

# TOWN OF RANGELEY BOARD OF SELECTMEN:

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**BOARD OF SELECTMEN JULY 10, 2025**

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## **Annual Organizational Meeting**

- 1. Call Meeting To Order**
- 2. Elect Chairman**
- 3. Elect Vice-Chairman**
- 4. Date & Time of Selectmen's Meetings**
- 5. Notification Procedure for Special Meetings**
- 6. Rules of Procedure for Selectmen's Meetings (Robert's Rules of Order) – Vote to Adopt**
- 7. Appoint Town's Legal Counsel Firm**
- 8. Town Policies / Trainings**
  - Select Board Bylaws
  - Code of Ethics
  - Anti-Discrimination, Harassment, Sexual Harassment and Retaliation Policy
  - Media Policy
  - Contacting Legal Services Policy
  - Grant Acceptance Policy
  - Fund Balance – General Fund Policy
  - Investment Policy
  - Remote Participation Policy
  - FOAA Training
  - Elected Officials Workshop
- 9. Annual Review of Fees**
  - Vendor Fees
- 10. Adjournment**

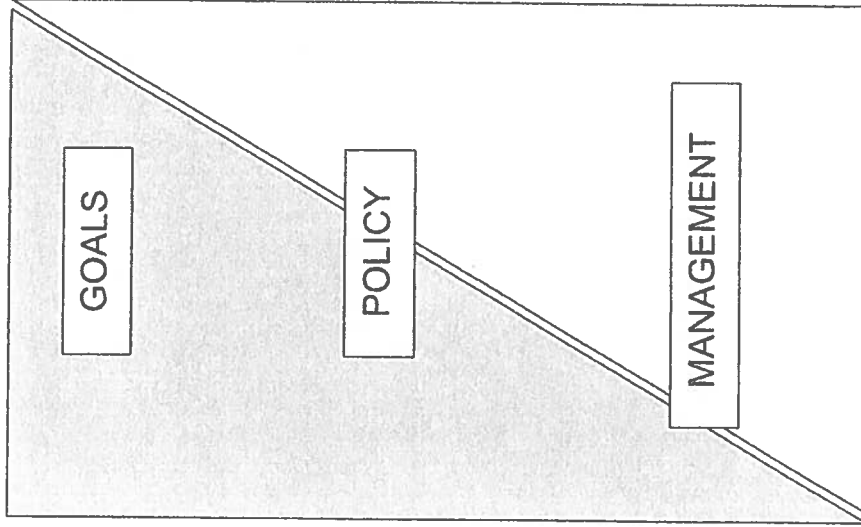
## The Balance Between the Roles of the Council and the Manager

### **Council's Role**

- Determines the goals and direction of the community
- Understand, amend, approve the budget
- Makes decisions on ordinances, major projects, large contracts
- Responds to constituent concerns by checking through the manager
- Oversight, in a broad sense, of the accomplishment of large outcomes
- Selects and evaluates the Manager

### **Manager's Role**

- Provides advice and information
- Ensures that the Board under takes the appropriate planning process
- Prepares the budget for approval
- Does background work
- Presents options and makes recommendations
- Gets answers for Councilors from from the appropriate department(s)
- Establishes procedures for managing the organization
- Manages the resources to support and carry out the decisions of the Council
- Hires and manages all other personnel



**Title 30-A: MUNICIPALITIES AND COUNTIES**

**Part 2: MUNICIPALITIES**

**Subpart 3: MUNICIPAL AFFAIRS**

**Chapter 123: MUNICIPAL OFFICIALS**

**Subchapter 2: TOWN MANAGER PLAN**

**§2635. Select board to act as a body; administrative service to be performed through town manager; committees**

It is the intention of this subchapter that the select board as a body shall exercise all administrative and executive powers of the town except as provided in this subchapter. The select board shall deal with the administrative services solely through the town manager and may not give orders to any subordinates of the manager, either publicly or privately. This section does not prevent the select board from appointing committees or commissions of its own members or of citizens to conduct investigations into the conduct of any official or department, or any matter relating to the welfare of the town. [PL 2021, c. 275, §41 (AMD).]

SECTION HISTORY

PL 1987, c. 737, §SA2,C106 (NEW). PL 1989, c. 6 (AMD). PL 1989, c. 9, §2 (AMD). PL 1989, c. 104, §C8,10 (AMD). PL 2021, c. 275, §41 (AMD).

The Revisor's Office cannot provide legal advice or interpretation of Maine law to the public.  
If you need legal advice, please consult a qualified attorney.

[Office of the Revisor of Statutes \(mailto:webmaster\\_ros@legislature.maine.gov\)](mailto:webmaster_ros@legislature.maine.gov) · 7 State House Station · State House Room 108 · Augusta, Maine 04333-0007

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Selectmen  
Town Manager  
Treasurer  
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Office of:

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Code Enforcement Officer  
Parks & Recreation  
Assessor  
Public Works

**TOWN OFFICE**  
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## **ROBERT'S RULES OF ORDER – THE BASICS**

**THE PURPOSE OF "ROBERT'S RULES OF ORDER" INCLUDES THE FOLLOWING:**

- ENSURE MAJORITY RULE
- PROTECT THE RIGHTS OF THE MINORITY, THE ABSENTEES AND INDIVIDUAL MEMBERS
- PROVIDE ORDER, FAIRNESS AND DECORUM
- FACILITATE THE TRANSACTION OF BUSINESS AND EXPEDITE MEETINGS

### **BASIC PRINCIPLES**

- ALL MEMBERS HAVE EQUAL RIGHTS, PRIVILEGES AND OBLIGATIONS.
- FULL AND FREE DISCUSSION OF EVERY MOTION IS A BASIC RIGHT.
- ONLY ONE QUESTION AT A TIME MAY BE CONSIDERED, AND ONLY ONE PERSON MAY HAVE THE FLOOR AT ANY ONE TIME.
- MEMBERS HAVE A RIGHT TO KNOW WHAT THE IMMEDIATE PENDING QUESTION IS AND TO HAVE IT RESTATED BEFORE A VOTE IS TAKEN.
- NO PERSON CAN SPEAK UNTIL RECOGNIZED BY THE CHAIR.
- PERSONAL REMARKS ARE ALWAYS OUT OF ORDER.
- A MAJORITY DECIDES A QUESTION EXCEPT WHEN BASIC RIGHTS OF MEMBERS ARE INVOLVED.
- A TWO-THIRDS VOTE IS REQUIRED FOR ANY MOTION THAT DEPRIVES A MEMBER OF RIGHTS IN ANY WAY (E.G., CUTTING OFF DEBATE).
- SILENCE GIVES CONSENT. THOSE WHO DO NOT VOTE ALLOW THE DECISION TO BE MADE BY THOSE WHO DO VOTE.

