



**TOWN OFFICE
15 School Street
Rangeley, Maine 04970**

AIRPORT COMMISSION

Jim Ferrara
Larry Koob
Harold Shaetzle
John Sannizzaro
Bill Gonet
Ron Haines, Alternate
Neil King, Alternate

Joe Roach, Airport Manager

**August 25, 2025 4:30PM
MEETING AGENDA**

- 1. CALL TO ORDER – RECORD ATTENDANCE**
- 2. ELECT CHAIRMAN**
- 3. ELECT VICE-CHAIRMAN**
- 4. DATE AND TIME OF AIRPORT COMMISSION MEETINGS**
- 5. RULES OF PROCEDURE FOR AIRPORT COMMISSION MEETINGS (Robert's Rules of Order) – Vote to Adopt**
- 6. TOWN POLICIES**
 - Code of Ethics
 - Anti-Discrimination, Harassment, Sexual Harassment and Retaliation Policy
 - Media Policy
 - Remote Participation Policy
- 7. ADJOURNMENT**

Join Zoom Meeting
<https://us06web.zoom.us/j/98192248595>

Meeting ID: 981 9224 8595
13017158592

Town of Rangeley

Code of Ethic and Conduct
For
Employees, Elected, and Appointed Officials

Adopted: October 2, 2017

Policy Purpose

The Rangeley Selectmen adopts this Code of Ethics and Conduct to assure that all employees, elected, and appointed officials, (hereinafter referred to as members) while exercising their office, conduct themselves in a manner that will instill public confidence and trust in the fair operation and integrity of Rangeley's Town government.

A. ETHICS

The citizens and businesses of Rangeley are entitled to have fair, ethical, and accountable local government. To this end, the public should have full confidence that their members:

- Comply with both the letter and spirit of the laws and policies affecting the operations of government;
- Are independent, impartial, and fair in their judgment and actions;
- Use their public office for the public good, not for personal gain; and
- Conduct public deliberations and processes openly, unless required by law to be confidential, in an atmosphere of respect and civility.

Therefore, members, whether elected, appointed or hired, shall conduct themselves in accordance with the following ethical standards:

1. **Act in the Public Interest.** Recognition that stewardship of the public interest must be their primary concerns, members will work for the common good of the people of Rangeley and not for any private or personal interest, and they will assure fair and equal treatment of all persons, claims, and transactions coming before them.
2. **Comply with both the spirit and the letter of the Law and Town Policy.** Members shall comply with the laws of the nation, State of Maine and Town of Rangeley in the performance of their public duties.
3. **Conduct of Members.** The professional and personal conduct of members while exercising their office must be above reproach and avoid even the appearance of impropriety. Members shall refrain from abusive conduct, personal charges, or verbal attacks upon the character or motive of employees, other members of the Select Board, Boards, Committees, and Commissions, the staff or the public.
4. **Respect for Process.** Members shall perform their duties in accordance with the processes and rules of order established by the Selectmen.
5. **Conduct at Public Meetings.** Members shall prepare themselves for public issues; listen courteously and attentively to all public discussion before the body; and focus on the business at hand.
6. **Decisions Based on Merit.** Members shall base their decisions on the merits and substance of the matter at hand, rather than on unrelated considerations. When making adjudicative decisions (those decision where the member is called upon to determine and apply facts peculiar to an individual case), members shall maintain an open mind until the conclusion of the hearing on the matter and base their decisions on facts presented at the hearing and the law.

