403-B, sub-§2, enacted in 2022, this policy also applies to all of the Town's boards, committees and commissions, unless they instead adopt their own remote participation policy.

As used in this policy, “meeting” refers to any “public proceeding” of the Select Board, as that term is defined in 1 M.R.S. § 402.

REMOTE PARTICIPATION BY MEMBERS PERMITTED IN CERTAIN CIRCUMSTANCES

Members of the Select Board are expected to be physically present for meetings except when not practicable, such as in the case of an emergency or urgent issue that requires the Select Board to meet remotely or an illness or temporary absence of a member that causes significant difficulty traveling to the meeting location. The Chair of the Select Board, in consultation with other members if appropriate and possible, will decide whether and how to permit remote participation in as timely a manner as possible under the circumstances. A member who is unable to attend a meeting in person will notify the Chair of the Select Board as far in advance as possible. If the Chair determines that it is not possible to give public notice of remote participation within the time required under 1 M.R.S. § 406, remote participation will not be permitted.

REMOTE METHODS

Remote methods of participation may include telephonic or video technology allowing simultaneous reception of information by which all members of the Select Board can hear each other and may include other means necessary to accommodate disabled persons. Remote participation by text-only means such as e-mail, text messages, or chat functions is not permitted.

REMOTE PARTICIPATION BY THE PUBLIC

Whether or not any member of the Select Board participates remotely in a meeting, the public will be provided a meaningful opportunity to attend the meeting remotely, subject to exceptions provided by law such as for executive sessions. If public input is allowed or required at the meeting, an effective means of communication between the Select Board and the public will also be provided so that all members of the Select Board and all other persons attending the meeting in person or remotely can hear each member of the Select Board and each other person who is recognized to speak.

NOTICE

Notice of all meetings will be provided in accordance with 1 M.R.S. § 406 and any applicable charter, ordinance, policy, or bylaw. When the public may attend by remote methods, the notice will include the means by which the public may attend the meeting remotely and will provide a method for disabled persons to request necessary accommodation to attend the meeting. The notice will also identify a location where the public may attend the meeting in person. The Select Board will not restrict public

attendance to remote methods except in the case of an emergency or urgent issue that requires the Select Board to meet remotely.

AVAILABILITY OF DOCUMENT

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

QUORUM AND VOTING

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

EFFECTIVENESS

This policy will take effect immediately and will remain in force indefinitely unless amended or rescinded.

Amended by the Select Board on August 8, 2022

Remote Access to Public Meetings

INTRODUCTION

The purpose of this policy is to ensure that members of the public can participate remotely in civil and orderly meetings, and minimize the risks of interruptions from zoom-bombing, etc.

POLICY

Members of the public wishing to attend a public meeting should:

1. Ensure their “Display Name” in their Zoom Profile shows their correct first and last name.
2. Contact the Town Office before 2:00pm the day of the meeting, by phone (207) 372-6363 or email to remote-access@stgeorgemaine.com, with their:
 - a. First and last name
 - b. Email address
 - c. Phone number

The Town Office will send out meeting login details to all those wishing to attend remotely by 4:00pm.

Members of the public with expected “Display Names” will be granted remote access to the meeting.

Adopted by the Select Board on May 16, 2022.

Boards & Committees

Compensation of Members of the Town Boards

DEFINITION

The intent of compensating the Board members is to provide appreciation for their community service, recognizing that membership on these Boards demands a lot of time and dedication.

POLICY OF THE BOARD

Members of the Planning Board and Board of Appeals shall be compensated on a quarterly basis. Compensation shall be based upon attendance at regularly scheduled meetings and hearings, as recorded in the minutes, at the rate of \$20 per meeting or hearing held at a specific site. For example, if there were three on-site hearings held consecutively at three different sites during one day, it would be considered three separate hearings.

Amended by the Select Board July 24, 2017

Board or Committee Member Attendance

INTRODUCTION

The St. George Charter (Article 202) suggests and authorizes the Select Board to develop a policy addressing the implied resignation of a Town Board or Committee member who is appointed by the Select Board.

POLICY

It is the intent that any member of a Town Board or Committee, who has been appointed to that Board or Committee by the Select Board, shall attend all meetings and hearings of that Board or Committee. If the member cannot attend a meeting or hearing, it is requested that the Chairman be notified of the absence. Any unexplained absence for three (3) or more consecutive meetings could be considered an implied resignation.

If a member of a board or committee expects to be absent for an extended period of time and that absence may have a detrimental effect on the work of that particular board or committee, it is recommended that the member expecting to be absent submits a letter of resignation. This resignation will not prevent the person from assisting the board or committee when available, only from acting in an official capacity as a Town official.

The Select Board Representative and the Chairperson of the board or committee affected by this implied resignation or extended absence shall make a recommendation to the Select Board regarding the status of the subject member.

Amended by the Select Board on November 4, 2019

Boards & Committees

Board & Committee Meeting Times

INTRODUCTION

It is essential that meeting times be established to encourage public participation both in membership and meeting attendance. Optimally, regular meeting times should be scheduled at a consistent time.

POLICY

It is the policy of the Select Board that boards and committees shall set the time and place for their meetings giving due consideration to the following factors.

1. Committee membership. Meetings should occur at times that do not preclude residents from joining the boards and committees they wish to serve on.
2. Community participation. Meetings should be scheduled at times to maximize the number of residents available to attend.
3. Convenience to membership, administrative liaison(s) and Select Board Representative. With the above considerations, all boards and committees may set the times of meetings that are most convenient to their membership, administrative liaison(s) and Select Board Representative.
4. All committee and board meetings are, by statute, open to the public and all meetings must be held at a place that is open and available to the public. The time and place for regular meetings shall be approved annually by the Select Board. The time and place for special meetings shall be determined by the chairperson of the board, committee or commission

Any law, rule, ordinance or regulation that is contrary to this policy shall supersede this policy.

Amended by the Select Board on November 10, 2014

Boards & Committees

Annual Meeting of Select Board and Board/Committee Chairs

POLICY

There will be an annual gathering of the Select Board and the Chairs of Town Committees and Boards convened with the following objectives:

1. To meet legal requirements pertaining to training and education of municipal officers.
2. To review administrative structure of Town government with particular attention to the responsibilities, duties and interactions of committees, Town administration and the Select Board.
3. To present and discuss the goals for the boards and committees, Town administration and Select Board.

Frequency: Annual

When: As soon as possible after the completion of committee appointments and election of chairs.

Amended by the Select Board November 13, 2017

Roles for Select Board, Town Manager, Boards and Committees

PURPOSE

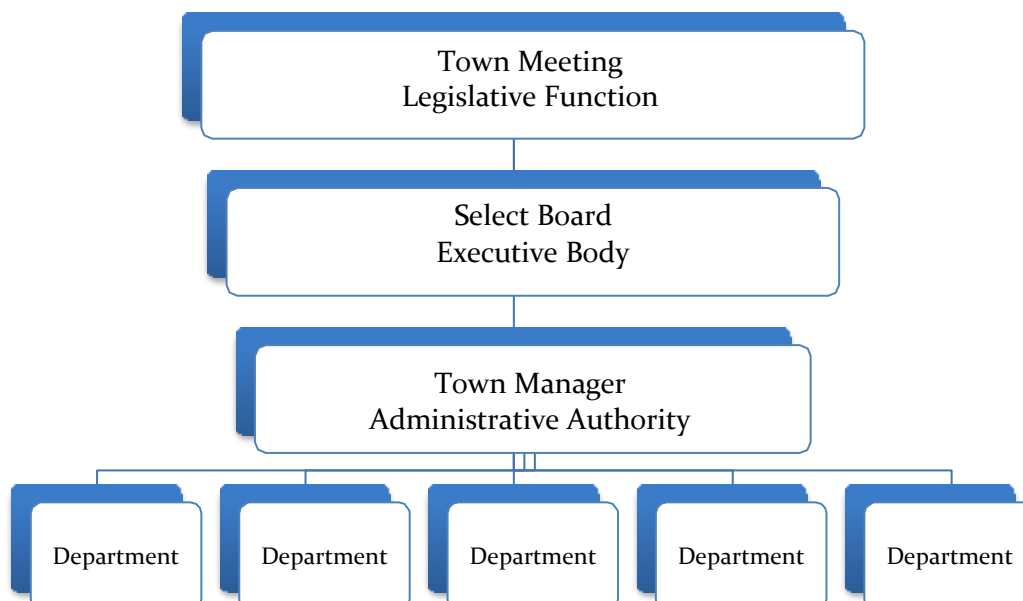
Due to the large number of people involved in Town government and the possibility of varying opinions and conflicts of how things should be done, it is necessary to spell out the general roles and relationships among Town officials.