### **ROLE OF THE PRESIDING OFFICER / CHAIRMAN**

- INTRODUCE BUSINESS IN PROPER ORDER
- RECOGNIZE SPEAKERS
- DETERMINE IF A MOTION IS IN ORDER
- KEEP DISCUSSION GERMANE TO THE PENDING MOTION
- MAINTAIN ORDER
- PUTS MOTIONS TO A VOTE AND ANNOUNCE RESULTS
- OPEN & CLOSE MEETINGS

### **GENERAL PROCEDURE FOR HANDLING A MOTION**

- A MEMBER MUST OBTAIN THE FLOOR BY BEING RECOGNIZED BY THE CHAIR
- MEMBER MAKES A MAIN MOTION

- A MOTION MUST BE SECONDED BY ANOTHER MEMBER BEFORE IT CAN BE CONSIDERED
- THE MAKER OF A MOTION HAS THE RIGHT TO SPEAK FIRST IN DEBATE
- THE MAIN MOTION IS DEBATED ALONG WITH ANY SUBSIDIARY MOTIONS (E.G. "I MOVE TO AMEND THE MOTION BY...", PRIVILEGED MOTIONS (E.G. "I MOVE TO POSTPONE THE MOTION TO...") AND INCIDENTAL MOTIONS (E.G. "I MOVE TO DIVIDE THE QUESTION."))
- DEBATE ON SUBSIDIARY, PRIVILEGED AND INCIDENTAL MOTIONS (IF DEBATABLE) TAKES PRECEDENCE OVER DEBATE ON THE MAIN MOTION AND MUST BE DECIDED BEFORE DEBATE ON THE MAIN MOTION CAN CONTINUE
- DEBATE IS CLOSED WHEN:
  - DISCUSSION HAS ENDED, OR
  - A TWO-THIRDS VOTE CLOSES DEBATE ("CALL THE QUESTION")
- THE CHAIR RESTATES THE MOTION, AND IF NECESSARY CLARIFIES THE CONSEQUENCES OF AFFIRMATIVE AND NEGATIVE VOTES
- THE CHAIR CALLS FOR A VOTE BY ASKING "ALL IN FAVOR?" THEN ASKING "THOSE OPPOSED?" AND FINALLY ASKING "ALL ABSTAINED?"
- THE CHAIR ANNOUNCES THE RESULT

#### GENERAL RULE OF DEBATE

- NO MEMBERS MAY SPEAK UNTIL RECOGNIZED BY THE CHAIR
- ALL DISCUSSION MUST BE RELEVANT TO THE IMMEDIATELY PENDING QUESTION
- ALL REMARKS MUST BE ADDRESSED TO THE CHAIR — NO CROSS DEBATE IS PERMITTED
- TIME LIMITS MAY BE SET BY THE BOARD BY MAJORITY VOTE
- DEBATE MUST ADDRESS ISSUES NOT PERSONALITIES — NO ONE IS PERMITTED TO MAKE PERSONAL ATTACKS OR QUESTION THE MOTIVES OF OTHER SPEAKERS
- WHEN POSSIBLE, THE CHAIR SHOULD LET THE FLOOR ALTERNATE BETWEEN THOSE SPEAKING IN SUPPORT AND THOSE SPEAKING IN OPPOSITION TO THE MOTION
- MEMBERS OR THE PUBLIC MAY NOT DISRUPT THE MEETING
- RULES OF DEBATE CAN BE CHANGED BY A TWO-THIRDS VOTE

#### ROBERT'S RULES HELP GET THINGS DONE!

- MAKE MOTIONS — THAT ARE IN ORDER
- OBTAIN THE FLOOR — PROPERLY
- SPEAK — CLEARLY AND CONCISELY
- OBEY — THE RULES OF DEBATE
- AND MOST OF ALL, BE COURTEOUS! THAT'S ALWAYS IN ORDER!

#### INFORMATION FROM RECOMMENDED BOOKS

*ROBERT'S RULES OF ORDER, NEWLY REVISED, TENTH EDITION, 2000*  
*ROBERT'S RULES OF ORDER, NEWLY REVISED, IN BRIEF, THOMAS J. BALCH, 2004*  
*ROBERT'S RULES FOR DUMMIES, C. ALAN JENNINGS, 2004*  
*A-B-C'S OF PARLIAMENTARY PROCEDURE, CO. CHANNING L. BETE, 1998*



Office of:

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

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Code Enforcement Officer  
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## Select Board Bylaws

### Section 1. Purpose and Scope

The purpose of these bylaws is to establish reasonable rules of procedure for Select Board (Board) meetings and to promote the fair, orderly and efficient conduct of the Board's proceedings and affairs and shall not be used to defeat the purpose of, or to supersede local ordinances or Federal and State statutes. These bylaws shall govern the Board's practices and procedures and shall not conflict with Town ordinances or State or Federal statutes. These rules by necessity shall be reviewed and amended from time to time as the need arises and to meet the needs of future Boards.

### Section 2. Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Board in all cases to which they are applicable and in which they are not inconsistent with these bylaws.

### Section 3. Selectman Responsibilities

In accordance with M.R.S.A., Title 30-A § 2635, "the Select Board as a body shall exercise all administrative and executive powers of the Town except as provided in this sub-chapter." The Board of Selectmen shall deal with administrative services solely through the Town Manager. Further in M.R.S.A., Title 30-A § 2635, it states, "this section does not prevent the Board of Selectmen from appointing committees or commissions of its own members or of citizens to conduct investigations into the conduct of any official or department, or matter relating to the welfare of the Town."

The Town of Rangeley has a Town Meeting - Select Board - Town Manager form of government which works to set policy, budget, and strategic direction in the best interests of the municipality as a whole.

The five-member Select Board are elected on staggered terms by the voters of Rangeley through the annual town meeting. The Select Board hold the powers and duties afforded to them under Maine law, as well as Town ordinances. The powers and duties of the Select Board shall include, but not be limited to:

- The appointment of members of the Planning Board, the Appeals Board, and other boards, committees and commissions as provided by statute, ordinance or other ad-hoc needs as determined by the Select Board.
- To propose to the Town Meeting the enactment or repeal of ordinances which require approval by Town Meeting.
- To adopt, amend or repeal policies and regulations which do not require approval by a Town Meeting.
- To provide for the granting of licenses and permits for the conduct of any business in accordance with statute for such periods of time and in accordance with such fees as the Select Board may establish.
- To recommend a budget to the Annual Town Meeting.
- To oversee Town finances; and
- To oversee all activities within the Town government.

Only through actions taken during a meeting, as outlined below, shall the Board operate. No individual member shall direct any employee or contractor, nor does any member possess the ability to negotiate on behalf of the town. Any action which takes place outside of a meeting must be delegated by the Board such as contract negotiation, information gathering, etc.; results of such action will be reported back to the full Board for final approval.

A majority of the Board constitutes a quorum. As a five-member Select Board, the quorum for Board action is three. If a quorum cannot be obtained, the meeting may be adjourned until a time and place certain of a quorum.

#### **Section 4. Town Manager**

The Town Manager is the only employee who directly reports to the Select Board. All other employees of the Town of Rangeley report to the Town Manager, who is responsible for the day-to-day operations of Town government. The Town Manager attends meetings of the Select Board and advises the Board on the policy and strategic direction in Rangeley's best interest. The Town Manager serves at the pleasure of the entire Select Board and advances the goals the Board sets forth. The duties of the Town Manager are consistent with Maine's Town Manager Plan statute (M.R.S.A., Title 30-A § 2636).

#### **Section 5. Officers and Their Duties**

Officers of the Board shall consist of a Chair and a Vice-Chair to be chosen annually at the first Board meeting in July after the annual town meeting by and from Board members. The election of Chair shall be by nomination and vote of the current Board and requires no qualification other than being a duly elected and sworn Select Board member. All members of the Select Board are required to vote. The Chair shall preside at all Board meetings and shall have the authority described below.

