



**Town of Camden
Select Board Meeting
July 7, 2020 – 6:30 PM**

French Conference Room – will not be open for the public to attend

This meeting will be done by teleconference through Zoom and streamed at: www.youtube.com/TownofCamdenMaine.

The YouTube platform will allow anyone watching to publicly comment on any items.

Agenda

1. Public Input on non-agenda items
2. Approval of Board Minutes from June 16, 2020
3. Select Board Reports - Dedication of Town Report
4. Approval of the following Victualer & Lodging Licenses: Birchwood Lodge & Farmette, Camden Deli, The Lodge at Camden Hills, The Smoothie Shack, Uncle Willy's Candy Shoppe
5. Approval of Village Green Use Application – Bay Chamber Concerts
6. Approval of and Determining a Location for an Open Air Market
7. Approval of Personnel Board's Recommended Personnel Policy Amendments
8. Participation in High Water Mark Initiative
9. Update on Keep ME Healthy Grant
10. Review of No Parking on Rte 52 (Near Ledges)
11. Renewal of Town Manager's Contract

AS WASTEWATER COMMISSIONERS

1. Approval of quarterly billings and certificate of Commitment of Sewer Bills for January 17, 2020 – April 16, 2020 in the amount of \$306,569.02.



Town of Camden
Draft Minutes of the Select Board Meeting
June 16, 2020

Call to Order

The meeting was called to order by the Chairman Falciani at 6:30 p.m. with the following members answering the roll call: Chairman Bob Falciani, Vice Chair Alison McKellar, Marc Ratner, and Taylor Benzie. Also present were Town Manager Audra Caler-Bell, Janice Esancy, Dave St. Laurent, Beth Ward, and Jeremy Martin. **Absent: Jenna Lookner**

1. Public Input on non-agenda items: **None**

2. Approval of Board Minutes from June 2, 2020: McKellar asked to change the wording in #5 to say "McKellar stated that under these circumstances, Select Board approval may not be necessary", instead of "she doesn't feel people need to ask to use the Village Green."
McKellar motioned to approve the minutes with the one change. Ratner seconded. No discussion. Roll Call: 5 (Ayes). The motion passed 5-0-0.

3. Select Board Reports: Taylor Benzie spoke about the EMT course this past spring (included 10 members from the Camden Fire Department, 4 from the Camden Police Department, 4 members of the Rockport Fire Department, 2 members of the Rockport Police Department, a firefighter from Hope, a member of the ski patrol, and a staff member from the town office) and all class requirements were completed on May 30th and paid for largely by a grant from the division of labor. He stated how difficult it was to do the class during COVID. Benzie also spoke about the fire at Lyman Morse and Rhumb Line and said the first response system worked the way it was supposed to. The fire could have been much worse and could have caused millions in damages if not for the firefighters getting there so quickly. McKellar said that the annual household hazardous waste collection day is on Saturday from 12:30-3:00 to get rid of items such as paint, chemicals, and other things. The list is on midcoastsolidwaste.org; you can also call for more information (236-2467). There are fees and some rules around it, McKellar says. She also stressed the importance of not putting those things in your regular trash because they get incinerated. Marc Ratner spoke about the Browntail moth rash and says you can get a gel at the Penbay Hospital pharmacy with a prescription from your doctor. He says he made a mistake when he made the decision to put short term money or long-term which he regrets. Ratner read an article about the Camden softball league leaving Camden and going to other municipalities because there is no charge to use their fields. Ratner would like to relook at the charges for usage of the fields. He also spoke about people around town not using masks during this COVID 19 and spoke about the stats. Ratner read a report from the National Academy of Sciences from June 11th about the importance of wearing face masks. Your care for other people is the reason we wear masks, Ratner says. Audra Caler-Bell says absentee ballots are in and encourages everyone to vote absentee. She says if you have to vote on Election Day you will have a wait; you can also vote in person at the town office. Caler-Bell said there are a lot of construction projects going on in town.