7. **Communication.** For adjudicative matters pending before the body, members shall refrain from receiving information outside an open public meeting or the agenda materials, except on advice of the Town Manager. Members shall publicly disclose substantive information that is relevant to the matter under consideration by the body which they may have received from sources outside of the public decision-making process.
8. **Conflict of Interest.** In order to assure their independence and impartiality on behalf of the common good and compliance with conflict of interest laws, members shall use their best efforts to refrain from creating an appearance of impropriety in their actions and decisions. Members shall not use their official positions to influence government decisions in which they have (1) a material financial interest, (b) an organizational responsibility or personal relationship which may give the appearance of a conflict of interest, or (c) a strong personal bias. A member who has a potential conflict of interest regarding a particular decision shall disclose the matter to the Town Manager and reasonably cooperate with the Town Attorney to analyze the potential conflict. If advice by the Town Manager is to seek advice of the Town Attorney, or other appropriate State agency, a member shall not participate in a decision unless and until s/he has requested and received advice allowing the member to participate. A member shall diligently pursue obtaining such advice. The member shall provide the Chair of the appropriate Town group, a copy of any written request or advice and conform his/her participation to the advice given.
9. **Gifts and Favors.** Members shall not take any special advantage of services or opportunities for personal gain, by virtue of their public office that is not available to the public in general. They shall refrain from accepting any gifts, favors, or promises of future benefits which might compromise their independence of judgment or action or give the appearance of being compromised.
10. **Confidential Information.** Members must maintain the confidentiality of all written materials and verbal information provided to members which is confidential or privileged. Members shall neither disclose confidential information without proper legal authorization, nor use such information to advance their personal, financial, or other private interests.
11. **Use of Public Resources.** Members shall not use public resources which are not available to the public in general (e.g. Town staff time, equipment, supplies, or facilities) for private gain or for personal purposes not otherwise authorized by law.
12. **Representative of Private Interests.** In keeping with their role as stewards of the public interest, employees, members of the Selectmen shall not appear on behalf of the private interests of third parties before the Selectmen or any Board, Committee, Commissioners or proceeding of the Town, nor shall members of Boards, Committee, and Commissioners appear before their own bodies or before the Selectmen on behalf of the private interests of third parties on matters related to the areas of service of their bodies.
13. **Advocacy.** Members shall represent the official policies or positions of the Town Selectmen, Boards, Committees, or Commissions to the best of their ability when designated as delegates of this purpose. When presenting their individual opinions and positions, members shall explicitly state they do not represent their body or the Town of Rangeley, nor will they allow the inference that they do. Selectmen, Board, Committee, and Commission members have the right to endorse candidates for Select Board seats and other elected offices. It is inappropriate to mention or display endorsements during Selectmen,

Board, Committee, and Commission meetings or other official Town meetings.

14. **Policy Role of Members.** Members shall respect and adhere to the Selectmen-Manager structure of Rangeley Town government. In this structure, the Town Manager develops the policies of the Town with the advice of various stakeholders and adoption by the Selectmen. Except as otherwise provided by law, members shall not interfere with the administrative function of the Town or the professional duties of the Town staff; nor shall they impair the ability of the staff to implement Selectmen policy decisions.
15. **Independence of Boards, Committees and Commissions.** Because of the value of the independent advice of Board, Committees and Commissioners to the public decision-making process, members of the Selectmen shall refrain from using their position to unduly influence the deliberation of outcomes of the Board, Committee and Commission proceedings.
16. **Positive Work Place Environment.** Members shall support the maintenance of a positive and constructive work place environment for Town employees and for citizens and businesses dealing with the Town. Members shall recognize their special role in dealings with Town employees to in no way create the perception of inappropriate direction to the staff.

B. CONDUCT GUIDELINES

The Conduct Guidelines are designed to describe the manner in which elected and appointed officials should treat one another, Town staff, constituents, and others they come into contact with while representing the Town of Rangeley.

1. Elected, Appointed, and Hired Officials' Conduct with Each Other in Public Meetings

Elected and appointed officials are individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve and protect the present and future of the community. In all cases, this common goal should be acknowledged even though individuals may not agree on every issue.

- (a) *Honor the role of the Chair in maintaining order.*
It is the responsibility of the Chair to keep the comments of members on track during public meetings. Members should honor efforts by the Chair to focus discussion on current agenda items. If there is disagreement about the agenda or the Chair's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.
- (b) *Practice civility and decorum in discussion and debate.*
Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of debate by a free democracy in action. Free debate does not require nor justify, however, public officials to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments.
- (c) *Avoid personal comments that could offend other members.*
If a member is personally offended by the remarks of another member, the offended member should make notes of the actual words used and call for a "Point of Personal Privilege" that challenges the other member to justify or apologize for the language used. The chair will maintain control of that

discussion.