DEFINITIONS

Town Meeting – Select Board - Manager Form of Government

The Town of St. George has adopted the Town Meeting - Select Board - Manager form of government. Under this form of government, the legislative and executive functions are divided:

1. The Town Meeting performs the election function and the legislative function by determining what laws should govern the Town and how the money is to be spent.
2. The Select Board is the executive body that interprets, processes, and sets the policies of the Town and chooses the course of action between Town meetings. It has ultimate administrative responsibility to see that the governmental policies are carried out (but must deal with administration solely through the Town Manager), appoints and supervises the Town Manager.
3. The Town Manager executes and carries out the government and fiscal policies with guidance from the Select Board and has direct responsibility for and authority over all administrative functions. The Town Manager carries out the day-to-day operations of the town, acting as the Chief Administrator.
4. Boards, such as the Planning Board and Board of Appeals, are created to address issues required by State Statute and local ordinances and also to serve in an advisory capacity to the Select Board on other matters where the Select Board requests their assistance.
5. Committees, which shall be understood to also include Commissions, such as the Conservation Commission, are formed to advise the Select Board on such matters as the Select Board requests.



Role of the Select Board

The Town Charter delineates the authorities and responsibilities of the Select Board as they pertain to the Town Manager and the appointment of boards and committees.

In summary, the Select Board shall deal with the administrative services solely through the Town Manager and shall not give orders to any subordinates of the manager, either publicly or privately. The Select Board may appoint committees or commissions of its own members or of other citizens on any matter relating to the welfare of the Town or to conduct investigations into the conduct of any official or department.

Role of the Town Manager

The Town Charter delineates the authorities and responsibilities of the Town Manager.

In summary, the Town Manager is the chief administrator, accountable to the Select Board for the performance of his/her duties.

Select Board/Town Manager Relationship

The employment relationship between the Select Board and the Town Manager honors the fact that the Town Manager is the chief administrative officer of the Town. The Select Board and the Town Manager are a participatory team and the Select Board should avoid situations that can result in Town staff being directed, intentionally or unintentionally, by one or more members of the Select Board.

Select Board/Boards and Committees

Each Board and Committee has a Board Representative from the Select Board, as well as a Town employee assigned to them as support staff or department head. Board and Committee members are appointed by the Select Board and are accountable to them. As agent of the Select Board, it is the responsibility of the Town Manager to ensure that the Boards and Committees adhere to State law, Town Charter and any local ordinances, regulations and policies.

Regular personal contact with board or committee chairpersons and appropriate administrative staff is encouraged to keep the Board Representative current on related projects and activities. Each Select Board agenda should include time for each Board Representative to report to other Select Board members on pertinent information related to the area of Town government assigned to them.

DUTIES OF THE SELECT BOARD MEMBERS IN RELATION TO:

Community/Town Governance

1. Prepare for and attend the Town Meeting. Actively participate to answer questions and understand presented issues. Collectively interpret the wishes of the Town Meeting between sessions.

2. Elect from among its members a Chairperson. The Chairperson shall preside at meetings of the Board and shall be recognized as head of the Town government for all ceremonial purposes. The Chairperson shall call Special Meetings of the Board when such meetings are warranted or called by a majority of the Board. The Vice-Chairperson shall act in the absence or disability of the Chairperson.
3. Actively participate in setting the goals and action items for the Comprehensive plan and support the long-range vision of the community. Establish a process for reviewing the status.
4. Realize that his or her basic function is to make policy, with administration delegated to the Town Manager.
5. Realize that he or she is one of a team and should abide by, and carry out, all Board decisions once they are made.
6. Be well informed concerning the duties of a Board member on both local and state levels.
7. Select Board members should come to meetings prepared – having read item documents as well as any additional information or memoranda that includes an update on major projects or evolving issues. Additional information may be requested through the Town Manager, if necessary.
8. Remember that he or she represents the entire community at all times.
9. Communicate with the community, effectively using the Town newsletter, Town website and other media as appropriate.
10. At least annually review the Select Board Policy Manual. Follow the documented procedures for making modifications. Ensure all proposed changes are consistent with the responsibilities of the Select Board and the Town Manager.

Town Manager

1. Responsibilities to recruit, hire, determine compensation, evaluate and terminate the Town Manager.
2. Regular communication between the Select Board and Town Manager is important in maintaining open communications. All dealings with the Town Manager, whether in public or private, should respect the responsibilities of the Town Manager in administrative matters. Disagreements should be expressed in policy terms, rather than in terms that question satisfaction with or support of the Town Manager.
3. Endeavor to establish sound, clearly defined policies that will direct and support the administration of or the benefit of the staff and residents of the community.
4. Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration.
5. Give the Town Manager full responsibility for discharging his or her disposition and/or solutions.
6. When a situation comes to the attention of a Board member, convey that information to the Town Manager for consideration and resolution or action, as the Town Manager may deem appropriate. Inform the other Board members of suggestions and information conveyed to the Town Manager.
7. An individual Board member shall not give orders or directions to the Town Manager for action, nor give instructions to or request assistance from Town department heads, but rather channel all such activities through the full Board and the Town Manager.
8. The Select Board is to evaluate the Town Manager on a regular basis to ensure that both the Select Board and Town Manager are in agreement about performance and goals based on mutual trust and common objectives.

Fellow Select Board Members

1. Recognize that action at official legal meetings is binding and that he or she alone cannot bind the Board outside of such meetings.
2. Refrain from making statements or promises of how he or she will vote on matters that will come before the Board until he or she has had an opportunity to hear the pros and cons of the issue during a Board meeting.
3. Uphold the intent of executive session and respect the privileged communication that exists in executive session.
4. Make decisions only after all facts on a question have been presented and discussed.
5. Refrain from communicating the position of the Select Board to anyone unless the full Board has previously agreed on both the position and the language of the statement conveying the position.
6. Treat with respect the rights of all members of the Board despite differences of opinion.

Boards and Committees they Appoint

1. Treat as professionals; respect the abilities, experience, and dignity of each individual.
2. Respect and value the time and effort that goes into their work. Demonstrate support by listening to recommendations and acting accordingly.
3. Meet annually with the board/committee Chairs to fulfill the objectives identified in the *Annual Meeting of Select Board and Board/Committee Chairs* policy.
4. Assign a Select Board member to act as a Representative for each Board and Committee to:
 - a. Keep the public and fellow board members informed of the board/committee activities by providing a verbal update at each Select Board Meeting.
 - b. Attend scheduled board/committee meetings to remain informed of their activities.

Town Staff

1. Treat all staff as professionals and respect the abilities, experience, and dignity of each individual.
2. Limit contact to specific Town staff. Questions of Town staff and/or requests for additional background information should be directed only to the Town Manager.
3. Never publicly criticize an individual Staff member. Concerns about staff performance should only be made to the Town Manager through private conversation.
4. Insure that all requests for staff support go through the Town Manager's office.
5. Ensure that any materials or information provided to a Selectperson from a staff member be made available to the whole Select Board.

DUTIES OF THE TOWN MANAGER IN RELATION TO:

Community/Town Governance

1. Serve as the chief executive and administrative official of the Town.
2. Execute all policies, laws and ordinances of the Town of St George.
3. Attend meetings and hearings of the municipality, as appropriate.
4. Keep the Select Board and the residents of the municipality informed as to the financial condition of the town.
5. Assist, insofar as possible, residents and taxpayers in discovering their lawful remedies in cases involving complaints of unfair vendor, administrative and governmental practices.
6. Respond, individually or through Town staff, to issues of concern among Town residents, maintaining a positive, open and caring attitude.
7. Communicate with the community, effectively using the Town newsletter, Town website, announcements to the email mailing list, and other media as appropriate.

Town Administration

1. Is responsible to the Select Board for the administration of all departments.
2. Act as purchasing agent for all departments in accordance with the *Purchasing Policy of the Town of St George*.
3. Collect data necessary for the preparation of the annual operating budget and present a draft operating budget to the Board and to the St George Budget Committee for consideration.
4. Make recommendations to the Select Board for the more efficient operation of the municipality.
5. Perform other duties prescribed by the Select Board and by any applicable state or local laws or ordinances.
 - a. Responsible for preparing an annual report of the previous year's activities.
 - b. Responsible for the administration and management of Community Development Block Grant (CDBG) programs awarded to the Town.

Town Staff

1. Serve in any office as the head of any department.
2. Serve as Personnel Director for the Town; hires, evaluates and directs the Town's staff as outlined in Town policies.
3. Appoint, supervise and control the heads of departments when the department is not headed by the Town Manager above; these appointments are subject to confirmation by the Select Board.
4. Have exclusive authority to remove for cause all persons whom he or she is authorized to appoint or hire and report all removals to the Board.

Select Board

1. Attend all meetings of the Select Board, except when his or her removal is being considered.
2. Ensure that all Select Board members are treated similarly and kept equally informed.
3. Make every effort to respond in a timely and professional manner to all information requests from individual Select Board members, provided that the request is not of a magnitude, either in terms of workload or policy, which would require that it would be more appropriately assigned through the direction of the full Select Board.
4. Always pass critical information to all Select Board members and inform the Select Board when a critical or unusual event occurs about which the public would be concerned.

