



OFFICE OF THE BOARD OF SELECTMEN  
**TOWN OF EAST BRIDGEWATER**

BOARD OF SELECTMEN  
William Dowling, Chairman  
Carole Julius, Vice-Chairman  
David Sheedy, Clerk

[www.eastbridgewaterma.org](http://www.eastbridgewaterma.org)

175 CENTRAL STREET

EAST BRIDGEWATER, MASSACHUSETTS 02333-1912

Telephone: 508-378-1601  
Facsimile: 508-378-1636

**AGENDA FOR THE BOARD OF SELECTMEN'S MEETING**

Monday, January 27, 2020 4:00 pm  
1<sup>st</sup> Floor Conference Room

CALL TO ORDER / PLEDGE OF ALLEGIANCE

OPEN FORUM

APPOINTMENTS

4:05 PM Police Chief, Scott Allen

4:10 PM DPW Director, John Haines to discuss Solid Waste Charges.

4:15 PM Board of Selectmen acting as the Board of Sewer Commissioners

ACTION ITEM: Request from the Sewer Advisory Board to approve a Sewer Connection Application.

**ACTION ITEMS**

1. Approve minutes of the January 6, 2020 4:00 pm Board of Selectmen's meeting.
2. Approve but not release minutes of the January 6, 2020 6:30 pm Board of Selectmen's executive session meeting.
3. Appoint Sean Riley as a Historic Commission, Associate effective January 27, 2020 through June 30, 2022.
4. Accept the resignation of Glenn Tattre from the Capital Planning Committee effective 9/1/2019.
5. Appoint John Margie to the Registrars of Voters effective January 08, 2020 through June 30, 2021 to fill a vacancy.
6. Accept the resignation of Larry Allen from the Agricultural Commission effective January 27, 2020.
7. Appoint Katie Cavanagh to the Agricultural Commission effective January 27, 2020 through June 30, 2020 to fill a vacancy.
8. Appoint Town Administrator, Brian Noble to the Personnel Board effective January 27 2020, no designated term.

9. Appoint Town Administrator Brian Noble as Personnel Director, per personnel by law, effective January 27, 2020, no designated term.
10. Approve the request from Fire Chief, Timothy Harhen for the quarterly Ambulance Billing Abatements as of December 2019 in the amount of \$51,414.16.
11. Open the Town Meeting Warrant for the Annual & Special Town Meeting to be held on Monday, May 11, 2020.
12. Approve the request from Professional Bar Services for a One Day Liquor License for Center at Sachem Rock for a Birthday Party on January 31, 2020 from 7:00 pm - 11:00 pm.

## TOWN ADMINISTRATOR REPORT

## ANNOUNCEMENTS / STAFF REPORTS

### UPCOMING MEETINGS

Selectmen's meeting Monday, February 10<sup>th</sup>

Selectmen's meeting Monday, February 27<sup>th</sup>

### BOARD DISCUSSIONS

Non-Profit Funding Policy, second reading and approval.

Social Media Policy Statement, second reading and approval.

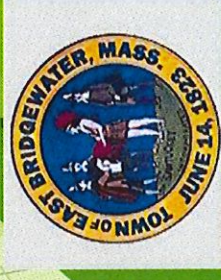
Vehicle use policy, second reading and approval.

### EXECUTIVE SESSION

- a) Pursuant to MGL Chapter 30A, § 21 (a)(2) to conduct strategy session in preparation for negotiation with non-union personnel (Police Chief) if an open meeting may have a detrimental effect on the bargaining & litigating position of the public body as the chair so declares and not return to open session.

## ADJOURNMENT

# East Bridgewater Solid Waste & Recycling Program

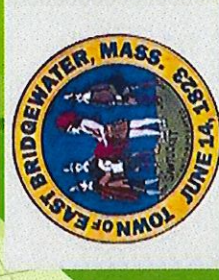




# Proposal:



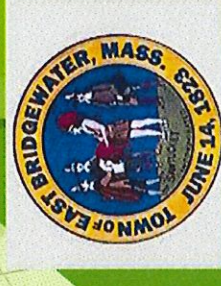
- ▶ Adjust annual fee for Town's subscription based program from \$300 to \$400
- ▶ This is necessary to meet the anticipated program costs for collection and disposal of solid waste and recycling
- ▶ Continue utilizing our existing 96 gallon containers for curbside collection of recyclable materials and 64 gallon toter for trash for each resident in the program.
- ▶ Program subscribers would continue to be allowed to put out one (1) bulky item per week.
- ▶ Program subscribers would continue to be able to utilize the Recycling Center for disposal of large cardboard, electronics and yard waste.





## Why the change?

- JH7 ▲ Solid Waste & Recycling markets experienced a global shift in early 2018 causing costs to dramatically escalate
- JH9 ▲ For the last 2 years, the Tax Payer has been offsetting the real cost of this program by as much as \$200,000 annually draining available funding.
- JH8 ▲ The subscription fee does not cover the increased cost of disposing of our Town's trash and recyclables .



### Slide 3

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**JH7** Cost of bag has never covered program expense. Has not been an increase in the cost of yellow trash

bags since 2006

John Haines, 4/10/2018

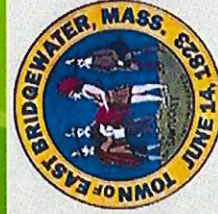
**JH8** significant shift of residents moving to private subscription program over last three years due to inconvenience of purchasing yellow bags

John Haines, 4/10/2018

**JH9** offset real costs with BFI settlement monies

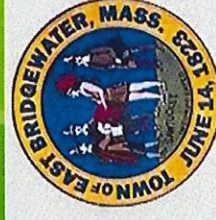
John Haines, 4/10/2018

# Current Solid Waste Revenues with Projected Expenses FY20-FY23



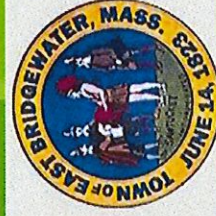


# Projected Solid Waste Revenue and Expenses FY20-FY23





# Fiscal Year 2020 Revenue vs Cost Analysis

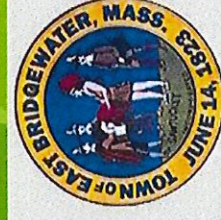


		Total	Curb Side	Recycle Center	Hazardous Waste
<b>Revenues</b>					
	Charges for Services - Bags and Tags				
	Recycling Trash Fees	\$ 816,000.00	\$ 816,000.00		
	Recycling Fees added to property Tax	\$ -	\$ -		
	Recycling Liens	\$ -	\$ -		
	Charges for Services - Other	\$ -	\$ -		
	Interest Income	\$ -	\$ -		
	<b>Total</b>	<b>\$ 816,000.00</b>	<b>\$ 816,000.00</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenditures</b>					
<i>Personal Services</i>					
66-403-5117	Department Head Salaries *	\$ 39,209.82	\$ 39,209.82	\$ -	\$ -
66-403-5126	Clerical Payroll*	\$ 22,601.34	\$ 22,601.34		
66-403-5149	Labor Payroll**	\$ 6,967.09	\$ -	\$ 6,618.74	\$ 348.35
	<b>Total Personal Services</b>	<b>\$ 68,778.25</b>	<b>\$ 61,811.16</b>	<b>\$ 6,618.74</b>	<b>\$ 348.35</b>
<i>General Expenses</i>					
66-403-5241	Maintenance - Buildings	\$ 2,473.50		\$ 2,473.50	
66-403-5243	Repair & Maintenance- Equipment	\$ 5,390.06		\$ 5,390.06	
	Grinding and screening	\$ 7,500.00		\$ 7,500.00	
66-403-5319	School/Municiple Portion of CurbSide	\$ 75,000.00	\$ 75,000.00		
66-403-5420	Prof. Services - CurbSide Recycle***	\$ 818,253.84	\$ 777,341.15	\$ 28,638.88	\$ 12,273.81
66-403-5533	Trash / Recycle Bins	\$ -	\$ -		
	Bags & Stickers Supplies	\$ 2,476.26		\$ 2,476.26	
	<b>Total General Expenses</b>	<b>\$ 911,093.66</b>	<b>\$ 852,341.15</b>	<b>\$ 46,478.71</b>	<b>\$ 12,273.81</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 979,871.91</b>	<b>\$ 914,152.31</b>	<b>\$ 53,097.44</b>	<b>\$ 12,622.16</b>
	<b>Net Surplus (deficit)</b>	<b>\$ (163,871.91)</b>	<b>\$ (98,152.31)</b>	<b>\$ (53,097.44)</b>	<b>\$ (12,622.16)</b>
	# of Totes @ 1/15/2020	2,720			
	Actual cost per tote	\$ 360			
	<b>Proposed Cost Per tote</b>	<b>\$ 300</b>	<b>\$ 336</b>	<b>\$ 20</b>	<b>\$ 5</b>



# Fiscal Year 2021 Revenue vs Cost Projection

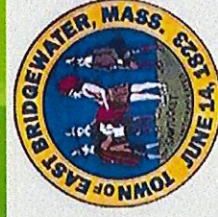
		Total	Curb Side	Recycle Center	Hazardous Waste
<b>Revenues</b>					
	Charges for Services - Bags and Tags				
	Recycling Trash Fees	\$ 1,088,000.00	\$ 1,088,000.00	\$ -	\$ -
	Recycling Fees added to property Tax	\$ -	\$ -		
	Recycling Liens	\$ -	\$ -		
	Charges for Services - Other	\$ -	\$ -		
	Interest Income	\$ -	\$ -		
	<b>Total</b>	<b>\$ 1,088,000.00</b>	<b>\$ 1,088,000.00</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenditures</b>					
	<b>Total</b>				
<b>Personal Services</b>					
	Department Head Salaries *	\$ 39,994.02	\$ 39,994.02	\$ -	\$ -
	Clerical Payroll**	\$ 23,053.37	\$ 23,053.37	\$ -	\$ -
	Labor Payroll**	\$ 7,106.43	\$ -	\$ 6,751.11	\$ 355.32
	<b>Total Personal Services</b>	<b>\$ 70,153.82</b>	<b>\$ 63,047.39</b>	<b>\$ 6,751.11</b>	<b>\$ 355.32</b>
<b>General Expenses</b>					
	Maintenance - Buildings	\$ 2,500.00		\$ 2,500.00	
	Repair & Maintenance- Equipment	\$ 5,400.00		\$ 5,400.00	
	Grinding and screening***	\$ 10,000.00		\$ 10,000.00	
	School/Municipal Portion of Curbside	\$ 85,819.55	\$ 85,819.55		
	Prof. Services - Curbside Recycle****	\$ 823,375.96	\$ 772,375.96	\$ 31,500.00	\$ 19,500.00
	Trash / Recycle Bins	\$ 6,400.00	\$ 6,400.00		
	Bags & Stickers Supplies	\$ 2,525.79		\$ 2,525.79	
	<b>Total General Expenses</b>	<b>\$ 936,021.30</b>	<b>\$ 864,595.51</b>	<b>\$ 51,925.79</b>	<b>\$ 19,500.00</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 1,006,175.12</b>	<b>\$ 927,642.90</b>	<b>\$ 58,676.90</b>	<b>\$ 19,855.32</b>
	<b>Net Surplus (deficit)</b>	<b>\$ 81,824.88</b>	<b>\$ 160,357.10</b>	<b>\$ (58,676.90)</b>	<b>\$ (19,855.32)</b>
	# of Totes @ 1/15/2020	2,720			
	Actual cost per tote	370			
	<b>Proposed Cost Per tote</b>	<b>400</b>	<b>\$ 341</b>	<b>\$ 22</b>	<b>\$ 7</b>