(d) *Demonstrate effective problem-solving approaches.*

Members have a public stage and have the responsibility to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.

2. Elected, Appointed, and Hired Officials Conduct with the Public in Public Meetings

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice, or disrespect should be evident on the part of the individual members toward an individual participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

(a) *Be welcoming to speakers and treat them with care and gentleness.*

While questions of clarification may be asked, the official's primary role during public testimony is to listen.

(b) *Be fair and equitable in allocating public hearing time to individual speakers.*

The chair will determine and announce limits on speakers at the start of the public hearing process.

(c) *Practice active listening.*

It is disconcerting to speakers to have members not look at them when they are speaking. It is fine to look down at documents or to make notes, but reading for a long period of time or gazing around the room or at personal electronic devices gives the appearance of disinterest. Members shall try to be conscious of facial expressions and avoid those that could be interpreted as "smirking", disbelief, anger, or boredom.

(d) *Maintain an open mind.*

Members of the public deserve an opportunity to influence the thinking of elected and appointed officials.

(e) *Ask for clarification, but avoid debate and argument with the public*

Only the Chair-no individual members-can interrupt a speaker during a presentation. However, a member can ask the Chair for a "Point of Order" if the speaker is off the topic or exhibiting behavior or language the member finds disturbing.

3. Elected and Appointed Officials' Conduct with Town Staff

Governance of the Town relies on the cooperative efforts of elected officials, who set policy, appointed officials who advise the elected and Town staff who implement and administer the Selectmen's policies. Therefore, every effort should be made to be cooperative and show mutual respect for the contribution may be each individual for the good of the community.

(a) *Treat all staff as professionals.*

Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards staff is not acceptable.

(b) *Do not disrupt Town staff from their jobs.*

Elected and appointed officials should not disrupt Town staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to have their individual needs met. Do not attend Town staff meetings unless requested by staff even if the elected or appointed official does not say anything, his/her presence implies support, shows partiality, may intimidate staff, and hampers staff's ability to do their job objectively.

(c) *Never publicly criticize an individual employee.*

Elected and appointed officials should never express concerns about the performance of a Town employee in public, to the employee directly or to the employee's supervisor. Comments about staff performance should only be made to the Town Manager through private correspondence or conversation. Appointed officials should make their comments regarding staff to the Town Manager or Chair of the Selectmen.

(d) *Do not get involved in administrative functions.*

Elected and appointed officials in acting in their individual capacity must not attempt to influence Town staff on the making of appointments, awarding of contracts, selecting consultants, processing of development applications or granting Town licenses and permits.

(e) *Do not solicit political support from staff.*

Elected and appointed official should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support lists, etc.) from Town staff. Town staff may, as private citizens with constitutional rights, support political candidates but all such activities must be done away from the workplace.

(f) *No Attorney-Client relationship.*

Members shall not seek to establish an attorney-client relationship with the Town Attorney, including his/her staff and attorneys contracted to work on behalf of the Town. The Town Attorney represents the Town and not individual members. Members who consult with the Town Attorney cannot establish an attorney-client relationship with the attorney.

4. Selectmen Conduct with Boards, Committees, and Commissions

The Town has established several Boards, Committees, and Commissions as a means of gathering more community input. Citizens who serve on Boards, Committees, and Commissioners become more involved in government and serve as advisors to the Town Selectmen. They are a valuable resource to the Town's leadership and should be treated with appreciation and respect.

(a) *If attending a Board, Committee, or Commission meeting be careful to only express personal opinions.*

Selectmen may attend any Board, Committee, or Commission meeting, which are always open to any member of the public. However, they should be sensitive to the way their participation- especially if on behalf of an individual, business, or developer- could be viewed as unfairly affecting the process. Any public comments by a Selectmen at a Board, Committee, or Commission meeting should be clearly made as an individual opinion and not a representation of the feeling of the entire Select Board.

(b) *Limit contact with Board, Committee, and Commission members to questions for clarification.*

It is inappropriate for a Selectmen to contact a Board, Committee, or Commission member to lobby on behalf of an individual, business, or developer and vice versa. It is acceptable for Selectmen to contact Board, Committee or Commission member in order to clarify a position taken by the Board, Committee, or Commission.