Other Boards/Committees

1. Assign a member of the Town Staff as an advisory contact for each board/committee.
2. Support the Select Board by attending and participating in the *Annual Meeting of Select Board and Board/Committee Chairs*.

Amended by the Select Board on November 4, 2019

Community and Social Services

Fishermen's Memorial Policy

INTRODUCTION

In November of 2006 the ad hoc Fishermen's Memorial Committee provided recommendations to the Select Board on an administration plan for the St George Fishermen's Memorial located on Town property at Marshall Point. Following is their recommendation:

The cost of the memorial is to be met by donations. The initial names placed upon the memorial are to be part of the design. It is recommended that a Fishermen's Memorial Committee be established by the Town. The committee should be made up of three fishermen and two non-fishermen as appointed by the members of the select board. New names may be added by the family of the fishermen who have been or in the future are lost at sea by making a request to the Town Committee. The requirement for approval is that the individual whose name is to be added must have been a commercial fisherman who was a resident of St George and who died at sea while engaged in commercial fishing.

The cost of adding new names and for perpetual maintenance of the memorial is to be met by a Fishermen's Memorial Trust Fund established for the purpose by the Town of St George. The funds for the Trust may be raised by donations or borne by the Town.

The Fishermen's Memorial was completed in 2007 and dedicated on May 24, 2008. Funding and construction had oversight by a private group and in January 2013 approximately \$13,000 was accepted by the Town to create the trust fund mentioned above.

POLICY

The Select Board appreciates the ad hoc Fishermen's Memorial Committee recommendations. However, it is felt that a standing committee to handle requests for the addition of new names is not necessary. Any requests for new names to be added will follow the recommendations from 2006 and handled by the Select Board, or by an ad hoc committee if appointed by the Select Board for that purpose.

The Town of St George, through the Fishermen's Memorial Trust Fund, will bear the cost of adding new names to the memorial, as well as provide for appropriate maintenance of the memorial. Any future donations or funding for the memorial will be added to the trust fund and expended according to the intent established by the acceptance of the initial funds at the January 7, 2013, special Town meeting.

Adopted by the Select Board on February 10, 2014

Community and Social Services

St. George Historical Society

DEFINITION

In recognition of the need for a formal arrangement to protect the interests of both the St. George Historical Society and the Town, the St. George Select Board presents a written policy on the use of the Town Office vaults by the St. George Historical Society.

POLICY OF THE BOARD

The area within the vault that will be available to the Historical Society for storage will be so designated and clearly marked. Other items within the vault shall not be intermingled with the Society's collection.

Items placed in the vault by the St. George Historical Society shall be catalogued by the Historical Society.

Access to the Historical Society collection shall be limited, at the discretion of the Records Officer, to members of the Historical Society. If in doubt, the Records Officer shall verify access with either a trustee or officer of the Historical Society.

Any non-member of the Historical Society shall only be allowed in the vault accompanied by a member of the Historical Society.

The Historical Society shall provide a letter to the Town holding the Town harmless in connection with any loss or damage to items held in storage by the Town for the Historical Society.

The Town Office staff shall provide, at the direction of the Town Manager, reasonable support services available at the Town Office, such as photocopying of historical documents, to assist in the preservation of the Town's history.

Amended by the Select Board on December 30, 2013

Finance

Purchasing Procedures

This policy statement is in response to Section 304.14 of the St. George Town Charter which requires a written policy to specify the authority of the Town Manager to act as Purchasing Agent and to establish requirements for sealed competitive bids.

1. **Categories of Purchases.** Purchases of supplies, materials and equipment for the use of the Town in the operation and maintenance of its several departments, and services contracted for by the Town in furtherance of its operation shall be divided into the following categories:
 - a. **Small Purchases.** Small purchases shall include purchases of goods and services the cost of which does not exceed \$1,000.00.
 - b. **Intermediate Purchases.** Intermediate purchases shall include purchases of goods and services the cost of which is greater than \$1,000.00 but less than \$10,000.00.
 - c. **Large Purchases.** Large purchases shall include purchases of goods and services the cost of which is \$10,000.00 or greater.
 - d. All bids in excess of \$25,000 or resulting in a multi-year contract shall be approved by the Select Board.
2. **Limitations on Purchases.** No purchase of services, supplies, materials and equipment shall be made unless the funds have been appropriated by the Select Board, except as otherwise provided in the Town Charter.
3. **Small Purchases.** Department Heads shall pre-approve all small purchases for their own Departments, and shall be responsible, by the power delegated to them by the Town Manager, to institute adequate procedures for the storage and distribution of supplies and the maintenance of inventories required for each Department. Department Heads, in conjunction with the Town Manager, shall periodically review the prices and sources of the small purchases made for their Departments to see that the taxpayer of the Town receives value for their tax dollars. Such review shall be conducted at a frequency determined by the Town Manager but no less than once per year.
4. **Intermediate Purchases.** The Town Manager shall pre-approve all intermediate purchases for all Town Departments, but no such approval for intermediate purchases shall be made unless at least three (3) price quotes have first been solicited.
5. **Large Purchases.** On all purchases involving an expenditure of ten thousand dollars (\$10,000) or more, competitive bids shall be sought by publication of a notice of the bid, which shall describe the items or services to be purchased by the Town, shall bear the date on which the notice was first to appear in the publication, shall state the place and time (at least five days after publication date) when and where the bids will be opened, and shall state the procedure for handling of bids as outlined below. Publication shall be in a newspaper having general circulation in the Town of St George, and publication of notices will also be published in newspapers or other periodicals of statewide or national circulation when deemed appropriate by the Town Manager.
6. **Competitive Bid Procedure.** All bids shall be in writing, sealed in an outside envelope or wrapper plainly marked "Bid for (name of purchase), not to be opened until" (with appropriate date inserted), and mailed to or filed in the office of the Town Manager. No official or employee

of the Town shall open such bid until the appointed time. At the time and place stated in the public notice, all bids shall be opened publicly by the Town Manager (or, in his absence, by any Town official designated for that purpose by the Town Manager), and such bid openings shall be open to the public. If any citizens who are not Town officials or employees, or if any representative of the press, are present, such bids shall at that time either be made available for examination by such citizens or press representatives, or shall be read aloud in a manner to be heard plainly by those in attendance.

7. **Awarding of Bids.** Awards following competitive bids shall be made by the Town Manager to the lowest and best bidder, considering price, quality and reliability of past or expected future service subject to the right to reject any and all bids. Subject to the above, the Town Manager may give preference to local bidders if the difference between the two lowest responsible bids submitted by companies or individuals located in St George and those not located in St George is five percent (5%) or less. For the purposes of this section, "Located in St George" shall mean bidders whose company headquarters are in St George and/or who pay excise tax on their vehicles in St George. Individuals shall be classified as "located in St George" if they are residents of the Town of St George.

If the two lowest bids are within five percent (5%) of each other and have each been submitted by companies located in St George, then price, quality and reliability of past or expected service shall be the only consideration in awarding the bid, or in deciding to reject any and all bids.

8. **Purchases; Record.** The Town Manager shall keep a record of all properly submitted bids and all purchases made under subsections 9 and 10 hereof without bids, and such records shall be open to proper inspection by any interested person on approval of the Town Manager.
9. **Purchases; Exceptions.** The competitive bidding regulations provided in this Article shall not be applicable:
 - a. To any specific case determined by the Town Manager to be an emergency; in such cases the Town Manager may make such immediate purchases that he/she determines are in the best interest of the Town, and are of good value for the Town, considering the nature of the circumstances.
 - b. To purchases of specific parcels of real estate, when the Select Board determines that a particular property and no other meets the needs of the Town.
 - c. If the item to be purchased is available from only a single source.
 - d. If the purchase is for professional services, and the Town Manager is satisfied that the service is a good value for the Town, considering quality, reliability of past or expected future service, and the professional's preexisting knowledge and experience with regards to the service to be performed.
10. **Purchases; Combined.** The Town Manager is hereby authorized to combine with other units of government or with the Maine Municipal Association for purchasing purposes, in which event such regulations as may be jointly agreed to shall be applicable, in lieu of the regulations herein.

Amended by the Select Board July 24, 2017

Finance

Treasurer's Disbursement Warrants for Employee Wages and Benefits

DEFINITION

This policy allows designated Select Board members, acting on behalf of the full board, to review, approve, and sign municipal treasurer's disbursement warrants, for *Employee Wages and Benefits* only.

This policy is additional to, not in lieu of, majority power. Nothing in this policy is intended to replace the authority of the full Select Board, acting by majority vote, to act on any treasurer's warrant, including warrants for Employee Wages and Benefits.

DELEGATION OF AUTHORITY

Pursuant to [30-A M.R.S.A. § 5603\(2\)\(A\)\(1\)](#), the following authority is granted with respect to treasurer's disbursement warrants for *Municipal Employee Wages and Benefits* only:

The Select Board members in office at the time of execution of this policy are: Richard Bates (Chair), Randy Elwell, Van Thompson, Wayne Sawyer and Steve Cartwright.