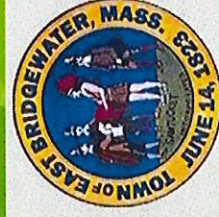
# Fiscal Year 2022 Revenue vs Cost Projection

Expenditures	Total	Curb Side	Recycle Center	Hazardous Waste
<i>Personal Services</i>				
66-403-5117 Department Head Salaries *	\$ 40,793.90	\$ 40,793.90	\$ -	\$ -
66-403-5126 Clerical Payroll*	\$ 23,514.44	\$ 23,514.44	\$ -	\$ -
66-403-5149 Labor Payroll**	\$ 7,248.56	\$ -	\$ 6,886.13	\$ 362.43
<b>Total Personal Services</b>	<b>\$ 71,556.89</b>	<b>\$ 64,308.33</b>	<b>\$ 6,886.13</b>	<b>\$ 362.43</b>
<i>General Expenses</i>				
66-403-5241 Maintenance - Buildings	\$ 2,500.00		\$ 2,500.00	
66-403-5243 Repair & Maintenance- Equipment	\$ 5,400.00		\$ 5,400.00	
Grinding and screening***	\$ 10,000.00		\$ 10,000.00	
School/Municipal Portion of Curb Side	\$ 89,633.56	\$ 89,633.56		
66-403-5319 Prof. Services - Curb Side Recycle****	\$ 859,277.01	\$ 806,702.01	\$ 33,075.00	\$ 19,500.00
66-403-5420 Trash / Recycle Bins	\$ -	\$ -		
66-403-5533 Bags & Stickers Supplies	\$ 2,576.31		\$ 2,576.31	
<b>Total General Expenses</b>	<b>\$ 969,386.87</b>	<b>\$ 896,335.56</b>	<b>\$ 53,551.31</b>	<b>\$ 19,500.00</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,040,943.76</b>	<b>\$ 960,643.90</b>	<b>\$ 60,437.44</b>	<b>\$ 19,862.43</b>
<b>Net Surplus (deficit)</b>	<b>\$ 47,056.24</b>	<b>\$ 127,356.10</b>	<b>\$ (60,437.44)</b>	<b>\$ (19,862.43)</b>
# of Totes @ 1/15/2020	2,720			
Actual cost per tote	\$ 383			
Proposed Cost Per tote	\$ 400	\$ 353	\$ 22	\$ 7





# Fiscal Year 2023 Revenue vs Cost Projection



		Total	Curb Side	Recycle Center	Hazardous Waste
<b>Revenues</b>					
	Charges for Services - Bags and Tags				
	Recycling Trash Fees	\$ 1,088,000.00	\$ 1,088,000.00	\$ -	\$ -
	Recycling Fees added to property Tax	\$ -	\$ -		
	Recycling Liens	\$ -	\$ -		
	Charges for Services - Other	\$ -	\$ -		
	Interest Income	\$ -	\$ -		
	<b>Total</b>	<b>\$ 1,088,000.00</b>	<b>\$ 1,088,000.00</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenditures</b>					
<i>Personal Services</i>					
66-403-5117	Department Head Salaries *	\$ 41,609.77	\$ 41,609.77	\$ -	\$ -
66-403-5126	Clerical Payroll *	\$ 23,984.73	\$ 23,984.73	\$ -	\$ -
66-403-5149	Labor Payroll **	\$ 7,393.53	\$ -	\$ 7,023.85	\$ 369.68
	<b>Total Personal Services</b>	<b>\$ 72,988.03</b>	<b>\$ 65,594.50</b>	<b>\$ 7,023.85</b>	<b>\$ 369.68</b>
<i>General Expenses</i>					
66-403-5241	Maintenance - Buildings	\$ 2,500.00		\$ 2,500.00	
66-403-5243	Repair & Maintenance- Equipment	\$ 5,400.00		\$ 5,400.00	
	Grinding and screening***	\$ 10,000.00		\$ 10,000.00	
	School/Municipal Portion of Curb Side	\$ 93,652.81	\$ 93,652.81		
66-403-5319	Prof. Services - Curb Side Recycle****	\$ 897,104.02	\$ 842,875.27	\$ 34,728.75	\$ 19,500.00
66-403-5420	Trash / Recycle Bins	\$ -	\$ -		
66-403-5533	Bags & Stickers Supplies	\$ 2,627.83		\$ 2,627.83	
	<b>Total General Expenses</b>	<b>\$ 1,011,284.66</b>	<b>\$ 936,528.08</b>	<b>\$ 55,256.58</b>	<b>\$ 19,500.00</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 1,084,272.69</b>	<b>\$ 1,002,122.58</b>	<b>\$ 62,280.44</b>	<b>\$ 19,869.68</b>
	<b>Net Surplus (deficit)</b>	<b>\$ 3,727.31</b>	<b>\$ 85,877.42</b>	<b>\$ (62,280.44)</b>	<b>\$ (19,869.68)</b>
	# of Totes @ 1/15/2020	2,720			
	Actual cost per tote	\$ 399			
	<b>Proposed Cost Per tote</b>	<b>\$ 400</b>	<b>\$ 368</b>	<b>\$ 23</b>	<b>\$ 7</b>

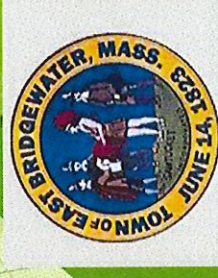
## Options available to the non subscription based resident:

For an annual access fee of \$125;

- Purchase small yellow 15 gallon trash bags, which can be disposed of at the Recycling Center on the 1st and 3rd Saturdays of each month
- Utilize the Recycling Center for drop off of all recyclable materials presently collected curbside

Contract with a private commercial hauler for disposal of household waste

- See comparative pricing costs chart included



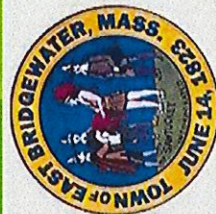
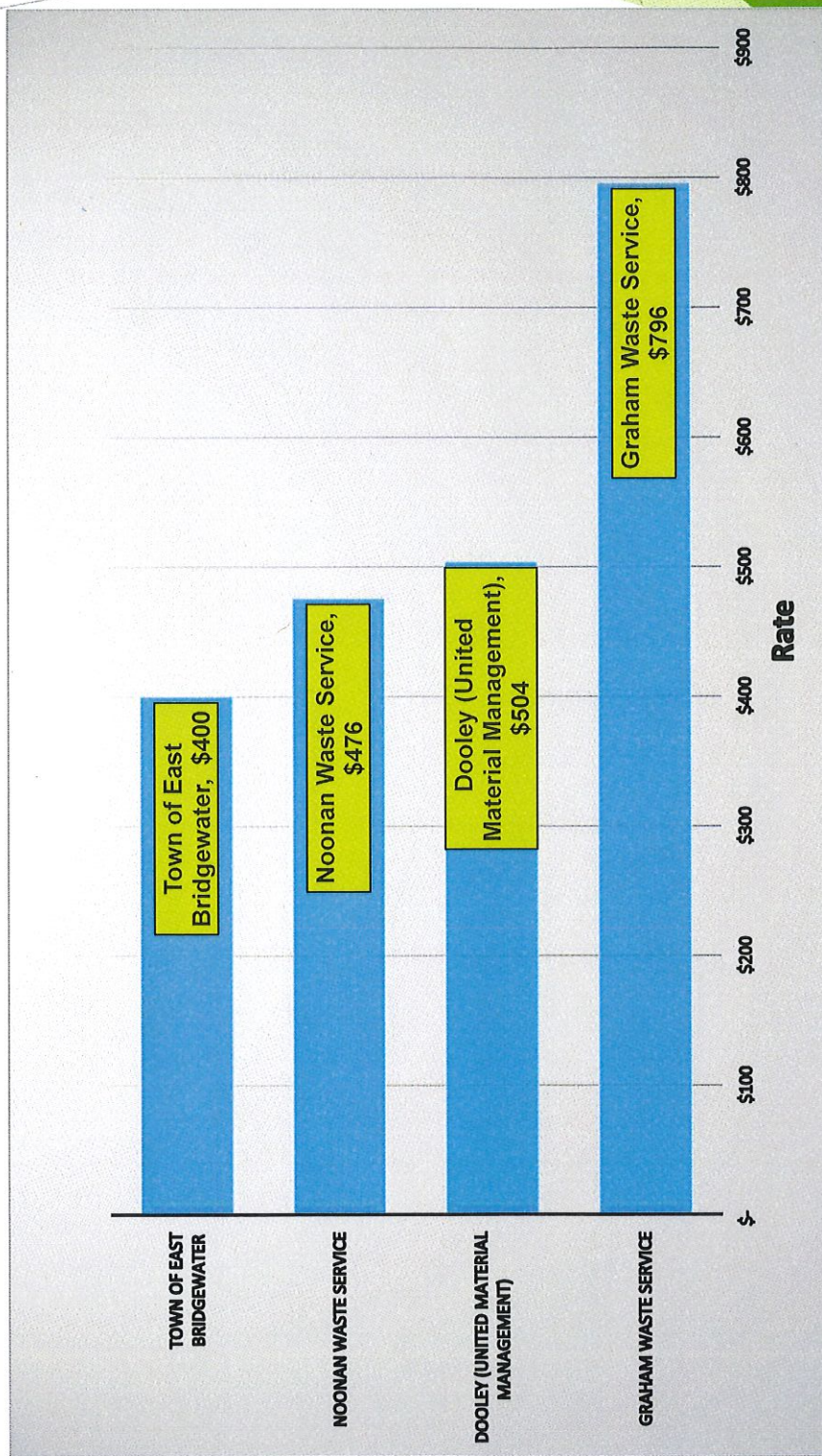