- (c) *Respect that Board, Committee and Commissions serve the community, not individual Selectmen.*
The Selectmen appoints individuals to serve on Boards, Committees, and Commissions, and it is the responsibility of the Boards, Committees, and Commissions to follow established policy established by the Selectmen. But Boards, Committees, and Commission members do not report to individual Selectmen, nor should Selectmen feel they have any power or right to threaten Board, Committee and Commission members with removal if they disagree about an issue. Appointment and re-appointment to the Board, Committee, or Commission should be based on such criteria as expertise, ability to work with staff and the public, and commitment to fulfilling official duties. A Board, Committee, or Commission appointment should not be used as a political "reward".
- (d) *Be respectful of diverse opinion.*
A primary role of Boards, Committees, and Commissions is to represent many points of view in the community and to provide the Selectmen with advice based on a full spectrum of concerns and perspectives. Selectmen may have a close working relationship with some individuals serving on Boards, Committees, and Commissioners but must be fair and respectful of all citizens' service on Boards, Committees, and Commissions.
- (e) *Keep political support away from public forums.*
Board, Committee, and Commission members may offer political support to a Selectmen, but not in a public forum while conducting official duties. Conversely, Selectmen may support Board, Committee, and Commission members who are running for office, but not in an official forum in their capacity as a Selectmen.

C. SANCTIONS

- (a) *Acknowledgement of Code of Ethics and Conduct.*
Selectmen who do not sign an acknowledgement that they have read and understand the Code of Ethics and Conduct shall be ineligible for intergovernmental assignments or Council subcommittees. Board, Committee, and Commission members who do not sign an acknowledgement that they have read and understand the Code of Ethics and Conduct are not eligible to hold that office. Employees are required to sign the Code of Ethics and Conduct.
- (b) *Ethics Training for Local Official.*
Selectmen, Boards, Committees, Commissions, and employees, whether elected, appointed or hired, who are out of compliance with State or Town mandated requirements for ethics training shall not represent the Town on intergovernmental assignments or Selectmen subcommittees, and may be subject to sanctions.
- (c) *Behavior and Conduct.*
The Rangeley Code of Ethics and Conduct expresses standards of ethical conduct expected for members of the Rangeley Selectmen, Boards, Committees, Commissions, and employees, whether elected, appointed or hired, themselves have the primary responsibility to assure that ethical standards are understood and met, and that the public can continue to have full confidence in the integrity of government. The chairs of the Boards, Committees, and Commissions and the Chair of

the Selectmen have the additional responsibility to intervene when actions of member that appear to be in violation of the Code of Ethics and Conduct are brought to their attention.

Selectmen:

Selectmen who intentionally and repeatedly do not follow proper conduct may be reprimanded or formally censured by the Select Board, lose committee assignments or other privileges afforded by the Selectmen. Serious infractions of the Code of Ethics of Conduct could leave to other sanctions as deemed appropriate by the Selectmen.

Individual Selectmen should point out to the offending Selectperson if perceived infractions of the Code of Ethics and Conduct. If the offenses continue, then the matter should be referred to the Chair in private. If the Chair is the individual whose actions are being questioned then the matter should be referred to the Vice-Chair. It is the responsibility of the Chair (or Vice Chair) to initiate action if a Selectperson's behavior may warrant sanction. If no action is taken by the Chair (or Vice Chair) then the alleged violation(s) can be brought up with the full Select Board.

Employees, Board, Committee and Commission Members:

Counseling, verbal reprimands, and written warnings may be administered by the Chair of the Select Board to Board, Committee, and Commission members failing to comply with Town policy. These lower levels of sanctions shall be kept private to the degree allowed by law. Copies of all written reprimands administered by the Chair shall be distributed in memo format to the Chair of the respective Board, Committee, or Commission, the Town Clerk, Town Attorney, Town Manager and Board of Selectmen. The Town Manager is responsible for enforcing this Code with respect to employees.