Any one of the Select Board members named above, acting alone, may review, approve, and sign such warrants. It is the responsibility of the Select Board Chairperson to ensure the warrant has been signed.

REPORTING

The Treasurer will report the date and amount of the *Employee Wages and Benefits* warrant at the next Select Board meeting.

EFFECTIVE DATE

This policy becomes effective on the date indicated below.

COPIES

The Chair of the Select Board will furnish copies of this policy to the municipal clerk and to the municipal treasurer. If the clerk and the treasurer are the same person, a copy shall nonetheless be provided to that person in each capacity.

LAPSE

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

RENEWAL

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

REMINDER

The treasurer shall remind the Select Board to consider renewing this policy annually before it lapses.

ORIGINAL

The municipal clerk shall maintain the original of this policy on file.

Effective Date: May 16, 2022

Expires: May 15, 2023

Finance

Treasurer's Disbursement Warrants for Municipal Education Costs

DEFINITION

This policy allows designated Select Board members, acting on behalf of the full board, to review, approve, and sign municipal treasurer's disbursement warrants, pay *Municipal Education Costs* only when the treasurer has been presented with a disbursement warrant signed by the school superintendent and approved by a majority of the school board, or by all of the members of any finance committee appointed or duly elected by the school board.

This policy is additional to, not in lieu of, majority power. Nothing in this policy is intended to replace the authority of the full Select Board, acting by majority vote, to act on any treasurer's warrant, including warrants for Municipal Education Costs.

DELEGATION OF AUTHORITY

Pursuant to [30-A M.R.S.A. § 5603\(2\)\(A\)\(2\)](#), the following authority is granted with respect to treasurer's disbursement warrants for *Municipal Education Costs* only:

The Select Board members in office at the time of execution of this policy are: Richard Bates (Chair), Randy Elwell, Van Thompson, Wayne Sawyer and Steve Cartwright.

Any one of the Select Board members named above, acting alone, may review, approve, and sign such warrants. It is the responsibility of the Select Board Chairperson to ensure the warrant has been signed.

REPORTING

The Treasurer will report the date and amount of the *Municipal Education Costs* warrant at the next Select Board meeting.

EFFECTIVE DATE

This policy becomes effective on the date indicated below.

COPIES

The Chair of the Select Board will furnish copies of this policy to the municipal clerk and to the municipal treasurer. If the clerk and the treasurer are the same person, a copy shall nonetheless be provided to that person in each capacity.

LAPSE

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

RENEWAL

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

REMINDER

The treasurer shall remind the Select Board to consider renewing this policy annually before it lapses.

ORIGINAL

The municipal clerk shall maintain the original of this policy on file.

Effective Date: May 16, 2022

Expires: May 15, 2023

Treasurer's Disbursement Warrants for Payment of State Fees

DEFINITION

This policy allows designated Select Board members, acting on behalf of the full board, to review, approve, and sign municipal treasurer's disbursement warrants, for *Payment of State Fees* only.

This policy is additional to, not in lieu of, majority power. Nothing in this policy is intended to replace the authority of the full Select Board, acting by majority vote, to act on any treasurer's warrant, including warrants for Payment of State Fees.

DELEGATION OF AUTHORITY

Pursuant to [30-A M.R.S.A. § 5603\(2\)\(A\)\(3\)](#), the following authority is granted with respect to treasurer's disbursement warrants for *Payment of State Fees*:

The Select Board members in office at the time of execution of this policy are: Richard Bates (Chair), Randy Elwell, Van Thompson, Wayne Sawyer and Steve Cartwright.

Any one of the Select Board members named above, acting alone, may review, approve, and sign such warrants. It is the responsibility of the Select Board Chairperson to ensure the warrant has been signed.

REPORTING

The Treasurer will report the date and amount of the *Payment of State Fees* warrant at the next Select Board meeting.

EFFECTIVE DATE

This policy becomes effective on the date indicated below.

COPIES

The Chair of the Select Board will furnish copies of this policy to the municipal clerk and to the municipal treasurer. If the clerk and the treasurer are the same person, a copy shall nonetheless be provided to that person in each capacity.

LAPSE

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

RENEWAL

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

REMINDER

The treasurer shall remind the Select Board to consider renewing this policy annually before it lapses.

ORIGINAL

The municipal clerk shall maintain the original of this policy on file.

Effective Date: May 16, 2022

Expires: May 15, 2023

Finance

Treasurer's Disbursement Warrants for Utilities and Local Vendors

DEFINITION

This policy allows designated Select Board members, acting on behalf of the full board, to review, approve, and sign municipal treasurer's disbursement warrants, for *utilities and local vendors* only.

This policy is additional to, not in lieu of, majority power. Nothing in this policy is intended to replace the authority of the full Select Board, acting by majority vote, to act on any treasurer's warrant.

DELEGATION OF AUTHORITY

Pursuant to [30-A M.R.S.A. § 5603\(2\)\(A\)\(1\)](#), the following authority is granted with respect to treasurer's disbursement warrants for *utilities and local vendors* only:

The Select Board members in office at the time of execution of this policy are: Richard Bates (Chair), Randy Elwell, Van Thompson, Wayne Sawyer and Steve Cartwright.

Any one of the Select Board members named above, acting alone, may review, approve, and sign such warrants. It is the responsibility of the Select Board Chairperson to ensure the warrant has been signed.

REPORTING

The Treasurer will report the date and amount of the *utilities and local vendors* warrant at the next Select Board meeting.

EFFECTIVE DATE

This policy becomes effective on the date indicated below.

COPIES

The Chair of the Select Board will furnish copies of this policy to the municipal clerk and to the municipal treasurer. If the clerk and the treasurer are the same person, a copy shall nonetheless be provided to that person in each capacity.

LAPSE

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

RENEWAL

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

REMINDER

The treasurer shall remind the Select Board to consider renewing this policy annually before it lapses.

ORIGINAL

The municipal clerk shall maintain the original of this policy on file.

Effective Date: August 23, 2021

Expires: May 16, 2022

Finance

General Assistance Voucher Policy

DEFINITION

General Assistance Voucher Policy

This policy is intended to provide guidance to the General Assistance Administrator, or designee, when responding to the needs of eligible clients for basic necessities under the Town's General Assistance Ordinance.

POLICY STATEMENT

It is the intent of the Select Board to use local St. George vendors to provide for the basic necessities as defined by the General Assistance Ordinance for the Town of St. George. However, when it is determined that a vendor located outside of the Town of St. George would be as cost effective and better serve the general assistance client, then the Administrator or designee shall issue purchase orders for those vendors.

CONSIDERATIONS

There will be times when certain rules, regulations, or contracts will determine the vendor for the basic necessity. For example, heating oil is provided under a contract between the Town and a local vendor.

Amended by the Select Board on November 30, 2020

Sale or Disposal of Personal Property

At every annual Town meeting the Select Board is generally granted authority to dispose of personal property. This policy statement establishes guidelines to handle the sale or disposition of the Town's personal property.

Sales Under \$5,000: The Town Manager shall conduct the sales of any municipal supplies, materials and equipment no longer required by the Town, of value less than five thousand dollars (\$5,000) on request of the proper department head.

Sales \$5,000 or More: No municipal property, supplies, materials and equipment valued at five thousand dollars (\$5,000) or more, and no real estate regardless of its value, shall be offered for sale unless and until the Select Board so orders. If such sale is authorized, it shall be conducted in the same manner, and subject to the same procedures, as required for purchases in amounts in excess of ten thousand dollars (\$10,000), except that in the case of sales, awards shall be to the highest and best bidder, considering such factors, where appropriate, as the use to which the property will be put after the sale, and the positive effect upon the Town of such use, if any. The Select Board shall have the right to reject any and all bids. There is no local preference for sales of municipal property. The procedure in this subsection shall not apply to the reconveyance to the former owner of property taken on tax lien, to which the procedure in the Tax Acquired Property Policy shall apply.

Adopted by the Select Board on November 26, 2018

Property Tax Payment Policy

We, the Municipal Officers of the Town of St George, Maine, upon request of the Tax Collector and Treasurer of said Town, hereby authorize and direct said Tax Collector and Treasurer, 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, unless otherwise directed by the taxpayer. Any tax payment must first be applied to outstanding interest and then to the principal of the original tax.

Amended by the Select Board on January 6, 2014

General Fund - Fund Balance Policy

PURPOSE OF THIS POLICY

The purpose of this policy is to establish a level of unassigned fund balance for the general fund and to establish a process and criteria for the continued evaluation of that level as conditions warrant. This policy shall also establish a process for reaching and/or maintaining the desired level of unassigned fund balance. Finally, this policy shall provide a mechanism for monitoring and reporting the Town's general fund balance. This policy applies only to the general fund.

DEFINITIONS AND CLASSIFICATIONS

Fund Balance is a term used to describe the net assets of governmental funds. It is calculated as the difference between the assets and liabilities reported in a governmental fund.