## Slide 10

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**JH5** Cost of small 15 gallon bag will increase from \$2 to \$4 ( roll of 5 will be \$20) to more adequately cover cost of disposal. Bags will be available for sale at the Town Hall & DPW Office  
John Haines, 4/10/2018

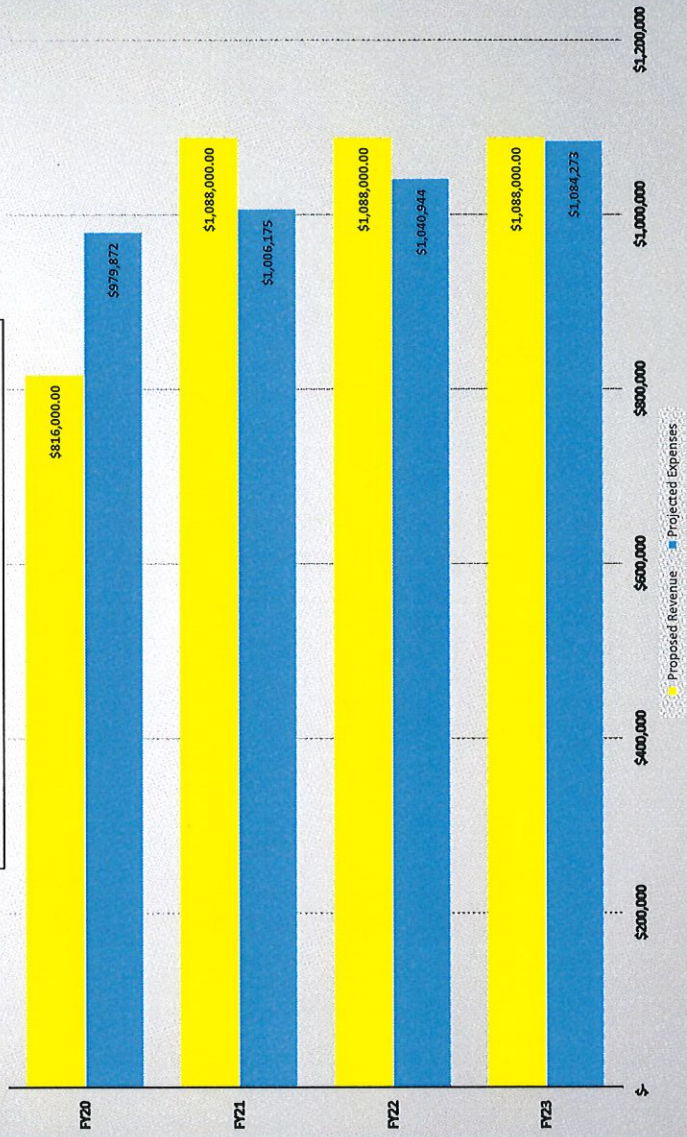
# Comparison of Curb Side Trash & Recycling Program Costs *after proposed subscription increase*





	Proposed Revenue	Projected Expenses
FY23	\$ 1,088,000.00	\$ 1,084,273
FY22	\$ 1,088,000.00	\$ 1,040,944
FY21	\$ 1,088,000.00	\$ 1,006,175
FY20	\$ 816,000.00	\$ 979,872

Projected Solid Waste Revenue and Expenses  
FY20 - FY23





January 6, 2020

Board of Selectmen / Sewer Commissioners  
175 Central Street  
East Bridgewater, MA 02333

RE: Sewer Connection Application

Dear members,

The Sewer Advisory Board has received and reviewed an application for connection from Cumberland Farms. Attached is the application and \$2,000.00 application fee. The advisory group is recommending that the Selectmen approve this application.

Please let us know if you have any questions or concerns.

Sincerely,

  
John Haines

  
Peter P. Spagone, Jr.

Roy Gardner

November 20, 2019

Mr. John B. Haines  
Director of Public Works  
Town of East Bridgewater  
100 Willow Avenue  
East Bridgewater, MA 02333

Re: Sewer Connection – 143 Bedford Street  
Cumberland Farms, East Bridgewater, MA

Dear Mr. Haines:

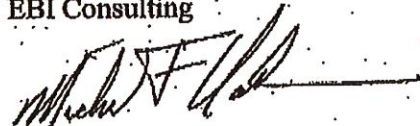
EBI Consulting (EBI), on behalf of Cumberland Farms, has completed the attached Sewer Capacity Allocation Application. In addition, EBI has submitted an evaluation of sewer flows at the site utilizing Title 5 flows. The average daily use that was calculated is 650 gallons per day.

In addition, EBI calculated determined that an Application Fee of \$2,000 is required with the Application. A sewer connection fee of \$43,000 is also required. Half is due upon approval of the is application, and the remainder upon completion.

An Engineered drawing, prepared by EBI, is attached which provided the details of the connection. Finally, a copy of the application to the Board of Health for removal of the septic tank and pump chamber is attached.

We trust that the contents of this letter satisfy your present needs. Should you have any questions, feel free to contact me at (781) 733-1214 or [mclark@ebiconsulting.com](mailto:mclark@ebiconsulting.com).

Sincerely,  
EBI Consulting



Michael F. Clark, P.E.  
Director of Civil Engineering

[https://ebiconsulting.sharepoint.com/Sites/Sitecivilgroup/Shared Documents/Temp Workspace/4119000169 143 BEDFORD ST EAST BRIDGEWATER,MA/Correspondence/Outgoing/2019 11 20 Sewer Connection.Docx](https://ebiconsulting.sharepoint.com/Sites/Sitecivilgroup/Shared%20Documents/Temp%20Workspace/4119000169%20143%20BEDFORD%20ST%20EAST%20BRIDGEWATER,MA/Correspondence/Outgoing/2019%2011%20Sewer%20Connection.Docx)

Cc: Ryan Boucher  
Dalina Z. Boryszewski, Cumberland Farms





ENVIROBUSINESS, INC.  
21 B STREET, BURLINGTON, MA 01803  
TEL 781.273.2500 FAX 781.273.3311  
www.ebiconsulting.com

JOB 4119000169 CF E. BRIDGEWATER

SHEET NO. 1 OF 2

CALCULATED BY MFL DATE 11/12/19

CHECKED BY RLB DATE 11/12/19

SCALE

CF - EAST BRIDGEWATER, MA

SEWER FLOW CALCULATION

FROM SURVEY PUMPS - 6 (ISLANDS)

STORE AREA - 2810 SF

FROM 310 CMR 15.203 SYSTEM SEWAGE FLOW DESIGN

FLOW PER ISLAND - 75 GPD, 300 MIN GPD

RETAIL STORE - 50/1000 SF, MIN 200 GPD

Flows:

$$Q = \left( \overset{\text{ISLAND}}{6 \text{ ISLANDS}} \right) \left( \overset{\text{ISLAND}}{75 \text{ GPD/ISLAND}} \right) + \left( \overset{\text{STORE}}{2810 \text{ SF}} \right) \left( \overset{\text{STORE}}{50 \text{ GPD}} \right) / 1000 \text{ SF}$$

450 GPD > 300 GPD OK + 140.5 GPD  
< 200 GPD USE  
200 GPD

$$Q = 450 \text{ GPD} + 200 \text{ GPD} = 650 \text{ GPD}$$

DETERMINE SEWER UNIT DETERMINATION

P 1.3.2.6 NON-RESIDENTIAL, DEVELOPED PROPERTIES

$$1 \text{ EDU} = \text{CALCULATED DAILY FLOW} \div 330 \text{ GPD/EDU}$$

FRACTIONS ROUNDED UP TO HIGHEST 0.5



ENVIROBUSINESS, INC.

21 B STREET, BURLINGTON, MA 01803

TEL 781.273.2500 FAX 781.273.3311

www.ebiconsulting.com

JOB 4119000169 F.B. BRIDGEWATER

SHEET NO. 2 OF 2

CALCULATED BY MFL DATE 11/12/19

CHECKED BY RLS DATE 11/14/19

SCALE \_\_\_\_\_

### DETERMINE EDU

$$\text{EDU's} = 650 \text{ GPD} / 330 \text{ GPD} = 1.97$$

ROUND UP EDU's  $\Rightarrow 2$

#### FEES

APPLICATION FEE  $\Rightarrow$  \$2,000 AT APPLICATION

SEWER CONNECTION FEE  $\Rightarrow$  \$21,500 X EDU

$$\Rightarrow \$21,500 \times 2$$

= \$43,000 DUE UPON APPROVAL  
PRIOR TO HOOK UP



**SEWER CAPACITY ALLOCATION APPLICATION**

**EAST BRIDGEWATER SEWER  
COMMISSION**

PROPOSED SERVICE ADDRESS: 143 Bedford Street

APPLICATION DATE: November 21, 2019

PROPONENT NAME: Cumberland Farms

BUSINESS NAME: Cumberland Farms (businesses only)

PHONE NUMBER: (508) 270-4482

MAILING/BILLING ADDRESS: 165 Flanders Road  
Westborough, MA 01581

PROPOSED USE(S): Renovation

PROPOSED SEWER FLOW: 650 GPD (Title 5)

DESIGN FLOW BASIS: 650 GPD (Title 5)

*As owner of the described premises, I hereby acknowledge and bind myself and any and all successors interest to abide by the Rules and Regulations of the East Bridgewater Board of Sewer Commissioners and to pay the sewer charges established when due.*

SIGNATURE OF PROPERTY OWNER: \_\_\_\_\_

DATE: \_\_\_\_\_

**(FOR SEWER DEPARTMENT USE ONLY)**

APPLICATION FEE:

✓ \$2000 # 11/25/2019

ALLOCATION RESERVATION FEE:

\_\_\_\_\_

REMAINING SEWER CONNECTION FEE:

\_\_\_\_\_



OPEN SESSION MINUTES  
**BOARD OF SELECTMEN**  
Monday, January 6, 2020

WILLIAM DOWLING, CHAIRMAN  
CAROLE JULIUS, VICE CHAIRMAN  
DAVID SHEEDY, CLERK

TOWN HALL, 1<sup>st</sup> FLOOR CONFERENCE ROOM  
175 CENTRAL STREET  
EAST BRIDGEWATER, MASS.

*Members Present:* William Dowling, Chairman; Carole Julius, Vice Chairman and David Sheedy, Clerk

*Members Absent:*

*Others Present:* Brian Noble, Town Administrator and Rebecca Johnson, Administrative Assistant

4:00 pm Chairman Dowling called the meeting to order.