In the absence of the Chair, the Vice-Chair shall preside and shall have the same authority. If the Chair and the Vice-Chair are absent the most senior Select Board member, based on uninterrupted years of service, shall preside as Chair pro-tempore. If there is more than one senior member, the Chair shall be selected by a vote of the Select Board.

#### **Section 6. Chair Privileges**

The Chair may move, second, declare by unanimous consent, subject to the following limitations. If any objection by another Select Board member is heard, the Chair shall hear any question in regular order subject to a motion, a second by a different Select Board member, discussion, and a vote.

#### **Section 7. Seating Arrangement**

Members shall occupy the respective seats in the Board meeting room closest to the Chair.

#### **Section 8. Attendance**

No Select Board member shall be excused from attendance at a Board meeting without notification to the Chair prior to the meeting. Attendance is expected except when a Board member notifies the Chair prior to the meeting.

When a member is not available for more than four unexcused regular the Select Board member shall be subject to censure.

#### **Section 9. Meetings**

A meeting consists of a quorum of Board members gathered at the same location to discuss Town business.

Regular meetings of the Board shall be held on the first and third Monday of each month, at 6PM in the Town Office Conference Room unless otherwise posted.

Notice of all Board meetings shall be given as required by policy and law by the Town Manager or Assistant Town Manager, and all such meetings shall be open to the public except as otherwise provided by law. This notice requirement does not preclude the Board from making a trip i.e., site walk during the meeting if circumstance requires. Whenever possible, this intention should be reflected in the agenda.

No business may be conducted by the Board except at a duly called and noticed meeting or without a quorum consisting of a majority of the Board being in attendance.

It is the Town of Rangeley's policy that public notice will be given for all regularly scheduled meetings by means of the Standing Monthly Meeting list (permanently posted) and no less than three (3) days in advance for all other meetings, workshops, public proceedings, and public hearings. The Board Secretary will present an agenda for posting to the website when available but lack of such posting will not render the proceeding illegal.

### **Section 10. Special & Emergency Meetings**

In the event of an emergency meeting, local representatives of the media shall be notified of the meeting, whenever practical, the notification to include time and location, by the same or faster means used to notify the members of the agency conducting the public proceeding. The meeting will then be lawful even if no members of the media or public attend.

A Special or Emergency Meeting may be called by one of three methods:

- The Chair may call a Special Meeting at any time.
- The Chair shall call a Special Meeting if requested by a quorum of Select Board members.
- A Special Meeting may be called by the Vice-Chair if the Chair may not be reached by normal methods.

### **Section 11. Meetings to Execute Documents**

If logistics require Select Board members to execute a document, approve a warrant or sign an order outside of the time of a regularly scheduled or Special Meeting, another meeting does not have to be called, providing an approved order exists from a properly noticed public proceeding and record of that proceeding reflects the actual execution will occur outside of the meeting.

### **Section 12. Meeting Length**

All Board meetings, workshops or executive sessions should, except in extraordinary circumstances, adjourn at or before 9PM.

### **Section 13. Continued Sessions**

Any session of the Board may be continued or adjourned from day-to-day or for more than one day, but no adjournment shall be for longer period than until the next regular meeting.

### **Section 14. Executive Session**

Board members are allowed to go into an executive session to deliberate on the matters authorized by 1 MRSA §405 and no others.

The executive session can only be entered after a motion has been made in public session to go into executive session. The motion must carry by at least 3/5<sup>th</sup> of the members in attendance.

The nature of the business to be discussed must be a part of that motion, although the wording of the motion, obviously, may not substantially reveal the sensitive information which the law intends to protect by the executive session process.



No topic other than that referred to in the motion shall be discussed during executive session. The executive session shall be held in such place as to ensure the privacy of the meeting and the Chair shall determine the public and staff allowed to attend in the executive session.

All matters discussed during executive session shall be held in strictest confidence by the Board and shall not be discussed with or divulged to any person other than a fellow Board member or persons in attendance at the executive session. Any violation of this confidentiality requirement shall be deemed to be malfeasance of office and shall subject the offending Board member to sanction by the Board.

No official action shall be finally approved at an executive session. Since minutes of an executive session will become public record, they should only be taken when the contents of the meeting are desired to become public.

### **Section 15. Workshops**

Workshop sessions may be scheduled by the Chair for the purpose of disseminating information for Board enlightenment and evaluation or for the discussion or refinement of future agenda items. Workshop sessions are considered meetings of the Board.

Members of the public are invited to attend any workshop session but will not be allowed to participate in the workshop. Prior to adjourning any workshop session, the Board will provide time for members of the public to address the session to provide information relevant to the subject being explored or to ask questions, through the Chair, relating to the subject of the workshop session.

No formal vote shall be taken on any matter under discussion, nor shall any Board member enter into a commitment with another respecting a vote to be taken subsequently in a public meeting of the Board, but an informal vote on any matter under discussion may be taken.

### **Section 16. Hearings**

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

The Chair shall convene all hearings by describing the purpose of the hearing and the general procedures to be followed. The Board may receive any oral or documentary evidence but shall exclude unduly repetitious evidence, provided. The Town Attorney may note that evidence does not appear to meet the Maine Rule of Evidence, but the Board can still consider the evidence.

Every party shall have the right to present its case in the order determined by the Chair and without interruption, provided, however, that the Chair may impose such reasonable time limits as may be necessary to ensure that all parties have an adequate opportunity to be heard. In any adjudicatory proceeding, including proceedings on licenses, permits or other approvals, every party shall also have the right to submit rebuttal evidence and to conduct cross-examination of any other party through the Chair, provided, however, that the Chair may impose such other reasonable limitations as may be necessary to prevent an abuse of process.

### **Section 17. Agenda Items**

All agenda items shall be, under normal circumstances, submitted to the Town Manager three (3) working days prior to any regular or special meeting by 12:00 noon. The Town Manager will draft the agenda. The Chair or any two Select Board members, communicating through the Chair, may add an item to the agenda. In the event that a matter shall arise which was not submitted to the Town Manager within the proper time frame, then that item shall be presented to the Chair as soon as possible. The first draft agenda will normally be available through public posting on the website the Friday prior to the Select Board meeting.

The order of business at regular meetings should include the following:

1. Call to Order / Quorum
2. Conflict of Interest
3. Adjustments to the Agenda
4. Public to Speak on a Non-agenda Item
5. Boards & Committees
6. Review of Minutes
7. Consent Items
8. Old Business
9. New Business
10. Correspondence
11. Read Into Record
12. Town Manager Report
13. Select Board Communication
14. Executive Session(s)
15. Adjournment

### **Section 18. Board Process**

As each item on the agenda for any meeting is brought to the floor for discussion, the sponsor of each item or, if there is no Board sponsor, the Town Manager shall first be allowed to present their initial comments for consideration by the public and other Board members. Following this introduction of the issue, there will be time devoted to any questions of the sponsor or the Town Manager regarding the agenda item which any Board member may have which would help to clarify the question presented by the agenda item. The Chair shall allow questions during this time, and no debate or discussion of collateral issues shall be permitted. Once the agenda item has been explained by its sponsor or the Town Manager and clarified by any questioning as provided above, by a vote of the Board, the Chair shall open public comment.

There will be time devoted for any resident, taxpayer or authorized representative of an organization resident or taxpayer of the Town of Rangeley to address the Board regarding this particular agenda item provided that the public follows the rules of public comment described below.