The Selectmen may impose sanctions on Board, Committee, and Commission Members whose conduct does not comply with the Town's policies, up to and including removal of office. Any form of discipline imposed by the Selectmen shall be determined by a majority vote of at least a quorum of the Selectmen at a noticed public meeting and such action shall be preceded by the report to the Selectmen with supporting documentation.

When deemed warranted, the Chair or majority of the Selectmen may call for an investigation of Board, Committee, or Commission member's conduct. Also, should the Town Manager believe an investigation is warranted, s/he shall confer with the Chair of the Select Board. The Chair shall ask the Town Manager to have an investigation conducted and report the findings back to the Select Board.

These sanctions are alternatives to any other remedy that might otherwise be available to remedy conduct that violated this code or state or federal law. In order to protect and preserve good government, any individual, who knows or reasonably believes a member acts or intends or refuses to act in a manner that is or may be in violation of law reasonably imputable to the organization, or in a manner which is likely to result in substantial injury to the organization, may report the violation to the appropriate governmental authorities.

D. IMPLEMENTATION

The Code of Ethics and Conduct is intended to be self-enforcing and is an expression of the standards of conduct for members expected by the Town. It therefore becomes most effective when members are thoroughly familiar with it and embrace its provisions.

For this reason, this document shall be included in the regular orientations for candidates for Town employees, Selectmen, applicants to Boards, Committees, and Commissions, and newly elected and appointed officials, and newly hired employees. Members entering office shall sign a statement (example below) acknowledging they have read and understand the Code of Ethics and Conduct. In addition, the Code of Ethics and Conduct shall be periodically reviewed by the Town Select Board, Committees, and Commissions and updated as necessary.

I affirm that I have read and understand the Town of Rangeley Code of Ethics and Conduct for Employees, Elected, and Appointed Officials.

Signature

Date

Printed Name



Office of:

Selectmen
Town Manager
Assistant Town Manager
Treasurer
Tax Collector
Police Department
Fire Department

Telephone: 207.864.3326

TOWN OFFICE
15 School Street
Rangeley, Maine 04970

Office of:

Town Manager
Assistant Town Manager
Finance Director
Town Clerk
Code Enforcement Officer
Parks & Recreation
Assessor
Public Works

Fax: 207.864.3578

Town of Rangeley
Anti- Discrimination, Harassment, Sexual Harassment, and
Retaliation Policy

Discrimination and Unlawful Harassment

The Town of Rangeley is committed to a policy of equal employment opportunity to all persons based on individual merit, competence and need. The Town will not discriminate against employees or applicants for employment based on any legally protected status, including, but not limited to: veteran or military status, marital status, physical or mental disability, age, race, color, religion, sex, sexual orientation (including gender identify and expression), pregnancy, national origin, genetic information, or ancestry. This policy applies to all terms and conditions of employment including but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, benefits, and training.

In support of our commitment to equal employment opportunities, the Town of Rangeley prohibits any and all discrimination or harassment on any of the bases discussed above.

Any employee who harasses or discriminates against another employee, citizen, or visitor on any of the bases discussed above will be subject to discipline, up to and including discharge.

Unlawful harassment is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive work environment; has the purpose or effect of substantially and unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities because of the individual's membership in one of the above-described protected classes. It is not possible to list all types of conduct that may constitute unlawful harassment. Prohibited conduct may include, but is not limited to:

- Epithets, slurs, stereotyping, innuendo, derogatory comments;
- Jokes or pranks;
- Written or graphic material including derogatory posters, photographs, calendars, cartoons, drawings, websites, emails, text messages, or gestures; and
- Other threatening, hostile, or intimidating acts including assault, unwanted touching, or blocking normal movement.

The Town prohibits all unlawful harassment, whether engaged in by a supervisor, agent, employee, co-worker, or non-employee (such as a vendor) who is on Town premises or who comes in contact with Town employees.

Sexual Harassment

The Town prohibits all discrimination and harassment on the basis of any legally protected status, as described above. This includes sexual harassment. Sexual harassment is a form of sex discrimination. It includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when the conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment.