Governmental fund balance is reported in five classifications that comprise a hierarchy based primarily on the extent to which the Town is bound to honor constraints on the specific purposes for which amounts in those funds can be spent. The five classifications of fund balance for the General fund are defined as follows.

1. *Non-spendable* – resources which cannot be spent because they are either a) not in spendable form or b) legally or contractually required to be maintained intact.
2. *Restricted* – resources with constraints placed on the use of resources which are either a) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or b) imposed by law through constitutional provisions or enabling legislation.
3. *Committed* – resources which are subject to limitations the government imposes upon itself at its highest level of decision making (Select Board), and that remain binding unless removed in the same manner.
4. *Assigned* – resources neither restricted nor committed for which a government has a stated intended use as established by the Select Board, or a body or official (management) to which the Select Board has delegated the authority to assign amounts for specific purposes.
5. *Unassigned* – resources which cannot be properly classified in one of the other four categories. The General Fund should be the only fund that reports a positive unassigned fund balance amount.

The committed, assigned, and unassigned classifications are often referred to, in the aggregate, as the *unrestricted fund balance*.

BACKGROUND AND CONSIDERATIONS

Fund balance is intended to serve as a measure of financial resources in a governmental fund. The Town's management, credit rating agencies, and others monitor the levels of fund balance in the general fund as an important indicator of the Town's financial condition. While credit agencies have

always analyzed fund balance as part of their evaluation of credit-worthiness, increased attention has been focused on determining sufficient levels because of recent events in the credit markets.

In establishing an appropriate level of unassigned fund balance the Select Board will consider the following factors:

1. Property Tax Base
2. Non-property Tax Revenues
3. Debt Profile
4. Liquidity
5. Budget Management
6. Future Uses
7. Town history of financial requirements beyond the budget level such as emergencies
8. Contractual arrangements
9. Availability of other funds (e.g., reserve funds)

POLICY

The policy of the Town of St George requires the Select Board to analyze the requirements of the unassigned fund balance annually as part of the budget process. That balance will be determined in consultation with the Treasurer and the Budget Committee and in consideration of the recommendation of GFOA (Government Finance Officers Association), and that the recommended balance be maintained at a minimum of two months of General Fund expenses. In the event that the unassigned fund balance drops below the minimum level, a plan will be implemented through the annual budgetary process to bring the balance to the minimum level; over a period of no more than three (3) years.

The Treasurer shall report fund balance in the appropriate classifications and make the appropriate disclosures in the Town's financial statements. Unless already classified as restricted or committed, the following balances shall be classified as assigned, in accordance with GAAP (Generally Accepted Accounting Principles in the United States).

Encumbrances – Amounts encumbered at year-end by contract, including purchase order, or encumbered by some other means shall be classified as assigned. (GAAP)

Budget Appropriation – Amounts appropriated in the annual budget, or in any supplemental budget, for expenditures in ensuing fiscal year shall be classified as assigned. (GAAP)

Capital Budget – Amounts designated for use in the first year of the capital improvement program, whether by appropriation or advance to another fund, shall be classified as assigned.

Select Board action must be taken to assign amounts before the end of the fiscal year (types of assignments and estimated amounts are required). The Treasurer will provide the estimated fund balances in order to make such assignments.

POLICY ADMINISTRATION

Annually, the Treasurer shall report the Town's fund balance and the classification of the various components in accordance with GAAP and this policy to the Select Board. The Treasurer shall prepare a plan to attain the unassigned fund balance to the level determined by this policy.

Amended by the Select Board on November 30, 2020

Credit and Debit Card Acceptance Policy

DEFINITION

It is the purpose of this policy to define the decisions made and policies associated with the acceptance of credit and debit cards as a method of payment for fees and services administered by the Town of St. George. The acceptance of credit and debit cards is for the convenience of the Town's customers.

POLICY OF THE BOARD

This policy is compliant with 9-A M.R.S.A §8-509.

1. The Town will accept credit and debit cards transactions as a method of payment for property taxes, fines, charges, regulatory fees, license or permit fees or for the provision of a specific service provided by the Town of St. George.
2. The Town will adopt the *Convenience Fee Model* for the handling of credit card fees. In this model, the customer will be assessed an additional fee (a surcharge) above the transaction amount. The fee may either be a flat fee or a percentage of the overall transaction.
3. The fee shall not exceed the costs associated with providing the credit or debit card service that are directly incurred by the Town or assessed by an authorized third-party payment service provider.

COMMUNICATION OF THE SURCHARGE

The Town shall disclose the amount of the surcharge to the customer and inform them that the surcharge may be avoided if the customer makes payment by cash, check or an alternate method.

ORIGIN OF PAYMENT

It is the decision of the Town Manager to determine the origin of credit and debit card payments that the Town will accept. Origins of payment include:

1. Over-the-counter (in person)
2. By phone (not for property tax)
3. Internet (via a website)
4. Mail (not for property tax)

SECURITY

The payment solution must be compliant with the Payment Card Industry Data Security Standard (PCI DSS).

1. A secure network must be maintained in which transaction can be conducted.

2. Cardholder information must be protected wherever it is stored.
3. Systems should be protected against the activities of malicious hackers by using frequently updated anti-virus software, anti-spyware programs and other anti- malware solutions.
4. Access to system information and operations will be restricted and controlled.

LIMIT OF LIABILITY

Except in cases of a chargeback (when a customer disputes the charge), the Town shall not be subject to any liability for system authorized charges to the issuer of a credit card or an authorized third-party payment service provider for nonpayment of credit or debit card charges by the customer.

Chargebacks may occur for the following reasons:

1. Customer does not recognize charges
2. Fraudulent mail, phone or internet transaction
3. Duplicate processing

FUNDS SETTLEMENT TIME

Prior to contracting with a third-party payment service provider, the Town must receive a written policy of their Funds Transfer commitment.

INTERNAL CONTROLS

It is the responsibility of the Town Manager to document the internal procedures to ensure credit card processes conform to audit standards and the internal procedures are compliant with the requirements specified by the third-party payment service provider.

SYSTEM INTEGRATION

Consideration should be given when selecting a third-party payment service provider that there will be ease of integration with planned or existing systems and software.

Amended by the Select Board on November 30, 2020

Town Fund Investment Policy

DEFINITION

It is the policy of the Town of St. George to invest Town funds in a manner which will provide safety of principal with a market rate of return while meeting the daily cash flow demands of the entity and conforming to all state and local statutes governing the investment of public funds.

SCOPE

This investment policy applies to all financial assets of the Town of St. George and includes:

1. General fund
2. Special Reserve Funds
3. Capital Project Funds

PRUDENCE

Investments shall be made with judgment and care - under circumstances then prevailing- which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

OBJECTIVE

The primary objectives, in priority order, of the Town's investment activities shall be:

1. Safety. Safety of principal (capital preservation) is the foremost objective of the investment program. Investments of the Town shall be undertaken in a manner that seeks to ensure preservation of capital in the overall portfolio, consistent with [30-A M.R.S.A. §5706- §5719](#) – Deposit or Investment of Funds and compliant with GASB 3 amended by GASB 40 regarding disclosure and mitigation of risk by the banking institution and/or credit union. To attain this objective, diversification may be required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
2. Liquidity. The Town's investment portfolio will remain sufficiently liquid to enable the Town to meet all operating requirements which might be reasonably anticipated. It is recognized and not in contradiction with this policy that the Town may on a rare occasion realize a loss of principal on an investment when premature liquidation is necessary to meet emergency or otherwise unforeseen demand on Town resources.
3. Return on investment. The Town's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the Town's investment risk constraints and the cash flow needs of the town.

DELEGATION OF AUTHORITY

Authority to manage the Town investment program is derived from the Town Charter, Section 304.12 and is hereby delegated by the Select Board to the Town Treasurer.

The Town Treasurer shall establish written procedures for the operation of the investment program consistent with this investment policy. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Town Treasurer. The Town Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the financial activities of subordinate officials.

ETHICS AND CONFLICT OF INTEREST

The Town Treasurer and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or could impair their ability to make impartial investment decisions.

Select Board Members and Town employees involved in the investment process shall disclose to the Treasurer a financial interest in financial institutions that conduct business with the Town that may be perceived as a conflict of interest. Further, they shall disclose any personal financial/investment position that could be related to the performance of the Town's investment portfolio.

AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

Broker/dealers and other financial institutions will be selected by the Treasurer on the basis of their expertise in public cash management and their ability to provide services for the Town's account. Approved broker/dealers and the firms they represent shall be licensed to do business in the State of Maine. When selecting broker/dealers, with all objectives being equal, the Treasurer will give priority to local or regional financial institutions.