### **Section 19. Public Comment**

Rules of Public Comment:

1. After recognition of the Chair, the speakers will be required to identify themselves by stating their name, first and last, and residence address prior to sharing their comments.
2. The speakers will be asked not to be repetitious of comments already made to the Select Board in the interests of the most efficient use of time.
3. Any comment by the public shall be limited to the expression of opinions or concerns regarding the agenda item.
4. All comments shall be directed to the Chair. No public comment shall be allowed which has the effect of embarrassing or attacking the character of any individual or Board member.
5. No complaints or allegations will be allowed in public concerning any staff member or any person connected to the Town of Rangeley.
6. Complaints will be referred to the Town Manager for investigation.
7. If unresolved the issue will be brought to the Select Board.
8. Complaints regarding the Town Manager must be brought to the Chair of the Select Board for investigation and resolution; and to the full Select Board if unresolved by the Chair.

After listening to any input from the public present, the Chair will close public comment on the issue and then provide for debate and vote of the issue by the Board. Any further information requested by the speaker shall be referred to the Town Manager to research the matter and make a recommendation to the Select Board.

If any member of the Public violates the rules of public decorum, the Chairman or a majority of the Board may expel that member of the Public from the meeting. If the member of the public refuses to leave the meeting, the Chair or a majority of the Board may order law enforcement to remove the member of the public.

A Board member shall not be permitted to speak as a member of the public during any public comment periods, except on a matter where the Board member has recused himself or herself in order to assert or protect his or her personal interests or property rights. Recusal requires the member to abstain from Board deliberation and voting.

The Chair or a majority of the Select Board may close public comment at any time.

## **Section 20. Participating and Voting**

Any action of the Board shall require the affirmative vote of a quorum of its membership of not less than three members unless otherwise provided by law.

No member may participate or vote in any matter in which the member has a conflict of interest or other disqualification as defined by law. Members have the responsibility to declare conflicts they may have as quickly prior to the consideration of a given agenda item. Any question of whether a member has such a conflict of interest or other disqualification shall be decided by majority vote of the remaining members. Conflict issues shall follow established State Law.

Abstentions shall be limited to conflicts of interest, which shall be stated prior to the taking of the vote.

Any order may be reconsidered by motion of those voting in the affirmative, with Board approval. All other orders shall require a motion, second and recorded vote.

No member may participate or vote in any adjudicatory proceeding, including proceedings on licenses, permits or other approvals, unless the member was in attendance during all hearings thereon or the Board votes in the affirmative the member has adequately informed themselves on the action in the prior proceedings.

## **Section 21. Minutes**

The Town Clerk shall keep an official record of all meetings, which are public proceedings, and the Assistant Town Manager shall take the minutes and serve as Board Secretary. The written minutes shall serve as a brief reference, but the verbatim and official record is the zoom recording available on the Town website and YouTube channel. The minutes shall at the minimum reflect the following:

1. Date of meeting
2. Selectmen in attendance
3. Town staff in attendance
4. All executive orders and business considered
5. Business to be tabled for future action
6. Announcement of future meetings (special)
7. Time of adjournment
8. Person taking Minutes

## **Section 22. Discipline**

If a member fails to meet the ethical, legal, or functional responsibilities of the office, the Select Board reserves the right to discipline the member for this breach. If charges of improper conduct are brought to the Board, a hearing shall be held where the charges levied against the member are heard and the member reserves the right to accept or deny statements aimed at their office.

After a fair hearing, the Board may censure the member of the Board for breaching the bounds of their office.

Censure may include further disciplinary action including suspension of salary, suspension of voting rights, or public reprimand.

**Section 23. Conflict with Laws**

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

**Section 24. Amendments**

These bylaws may be amended at any time in writing by majority vote of the Board.

Adopted: August 7 , 2023  
Amended: April 1 , 2024

  
Ethna Thompson, Chairman

  
Ethan Shaffer, Vice-Chairman

  
Samantha White

  
Wendyll Caisse

  
James Jarnace

**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 decisions 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, 10<sup>th</sup> 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.**

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**Signature**

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**Date**

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**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

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## **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 an 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.

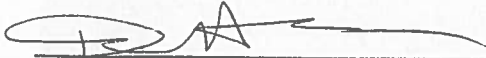
**Media Policy Adoption May 20, 2019**



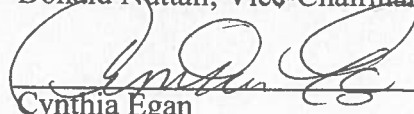
Stephen Philbrick, Chairman



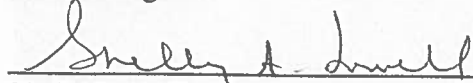
Donald Nuttall, Vice-Chairman



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.**

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**Signature**

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**Date**

---

**Printed Name**

Office of:

Selectmen  
Town Manager  
Code Enforcement Officer  
Parks & Recreation

Telephone (207) 864-3326

Fax (207) 864-3578

Office of:

Tax Collector  
Town Treasurer  
Town Clerk  
Assessor

**Town Office**  
15 School Street  
Rangeley, Maine 04970-1070

**TOWN OF RANGELEY  
POLICY FOR CONTACTING LEGAL SERVICES**

The need for legal services is a critical part of the administration of the municipal business. The assessment of risk at the inception of a problem often saves the municipality from lengthy and costly litigation. The need for legal services may be determined by the Town Manager and / or Board of Selectmen. It is incumbent on the Town Manager to make sure that the Selectmen are appraised of situations that require legal assistance.

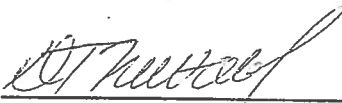
The Town Manager or the Selectmen may contact the Maine Municipal Association Legal Services for advice.

No individual Selectman shall contact the Town Attorney to seek legal advice without the approval of the Board of Selectmen. Initial contact with the Town Attorney on behalf of the individual Selectman shall be made by the Town Manager only on approval by the Board of Selectmen.

The Town Attorney shall be apprised in writing of the policies concerning the authority to call for his / her services. In the event that the Town Attorney does provide legal advice upon the request of an individual Selectman, without prior authorization from the Board of Selectmen, payment of those services will be the responsibility of the individual Selectman unless the Board of Selectmen subsequently agrees to approve the payment of those services.

Any requests for legal services by Committees, other Boards, or Employees of the Town shall be made through the Town Manager with notification of such request to the Board of Selectmen. For the purposes of this Policy, the Town attorney shall be construed to mean any attorney engaged by the Town for legal advice or action.

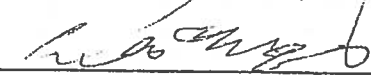
Approved and effective immediately by the majority of the Board of Selectmen at their regular meeting date of May 05, 2009



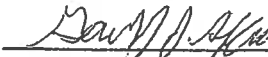
Donald Nuttall, Chair, Board of Selectmen



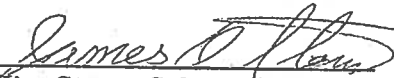
Richard Morton, Vice Chair



Dennis Marquis, Selectman



Gary Shaffer, Selectman



Jim Stone, Selectman



**Town of Rangeley**

**Contacting Legal Policy Sign-off**

I affirm that I have read and understand the Town of Rangeley's Contacting Legal Policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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



Office of:

Selectmen  
Town Manager  
Treasurer  
Tax Collector  
Police Department  
Fire Department

Telephone: 207.864.3326

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

Office of:

Town Clerk  
Code Enforcement Officer  
Parks & Recreation  
Assessor  
Public Works

Fax: 207.864.3578

November 19, 2020

### **Grant Writing and Grant Acceptance Policy:**

The Selectmen of the Town of Rangeley are interested in pursuing opportunities for monetary grants that have immediate benefit to the residents of Rangeley. The Selectmen do, and always shall until an annual town warrant article does not pass, have the express opportunity to reject any or all grants once they are ready for disposition.