Chairman Dowling led the Pledge of Allegiance.

**OPEN FORUM**

Town Clerk, Susan Gillpatrick was present to update residents on the the Annual Town Election that will take place Saturday, April 11, 2020 8:00 am – 7:00 pm. Ms. Gillpatrick stated, nomination papers are now available at the Town Clerk's office. The last day to obtain papers is Wednesday, February 19, 2020. The last day to return papers is Friday, February 21, 2020. Ms. Gillpatrick stated the positions available and that will be on the ballot are: Moderator, One / Three Year Position; Selectmen, One / Three year position; Assessor, One / Three year position; School Committee, Two / Three Year positions, East Bridgewater Housing Authority, One / Three year position; Trustees for the Public Library, Two / Three Year positions; Board of Health, One / Three year position; Planning Board, Three / Three Year positions. February 12, 2020 the Clerk's office will be open until 8:00 pm; the last day to register to vote for the March 3, 2020 Presidential Primary. Please call the Town Clerk's Office with any questions. 508-378-1606.

**APPOINTMENTS**

Melissa Morrissey, Treasurer / Collector was present for her contract signing. Mr. Noble stated that Melissa has done an outstanding job in her tenure as Treasurer /Collector for the Town and she is a pleasure to work with. The Selectmen agreed that she is a value to the Town and look forward to working with her another three years.

Mr. Sheedy made a motion to approve the Employment Agreement between the Town of East Bridgewater, MA and Melissa Morrissey, Treasurer / Collector effective July 1, 2020 through June 30, 2023 for a three year period. Ms. Julius seconded. All were in favor, 3-0

Timothy Harhen, Fire Chief was present to update the Selectmen on his plans to replace the 1997 Tower Ladder Truck at the Fire Department and to get the Selectmen's support. He stated, maintenance costs have increased over the years, and is now out of service due to mechanical breakdowns. Chief Harhen is recommending replacing the 1997 Tower Ladder Truck with a new 100 ft. Tower Ladder Truck that would cost 1.3 million dollars. Chief Harhen stated he plans to use funds from the Ambulance account to pay for the down payment on the new truck, this will be brought before the Finance Committee, Capital Committee and Town meeting in the spring 2020 before anything can be done.

The Selectmen stated they would like Chief Harhen to proceed with looking into replacing the Tower ladder Truck.

**ACTION ITEMS**

Mr. Sheedy made a motion to approve minutes of the December 16, 2019 4:00 pm Board of Selectmen's meeting. Ms. Julius seconded. All were in favor. 3-0

Mr. Sheedy made a motion to approve but not release minutes of the December 16, 2019 4:30 pm Executive Session Board of Selectmen's meeting. Ms. Julius seconded. All were in favor. 3-0



Mr. Sheedy made a motion to Release minutes of the October 25, 2019 9:20 am Executive Session Board of Selectmen's meeting. Ms. Julius seconded. All were in favor. 3-0

Mr. Sheedy made a motion to approve the resignation from David Walsh of the Board of Registrars effective 12/30/2019. Ms. Julius seconded. All were in favor. 3-0

Mr. Sheedy made a motion to approve to disband the Town Administrator Screening Committee effective 1/6/2020. Ms. Julius seconded. All were in favor. 3-0

Mr. Sheedy made a motion to approve changes to Taxi License Policy effective January 6, 2020. Ms. Julius seconded. All were in favor. 3-0

Mr. Sheedy made a motion to approve the following Common Victualer License renewal for the period ending December 31, 2020:

**LICENSE #28**

Von M Inc. dba Subway  
Galen Sweeney, Mgr.  
203 Bedford Street  
Hours: Daily 7 am – 9 pm

Ms. Julius seconded. All were in favor. 3-0

Mr. Sheedy made a motion to approve the Towns Right of first refusal for lots located at Assessors map 108, block 5, Harvard Street., property owned by Jerilyn Wassmouth. Ms. Julius seconded. All were in favor. 3-0

Mr. Sheedy made a motion to approve the Southeastern Regional Services Group Contract Award for DPW Services for 2/1/20-1/31/21.

**TOWN ADMINISTRATOR REPORT**

Mr. Noble stated the Town is now in Budget Season and meetings have begun between the Finance Committee and Department Heads. He stated, the MASSDOT has informed the Town will be receiving a supplemental Grant under the Chapter 90 money, another \$37,000.00 in road maintenance money.

**ANNOUNCEMENTS/STAFF REPORTS**

Next Selectmen's meeting Monday, January 27<sup>th</sup>

**BOARD DISCUSSION**

The Selectmen reviewed drafts of new policies presented for first reading which include, Non-Profit Funding Policy, Social Media Policy Statement, and Vehicle Use Policy. Steven Belcher and Roy Gardner were present to discuss updates and changes to the Street and Roadway Acceptance Procedures.

Chairman Dowling announced the Selectmen were entering into Executive Session under G.L. 30A, § 21 (a)(2) to conduct strategy session in preparation for negotiation with non-union personnel (DPW Director) or to conduct collective bargaining sessions (Administrative & Clerical Association) if an open meeting may have a detrimental effect on the bargaining & litigating position of the public body as the chair so declares and not return to open session.

Mr. Sheedy made a motion to move into Executive Session, Ms. Julius seconded. Roll Call Vote: Mr. Dowling: Aye, Ms. Julius: Aye, Mr. Sheedy: Aye, All were in favor, 3-0

**ADJOURN**

Motion by Sheedy, second by Julius to adjourn. All were in favor, 3-0

Meeting adjourned at 4:45 pm

\_\_\_\_\_  
Board of Selectmen Clerk



# Town of East Bridgewater



## APPLICATION FOR APPOINTMENT/REAPPOINTMENT TO BOARDS/COMMITTEES

Name: Sean Riley Date: January 2 2020  
Board or Committee for which (re) appointment is sought: Historical Commission  
Home Address: East Bridgewater, MA 02333  
Phone (For Public Use): 617-429-4884 Home Phone: same  
Work Phone: same Cell Phone: same  
E-Mail: SRILEY@SPRBOSTON.COM Release Email to public: Yes ☒ No ☐  
Occupation / Title: Office / HR Manager

Please describe any special knowledge, abilities, background or interests which you feel will provide a positive contribution to the goals and purposes of the board / committee for which you are seeking (re)appointment. (A resume may be attached if desired.)

I purchased the Harris House, built in 1787, in May 2016. Since then I've done a lot of research into the house & have become very interested in the history of East Bridgewater as well.

What other board/committee have you served on? N/A

How long did you serve on this board/committee? N/A

Are you able to attend all meetings? Yes ☒ No ☐

If no, please explain: \_\_\_\_\_

Signature: Sean Riley Date: January 2, 2020

### OFFICE USE ONLY

Date Received: \_\_\_\_\_ Date on Board Agenda: \_\_\_\_\_

Term of Office: \_\_\_\_\_ Approval: Yes ☐ No ☐

Fills Vacancy: Yes ☐ No ☐ Appointment Letter Sent: Yes ☐ No ☐

Additional Information: \_\_\_\_\_

**Note:** You may fax this form to the Selectmen's Office at 508-378-1636, mail to 175 Central Street East Bridgewater, MA 02333, or email to [rjohnson@ebmass.com](mailto:rjohnson@ebmass.com)

**Rebecca Johnson**

---

**From:** Lois  
**Sent:** Monday, January 06, 2020 9:50 AM  
**To:** Rebecca Johnson  
**Subject:** Historical Commission membership

I received the request from your office for a recommendation from the Historical Commission concerning the application of Sean Riley for one of the vacant positions of Alternate on the Commission. An e-mail was sent to our active members and all the responses were in favor of his appointment. We look forward to having him join us in the near future.

Lois Nelson, Secretary EBHC



**Rebecca Johnson**

---

**From:** Glenn TATTRIE  
**Sent:** Friday, January 10, 2020 11:19 AM  
**To:** Rebecca Johnson  
**Subject:** Re: Request

Hi Rebecca,

I am well but just very busy in my personal life. I sit on 2 non profit Boards that have been keeping me very busy.

Please use this email as my official resignation from the Capital Improvement Planning Committee effective September 1, 2019. I have served on this committee for over 20 years and have enjoyed serving the Town during this time. However, I feel it is time for me to step down and let other folks serve on the committee. I am currently serving on 2 non-profit boards that require a significant time commitment so I will be focusing my attention on these for the foreseeable future.

Respectfully submitted,

Glenn Tattrie

On January 10, 2020 at 11:07 AM Rebecca Johnson <RJohnson@ebmass.com> wrote:

Hi Glenn

I just received an unfortunate call from Dave Foley stating you are resigning from the Capital Planning Committee. Can you please send me a letter of resignation or simply reply to my email resigning from the Capital Committee so I can add this to the Next Board of Selectmen's Agenda? Thank you and I hope you are well....

Thank you,

*Rebecca*

Rebecca Johnson  
Administrative Assistant

Town of East Bridgewater

Board of Selectmen

175 Central Street

East Bridgewater, MA 02333

Ph# 508-378-1601

Fax# 508-378-1636

REC'D  
JAN 20 PM 1:08



1/8/2020

To Whom It may concern,

Due to the resignation of David L. Walsh this past week, I am writing to you to request the appointment of John Margie, to the Board of Registrars effective this date through the end of the term. Thank you for your consideration.

A handwritten signature in black ink, appearing to read "Myles Heger", written in a cursive style.

Myles Heger

Chairman, East Bridgewater Republican Town Committee



# Town of East Bridgewater



## APPLICATION FOR APPOINTMENT/REAPPOINTMENT TO BOARDS/COMMITTEES

Name: John Margie Date: 01/08/2020

Board or Committee for which (re) appointment is sought: Board of Registrars

Home Address: \_\_\_\_\_

Phone (For Public Use): 617 828 5737 Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Release Email to public: Yes ☐ No ☒

Occupation / Title: Retired

Please describe any special knowledge, abilities, background or interests which you feel will provide a positive contribution to the goals and purposes of the board / committee for which you are seeking (re)appointment. (A resume may be attached if desired.)