As is the case with unlawful harassment, it is not possible to list all types of conduct that constitute sexual harassment. Sexual harassment can occur in a variety of circumstances, including but not limited to the following:

- Unwanted sexual advances or propositions (including repeated and unwelcome requests for dates);
- Offers of employment benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct, including leering or making sexual gestures; displaying sexually suggestive objects or pictures, cartoons, posters, or websites; and sending sexually suggestive or explicit emails or text messages;
- Verbal conduct including sexually derogatory comments, innuendos, epithets, or slurs; sexually explicit jokes; comments about an individual's body/dress or sexual activity, deficiencies, or prowess; and whistling or making suggesting or insulting sounds;
- Verbal and/or written abuse of a sexual nature including sexually degrading commentary about an individual's body or dress and sexually suggestive or obscene communications, social media postings, emails, text messages, or other correspondence;
- Touching, assault, or impeding or blocking normal movements; and
- Inquiries into another person's sexual experiences or discussion of one's own sexual activities.

Remember that the victim of sexual harassment does not have to be a member of the opposite sex. The harasser can be the victim's supervisor, an agent of the employer, a supervisor in another area, a co-worker, or a non-employee. The victim does not have to be the person being harassed but could be anyone affected by the offensive conduct.

Complaint and Investigation Procedure

If you experience or witness what you believe may be discrimination, unlawful harassment, and/or sexual harassment in violation of this policy, you should immediately report the incident to the Town Manager by submitting a written account containing:

- A description of the incident(s)/conduct and individuals involved
- Dates and times when the incident(s)/conduct occurred
- Location where the incident(s)/conduct occurred
- Specific words/actions
- Any witnesses to the incident(s)/conduct.

After a complaint is received, the Town will promptly investigate. Investigations will be conducted as confidentially as possible, and information will only be shared on a need-to-know basis and to the extent necessary to conduct a thorough investigation. The investigation will involve a private interview with the individual who has reported the conduct, the accused individual, as well as any witnesses. Once the investigation is complete, the Town will, to the extent appropriate, inform the person lodging the complaint and the person alleged to have committed the conduct of the results of the investigation. If the complaint is against the Town Manager it should be submitted to the Chair of the Selectboard.

If a report of discrimination or unlawful harassment is substantiated, appropriate corrective action will be taken. Corrective action may include reprimand, counseling, training, suspension, demotion, transfer, or discharge as the Town deems appropriate under the circumstances. If a report cannot be substantiated, the Town may take action to reinforce its commitment to providing a work environment free from discrimination or unlawful harassment.

In addition to the above procedure, employees may also file a complaint of harassment or retaliation with the Maine Human Rights Commission (MHRC) within three hundred (300) days, or with the U.S. Equal Employment Opportunity Commission. Contact information is as follows:

The Maine Human Rights Commission ("MHRC"):

<https://mainehumanrightscommission.formstack.com/forms/intakes>, 51 State Street House Station, Augusta, ME 04330-0051, or

The United States Equal Employment Opportunity Commission ("EEOC"):

<https://www.eeoc.gov/field-office/boston/location>, 1 Congress Street, 10th Floor, Room 1001, Boston, MA 02114, 617-565-3200

Discrimination, unlawful harassment, and sexual harassment is costly to the Municipality, to victims, and to society. We will investigate and take corrective action whenever needed to stop inappropriate conduct and assure that it doesn't happen again. All employees are expected to cooperate with an investigation; refusing to do so may be grounds for the imposition of discipline. False statements regarding an allegation will not be tolerated. Providing false information in the course of an investigation of harassment or discrimination is grounds for discipline, up to and including discharge.

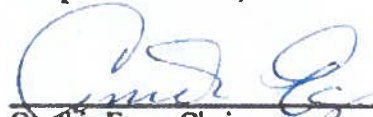
Retaliation

Retaliation against an employee who complains in good faith about harassment and/or discrimination or who participates in good faith in an investigation of a complaint is unlawful and will not be tolerated. Retaliation is a form of unlawful harassment and will be handled in the same manner as other forms of unlawful harassment. If you believe that you have been subject to retaliation, you must report the incident in accordance with the above complaint procedure.

If You Have Questions...

Please feel free to contact the Town Manager, in person or at (207) 864-2257 if you have further questions about this policy; what type of conduct constitutes discrimination, unlawful harassment, or sexual harassment; or how the complaint and investigation process works.