The Town Manager will receive a standard form from employees prior to an employee pursuing any grant. The Town Manager shall give direction to proceed or not to proceed with the application. Any application requiring a significant local match must be approved by the Selectmen prior to submitting the application to the grant authority. In the event that the Town Manager disapproves, employees may apply in writing, through the Town Manager, to present their opportunity to the Selectmen for approval.

The Town Manager shall maintain a status book of all grants in process. An updated sheet shall be presented in open meeting to the Selectmen at the second meeting of each month.

Once notice is received that a grant has been approved, no action to accept the grant or expend monies shall take place until the Selectmen have accepted the grant and any conditions attached during a public meeting.

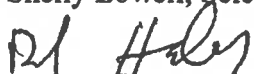
Policy adopted by the Town of Rangeley Municipal Officers on December 21, 2020.

  
\_\_\_\_\_  
Stephen Philbrick, Chairman

  
\_\_\_\_\_  
Cynthia Egan, Vice-Chairman

  
\_\_\_\_\_  
Ethan Shaffer, Selectman

  
\_\_\_\_\_  
Shelly Lowell, Selectman

  
\_\_\_\_\_  
David Haley, Selectman

**Town of Rangeley**

**Grant Writing and Grant Acceptance Policy Sign-off**

I affirm that I have read and understand the Town of Rangeley’s Grant Writing and Grant Acceptance Policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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



Office of:

Selectmen  
Town Manager  
Treasurer  
Tax Collector  
Police Department  
Fire Department

Telephone: 207.864.3326

Office of:

Town Clerk  
Code Enforcement Officer  
Parks & Recreation  
Assessor  
Public Works

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

Fax: 207.864.3578

## **Fund Balance-General Fund Policy**

### **1. PURPOSE**

The purpose of this policy is to establish a target level of fund balance for the General Fund and to establish a process and criteria for the continued evaluation of that target level as conditions warrant. This policy shall also establish a process for reaching and maintaining the targeted level of unassigned fund balance, and the priority for the use of amounts in excess of the target. Finally, this policy shall provide a mechanism for monitoring and reporting the Town of Rangeley's general fund balance. This policy only applies to the General Fund. Other funds shall be fully self-supporting to the extent that the fund balance or retained earnings of each fund shall be zero or greater.

### **2. 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 compromise a hierarchy based primarily on the extent to which the Town of Rangeley 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:

- 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.
- Restricted- resources which 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 legislations.
- Committed- resources that can be used only for specific purposes determined by a formal action of the inhabitants of the Town. The inhabitants of the Town through Town meetings are the highest level of decision-making authority of the Town. Commitments may be established, modified, or rescinded only through a Town meeting vote.

- Assigned- resources neither restricted nor committed for which a government has a stated intended use as established by the Town of Rangeley Select Board, or a body or official to which the Town of Rangeley Select Board has delegated the authority to assign amounts for specific purposes.
- Unassigned- resources that include all other spendable amounts. The General fund is the only fund that reports a positive unassigned fund balance amount. Other governmental funds besides the General Fund can only report a negative unassigned fund balance amount.

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

### 3. BACKGROUND AND CONSIDERATIONS

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

In establishing an appropriate level of fund balance, the Town of Rangeley has considered the following:

- Property tax base- Property tax is the largest revenue source of the Town of Rangeley's General Fund. The Town of Rangeley receives payments twice a year. Special consideration will be given to taxpayer(s) whose assessment(s) represent a significant portion of the Town of Rangeley's tax base.
- Non-property tax revenues (examples: excise, state revenue sharing, etc.) consideration must be given to these resources in terms of the percentage each compromises of the total budget, as well as the reliability and stability of their cash flows.
- Exposure to significant outlays- The Town of Rangeley shall consider its potential exposure to significant one-time cash outlays, either resulting from disaster, immediate capital needs, state budget cuts or other events.
- Debt service- It is essential that the Town of Rangeley have sufficient capacity to make its debt service payments. Principal and interest payments along with future debt services as developed in the Town of Rangeley's capital improvement program.
- Liquidity- An adequate level of fund balance should be maintained to ensure sufficient liquidity to supplant the need for borrowing in anticipation of revenues. The potential drain on the general fund resources from other funds, as well as the availability of resources in other funds, should also be considered.
- Government Finance Officers Association (GFOA) Best Practice- The GFOA has established a best practiced that recommends at a minimum, that general purpose governments, regardless of size, maintain unrestricted fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditure." GFOA's best practice further states" ..governments

may deem it appropriate to exclude from consideration resources that have been committed or assigned to some other purposes and focus on unassigned fund balance rather than restricted fund balance."

#### 4. POLICY

It is the intent of the Town of Rangeley to maintain a minimum balance of one month, 8.33%, of operating expenditures. The targeted balance is 2 months or 16.66%, and the maximum balance is not to exceed 25% of the operating expenditures, so long as cash flow needs are met and lowest point cash flow is not less than one payroll and one warrant, combined. Any amount in excess of 25% is to be appropriated as assigned fund balance or other fund balance categories as outlined below. The finance director may recommend transfers to the Town of Rangeley that would reduce the balance below 25% but no transfers shall be made that would reduce the balance to less than 8.33%. In the event that the unassigned fund balance drops below the minimum level, the Town of Rangeley will develop a plan, implemented through the annual budgetary process, to bring the balance to the targeted level over a period of no more than (3) years.

#### 5. TRANSFERRING OF EXCESS UNASSIGNED FUND BALANCE

The Town of Rangeley Selectmen may present at an Annual Town Meeting or Special Town Meeting, to the voters a transfer of the excess fund balance, as described above, to other fund balance categories. Generally, excess unassigned fund balance should not be used to fund general or routine operating expenses of the Town. It should be used to fund foreseeable projects or goals, unforeseen emergencies, and to provide financial stability to the Town. The priority of transfers shall be as follows:

- Encumbrances- Amounts encumbered at year-end by purchase order or another means shall be classified as assigned.
- Budget Appropriations- Amounts appropriated in the annual budget resolve, or in any supplemental budget resolves, for expenditures in the following fiscal year shall be classified as committed.
- Capital Budget- Amounts designated in the first year of the Town of Rangeley's capital improvement program (CIP) as either appropriations or advances to other funds shall be classified as assigned.
- Self-Insurance- Amounts designated in the Town of Rangeley's self-insurance shall be classified as assigned.
- Compensated Absences- These are not typically recorded as liabilities in the governmental funds, unless they are paid out immediately following the close of the fiscal year. However, the obligation for compensated absences can be significant. Therefore, the Town of Rangeley will assign the amount equal to the estimated amount required at year end to pay the compensated absence obligation for those who meet the eligibility criteria for payment and can be expected to terminate employment with the Town of Rangeley in the following fiscal year. This amount shall exclude any amount recorded as a liability.


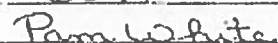

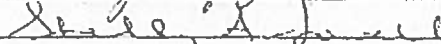
- Mil Rate- Excess Unassigned Fund Balance may be used in order to balance the budget or reduce the property tax rate.