AUTHORIZED INVESTMENTS

The Treasurer shall invest the Town's funds in the following types of investments:

1. Obligations of the U.S. Government, its agencies and instrumentalities.
2. Certificates of deposit and other evidences of deposit at banks and savings and loan associations insured by the Federal Deposit Insurance Corporation.
3. Repurchase agreements whose underlying collateral consist of the foregoing, and are accompanied by a Master Repurchase Agreement signed with the bank or broker/dealer.
4. Cash balances at banks collateralized by letters of credit from a federal agency or instrumentality.
5. Money market mutual funds whose portfolios consist of the foregoing authorized investments.

This section of this policy will be reviewed periodically to ensure it conforms to State Law (currently [30-A M.R.S.A. §5706 - §5719](#)).

INTERNAL CONTROLS

The Town's annual audit will serve as an independent review of compliance with this policy and its investment procedures.

REPORTING

The Town Treasurer shall submit reports of all investments to the Select Board quarterly, including competitive bids from financial institutions.

INVESTMENT POLICY ADOPTION

The Town Investment policy shall be adopted by the Select Board and administered by the Town Treasurer. The policy shall be reviewed on an annual basis and will be referred to the Budget Committee for periodic review.

Amended by the Select Board on November 18, 2019

Finance

Trust Fund Investment Policy

INTRODUCTION

This policy is a statement of guidelines and investment objectives for monies entrusted to the Town of St. George for supervision, guidance and investment management. The intent is to provide guidance to the Town Treasurer as to the parameters established for the various charitable trusts. These parameters are intended to be sufficiently specific to be meaningful, yet sufficiently flexible to be practical.

GENERAL POLICY

Generally, principal growth is to be achieved through equity investment and current income needs are to be met through high quality fixed income investments. The policy goal is to achieve a balance between maintaining purchasing power through principal appreciation of the Trusts and generating income to support their spending purposes.

The Treasurer may retain outside investment counsel to manage part or all of the assets.

The Treasurer will operate with prudence as outlined in the Town Fund Investment Policy.

PRUDENCE

Investments shall be made with judgment and care - under circumstances then prevailing- which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

DELEGATION OF AUTHORITY

Authority to manage the Town investment program is derived from the Town Charter, Section 304.12 and is hereby delegated by the Select Board to the Town Treasurer.

The Town Treasurer shall establish written procedures for the operation of the investment program consistent with this investment policy. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Town Treasurer. The Town Treasurer shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the financial activities of subordinate officials.

ETHICS AND CONFLICT OF INTEREST

The Town Treasurer and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or could impair their ability to make impartial investment decisions.

Select Board Members and Town employees involved in the investment process shall disclose to the Treasurer a financial interest in financial institutions that conduct business with the Town that may be perceived as a conflict of interest. Further, they shall disclose any personal financial/investment position that could be related to the performance of the Town’s investment portfolio.

AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS

Broker/dealers and other financial institutions will be selected by the Treasurer on the basis of their expertise in public cash management and their ability to provide services for the Town’s account. Approved broker/dealers and the firms they represent shall be licensed to do business in the State of Maine. When selecting broker/dealers, with all objectives being equal, the Treasurer will give priority to local or regional financial institutions.

ALLOWABLE INVESTMENTS

Allowable investments include:

- 1. U.S. Treasury, Agency and Instrumentality Securities
- 2. Corporate Bonds
- 3. Convertible Corporate Debentures
- 4. Common Stocks
- 5. Preferred Stocks
- 6. Money Market Mutual Funds
- 7. Mutual Funds
- 8. Deposits in Banks and Savings and Loan institutions
- 9. Exchange Traded Funds

The investments may be allocated within these ranges:

Stocks	0-40%
Fixed Income Securities	0-75%
Cash	0-5%

INVESTMENT QUALITY

All invested assets shall have a readily ascertainable market value, be readily marketable and be of investment grade. Corporate fixed income securities will be of investment quality at the time of purchase, having an A or better equivalent rating by either S&P or Moody’s Investor Services. Any issue that experiences a rating decrease below this level will be evaluated by the Treasurer and action taken commensurate with associated risk.

REPORTING

The Town Treasurer shall prepare a *Quarterly Trust Fund Report* for review by the Select Board.

TRUST FUND INVESTMENT POLICY ADOPTION

The Town Trust Fund Investment policy shall be adopted by the Select Board and administered by the Town Treasurer. The policy shall be reviewed on an annual basis.

Amended by Select Board November 18, 2019

Andree Fund Policy

INTRODUCTION

The Andree Fund was created by the will of Gertrude Andree, who passed away in 1979. Her will directed that the fund be “distributed under the direction of the Select Board, to the indigent elderly persons (over the age of sixty-five) residing in that portion of the Town known as Tenants Harbor.”

In 2013 the Town asked the Knox County Probate Court to modify the terms of the Trust to make it more practical and possible to administer. The Court modified the Trust so that the Select Board “may in its uncontrolled discretion distribute the net income and principal of the Trust to or for the benefit of such person or persons who are inhabitants of the Town of St George and who are over the age of sixty-five and deemed to be in need of some aid towards their support in such amounts, including all thereof, and at such times as the Trustee shall deem advisable. Any net income in any fiscal year of the trust which is not disposed of shall be added to the principal of the Trust.”

POLICY

For many years the Select Board has maintained a list of individuals to whom the Town, through its trust funds, has given a certain amount of money at Thanksgiving and Christmas. For the last several years there have been no names added to this list and it has gone from approximately 35 recipients at its largest to currently 7 recipients. The decrease is a result of the individuals either moving out of Town or passing away. The Select Board wishes to continue this practice until a list of recipients no longer exists.

The Select Board would also like to use the fund to assist those “inhabitants of the Town of St George ... who are over the age of sixty-five and deemed to be in need of some aid towards their support.” It is expected that such situations would be brought to the attention of the General Assistance Administrator, who would then bring the situation to the Select Board for action. The Select Board would make a decision on granting assistance based upon information provided.

Adopted by the Select Board on November 18, 2019

Trussell Worthy Poor Fund Policy

INTRODUCTION

The Trussell Worthy Poor Fund was created by the will of Franklin Trussell, who died in 1929. His will directed that the fund be “for the benefit of such worthy and industrious men and women of St. George as are not supported at the public expense but who in the opinion of the Overseers of the Poor may need some aid towards their support.” An explanatory sheet provided specific instructions as to how funds would be distributed.

In 2013 the Town asked the Knox County Probate Court to modify the terms of the Trust to make it more practical and possible to administer. The Court modified the Trust so that the Select Board “may in its uncontrolled discretion distribute the net income of the Trust to or for the benefit of such person or persons who are native born citizens of St. George, or who have been domiciled in St. George continuously for at least 10 years, who are not supported at the public expense and who are deemed to be worthy and in need of some aid towards their support in such amounts, including all thereof, and at such times as the Trustee shall deem advisable. Any net income in any fiscal year of the trust which is not disposed of shall be added to the principal of the Trust. For purposes of this Order, the phrase “not supported at the public expense” shall mean such persons who are not receiving benefits from the following programs: Temporary Assistance for Needy Families; the Supplemental Nutrition Assistance Program; MaineCare; or the Housing Choice Voucher Program.”

POLICY

The Select Board would like to use the fund as outlined above. In order to do so, the Select Board authorizes the General Assistance Administrator to prepare a form to be completed and signed by the applicant, confirming that they meet the above requirements, and authorizing the General Assistance Administrator to disburse monies from the Fund, as allowed by the Fund, and within the constraints of the annual net income of the Fund.

Amended by the Select Board on December 12, 2017

Lipson Tennis Fund Policy

INTRODUCTION

The Lipson Tennis Fund was accepted by the Town at a special Town meeting in 2011. The purpose of the Fund is for the maintenance of the tennis courts. The understanding with the Lipson family was that “the funds may be used in any manner deemed appropriate by the authority having jurisdiction over the tennis courts” and that “maintenance funded by this contribution is limited to maintenance of the court structure and fencing”.

POLICY

The Select Board authorizes the Parks & Recreation Director, through the Town Manager, to expend funds for the maintenance of the tennis courts as outlined above, with the dollar amount of any such expenditure limited to one thousand dollars (\$1000.00). Any expenditure that will access the principal amount of the Fund must first be approved by the Select Board.

Amended by the Select Board on November 18, 2019

Public Land Acquisition Policy

BACKGROUND

For several years the Town has been funding a reserve for the acquisition of public lands. Annual commitments to the fund have varied, ranging from a low of \$10,000 to a high of \$100,000. Following the March 2005 Town meeting the Budget Committee stated its reluctance to support further additions to the reserve absent a plan outlining the intent and the objectives for public land acquisition. On January 9, 2006, the Select Board adopted a plan to address this issue. The following is an updated version.

LAND ACQUISITION OBJECTIVES

With a few exceptions, we believe that the Town's current facilities/land ownership is adequate for its short to mid-term needs. The areas where the Town may require prudent current acquisitions to meet potential longer-term needs are in the areas of municipal facilities, conservation/resource protection and recreation. Those needs are discussed below as well as the Board's view on using Town funds for Historic preservation and commercial development.