Past service on Town Committees, long history in  
supporting youth activities - Baseball, Soccer, Cub Scouts

What other board/committee have you served on? BOS (2Yrs) FinCom (17yrs)

How long did you serve on this board/committee? \_\_\_\_\_

Are you able to attend all meetings? Yes ☒ No ☐

If no, please explain: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### OFFICE USE ONLY

Date Received: \_\_\_\_\_ Date on Board Agenda: \_\_\_\_\_

Term of Office: \_\_\_\_\_ Approval: Yes ☐ No ☐

Fills Vacancy: Yes ☐ No ☐ Appointment Letter Sent: Yes ☐ No ☐

Additional Information: \_\_\_\_\_

**Note:** You may fax this form to the Selectmen's Office at 508-378-1636, mail to 175 Central Street East Bridgewater, MA 02333, or email to rjohnson@ebmass.com

REC'D EB 805  
JAN 8 '20 PM 12:45

**East Bridgewater  
Agricultural Commission**

**To:** East Bridgewater Board of Selectmen  
**From:** East Bridgewater Agricultural Commission  
**Date:** January 2, 2020  
**Re:** Resignation of Larry Allen

---

The East Bridgewater Agricultural Commission would like to notify you that Larry Allen has resigned from our Commission.

Thank you,



Lynn Lundberg

Secretary

East Bridgewater Agricultural Commission



REC'D EB BBS  
JAN 2 20 PM 12:48

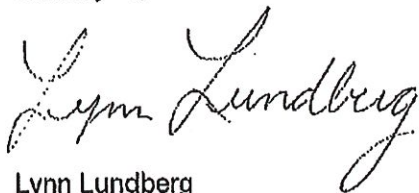
**East Bridgewater  
Agricultural Commission**

**To:** East Bridgewater Board of Selectmen  
**From:** East Bridgewater Agricultural Commission  
**Date:** January 2, 2020  
**Re:** Appointment of Katie Cavanagh to a 3 year term

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The East Bridgewater Agricultural Commission would like to recommend the appointment of Katie Cavanagh to a 3 year term to fill an open position on our Commission.

Thank you,



Lynn Lundberg

Secretary

East Bridgewater Agricultural Commission

OFFICE: PERSONNEL BOARD

NAME: George Samia, Personnel Director (per Personnel By-Law)

TERM:

OATH OF OFFICE & MEETING NOTICE: 12-6-99

SIGNATURE:

*George H. Samia*

RE-APPOINTED 3-31-03 from 7-1-03 to 6-30-08 (Town Accountant Appt.)

OATH OF OFFICE: 11-16-013

SIGNATURE:

*George H. Samia*

Reappointed 9-24-09 with term to extend for the entirety of his employment as Town Administrator.

OATH OF OFFICE & MEETING NOTICE: 10-21-09

SIGNATURE:

*George H. Samia*

*Resigned  
6/20/19*

*Back not appt*



OFFICE: PERSONNEL DIRECTOR

NAME: George Samia, Town Accountant

TERM: appointed 8-19-96 for 7-1-96 to 6-30-99

OATH OF OFFICE: 8-23-96

SIGNATURE:

*[Signature]*

Reappointed 8-10-98 for 7-1-98 to 6-30-2000

OATH OF OFFICE: 8-23-98

SIGNATURE:

*[Signature]*

Reappointed 6-26-00 for 7-1-00 to 6-30-05

OATH OF OFFICE: 6-29-00

SIGNATURE:

*[Signature]*

*Rec'd Not Appended*



**Town of East Bridgewater**

Fire Headquarters  
268 Bedford Street  
East Bridgewater, Massachusetts 02333

**Timothy M. Harhen**  
*Fire Chief*

Emergency: 911  
Business Office: 508-378-2071  
Fax: 508-378-1627



**Craig R. Winsor**  
*Deputy Fire Chief*

January 15, 2020

Board of Selectmen  
175 Central Street  
East Bridgewater, MA 02333

Dear Honorable Board,

Enclosed is the quarterly Ambulance Billing Abatements as of December 2019. The amount of \$51,414.16 has gone through all the steps our billing company, New England Medical Billing, uses to collect debt. In a previous Board of Selectmen meeting, the Board voted to adopt a quarterly abatement process, rather than the yearly process which was the practice in the past.

Please schedule this as an action item during the next meeting of the Board. Please do not hesitate to contact me if further information is needed.

Respectfully,

Timothy M. Harhen  
Chief of Department

NSGD EB 500  
1/14/20 PM 3:23



# ABATEMENTS

ACCOUNT #	Date of Service	BALANCE DUE	REASON FOR ABATEMENT
76430	8/9/2019	\$100.00 CO PAY/BAD ADDRESS	
78370	4/29/2019	\$2,083.90 DEDUCTIBLE	
80790	5/30/2019	\$100.00 CO PAY	
81920	5/7/2019	\$929.25 BALANCE AFTER INSURANCE	
90960	5/13/2019	\$597.19 DEDUCTIBLE	
91910	6/9/2019	\$234.66 CO-INSURANCE	
92290	6/12/2019	\$84.45 BALANCE AFTER MEDICARE	
96150	12/5/2016	\$520.00 DEDUCTIBLE/STOPPED MAKING PAYMENTS	
97310	3/18/2019	\$185.00 CO PAY	
97310	7/24/2019	\$276.60 CO INS	
98590	5/9/2019	\$289.00 BALANCE AFTER INSURANCE	
100640	7/28/2019	\$279.62 BALANCE AFTER INSURANCE	
102520	6/1/2019	\$85.51 CO INS	
102580	5/5/2019	\$100.39 CO INS	
112910	12/2/2018	\$910.93 BALANCE AFTER INSURANCE	
114110	7/9/2019	\$225.00 CO PAY	
114780	2/23/2019	\$80.00 CO INS	
115490	3/21/2019	\$250.00 CO PAY	
115520	3/25/2019	\$414.38 BALANCE AFTER INSURANCE	
115660	3/29/2019	\$312.80 DEDUCTIBLE	
115710	4/5/2019	\$92.75 CO INS	
115730	4/2/2019	\$831.43 BALANCE AFTER INSURANCE	
115740	4/1/2019	\$409.58 BALANCE AFTER INSURANCE	
115750	4/1/2019	\$1,995.90 DEDUCTIBLE	
115960	4/21/2019	\$97.52 CO INS	
116000	4/22/2019	\$150.00 CO PAY	
116040	4/24/2019	\$155.59 CO INS	
116050	4/26/2019	\$1,000.00 DEDUCTIBLE	
116090	4/29/2019	\$106.70 CO PAY	
116100	4/29/2019	\$92.75 CO INS	
116140	5/1/2019	\$1,867.90 DEDUCTIBLE	
116230	5/6/2019	\$100.00 CO PAY	

116250	5/8/2019	\$704.97 DEDUCTIBLE
116270	5/8/2019	\$398.92 DEDUCT/CO INS
116360	5/15/2019	\$953.58 DEDUCT/CO INS
116380	5/15/2019	\$94.72 CO INS
116390	5/15/2019	\$87.62 CO INS
116510	5/18/2019	\$125.00 CO PAY
116590	5/21/2019	\$588.48 DEDUCTIBLE
116620	5/25/2019	\$210.00 DEDUCTIBLE
116760	5/28/2019	\$866.66 BALANCE AFTER INSURANCE
116860	6/5/2019	\$87.77 CO INS
116940	6/4/2019	\$2,356.70 NO INSURANCE
116950	6/3/2019	\$245.47 CO INS
117070	6/11/2019	\$194.26 CO INS
117100	6/10/2019	\$250.00 CO PAY
117140	6/16/2019	\$1,847.50 DEDUCTIBLE
117260	6/24/2019	\$1,879.28 DEDUCTIBLE
117270	6/22/2019	\$2,016.84 MASSHEALTH HSN ONLY DOES NOT COVER
117270	6/22/2019	\$2,016.84 MASSHEALTH HSN ONLY PT. TRANSPORTED TWICE ON SAME DAY
117280	6/20/2019	\$210.00 CO PAY
117280	8/2/2019	\$210.00 CO PAY
117290	6/23/2019	\$87.17 CO INS
117480	7/3/2019	\$100.00 CO PAY
117510	7/4/2019	\$1,692.04 NO INSURANCE
117570	7/8/2019	\$559.25 CO INS
117630	7/7/2019	\$1,852.10 NO INSURANCE
117720	7/14/2019	\$2,142.04 CO INS/DEDUCTIBLE
117730	7/14/2019	\$150.00 BALANCE AFTER INSURANCE
117880	7/15/2019	\$181.38 CO INS
117880	7/21/2019	\$181.38 CO INS
117910	7/19/2019	\$2,443.28 NO INSURANCE
118170	7/31/2019	\$1,776.60 NO INSURANCE
118230	8/2/2019	\$706.77 DEDUCTIBLE
118280	8/5/2019	\$2,794.28 NO INSURANCE
118310	8/6/2019	\$150.00 CO PAY



118450  
118480  
118540

8/12/2019  
8/12/2019  
8/18/2019

\$2,524.82 INSURANCE DENIED WILL NOT PAY NON CONTRACTED  
\$1,788.68 NO INSURANCE  
\$1,980.96 NO INSURANCE

TOTAL

\$51,414.16



ACOPY

OFFICE OF THE BOARD OF SELECTMEN  
**TOWN OF EAST BRIDGEWATER**

BOARD OF SELECTMEN  
William Dowling, Chairman  
Carole Julius, Vice-Chairman  
David Sheedy, Clerk

[www.eastbridgewaterma.org](http://www.eastbridgewaterma.org)  
175 CENTRAL STREET  
EAST BRIDGEWATER, MASSACHUSETTS 02333-1912

Telephone: 508-378-1601  
Facsimile: 508-378-1636

October 28, 2019

Town Clerk, Susan Gillpatrick  
Town Hall  
East Bridgewater, MA 02333

Dear Susan:

The Board of Selectmen, by majority vote at its October 25, 2019 meeting, voted to approve the following Annual and Special Town Meeting Schedule for the May 11, 2019 Annual and Special Town Meeting.

**TIME FRAMES FOR ANNUAL & SPECIAL TOWN MEETING**

December 16 <sup>th</sup> -	Budgets from all departments due
January - February	Finance Committee & BOS Budget Hearings
February 3 -	Open Town Meeting Warrant (BOS)
March 2 -	Close Town Meeting Warrant (BOS)
March -	Finance Committee and BOS hold Article Hearings
April 11 -	Town Election
April 10 -	Warrant to press
May TBD -	Moderator's Meeting
<b>Monday, May 11, 2020 -</b>	<b>Town Meeting</b>

Sincerely,

David Sheedy, Clerk  
Board of Selectmen



REC'D 23 DEC 1979 15:20 #10:57

BOARD OF SELECTMEN  
EAST BRIDGEWATER, MASSACHUSETTS, 02333

APPLICATION FOR ONE-DAY LIQUOR LICENSE FOR CENTER AT  
SACHEM ROCK (CHAP. 138, S.14) (To be drunk on the premises)

Note: The license must be submitted to the Board of Selectmen thirty (30) days in advance of the event. Exceptions will be voted on an individual basis.