## 6. POLICY ADMINISTRATION

At the completion of the annual audit, the Treasurer or Finance Director shall submit to the Town of Rangeley's Selectboard a report of the Town of Rangeley's fund balance and the classifications of its various components in accordance with GAAP and this policy. In addition, the Treasurer or Finance Director in accordance with GAAP, shall report fund balance in appropriate classifications and make the appropriate disclosures in the Town of Rangeley's financial statements. Annually, the Treasurer or Finance Director shall review this policy and the considerations used in establishing the unassigned fund balance target. The Treasurer or Finance Director shall report whether changes in those considerations or additional considerations have been identified that would change the recommended level of unassigned fund balance.

GAAP means generally accepted accounting principles in the United States of America.

The Town of Rangeley's Fund Balance Policy is adopted on January 21, 2014, signed below by the board of Selectmen.

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


David Burgess  
Pam White  
Gary Shaffer  
Shelly Lowell

Amendments adopted October 5, 2020

  
\_\_\_\_\_  
Stephen Philbrick

  
\_\_\_\_\_  
Cynthia Egan

\_\_\_\_\_  
Ethan Shaffer

  
\_\_\_\_\_  
Shelly Lowell

**I affirm that I have read and understand the Town of Rangeley Fund Balance-General Fund Policy.**

---

**Signature**

**Date**

---

**Printed Name**





Office of:

Selectmen  
Town Manager  
Treasurer  
Tax Collector  
Police Department  
Fire Department

Telephone: 207 864 3326

Office of:

Town Clerk  
Code Enforcement Officer  
Parks & Recreation  
Assessor  
Public Works

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

Fax: 207 864 3578

## Investment Policy

### 1. PURPOSE

The purpose of this document is to identify various policies and procedures that enhance opportunities for a judicious and methodical investment policy and to organize and finalize investment-related activities. It is the policy of the Town of Rangeley to invest public funds in a manner which maximizes security and provides maximum return in preserving and protecting funds while meeting the daily cash flow demands and remaining compliant to all applicable federal, state and/or local statutes that govern the investment of public funds.

### 2. SCOPE

It shall be the general policy of the Town of Rangeley to pool available funds and invest these funds in accordance with federal and state statutes. The investment policy applies to all financial assets of the Town of Rangeley. These funds are accounted for in the Town's financial reports and include all funds:

- General Fund
- Special Revenue
- Capital Project
- Trust Funds
- Any new fund created by Board of Selectmen, unless specifically exempt.

### 3. PRUDENCE

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

#### 3.1 Safety:

The safety of principal and preservation of capital in the overall portfolio.

### 3.2 Maintenance of liquidity:

Maintenance of sufficient liquidity to meet all operating and other cash requirements with which a fund is charged that are reasonably anticipated.

### 3.3 Income:

The income to be derived throughout budgetary and economic cycles, taking into account prudent investment risk constraints and the cash-flow characteristics of the portfolio.

The Town of Rangeley recognizes that no investment is without some degree of risk and occasional measured losses are inevitable in a diversified portfolio and shall be considered within the context of the overall portfolios return. The investments that are made by the Town are a matter of public record.

The Finance Director and authorized investment personnel acting in accordance with written procedures and exercising due diligence, shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse development. The Treasurer will report to the Town Manager and Board of Selectmen quarterly on the activity of the Towns investments unless investments are coming due. Refer to Section 11 of this policy.

## 4. OBJECTIVE

The primary objectives of the Town's investment activities shall be:

### 4.1 Safety:

Safety of principal is the primary objective of the Town of Rangeley. Investments of the Town shall be undertaken in a manner that seeks to ensure the safeguarding of capital in the overall portfolio. To achieve this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

### 4.2 Liquidity:

The Town of Rangeley will ensure that their portfolio remains liquid as to meet all operating requirements that may be reasonably anticipated

### 4.3 Return on Investment:

The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles.

## 5. DELEGATION OF AUTHORITY

The ultimate responsibility for the investment program rests with the Town Selectman with their delegation and oversight to the Treasurer and Town Manager. They will be

responsible for all transactions undertaken and has established a system of internal controls and standard operating procedures to regulate the activities of subordinated officers. Each is authorized to sign necessary agreements and documents for the purpose of carrying out this policy. The Finance Director shall be responsible for the day to day operation of the portfolio. No person may engage in an investment transaction except as provided under the terms of this policy

## 6. ETHICS AND CONFLICTS OF INTEREST

The Treasurer and Town Manager shall avoid any transaction that might impair public confidence in the Town's ability to govern effectively. Officers and employees involved in the investment process shall refrain from business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials shall disclose to the Selectman any material financial interests in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial/investment positions that could be related to the performance of the Town's portfolio. Employees and officers shall subordinate their personal investment transactions to those of the Town of Rangeley, particularly with regard to the time of purchase and sales. Any violation of this procedure will warrant review of the board of selectman. After review the Selectman, by majority vote, may take appropriate disciplinary action which may include dismissal if deemed appropriate.

## 7. AUTHORIZED INSTITUTIONS AND INVESTMENTS

All investments made by the Town of Rangeley will adhere to Maine Revised Statutes Title 30-A, Sections 5706 through 5719. Any changes or extensions of these sections of the Maine Revised Statutes will be assumed to be part of this Investment Policy immediately upon being enacted. (Statutes attached to back of document) In electing financial institutions, the Treasurer and the Town Manager, with oversight from the Town's Selectmen, shall review the financial institution's audited financial statements, proof of Financial Industry Regulatory Authority (FINRA), proof of state registration, and certification of having read, understood, and agreed to comply with the Town's Investment Policy.

7.1 United States government bonds and instrumentalities-bonds and other direct obligations of the U.S.

7.2 Maine State bonds-"bonds and other direct obligations issued or guaranteed by this State, agency of this State, or any political subdivision of the State that is not in default" (30 A M.R.S.A, Section 5712, 3).

7.3 State bonds- "bonds and other direct obligations issued or guaranteed by any state or agency of any state, provided that the securities are rated within the 3 highest grades by any rating service approved by the Superintendent of Banking" (30A, M.R.S.A., Section 5712, 2).