Adopted March 20, 2023


Cynthia Egan, Chairman


Ethna Thompson, Vice-Chair


Shelly Lowell, Selectman


Ethan Shaffer, Selectman


Samantha White, Selectman

I affirm that I have read and understand the Town of Rangeley Anti- Discrimination, Harassment, Sexual Harassment, and Retaliation Policy for Elected, and Appointed Officials.

Signature

Date

Printed Name



TOWN OFFICE
15 School Street
Rangeley, Maine 04970

BOARD OF SELECTMEN

Stephen Philbrick, Chairman
Donald Nuttall, Vice-Chairman
David Burgess
Cynthia Egan
Shelly Lowell

John Madigan, Town Manager
Tricia Roy, Secretary

MEDIA POLICY

ELECTRONIC EQUIPMENT, COMMUNICATIONS, AND USE

Technology has become an integrated part of our daily lives, both at work and at home. To help provide a clear understanding of acceptable use the Town has specific guidelines pertaining to technology and electronic communication to clearly define employee expectations and responsibilities with all Town owned electronic equipment, cell phones, and other personal electronic media devices.

TOWN OWNED DEVICES

All electronic equipment, computers, network and internet services are owned by the Town and are provided solely for use in the Town's business activities. The Town has the right to monitor and review all electronic communications at any time without notice to its employees. Employees have no expectation of privacy in their use in any electronic communication sent or received using Town or private equipment, network, or Internet services. It is also the expectation that no business correspondence be deleted from any of the above-mentioned devices or networks.

The Town recognizes employees may need incidental personal use of its equipment from time to time. This is permitted as long as use does not interfere with an employee's job responsibilities and performance. (Break, lunch and pre/post work hours). Downloading of materials or loading programs/software onto any part of the system without permission from Town's technical staff, Department Head or Town Manager is prohibited.

It is expected all employees will pay for personal photocopying or faxes at the current office rate.

The Town provides cell phones and/or other devices to some employees to carryout employment related duties before, during, and after normal business hours. The Board of Selectmen/Town Manager shall decide which employees will be provided a cell phone or personal device as needed. Incidental personal use is permitted as long as use does not interfere with an employee's job responsibilities and performance.

PROHIBITED USE

Any downloading of materials or loading of programs/software onto any part of the system without permission from Town technical staff, Department Head or Town Manager is prohibited. Use of Town systems may not interfere with system operations or other system users. Users will adhere to all Town policies.

Cell phones or other portable media devices are prohibited from use while operating a motor vehicle, heavy equipment, or any type of mechanical equipment.

Accessing, submitting, posting, publishing, forwarding, downloading, scanning, or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggesting, threatening, discriminatory, harassing, and/or illegal are strictly forbidden and may result in disciplinary termination and/or other legal action.

Using the Town's electronic equipment, networks, and internet services for any illegal activity or any activity that violates any Town policies and/or procedures may result in discipline up to and including termination, and/or legal action.

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

All electronic equipment taken off site by an employee to complete their position responsibilities must follow all Town policies and procedures. Employees are held accountable for the care and use of their electronic equipment and must control access to it.

The use of the equipment by non-authorized personnel and citizens is prohibited. Use of a device in a manner that violates any Town policy may result in discipline, up to and including termination, and/or legal action.

CELL PHONE/PDA WHILE DRIVING

Except in emergency situations, the use of hand-held cell phones or personal digital assistants to make calls during the operation of a Town-owned vehicle or while driving a personal vehicle on Town business is prohibited. Hands-free headsets are acceptable. It is strongly recommended, however, that the operator pull over to the side of the road prior to using the cell phone. Drivers may not use their phones or other personal digital devices, e.g. Androids, iPhones) in any other manner, including but not limited to making or receiving calls (without a hands-free headset); sending, viewing or receiving texts or voice messages of any kind; checking time; looking up information contained on the phone or personal digital devices while operating a Town vehicle, while operating any vehicles on Town-related business, or while operating any Town machinery or equipment with the exception of police and fire personnel who may receive work-related calls in their official capacity.