TO SERVE: Wine & Malt ONLY Fee \$ 50.00 (must be enclosed with application)

TO: The Board of Selectmen, Town of East Bridgewater (Licensing Authority)

The undersigned hereby makes application for a one-day license to sell the above, to be drunk on the premises: (Please print all information)

Name of Organization: Professional Bar Soc.

Name of Applicant: Tony Jeffery

Address: 410 W. Fairview, W. Fairview, 02571

Location of Premises: SACHEM ROCK

Activity: Birthday Party

Entertainment - what type and length of time: \_\_\_\_\_

Date: 1/31/20 Hours of Serving: 7-11pm Hours of Set up/Breakdown: 6-7pm / 11pm - 12am

Approximate number in attendance: 40

Non-profit agency: Yes No

Signature of Applicant: [Signature]

Home Address: 14 E. Lincoln St., Fairview, 02540

Home Telephone: 508 540-7724 Business Telephone: 508 361-7960

Date of Birth: 11/18/61 Place of Birth: W. Fairview

Social Security Number: \_\_\_\_\_

FID# 453807948

In order to be considered for license, applicant must submit the following documents. Documents shall be included as attachments to application.

	Applicant (Initial)	Coordinator (Initial)	BOS Check (Initial)
1) Proof of Liquor Liability Insurance Attached?	<u>Yes</u>	<u>[Signature]</u>	<u>_____</u>
2) Is the Town named as additional insured party?	<u>Yes</u>	<u>[Signature]</u>	<u>_____</u>
3) Does the policy include the following liquor liability limits?			
a. At least \$2 million aggregate	<u>Yes</u>	<u>[Signature]</u>	<u>_____</u>
b. At least \$1 million per occurrence	<u>Yes</u>	<u>[Signature]</u>	<u>_____</u>
4) Proof of TTPs training?	<u>Yes</u>	<u>[Signature]</u>	<u>_____</u>

Applicant must also complete the following:

I, hereby certify that I have received a copy and have read the Town of East Bridgewater's Policy on Serving Alcohol at the Center at Sachem Book and that I agree to comply with all terms contained therein.

Signature of Applicant: [Signature]

Rental Coordinator Approval: [Signature] Date: 1/15/20

Police Chief Approval: [Signature] Date: 1/22/2020

Detail Required: NO Total Hours: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

(under 60)

Board of Selectmen Approval

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Board of Selectmen/Licensing Authority

No special licenses may sell or deliver any alcoholic beverages between the hours of 2:00 a.m. and 8:00 a.m. Special licenses may sell or serve alcoholic beverages between the hours of 11:00 a.m. to 1:00 a.m., Monday through Saturday and 12:00 p.m. to 1:00 a.m. on Sundays. Notwithstanding, the Board of Selectmen may alter the specific hours and terms of sale and service of alcohol by the terms of the One-day License.





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## Non-Profit Funding Policy

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**Purpose:** To establish a policy that ensures an accountable, objective, and fair process for submitting, reviewing, and approving nonprofit agency grant or loan requests.

**Policy:** The Town of East Bridgewater has no statutory requirement to fund nonprofit agencies. Accordingly, it is the policy of the Town not to provide recurring annual funding to non-governmental agencies, aside from those who provide a vital service to the Town. Notwithstanding the above, the Town of East Bridgewater may, when circumstances warrant, elect to enter into a contract with a non-profit agency to provide services that are vital to the Town. In each case, the Board of Selectmen will carefully review the circumstances surrounding the request and determine the urgency of need of the agency's requested assistance and its value to the town.

In each case, the programs or services provided by the non-profit agency must do one or more of the following:

- Provide a vital service that the Town does not provide
- Provide a service for the Town through means that are more cost-effective or operationally expedient than what the government can provide
- Fill in a critical gap that may exist between government services and community needs

### **Procedures:**

#### 1. Application Process

- A public notice announcing the annual review process for applications will be made on the Town's website in February of each year. This annual process is timed to complement the annual budget process.
- The application form will be available from the Town's website and at the Board of Selectmen's office.
- Non-profit agencies that have a compelling need for funding may complete the non-profit funding application.
- Applications are made available annual in November and are due back to the Treasurer/Collector by the published deadline.
- Applications received after the published deadline will not be considered for inclusion in the annual budget for funding in that fiscal year.
- Incomplete applications will be deemed ineligible for funding and will be returned to the nonprofit agency with an explanation of the rejection.





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## Non-Profit Funding Policy

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- The submission of a complete and compelling application is not an assurance of funding.
- A public hearing will be held to allow nonprofit applicants to address the Board of Selectmen and for the public to comment on the merits of the funding request.

### 2. Review and Funding Process

- The Finance Committee will review eligible applications.
- A recommendation for funding and a recommended amount will be presented to the Board for their consideration as part of the annual budget process.
- Upon the approval of the annual budget, letters will be sent to the agencies who submitted applications for funding, notifying them of the outcome of their requests. If approved for funding, the agency will coordinate with designated Town staff for completion of the required contract.
- The Town will consider funding on an annual basis only.
- Applications for funding are effective for one year. Each new budget year will require validation and submission for each funding request.

**Funding Criteria:** Applications will be reviewed and recommended for funding based on the following:

- Must submit IRS tax-exempt determination letter stating 501(c)3 non-profit status
- Must submit a completed application by the published deadline
- Must state community need for services and provide a service that meets the descriptions in the policy statement above
- Must state achievable, outcome-based goals and outline a plan to meet goals
- Must not duplicate services already funded by the Town of East Bridgewater
- Must demonstrate the diversity of funding sources
- Must demonstrate financial stability
- Provide a most recent 990 Form

### **Requirements to Receive Funding:**

- Enter into a contract with the Town for the delivery of services; the contract will include:
  - a. the scope of services to be provided
  - b. payment arrangements
  - c. a requirement for performance monitoring and submission of an annual report documenting program success



EFFECTIVE: JANUARY 27, 2020

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## Non-Profit Funding Policy

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- The Town, at its discretion, may require an examination of any agency's financial statements.
- An annual performance report documenting the use of the Town's funds and the accomplishments of the program will be submitted at the end of the fiscal year.

Failure to comply with any of the above requirements may result in the suspension of current funding and/or elimination of future funding.

### **EFFECTIVE DATE:**

This Policy was adopted by the Board of Selectmen on **JANUARY 27, 2020** and shall become effective immediately.

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William Dowling, Chairman

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Board of Selectmen      Date:

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Carole Julius, Vice Chairman

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Board of Selectmen      Date:

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David Sheedy, Clerk

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Board of Selectmen      Date:



EFFECTIVE: JANUARY 27, 2020

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## Non-Profit Funding Policy

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Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Contact Person / Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

### Financial Information

Total Annual Budget: \_\_\_\_\_

Total Clients Served Annually: \_\_\_\_\_

East Bridgewater Residents Served Annually: \_\_\_\_\_

***Please attach a copy of your annual budget***

### Funding Request Information

Please attach a document detailing the following information:

1. Funding amount requested;
2. Funding uses;
3. Scope of services to be provided using the funds;
4. Documentation on East Bridgewater residents who will benefit from the services/program;
5. A copy of the last annual audit completed by the organization;
6. A brief synopsis of the reporting which will be provided to the Town to ensure compliance with the use of the funds;
7. 501(c)(3) non-profit organizations must provide a copy of the previous calendar year form 990; and
8. a listing of board/organization members.

Signed: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Contact Information: \_\_\_\_\_





EFFECTIVE: JANUARY 27, 2020

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## Social Media Policy Statement

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Social media and social network sites can serve to further enhance communications between the Town of East Bridgewater and the public in support of the goals and objectives of the Town of East Bridgewater. Social media can facilitate further discussion of local and regional issues, operations and services by providing members of the public the opportunity to participate in many ways using the Internet. Submission of comments by members of the public constitutes participation in a public forum and all content is a matter of public record.

### 1. Identification

All visitors who partake in social media sponsored by the Town shall be clearly identified by their name and image as provided to the social media service in use. The Town will represent social media sites through the official website for the Town of East Bridgewater, only if administrated and moderated by Town employees, committee members, board members or commission members. Links, and their placement or location within the official Town website, are within the sole discretion of the Town of East Bridgewater, and may be removed or discontinued by the Town at any time and without notice.

### 2. Online Discussions and Open Meeting Law

Members of boards, committees and commissions cannot participate in a discussion in any social media platform in which a quorum of members is present.

### 3. Disclosure requirements

E-discovery laws and policies apply to social media content and therefore, all social network sites and entries are subject to public disclosure.

### 4. Content Moderation

The Town reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law or regulation. All departments, boards, committees, commissions, etc. that choose to have a presence on the web using social media will designate a moderator. The moderator will submit information to Town concerning their web presence. The social networking postings and comments containing any of the following forms of content or commentary are not allowed for posting and will be removed by the moderators:

- Comments not topically related to the particular site or blog article being commented upon;
- Profane language or content;
- Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, sexual orientation or ancestry;



EFFECTIVE: JANUARY 27, 2020

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## Social Media Policy Statement

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- Sexual content, links to sexual content or harassing behavior;
- Solicitations of commerce;
- Conduct or encouragement of illegal activity;
- Information that may tend to compromise the safety or security of the public;
- Content that violates a legal ownership interest of any other party.

Further, the Town also reserves the right to delete comments that:

- Encompass spam or include links to other sites;
- Promote particular services, products or political organizations;
- Infringe on copyrights or trademarks;
- Foster personal attacks of any kind.

### 5. Facebook and other social media platforms (Twitter, Tumblr, LinkedIn, etc.)

Social media platforms are a social networking service that allows users to connect with others to share information, media and comments. While people use these social media outlets in many different ways for both personal and professional reasons, as a matter of policy:

- The Town's use of social media is intended as a means to provide announcements and updates on current events or notices to any other users who elect to watch or follow our feeds;
- The accounts are maintained and monitored by Town representatives;
- Also note that these services are hosted by third parties and are governed by their own website policies, which include Facebook's Privacy Policy and Terms of Service.

### 6. Definitions:

#### Social Media

A social media website is a presence on a social media application that is usually maintained by an individual and has regular entries of commentary, descriptions of events, or other material such as graphics or video. A social media identity is a specific user identity that has been registered on a third party social media site and is associated with the website. Government social media sites or identities typically provide forums for commentary or news on topics related to the government agency that hosts the social media site or has secured the social media identity. A typical social media site (whether hosted by the Agency or a third party) combines text, images, and links to other websites related to the topic and enables readers to leave comments in an interactive format.