- 7.4 State bonds- "bonds and other direct obligations issued or guaranteed by any state or agency of any state, provided that the securities are rated within the 3 highest grades by any rating service approved by the Superintendent of Banking" (30A, M.R.S.A., Section 5712, 2).
- 7.5 Short-term obligations-prime bankers' acceptances and prime commercial paper.
- 7.6 Corporate bonds- "bonds and other obligations of any United States or Canadian corporation, provided the securities are rated within the 3 highest grades. Not more than 2% of the total assets of the permanent reserve fund, permanent trust fund, or other permanent fund being invested of any one corporation" (30A, M.R.S.A., Section 5713).
- 7.7 Maine Corporate bonds- "bonds and other obligations of any Maine corporation, actually conducting business in this State, for a period of 3 successful fiscal years, has earned or received an average net income of not less than 2% times the interest on the obligations. Not more than 20% of the total assets of the permanent reserve fund, permanent trust fund may be invested in these securities and not more than 2% in any one corporation" (30A, M.R.S.A., Section 5713, 2).
- 7.8 Maine Corporate stocks- "the stock of any Maine corporation, other than stock of a financial institution, conducting business in this State for at least 3 years and have received an average net income after taxes equivalent to at least 6% upon the entire outstanding issue of the stock. Not more than 10% of the deposits of the total assets of the permanent reserve fund, permanent trust fund, or other permanent fund being invested may be invested under this section in stocks of Maine Corporations and not more than 1% in any one corporation. The fund shall be invested no more than 20% of the stock of any corporation" (30A, M.R.S.A., Section 5713, 3).
- The Town of Rangeley shall not acquire or hold stock obligations described below in excess of 30% of the total assets of the reserve fund, permanent trust fund, or other permanent fund. The Town shall not acquire or hold stock of any one bank in excess of 5%, nor shall any such fund be invested in stock in excess of the capital stock of any bank" (30A, M.R.S.A., Section 5714, 2).
- 7.9 "Debentures of any financial institution authorized to do business in the State of Maine incorporated under laws of this State or the U.S. and of any financial institution holding company, provided that the holding company is registered under the United States Bank Holding Company Act of 1956 or the National Housing Act, Section 408" (30A, M.R.S.A., Section 5714, 1A).
- 7.10 Stock- "capital stock, preferred stock, debentures, and acceptances of any insured bank not having an office in this State which has total capital reserves of at least \$50,000,000 and whose subsidiary banks have a total capital reserves of at least \$50,000,000 provided that it is registered under the United States bank Holding Act of 1956. Not more than 1% of the total assets of the permanent reserve fund, permanent trust fund, or other permanent fund may be invested" 30A, M.R.S.A., Section 5714, 1B).

- 7.11 Capital Notes or debentures- "issued by any municipalities chartered under the laws of any state, or of the United States, or of the Common wealth of Puerto Rico, notwithstanding the fact that these notes or debentures may be subordinated to the claims of the depositors or other creditors of the issuing institution. Not more than 1% of the total assets of the permanent reserve fund, permanent trust fund, or other permanent fund being invested may be so invested" (30A, M.R.S.A., Section 5714, 1C).
- 7.12 Obligations- "issued, assumed, or guaranteed by the International Bank for Reconstruction and Development or the Inter-American Development Bank or the African Development bank" (30A, M.R.S.A., Section 5714, ID).
- 7.13 Savings Accounts- These accounts pay a low rate of interest, compounded daily on their balances. This account allows the transfer of money from checking to savings and earn short-term on odd amounts of money that are not available for longer investments.
- 7.14 Repurchase Agreements- These investments are an agreement of one party to sell securities at a specified price to a second party and a simultaneous agreement of the first party to repurchase the securities at a specified price or at a specified later date.
- 7.15 Mutual Funds- an investment company that pools money and can invest in a variety of securities, including fixed-income securities and money market instruments.
- 7.16 Other Stock Investments – preferred stock of public utilities, bonds of non-profit organizations, small business investments companies, and Maine Capital Corporation.

## 8. SAFEKEEPING AND CUSTODY

- 8.1 All security transactions, including collateral for repurchase agreements, entered into by the Town shall be conducted on a delivery versus payment basis. Securities will be held by a third-party custodian agreed to by the Finance Director.
- 8.2 The Finance Director shall select one or more financial institutions to provide safe keeping and custodial service for the Town. A Collateral Pledge Agreement shall be executed with each custodian bank prior to utilizing that bank's safekeeping services. To be eligible for designation as the Town's safekeeping and custodian bank, a financial institution shall qualify as a depository of public funds in the State of Maine as defined in Title 30-A, Section 5706 of the Maine Revised Statutes.

## 9. INTERNAL CONTROLS

The Finance Director shall develop written administrative procedures and internal controls, consistent with this Policy, for the operation of the Town's investment program. These internal controls shall be intended to prevent losses of public funds arising from fraud, employee error, third party misrepresentation, or imprudent actions by employees of the Town. Proper documentation for all investment transactions shall be prepared and maintained for an appropriate amount of time. The Town's independent auditors shall review annually the Town's investment internal controls to ensure that the Town's compliant with this policy.

## 10. EXTERNAL MANAGEMENT

The Town of Rangeley may contract with a qualified external management company in order to profit from portfolio diversification, credit research, full-time portfolio management and economies of scale that are unavailable from the Town Staff. Any such contract will define and control the risks of the portfolio and institute performance criteria for monitoring and evaluating risks.

## 11. REPORTING

The Treasurer shall submit a quarterly investment report for all funds invested to the Town Manager and Town Selectmen. The report will include the following:

- Purpose of the report
- Type of investments
- Investments by institution
- Current market value
- Purchases or cost of securities
- Date of maturity
- Interest rate
- Realized and unrealized gains or losses

If the market value of the Town's investments drop 5% or more within one week, the investment company will immediately communicate this decrease to the Town Manager and/or Treasurer verbally and/or in writing.

12. INVESTMENT POLICY ADOPTION

The Town's investment policy shall be adopted by resolution of the Selectmen. The policy shall be reviewed yearly by the Town Manager and Treasurer and any changes brought forth to the Selectmen for approval.

Policy adopted by the Town of Rangeley Municipal Officers in December 2013.

David Burgess

Pam White

Nate Nichols

Gary Shaffer

Shelly Lowell

Amendments adopted by the Municipal Officers October 5, 2020



\_\_\_\_\_  
Stephen Philbrick, Chairman



\_\_\_\_\_  
Cynthia Egan, Vice Chairman

\_\_\_\_\_  
Ethan Shaffer



\_\_\_\_\_  
Shelly Lowell

**I affirm that I have read and understand the Town of Rangeley Investment Policy.**

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**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.

**Town of Rangeley**

**Remote Participation Policy Sign-off**

I affirm that I have read and understand the Town of Rangeley's Remote Participation Policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

# Training For Elected Officials on Maine's Freedom of Access Law

## Training related to public records and public proceedings

Beginning July 1, 2008, elected officials must complete training on the requirements of Maine's Freedom of Access laws relating to public records and proceedings. The law, enacted upon the recommendation of the Right to Know Advisory Committee, requires that those elected officials serving in office on July 1, 2008 must complete the training by November 1, 2008. Public officials elected after July 1st must complete the training within 120 days after the official takes the oath of office.

## Minimum requirements for training

At a minimum, the training must be designed to be completed in less than 2 hours and include instruction in:

1. the general legal requirements regarding public records and public proceedings;
2. the procedures and requirements regarding complying with a request for a public record; and
3. the penalties and other consequences for failure to comply with the law.

Elected officials can meet the training requirement by conducting a thorough review of the material on the [Frequently Asked Question \(FAQ\) page](#) of this website or by completing another training course that includes all of this information but may include additional information. *Training courses do not need the approval of the Right to Know Advisory Committee, or any other State agency.*

## Elected officials required to complete training

Elected officials required to complete the training include:

1. the Governor;
2. Attorney General, Secretary of State, Treasurer of State and State Auditor;
3. Legislators elected after November 1, 2008;
4. Commissioners, treasurers, district attorneys, registers of deeds, registers of probate and budget committee members of any county;
5. Municipal officers, clerks, treasurers, assessors and budget committee members of municipal governments;
6. Officials of school units and school boards; and
7. Officials of regional or other political subdivisions, including officials of water districts, sanitary districts, hospital districts, transit districts or regional transportation districts.