Municipal facilities: *To ensure sufficient public lands for future growth, expansion and addition on municipal facilities.*

Deficiencies, current or near-term, in municipal facilities include requirements for storage, and expanded parking to support the public landing facility in Tenants Harbor. Also in the near-term, as well as longer-range needs, is consideration of expansion at the transfer station site. The near-term needs exist for expansion of composting, wood waste and brush collection areas. The longer-range needs at the transfer station site are related to a potential site for a public works department.

Conservation/Resource Protection: *To protect and ensure future availability of significant natural resources.*

We believe that the Town ought to rely on tax policy and conservation easements as the main instrument for preserving open space and giving public access to low-impact recreation. Likewise, we ought to rely on tax policy and conservation easements for watershed protection, combined with outright acquisition of land as necessary.

Recreation: *To provide land and facilities capable of meeting the town's current and future recreational needs.*

It is felt that the current recreational facilities are sufficient for the near terms needs of the southern and central regions of the town; however the northern region has no formal facilities. Furthermore, throughout the Town we should consider not just facilities for the young, but also for the older population.

Historic Preservation: *To acquire and maintain land and buildings with significant historical value to the community.*

It is felt that in all but the most exceptional circumstances we ought not to use public funds to acquire land/structures of historical value. As non-governmental, non-profit organizations can more easily access grants and funds available for historical preservation, the Town ought to confine its role to assisting these organizations in the acquisition and preservation of historical sites.

Commercial: *To ensure sufficient Town land and facilities to support a vibrant working waterfront as well as to support, potentially, the development of light industry.*

Whether the Town ought to acquire working waterfront facilities or land for light industry is a policy decision beyond the scope of this discussion. It is the current opinion of the Select Board that the Town ought not to be in the business of owning/running businesses, though it should encourage economic growth and development consistent with the long-term comprehensive plan.

Recommended Size of the Reserve.

The Town ought to have sufficient funds available to respond to market opportunities as they arise, those funds being available for earnest deposits. Beyond the point of earnest deposits, a Town meeting vote is needed to authorize the purchase of property, and that forum would be the time and place to determine whether the funding of the purchase would be through borrowing, bonding or installment sale. While it is impossible to predict the timing and amount of the demands on the reserve, we believe that a range of \$40,000 to \$50,000 would be sufficient for the Town to pursue its public land needs.

Amended by the Select Board on November 18, 2019

Personnel - General

Policy on Harassment

The Town is committed to providing a workplace that is free from discrimination and discriminatory harassment. It is a violation of Town policy and/or state and federal law for any employee to discriminate against or harass another employee based on race, color, religion, national origin, ancestry, age, sex, sexual orientation (including gender identity and expression), physical or mental disability, genetic information or history, veteran status, or status as a whistleblower, or any other category protected under state and federal law, and for any supervisory employee to permit any such act of harassment in the workplace by anyone, whether or not an employee.

Any employee of the Town who believes that he or she has been discriminated against in employment on the basis of any protected category must report the behavior and follow the Internal Complaint Procedure set forth in the Town's Personnel Policy. The Town takes allegations of discriminatory treatment very seriously. The Town will investigate every allegation of discrimination and take whatever prompt remedial action is necessary to stop discrimination and remedy any effects of discrimination.

Amended by the Select Board on July 24, 2017

Public Works – Roads & Bridges

Street Light Policy

DEFINITION:

This street light policy is intended to provide guidance when consideration is being given to the installation or removal of a streetlight.

CONSIDERATIONS:

The placement or removal of a street light will be considered by the Select Board at any time a resident or property owner within the Town presents a written request to the Board.

Certain criteria may be considered in the addition or removal of a streetlight. Special attention will be given to densely populated or village areas. Some of the conditions that may be considered are:

1. When a streetlight is being considered for addition:
 - a. Sharp or blind curves
 - b. Crests of hills
 - c. Increased traffic, either vehicle, foot or bike, on existing roads
 - d. School bus or snow plow stops or turnarounds
 - e. Other road situations that may be considered hazardous
2. When a streetlight is being considered for removal:
 - a. Decreased traffic, either vehicle, foot or bike, on existing roads
 - b. Change in status or use of road or turnaround area
 - c. Elimination of other road situations that may be considered hazardous
 - d. The Select Board determines that an existing street light does not meet the criteria outlined in Section 1 of the Street Light Policy

The Board may request input from the public through a public hearing held at a regular Select Board's meeting, said meeting advertised at least seven (7) days in advance.

The Board will notify any adjacent land owners and provide fifteen (15) days for them to respond before making a final decision.

Amended by the Select Board on September 12, 2022

Acceptance of Private Roads as Public Roads

DEFINITION

Occasionally requests are made to Town officials to have private roads be accepted by the Town as a public road. Due to the requirements involved with the process, most requests do not go beyond an informal inquiry to the Town official. However, a policy must be in place for those who wish to pursue the request to Town meeting.

In March 1969 the voters of St. George adopted Minimum Road Standards. Because the standards were adopted by Town meeting, this policy cannot be less stringent than, or contradict, what was voted. However, this policy can further explain the standards and the procedure to bring the request to Town meeting vote, and be more stringent, if so desired.

POLICY

The following procedure shall be followed when a request is made to have the Town accept a privately owned road as a Town road:

1. An application to the Select Board signed by all people having an interest in the road, such as owner in fee simple and abutting property owners having rights-of-way over the road, shall be presented to the Board. This application shall state that all parties having interest in the road will be willing to deed to the Town a right-of-way over the subject road, and that they would be willing to submit a notarized waiver of liability. The application shall also be accompanied by a scaled drawing of the road and right-of-way, prepared by a licensed civil engineer or surveyor, locating the road with reference to existing roads, waterfronts, etc., and showing all abutting property lines.
2. No privately owned road shall be accepted by the Town unless it meets all of the minimum standards for subdivisions as set forth in the Subdivision Regulations for the Town of St. George.
3. Upon acceptance of a completed application, the Select Board shall hold a public hearing to receive comments on the proposal. The Select Board shall also submit a copy of the application to the Planning Board for their review and comments. Based upon this review process, the Select Board may place other minimum requirements upon the applicants before the road may be accepted by the Town.
4. After appropriate review by the Select Board, the request will be placed on the warrant of the next Annual Town Meeting. Voters at Town meeting may also place certain conditions and requirements on the applicants before the road is accepted as a Town road.
5. Minimum road standards as set by the Select Board and voters of the Town would not have to be applied to the road until after Annual Town Meeting vote to accept, but should be completed within one (1) year of that Town meeting vote to accept. The road shall not be considered a Town road until all conditions and requirements have been met and approved by the Road Commissioner.

Amended by the Select Board on November 18, 2019

Winter Sand Policy

DEFINITION

This policy is intended to provide guidance when responding to requests by local contractors and private citizens for winter sand.

AVAILABILITY FOR PRIVATE USE

Sand will be made available to residents and property owners of St. George in a specifically designated sand pile; this is for their own use at their residence in St. George without charge. Under no circumstances should residents and property owners go inside the salt and shed.

AVAILABILITY FOR USE BY LOCAL CONTRACTORS

Sand will be made available to local St. George contractors at the sand shed for their use within the Town of St. George.

CONSIDERATIONS

Availability of sand may be denied if quantities on hand are not sufficient to more than meet the immediate needs of the Town.

Amended by the Select Board on November 26, 2018

Public Works – Solid Waste

Smoking Policy ~ Solid Waste Facility

There will be no smoking allowed on the Town property at 276 Wallston Road, commonly referred to as the Solid Waste Facility. This policy will be enforced by Town employees at the facility. If, after an initial warning, an offender of this policy re-offends, their privileges of using the facility may be suspended.

Amended by the Select Board on November 18, 2019

St. George Transfer Station Second Hand Shop

1. The secondhand shop was designed to put useful items back into use. People often pitch and dispose, rather than making the extra effort to sell or donate items with a potential second life. Many of the goods that reach the transfer station are in reasonably good condition including furniture, kitchenware, tools, toys, books, clothing, and sporting goods and may be reused. A rough estimate of 4 tons of reusable goods are now being diverted each month from costly landfill disposal, heading instead toward a useful second life.
2. The Town of St. George wishes to continue this diversion and encourages the increase in the rate of diversion.
3. The Town Manager will select a contractor to operate the second hand shop based on the Purchasing Policy and the contents of an application that will include a monthly rental fee to be paid, a statement of experience and at least three (3) references – either personal or business. Preference will be given to a St. George resident.
4. The contract should be for a multiple year period, such as three years.
5. The contract can be terminated by either party with written notice of at least sixty days.
6. The contractor shall have the second-hand shop open to the public when the transfer station is open to the public. There can be winter hours between Columbus Day and Memorial Day subject to agreement by the Town Manager.
7. The area that is available to the second-hand shop is the room in the recycling building.
8. Temporary use of the area directly outside of the second-hand shop is allowed.
9. Temporary storage inside of the recycling building may be available if it doesn't interfere with the recycling operation or the bottle room.
10. The contractor should have a policy regarding the acceptance of used items at the second-hand shop. We want to discourage people from dropping items at the shop to avoid disposal fees.
11. The second-hand shop policy will be administered by the solid waste department head

Amended by the Select Board on November 18, 2019

Appendix A – Committee Charges

Addressing Committee

INTRODUCTION

In June 1995, in response to State legislation, the Town of St. George created an E911 Committee to oversee the implementation on the Enhanced 911 system. At the March 1998 Town meeting an Addressing Ordinance was adopted to deal with the new system and its related aspects. This Ordinance also calls for the administering of the ordinance by an Addressing Committee; however, the ordinance did not create the committee or address its composition and functions. This policy formalizes the committee to administer the Addressing Ordinance.