EFFECTIVE: JANUARY 27, 2020

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## Social Media Policy Statement

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William Dowling, Chairman

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Carole Julius, Vice Chairman

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David Sheedy, Clerk

Approved by the BOARD OF SELECTMEN

Date: JANUARY 27, 2020





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## Vehicle Use Policy

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### PURPOSE AND SCOPE:

The purpose of this policy is to establish guidelines and standards for:

- Vehicle Uses – Municipal, Personal, and Stipends
- Personal Vehicle Use for Work Related Travel
- Municipal Vehicle Assignments
- Commuting and Imputed Tax
- Vehicle Accident Reporting
- Responsibilities When Driving a Municipal or a Personal Vehicle
- Policy Exemptions

### APPLICABILITY

The entire policy applies to all General Government employees. Employee's whose employment is regulated by individual agreement or collective bargaining agreements are subject only to those portions of this policy that are not specifically regulated by law or agreement.

If any provision of this policy violates any governing law or regulation, or if any law or regulation applicable to this policy becomes effective after the effective date of this policy, then this policy shall be deemed changed to be in compliance with such governing law or regulation.

### DEFINITIONS

***Vehicle Stipend*** – the amount approved by the Board of Selectmen to compensate an employee for regular and routine use of a Personal Vehicle for work related travel. Vehicle Stipends are considered a salary item and as such, are subject to taxation.

***Expense Reimbursement*** – payment for approved expenses relating to Personal Vehicle use upon receipt of written documentation. Expense reimbursement is not considered to be a salary item.

***Municipal Vehicle*** – those automobiles, truck, vans, or other self-propelled equipment owned, rented, or leased by the Town and licensed for travel on a public way.

***Personal Vehicle*** – that vehicle owned or available for private use by the employee.



EFFECTIVE: 1/27/2020

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## Vehicle Use Policy

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**Commuting** – the use of Municipal Vehicle for travel between the employee's residence and his or her principal work location. Under Internal Revenue Service (IRS) regulations, the benefit of using a Municipal Vehicle for commuting is considered taxable income to an employee and the value of the personal use of the Municipal Vehicle will be included in his or her compensation.

### VEHICLE USES

**Municipal Vehicles:** It is the policy of the Town that certain positions require employee access to Municipal Vehicles, either during their work shift or on a 24-hour on-call basis. Municipal Vehicles are not Personal Vehicles and are not for personal use. Municipal Vehicles should be viewed as belonging to the citizens and are assigned solely for purposes consistent with providing services to those citizens.

**Personal Vehicles:** It is the policy of the Town to reimburse employees for reasonable expenses which they incur as a result of Personal Vehicle use on behalf of the Town. Receipts and Expense Reports must be submitted in a timely manner in order for employee to be reimbursed for such expenses.

**Vehicle Stipend:** It is the policy of the Town that in the event an employee is required to use his or her Personal Vehicle on a year round basis, and that employee has not been assigned a Municipal Vehicle, the Board of Selectmen may authorize the payment of a Vehicle Stipend. Such stipend may be rescinded with 90-day written notice and will not be paid in combination with personal automobile expense reimbursement.

**Registering and Insuring a Vehicle:** Whenever a new vehicle is purchased and registered. The Town Administrator's office must be notified and appropriate paperwork completed immediately to add the vehicle to the Town's insurance policy.





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## Vehicle Use Policy

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### ADMINISTRATIVE REQUIREMENTS

**Reimbursement of Work-Related Travel Expenses:** When an employee is authorized to use a Personal Vehicle for work-related travel, he or she shall be reimbursed for mileage at the IRS standard mileage rate, unless covered by contract or stipend. According to the IRS, the standard mileage rate for business purposes is based on an annual study of the fixed and variable costs of operating a vehicle. Employees will be notified by the Town Administrators of any changes to the IRS rate.

In accordance with IRS regulations/rulings, the mileage rate is intended to cover, but is not limited to, the cost of fuel, repairs, insurance, all operating costs, and general wear and tear on the Personal Vehicle.

In addition to the mileage rate, the Town will reimburse employees authorized to travel outside of the Town, driving a Personal or Municipal Vehicle, within the scope of employment, for tolls and reasonable parking expenses, when receipts are provided.

Employees receiving a Vehicle Stipend will not be reimbursed for tolls, but may be reimbursed for reasonable parking expenses. Employees will not be reimbursed for tolls that are paid by the employee during his or her normal commute to work.

**Insurance:** Employees who are authorized to use Personal Vehicles for work related travel are required to show proof to their Department Head, on an annual basis, of the following minimum levels of insurance coverage:

- Bodily Injury: \$100,000/\$300,000
- Property Damage: \$100,000

Employees will not be reimbursed for commuting between their homes and offices or other regular work locations.

In order to be reimbursed for Personal Vehicle use, employees must complete a Payment Form provided by the Treasurer / Collector and submitted with appropriate supporting documentation and/or receipts in a timely manner.





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## Vehicle Use Policy

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### EMPLOYEE DRIVING RECORDS

Employees in the course of their employment on a regular basis may be subject to driving record check, through the Registry of Motor Vehicles. This is necessary for the Town to appropriately identify potential risk of liability.

A copy of the operators Massachusetts driving record (MVR) shall be obtained by the Town to verify the historical driving record of the operator. This will also be obtained on a quarterly or at least annual basis.

If the operator has an out of state license, then the operator must provide, upon request, a copy of their existing state driving record to the Town Administrators Office. Any out of pocket expense in obtaining a copy of the driving record will be reimbursed by the Town upon submission of a receipt, in a timely fashion.

Driving records shall be reviewed by the Town Administrator and/or Department Head.

Driving records determined to be a safety concern by the Town Administrator, may result in the disapproval of an employee's vehicle use in the course of employment, after consultation with the appropriate Department Head.

### ASSIGNMENT OF MUNICIPAL VEHICLES

Employees are required to have a valid motor vehicle license for the class of vehicle to be operated issued by the Commonwealth of Massachusetts or their state of current residence and must show proof of such valid license to his/her Supervisor or Department Head prior to being assigned a Municipal Vehicle.

The assignment of Municipal Vehicles for 24-hour use will be made by the Town Administrator, and will only be considered for employees who require a vehicle for the ordinary and necessary discharge of their job functions, as identified in an approved position description provided by the Town Administrator. The following criteria will be used in the determination of eligibility for 24-hour vehicle use:

- Officially designated on-call status;
- Requirement for frequent emergency availability during non-working hours;
- Issuance of a pager or other communication device; and/or,
- Emergency or other equipment contained in the vehicle.



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## Vehicle Use Policy

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Municipal Vehicle assignments may be rescinded in writing for good reason or cause by the Town Administrator.

Prior to the assignment of a municipal a copy of the operators Massachusetts driving record as described in this policy.

Employees assigned a Municipal Vehicle for 24-hour use involving a commute of more than 25 miles one way, shall reimburse the Town for the additional fuel cost as determined by the Town Treasurer / Collector. Employee who have been assigned a Municipal Vehicle and have established commuting patterns of more than 25 miles one way prior to July 2006 shall be exempt from this provision, as long as there is no break in assignment of a Municipal Vehicle greater than 6 months, after which the exemption will no longer apply.

### Imputed Income Taxation

Employees authorized to commute in a Municipal Vehicle may be subject to imputed income regulations as set forth by the Internal Revenue Service, which considers a certain portion of the vehicle use (namely the commute) to be income for the purposes of income taxation. The Town Treasurer / Collector shall be responsible for determining any tax liability and will be provided with the names of all employees authorized to use Municipal Vehicles for commuting purposes, and the normal, one-way commuting distance, each December 1<sup>st</sup>.

Employees who are assigned marked and unmarked police vehicles, and/or Municipal Vehicles that meet eligibility criteria as defined under 26 CFR 1.274-5T will not be subject to imputed income taxation as a result of the vehicle assignment.

### RULES & RESPONSIBILITIES

Employees who drive a Municipal or Personal Vehicle are responsible for, but not limited to, the following:

- Municipal Vehicles may only be used for legitimate municipal business.
- Individuals assigned a Municipal Vehicle with commuting privileges may take "incidental personal uses" such as stopping at a grocery store or going to the bank, on his/her way home, but only if the stop does not add mileage to the trip.
- Operators should exercise sound judgment at all times when using assigned Municipal Vehicles and should avoid the appearance of misuse.





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## Vehicle Use Policy

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- The Massachusetts Ethics Code discusses unwarranted privileges. Using public equipment or resources for personal use constitutes use of an official position to obtain an unwarranted privilege not similarly available to others. Misuse of an assigned Municipal Vehicle is an ethics violation.
- Municipal Vehicles will not be used to transport any individual who is not directly or indirectly related to municipal business. Passengers shall be limited to Town employees and individuals who are directly associated with Town work activity (committee members, consultants, contractors, etc.). Family members shall not ordinarily be transported in Municipal Vehicles. Police Officers transporting individuals in the performance of their normal job duties are exempt from this provision.
- The use of Personal Vehicles for transporting individual's unrelated to municipal business shall not occur on town work time.
- Municipal Vehicles shall contain only those items for which the vehicle is assigned.
- The Town shall not be liable for the loss or damage of any personal property transported in the Municipal Vehicle or for any personal property while using their Personal Vehicle for work related travel.
- Employees are expected to keep Municipal Vehicles clean, and to report any malfunction, damage, needed repairs or other vehicle problems to their supervisors immediately.
- Employees assigned Municipal Vehicles for commuting purposes are expected to park such vehicles in safe locations and to lock the car when not in use. Operators should never leave vehicles unattended with the ignition keys in the lock or anywhere in the vehicle.
- Unless expressly exempted by law, employees are to ensure that they and all passenger(s) in a Municipal Vehicle wear seat belts at all times, if the Municipal Vehicles is so equipped.
- All operators of vehicles that require a CDL license, must be tested for drugs and alcohol as provided by US DOT regulations and the town drug/alcohol policy.
- Employees may not operate Municipal Vehicles or Personal Vehicles being used for work related travel, under the influence of alcohol, illegal drugs, or any controlled substances.
- Employees are prohibited from possessing open alcoholic containers, illegal drugs, or controlled substances in a Municipal Vehicle or in a Personal Vehicle being used for work related travel.