## **Certification and record of completed training**

After completing the training, elected officials are required to make a written or electronic record attesting that the training has been completed. The record, which will be available to the public, must be kept by the elected official or filed with the public entity to which the official was elected. A sample training [completion form \(PDF\)](#) (This file requires the free [Adobe Reader](#)) is available for use by elected officials.

## **Credits**

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# Understanding the Freedom of Access Act Webinar

**Date:** 9/3/2025 4:30 PM - 6:00 PM

**Sponsor:** Maine Municipal Association

**Location:** Remote Access – Live Webinar via ZOOM

**Time:** 4:30pm – 6:00pm

**Presenter(s):** Staff Attorney, Maine Municipal Association, Legal Dept.

**Cost:** MMA Member: \$40; Non-Member: \$80

**Training for:** Animal Control, Assessor, Clerk, Code Enforcement, Elected Officials, Finance, General Assistance, Human Resources, Librarian, Manager, Parks & Recreation, Planning, Public Safety, Public Works, Tax Collector & Treasurer, Water & Wastewater, MMA

**Registration will close prior to the event date, please register prior to 9/3/25**

## **Who Should Attend:**

This webinar is aimed at helping elected and appointed municipal officials understand Maine's Freedom of Access Act ("FOAA") and fulfill training requirements. It will provide an overview of the FOAA, including public/open meeting requirements, why FOAA requests are filed and how to handle them properly. (Qualifies as Maine-required FOAA Training. This session does not explore laws about criminal investigations and records.)

## **Course Information:**

Does our board meeting need to be held in public? When can the board enter executive session? How do we respond to a record request from a citizen? Or a serial requester, or a journalist? Maine law requires that all "public proceedings" occur in public and that FOAA requests be handled properly, fairly and in a timely manner. This webinar is designed to help municipal officials at all levels comply with FOAA and make good decisions about FOAA requests, even if the requests grow in number.

## **Topics Include:**

- Maine's FOAA Law: An Overview
- Public/Open Meeting Requirements
- Executive Sessions
- Receiving & Fulfilling Public Record Requests

- Appointing a Public Access Officer (PAO)
- Timing and Deadlines
- Violations & Penalties
- Required FOAA Training

**Certification:**

This course applies to the Maine Town, City and County Management Association Certification Program as 1.5 credits in the Elected Relations category.

**Confirmation and Zoom link:**

Registrants will receive their Zoom link and meeting details directly from MMA Zoom no later than 24 hours in advance. An official workshop confirmation from MMA will follow with further instructions and access to meeting materials.

Please reach out to [training@memun.org](mailto:training@memun.org) if you have not received your link the day prior to the training.

**Cancellations for MMA Webinars:**

Cancellations must be submitted using this [Cancellation form](#) to cancel your registration for an event. Cancellations received on/after 8/29/25 will be charged a \$15 cancellation fee. Any registrant who does not attend and does not cancel their registration (i.e., no-show) and any cancellation received the day of the event will be charged the full registration fee. Registration substitutions are permitted for registrants within the same municipality/organization and will be assessed a \$15 substitution fee. Please email [wsreg@memun.org](mailto:wsreg@memun.org) to request a registration substitution. Registration transfers to a future training offering are not permitted.

If you have questions, please contact the Educational Services Office at (800) 452-8786 or (207) 623-8428 or [training@memun.org](mailto:training@memun.org).

**SHARED EMAIL ADDRESSES** - Zoom will NOT accept the same email address to be imported more than once/for multiple users. Please make sure you are NOT using the same email address as another registrant, ie: co-worker, offices using a shared email address, **unless** you are watching together in a group setting.

Please email [training@memun.org](mailto:training@memun.org) to provide us with an alternate email address.

**Group Viewers:**

We understand multiple attendees may be planning to attend this webinar together using one screen or login. At the conclusion of the webinar, please send one email to [training@memun.org](mailto:training@memun.org) within 24 hours to confirm each person in attendance. If you attend via phone or another email address, you must confirm your attendance as well. The email MUST include full names and accurate emails of all participants so that we can send certificates, materials, and track credits in a timely manner. Certificates and credits for all webinars are awarded to registered attendees only. Certificates of attendance are emailed within two weeks of the training date.

# Elected Officials Workshop (Hybrid) - In Person

**Date:** 9/9/2025 4:00 PM - 8:30 PM

**Registration will close prior to the event date, please register prior to 9/9/25**

**Sponsor:** Maine Municipal Association

**Location:** In-Person at Maine Municipal Association, 60 Community Drive, Augusta, ME 04330

**Time:** Registration: 4:00 pm-4:30 pm / Workshop: 4:30 pm-8:30 pm (light dinner provided)

**Presenter(s):** Rebecca McMahon, Director of Legal Services, MMA; Susanne Pilgrim, Staff Attorney, MMA; Kate Dufour, Director of Advocacy & Communications, MMA

**Cost:** MMA Member: \$70; Non-Member: \$140

**Training for:** Elected Officials, MMA

## **Who Should Attend:**

This training is a “must” for newly elected and veteran officials-councilors & selectpersons-as well as a wonderful opportunity to learn key points of your new position while networking with officials from around the state. (Qualifies as Maine FOAA Training.)

## **Course Description:**

A perfect opportunity for elected officials to take advantage of the expertise that the Maine Municipal Association has to offer, attain a better understanding of their role as public officials, and stay abreast of ever-changing local government responsibilities and issues.

## **Frequently Asked Questions:**

- What are our rights and duties as officials?
- Can we hold multiple offices?
- Which of our meetings are open to the public?
- Must we have an agenda and take minutes?
- What ordinances can we enact?
- What are our liabilities and immunities?
- What is a disqualifying conflict of interest?



Participants may find it helpful to have their Municipal Officers Manual available for reference during the webinar. The manuals are available to purchase online at <https://ebiz.memun.org/PersonifyEbusiness/Store> or by calling the MMA Publications department at (800) 452-8786. The manuals may also be downloaded for free from MMA's website ([www.memun.org](http://www.memun.org)), under the Member Center.

**CONFIRMATION INFORMATION:**

**In Person registrants:**

Confirmation for in person registrants are emailed one week prior to the training date.

**Cancellations MMA Hybrid In-Person/Virtual Events:**

Cancellations must be submitted using this [Cancellation form](#) to cancel your registration for an event. Cancellations received before 9/2/25 will be assessed a \$15 administrative fee for processing. Registration changes (switching from in-person to virtual or vice versa) will be assessed a \$15 administrative fee for processing. Cancellations received on/after 9/2/25 will be charged 50% of the course fee. Any registrant who does not attend and does not cancel their registration (i.e., no-show) and any cancellation received the day of the event will be charged the full registration fee.

Registration substitutions are permitted for registrants within the same municipality/organization and will be assessed a \$15 substitution fee. Please email [wsreg@memun.org](mailto:wsreg@memun.org) to request a registration substitution. Registration transfers to a future training offering are not permitted.

If you have questions, please contact the Educational Services Office at (800) 452-8786 or (207) 623-8428 or [training@memun.org](mailto:training@memun.org).

## **VENDOR FEES**

1 day (Monday – Thursday per day)	\$50.00
1 day (Friday – Sunday per day)	\$75.00
Weekly (Monday – Sunday)	\$325.00
Monthly (by calendar)	\$700.00
Seasonal (up to 5 months)	\$1000.00
Agriculture / Arts / Crafts annual (not commercial)	\$ 50.00

Approved by Board of Selectmen on October 3, 2016.  
Revised on January 23, 2017.