CHARGE

There shall be an Addressing Committee consisting of three (3) voting members to be appointed annually by the Select Board and consisting of the St George Fire Chief, Code Enforcement Officer, and EMS Director.

Voting members shall elect their chairman and the secretary annually at the first regular meeting after the Select Board has completed the annual appointments.

The Addressing Committee shall:

1. Administer the Addressing Ordinance of the Town of St George, its purpose being to enhance the easy and rapid location of properties by law enforcement, fire, rescue, and emergency medical services personnel in the Town of St. George;
2. Carry out the naming of roads and other issues related to the purpose of the Addressing Ordinance.

The Chairman shall submit to the municipal officers, by January 15th of each year, a written report of the previous year's activities, the same report to be included in the annual Town report.

Amended by the Select Board on November 18, 2019

Appendix A – Committee Charges

Budget Committee

There shall be a Budget Committee consisting of five (5) voting members and two (2) alternate members to be appointed by the Select Board. Members of the Committee shall initially be appointed for terms of one, two and three years, such that the terms of approximately one-third of the members will expire each year. Their successors shall be appointed for terms of three years each. Members shall serve until the appointment of their successors.

Voting members shall elect their chairman and the secretary annually at the first regular meeting of the Budget Committee after the Select Board has completed the annual appointments. An alternate may only vote in the absence of a regular member. The Chairman shall delegate which alternate will be temporarily raised to voting status.

The Budget Committee is advisory in nature. Its responsibility is to monitor the town's current financial situation and when requested, or required by charter, determine the impact of policy decisions being considered by the Select Board on the Town's long-term financial health.

As part of these responsibilities, the Budget Committee shall:

1. Review the status of the Town's budget each quarter and report the committee's findings and recommendations to the Select Board.
2. Review the appropriations planned to be included in a warrant for action at a Town Meeting and report the Committee's recommendations to the Select Board. The Budget Committee's position on each appropriation will be stated in the warrant.
3. Consider annually the long term capital and operational expenses that may be incurred by the Town and provide a written report to the Select Board and Town Manager by January 15th each year detailing the Committee's recommendations.
4. Conduct other budgetary reviews as requested by the Select Board.

Amended by the Select Board on November 18, 2019

Appendix A – Committee Charges

Conservation Commission Charge

There shall be a Conservation Commission consisting of five (5) voting members and two (2) alternate members to be appointed by the Select Board. Members of the Commission shall initially be appointed for terms of one, two and three years, such that the terms of approximately one-third of the members will expire each year. Their successors shall be appointed for terms of three years each. Members shall serve until the appointment of their successors.

Voting members shall elect their chairman and the secretary annually at the first regular meeting of the Conservation Commission after the Select Board has completed the annual appointments. An alternate may only vote in the absence of a regular member. The Chairman shall delegate which alternate will be temporarily raised to voting status.

The Conservation Commission shall:

1. Seek to coordinate the activities of conservation bodies organized for similar purposes.
2. Review annually, and make recommendations for changes as needed, an inventory of all open areas within the Town of St. George, whether publicly or privately owned, including open marshlands, swamps and other wetlands, for the purpose of obtaining information relating to the proper protection, development or use of those open areas. The Commission may recommend to the Select Board, or any municipal board or committee, a program for the better protection, development or use of those areas, which may include the acquisition of conservation easements.

The Conservation Commission may:

1. Advertise, prepare, print and distribute books, maps, charts, plans and pamphlets which it considers necessary, subject to Purchasing Procedures.
2. Recommend the acquisition of land in the Town's name for purposes set forth in this policy.
3. Work on other projects as designated by the Select Board.

The Chairman shall submit to the municipal officers, by January 15th of each year, a written report of the previous year's activities, the same report to be included in the annual Town report.

Amended by the Select Board on November 18, 2019

Appendix A – Committee Charges

Memorial Day Parade Committee

BACKGROUND

Memorial Day has been a community event for many years and has been sponsored by the American Legion Post for most of those years. To keep with the changing times, and to provide for continuity of the annual event, some representatives of the Post recently approached the Select Board to assist with the sponsorship of the parade.

CHARGE

The Committee will consist of a minimum of five (5) members. These five members will include two (2) Town officials and three (3) members of the American Legion Post. The Committee will present an annual report, either written or oral, on its plans for the upcoming year's activities.

The Select Board would like to receive any budget request from this Committee by October 15th of each year for any subsequent year's expenses.

Responsibilities of the Committee will include:

1. Act as a clearing house for information regarding the annual activities.
2. Promote the annual event by encouraging community organizations to participate.
3. Develop guidelines for participation in the parade, with those guidelines meeting or exceeding requirements set by the Town's insurance carrier.

Adopted by the Select Board on November 18, 2019

Appendix A – Committee Charges

Recreation Committee

There shall be a Recreation Committee consisting of seven (7) voting members and two (2) or more alternate members to be appointed annually by the Select Board. Voting members shall elect their chairman and the secretary annually at the first regular meeting of the Recreation Committee following July 1st. An alternate may only vote in the absence of a regular member.

The Chairman shall delegate which alternate will be temporarily raised to voting status. The Parks & Recreation Director shall attend Recreation Committee meetings to update members on activities and to coordinate efforts to further the goals of the Committee.

The Recreation Committee shall oversee all resources, facilities and programs of a recreational nature, strive to maintain and improve the physical and mental fitness of the community, and administer, in cooperation with the Town Manager, the recreational programs to include all segments of the community on a year-round basis.

The Chairman shall submit to the municipal officers, by January 15th of each year, a written report of the previous year's activities, the same report to be included in the annual Town report.

Amended by the Select Board on November 18, 2019

Appendix A – Committee Charges

Scholarship Award Committee

INTRODUCTION

The Town of St. George currently acts as the fiduciary agent for four scholarships, the Clyde and Ina Grant Scholarship Fund, the Wilson Scholarship Fund, the Colson Scholarship Fund and the Lillius Gilchrest Grace Scholarship in Memory of Tim Watts. All funds require that the Select Board act as trustees and to administer the trusts. This policy creates a committee to administer the awarding of the scholarships from these funds.

POLICY

There shall be a Scholarship Award Committee consisting of five (5) voting members to be appointed by the Select Board serving staggered three-year terms consisting of one (1) member of the clergy from within the Town of St. George, one (1) educator from the St. George School, one (1) administrator from the St. George School, and two (2) Town officials.

Voting members shall elect their chairman and the secretary annually at the first regular meeting after the Select Board has completed the annual appointments.

The Scholarship Award Committee shall:

1. Review the financial reports of the trusts and determine the level of awards based upon the trust requirements.
2. Receive and review applications for scholarships and award the same based upon the trust requirements.
3. Have a member of the Committee present the awards on behalf of the Town and the Scholarship funds.
4. Advise the Select Board, as needed, concerning the proper administration of the funds.

The Chairman shall submit to the municipal officers, by January 15th of each year, a written report of the previous year's activities, the same report to be included in the annual Town report.

Amended by the Select Board on November 30, 2020

Appendix B - Revoked Policies

1. Administrative Practices for Boards/Committees
2. Comprehensive Planning Committee
3. Local Law Enforcement
4. Open Space Policy
5. Recycling & Solid Waste Committee
6. Smoking Policy
7. Solid Waste Transport Policy
8. Testing of Spring at Wiley's Corner
9. St. George School Budget Committee
10. Bid Process & Procedures
11. Licensing Policy
12. Personnel Policy – revoked November 19, 2012
13. Financial Management & Investment Policy – revoked December 30, 2013
14. Payment Authorization Policy – revoked December 30, 2013
15. Travel & Expense Reimbursement Policy – revoked December 30, 2013
16. Rotation of Auditors – revoked December 30, 2013
17. Social Services Requests for Town Budget – revoked December 30, 2013
18. Coastal Waters Management Board Procedures – revoked December 30, 2013
19. Qualifications of Fire Officers – revoked December 30, 2013
20. Communication Committee Charge – revoked December 30, 2013
21. Concealed Firearms Permit Policy – revoked July 24, 2017
22. Posting of Town Ways – revoked July 24, 2017
23. Action Plan Policy – revoked October 22, 2018
24. Special Projects Policy – revoked November 30, 2020