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## Vehicle Use Policy

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- The transporting of unopened alcoholic containers is limited to "incidental personal use" as described in this policy.
- Police Officers who are required to carry prohibited items in performing their normal job duties are exempt from applicable provisions.
- Employees operating a Municipal Vehicle or a Personal Vehicle while on work related travel, must maintain a valid motor vehicle license issued by the Commonwealth of Massachusetts or the state of their current residence, which must be provided upon request by a Supervisor during a specific or periodic license check.
- Employees operating a Municipal Vehicle or a Personal Vehicle while on work related travel, shall drive defensively and obey all applicable traffic and parking regulations, ordinances, and laws.
- Employees who incur parking or other fines/citations while operating or using an assigned Municipal Vehicle or using a Personal Vehicle on work related travel, will be personally responsible for payment of such fines/citations, unless payment of such fine/citation is approved by the Town Administrator.
- Employees who are issued citations for any offense while operating or using a Municipal Vehicle must notify their Supervisor immediately when practicable, but in no case later than 24 hours after the issuance of an issued citation.
- An employee who is assigned a Municipal Vehicle and who is arrested for or charged with a motor vehicle offense for which punishment includes suspension or revocation of the motor vehicle license, whether in his or her Personal Vehicle or in a Municipal Vehicle, must notify his or her Supervisor immediately when practicable, but in no case later than 24 hours after such arrest or charge has occurred. License suspension or conviction of an offense may be grounds for loss of Municipal Vehicle privileges.
- No employee may use a Municipal Vehicle for out of state use without advance approval of the Town Administrator.
- When utilizing a Municipal Vehicle, employees are required to obtain fuel from designated Municipal fueling facilities, unless fueling is required in the course of out of town travel.
- Smoking is not permitted in a Municipal Vehicle in accordance with M.G.L. c270 s22. Those utilizing a Personal Vehicle for work related travel should be considerate of others in the vehicle that does not smoke.



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## Vehicle Use Policy

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### CELLULAR PHONES AND HANDHELD ELECTRONIC DEVICES

The use of cellular phone and handheld electronic devices is prohibited. This prohibition includes the receiving (accepting) or placing calls; retrieving, sending, or responding to text and image messaging, Internet browsing; reading, drafting, or sending emails; checking voice messages, and operating any application installed on cellular phones or handheld devices. In the event of exigent circumstances, employees are expected to keep the call short, use hands-free options, refrain from discussion of complicated or emotional matters, and remain focused on the road and driving conditions. Special care should be taken in situations where there is traffic, inclement weather, or the employee is driving in an unfamiliar area.

### VEHICLE ACCIDENTS

In the event that an employee's Personal Vehicle is damaged during an approved, work-related trip, and the damage is not due to negligence of the employee, the Town will reimburse the employee to cover the part of the cost of repair, up to a maximum of \$500 or the amount of the deductible, whichever is less, per occurrence. A copy of a police report and evidence of the employee's vehicle insurance deductible (comprehensive or collision) payment shall accompany any request for reimbursement.

When an employee using a Municipal Vehicle or Personal Vehicle on work related travel is involved in a motor vehicle accident, the operator must:

- Stop the vehicle
- Obtain the following information:
  - Name(s) and address(es) of the other driver(s);
  - Drivers license number(s) of the other driver(s);
  - Name(s) and address(es) of the owner(s);
  - Registration number(s) of the other vehicle(s) involved;
  - Name(s) and address(es) of other driver(s) insurance company(ies); and,
  - Name(s) and address(es) of any witness(es) to the accident.
- Do not admit liability for the accident, even if the employee believes it was their fault.
- Immediately report details to the employee's immediate supervisor.





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## Vehicle Use Policy

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When any person has been injured and/or when vehicles have suffered significant damage, the local or state police must be called to the scene.

- Do not move the vehicle in these circumstances until authorized by the policy.
- Unless an injury prevents the operator from doing so, he/she must fill out a Vehicle Accident Report within 48 hours of the accident. A blank copy of the form may be obtained from the Town Administrator's office. The completed VAR shall be filed with their direct Supervisor.
- The Supervisor shall ensure all information is in the report and file a copy with the Town Administrator's office.
- The Supervisor shall also file a copy with the Town Administrator's Office for placement in the employee's personnel file.

### **SPECIAL CIRCUMSTANCES**

This policy is intended to provide a basic framework governing the use of Personal and Municipal Vehicles in the Town and such cannot contain procedures governing every situation that might arise. Employees seeking clarification of this policy should contact the Town Administrator. Exemptions from certain provisions of this policy may be authorized by the Town Administrator, under mitigating circumstances, after review by the Department Head. Such exemptions must be documented and signed off by the employee (see Attachment A), approved by the Town Administrator, and placed in the employee's personnel file.

### **EXEMPTIONS**

Exemptions to the Vehicle Use Policy are strictly limited. Exemptions that will increase the liability to the Town are not allowed. Issues related to insurance coverage, transportation of individuals unrelated to Municipal business, operating a vehicle without a valid motor vehicle license, are examples of what may not be exempted.

### **DISCIPLINE**

Failure to comply with any and all applicable provisions of this policy may result in disciplinary action up to and including suspension or removal of Town vehicle privileges, suspension and/or termination of employment.





EFFECTIVE: 1/27/2020

## Vehicle Use Policy

### ATTACHMENT A – EXEMPTION FORM

Employees seeking an exemption from provisions of the Town's *Vehicle Use Policy* must submit this form to their Department Head for review, and then to the Town Administrator who may authorize limited exemptions to this policy under documented mitigating circumstances and in accordance with allowed policy exemptions (**see Attachment C**). This form also gets noted by the Town Administrator and then placed in the employee's personnel file.

Employee Name: \_\_\_\_\_  
FIRST LAST M.I.

Department: \_\_\_\_\_ Title: \_\_\_\_\_

List specific policy sections for exemption consideration and indicate why needed (attach add'l paper if required):

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

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Reviewed: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Department Head Signature Print Name

Department Head Approved YES \_\_\_\_\_ NO \_\_\_\_\_ INITIALS \_\_\_\_\_

Town Administrator Approved YES \_\_\_\_\_ NO \_\_\_\_\_ INITIALS \_\_\_\_\_



EFFECTIVE: 1/27/2020

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## Vehicle Use Policy

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### ATTACHMENT B – Acknowledgement

I, \_\_\_\_\_ (print name), as an employee of the Town of East Bridgewater, hereby acknowledge that I have received, read, understand, and agree to abide by the Town's Vehicle Use Policy.

If assigned a Municipal Vehicle and/or receive a Vehicle Stipend and/or use a Personal Vehicle for work-related travel, I shall comply with the respective provisions of the policy or those portions of the policy not specifically regulated by law or collective bargaining agreement or individual agreement/contract.

In addition, I authorize the Town Administrator to obtain or shall provide to the Town Administrator (out of state residents), on an annual basis for Municipal Vehicle usage or on a case by case basis for Personal Vehicle usage, and at no cost to me, a copy of my driving record, which shall only be used in determining my safety record, enabling me to be assigned and/or operate a Municipal Vehicle or to use my Personal Vehicle for work-related travel, should the need be required. In consultation with the appropriate Department Head, the Town Administrator shall make such a determination.

Once signed, this form will be placed in the employee's personnel file by the Town Administrator for records purposes.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_





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## Vehicle Use Policy

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### ATTACHMENT C – EXEMPTION LIMITATIONS

The following is a guide for the Town Administrator in determining what sections of the Town's *Vehicle Use Policy* may be exempted.

Keep in mind that **Attachment A** of the *Vehicle Use Policy* must be filled out and appropriately signed, approved, and placed in the employee's personnel file for an exemption to be fully authorized.

Only the following sections of the Vehicle Use Policy may be exempted, if the employee provides an adequate mitigating circumstance(s) that is/are approved by the Town Administrator.

- If the Town Administrator believes that there are extenuating circumstances that require an individual to be assigned a Municipal Vehicle for 24-hour usage but does not meet the eligibility requirements in this section.
- If a compelling business reason is provided and approved by the Town Administrator that rationalizes why someone should be allowed to commute greater than 25 miles one-way, then it will not be the financial responsibility on the employee to reimburse the Town. However, an exemption to this section does not alleviate the employee from section 5.B.6 (Imputed Income Taxation), which is governed by law and handled by the Town Treasurer's office.
- Municipal Vehicles shall only contain items for which the vehicle is assigned. If this section is exempted, companion section 5.C.4.b shall not be exempted. The Town shall not be liable for the loss or damage of allowable transported non-work related items.
- Deals with obtaining fuel from designated Municipal fueling facilities.

Only the above 4 sections of the *Vehicle Use Policy* may be exempted. All other sections of the policy may not be exempted, whether agreed upon by the Town Administrator. Exemptions for individuals with contract agreements with the Town are subject to contract amendments initiated by the Personnel Board to ensure consistency with application and intent, and subsequently approved by the appropriate appointing authority.

By allowing exemptions from the *Vehicle Use Policy*, the Town Administrator have determined that any of the above exemptions listed on approved **Attachment A** are needed for the employee to perform his/her job responsibilities more effectively or that the indicated exemptions will not inhibit the employee from further meeting his/her job responsibilities.





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## Vehicle Use Policy

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### ATTACHMENT D – GUIDELINES FOR ACCEPTABLE DRIVERS

An acceptable rating to drive a Town vehicle or for employees to use personal vehicles for municipal business shall be 1 or 2.

Rating (based on last 3 years of driving experience)

**(1) Superior** – no traffic citation or motor vehicle accidents

**(2) Good** – no more than 1 moving traffic citation, or 1 motor vehicle accident (not at fault)

**(3) Marginal** – no more than 2 moving traffic citations, or 2 motor vehicle accidents (not at fault), or 1 at fault motor vehicle accident

**(4) Probationary status** – anything in excess of marginal rating. A six months watch is indicated and MVR's checked at six months intervals.

**(5) Unacceptable** – any driver whose MVR shows any one of the following records is not acceptable:

- Three or more accidents (at fault) in the last three years.
- One or more Type A violations in the last three years.
- Any combination of accidents and Type B violations equaling four or more in the last 2 years.
- An operator's license that has been suspended or revoked within the past three years.

#### **Type A Violations**

1. Driving while intoxicated
2. Driving under the influence of drugs
3. Negligent homicide arising out of the use of a motor vehicle
4. Operating a motor vehicle during a period of suspension or revocation of an operator's license.
5. Using a motor vehicle for the commission of a felony.
6. Aggravated assault with a motor vehicle.
7. Operating a motor vehicle without the owner's authorization.
8. Permitting an unlicensed person to drive.
9. Reckless driving.
10. Speeding contest.
11. Hit and run (bodily injury and physical damage) driving.

#### **Type B Violations**

All moving violations not listed as Type A violations.



EFFECTIVE: 1/27/2020

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## Vehicle Use Policy

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William Dowling, Chairman

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Board of Selectmen

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Carole Julius, Vice Chairman

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Board of Selectmen

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David Sheedy, Clerk

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Board of Selectmen

Adopted by the Board on: January 27, 2020