Drivers are expressly prohibited from texting while operating Town vehicles or while operating any vehicle while on Town-related business.

PERSONAL DEVICES

Professionalism is expected of all Town employees. Employees will limit the use of personal devices during the business day and turn ringers to vibrate or off. If it is necessary to use your cell phone or personal device, find a location away from the public and other employees. During meetings, all devices must be turned to vibrate to avoid disruption of ongoing business.

SOCIAL MEDIA

Social media is any form of online publication or presence that allows multi-directional conversations in or around content on the internet. Some types of social media include forums, message boards, blogs, tweets, wikis and podcasts and some social media applications include Google, Facebook, LinkedIn, Twitter and YouTube. Management understands that social media is pervasive in today's world and that employees may be using social media sites in relation to both work and leisure. Management also recognizes that employees may enhance our service through the appropriate use of social media. However, employees should abide by the following guidelines when using social media. Any violation of these guidelines will be reviewed by Town Manager or designee on case by case basis and may lead to discipline, up to and including termination of employment. This policy is not intended to interfere in any way with employees' legal rights, including employee rights under the National Labor Relations Act to discuss the terms and condition of employment.

Guidelines:

- Dissemination of confidential information about the Town, its employees or members of the public on social media sites is strictly prohibited.
- Employees may not speak on behalf of the Town unless authorized to do so. Any employee commenting on social media about work or the town must make it clear that he/she is commenting in his/her individual capacity.
- Social media sites are not to be used at work, on Town time, or using the Town's computer equipment unless the employee has been authorized to do so to further the Town's interest.
- The Town may discipline employees for posting, writing, or otherwise participating in any contents that is discriminatory, harassing, threatening, pornographic or obscene.
- At no time should an employee make or participate in defamatory remarks against any other departments or employees.

MEDIA RELATIONS

All contact or inquiries from the print, broadcast or internet media must be forwarded to the Town Manager, including Freedom of Information requests.

Employees are prohibited from commenting or providing information to the media without specific knowledge and permission of the Town Manager.

Selectboard members are prohibited from commenting or providing information to the media without specific knowledge and permission of the Chairman.

The Police Chief will be responsible for releasing public information pertaining to non-personnel or internal department business.

The Fire Chief will be responsible for releasing public information pertaining to non-personnel or internal department business.

Release of confidential information, either intentionally or inadvertently is prohibited.

Media Policy Adoption May 20, 2019



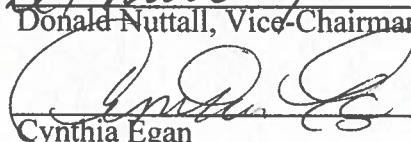
Stephen Philbrick, Chairman



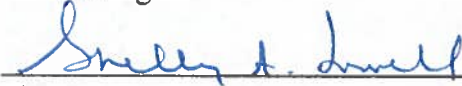
Donald Nuttall, Vice-Chairman



David Burgess



Cynthia Egan



Shelly Lowell

I affirm that I have read and understand the Town of Rangeley Media Policy for Employees, Elected, and Appointed Officials.

Signature

Date

Printed Name

REMOTE PARTICIPATION POLICY

TOWN OF RANGELEY

Pursuant to 1 M.R.S. § 403-B, and after public notice and hearing, the above-named body adopts the following policy to govern the participation, via remote methods, of members of the body and the public in the public proceedings or meetings of the body.

Members of the body 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 body to meet via remote methods, or an illness or temporary absence of a member that causes significant difficulty traveling to the meeting location. The chair or presiding officer of the body, in consultation with other members if appropriate and possible, will make a determination that remote methods of participation are necessary 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 or presiding officer of the body as far in advance as possible. The Select Board can by majority vote, at any time deemed necessary, require ALL boards and committees to meet remotely.

Failure of a Board, Committee or Commission member to attend four (4) consecutive regular meetings without recorded consent of the Chairperson, shall be construed as resignation from the Board, Committee or Commission, elected officials being excluded.

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

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

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

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

Rev. 2/22/2022

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

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

Dated: Feb. 28, 2022

Signed: _____

Amended February 22, 2022