4. Consent Agenda:
 - a) Request to approve the following Victualer's License renewals: Bagel Café, Blackberry Inn, Camden Island, Camden Whitehall, Cuzzy's, Hawthorn Inn, Me' Lon Togo Bistro, Scott's Place, Subway, The Jack, Timbercliffe Cottage B & B, and Quarry Hill: **Adopted**
 - b) Request to approve the following Lodging Establishment License renewals: Blackberry Inn, Camden Whitehall, Cedar Crest Inn, Hawthorn Inn, and Timbercliffe Cottages B & B: **Adopted**

5. Public Hearings for the following liquor license applications:

- a) Messan J. Benissan, d/b/a Me' Lon Togo Bistro (new establishment) at 56 Elm Street a Class I Restaurant Liquor License: There was a discussion about the correction of the name (not "to go" it should be Togo).
 - b) Jeff Chen, d/b/a Camden Island at 87 Elm Street for a renewal Class XI Restaurant/Lounge Liquor License:
There was a discussion about some applications being incomplete. They also spoke about whether or not these restaurants are in compliance with the polystyrene. ***Ratner motioned to ok the licenses with the reservation that the Camden Islands' application is filled out as his due date is June 20. That his license be filled out properly before submitting to the State. Benzie seconded. McKellar stated that she is very supportive of the business (Camden Island). No further discussion. Roll call: 4 (Ayes). Motion passed 4-0-0.***
6. Temporary Decision on Picnic Tables on the Village Green: The Select Board received 3 letters about the picnic tables from Dennis McGearth, Eileen Kurtis-Kleinman, & Gideon Bok. They also spoke about the need to help the restaurants and businesses in town. ***Ratner motioned to approve the use of picnic tables in the Village Green with the condition that there are waste receptacles tied in with the tables so that people don't have to go somewhere else to throw away their trash; that's a really important aspect with this and that they are also temporary. Ratner asked if the picnic tables at the library harbor park are through October. Martin said he thinks it's to the end of October. Ratner said he'd like to put the same time limit. Benzie seconded. McKellar thinks there shouldn't be a timeframe and that they should revisit as needed. Chair Falciani agrees. Ratner amended his motion to revisit on a regular basis. Benzie suggested as needed. No further discussion. Roll call: 5 (Ayes). Motion passed 4-0-0.***
 7. Discussion/Approval to Participate in the Keep ME Healthy Reimbursement Program: Audra Caler-Bell spoke about what this is, about speaking with the other towns about the program and how the expenses would be covered (reimbursement for things like signage, time spent by town staff, picnic tables and other things). The deadline for the application is June 22nd. Jeremy Martin will be the contact person (his time for doing this will be reimbursed by the program). ***Ratner motioned to approve participation and to direct Audra to fill out the application for the process. Benzie seconded. No discussion. Roll call: 4 (Ayes). Motion passed 4-0-0.***
 8. Approval of EMS Evaluation in Partnership with the Town of Rockport and Pen Bay Medical Center: Audra Caler-Bell spoke about what this is and that Camden would pay 1/3 of the costs (\$6,000) for the evaluation. A discussion was had about the evaluation, improving or creating an EMS system that works, the history of EMS services, and the helpfulness of a evaluation report. Kevin McGinnis will have a report by December. ***Ratner motioned to approve the EMS evaluation jointly with the Towns of Rockport and Penbay Medical Center. Benzie seconded. No discussion. Roll call: 4 (Ayes). Motion passed 4-0-0.*** Coastal Mountain search and rescue just got certified and can respond to emergencies in our area.
 9. Approval of Snow Bowl Culvert Replacement Bid: ***McKellar motioned to approve the bid and award it to JBI. Ratner seconded. No discussion. Roll call: 4 (Ayes). Motion passed 4-0-0.***
 10. Town Owned Property: Ten letters were received (Tom Resek, Leamon Scott, Jeff Senders, Nina Holland, Sarah Ruef-Lindquist, Stephen Gold, Raymond Andresen, Geoffrey Scott, Anita Brosius-Scott, & Eleanor Masin-Peters) and some were read aloud. There was a lengthy discussion about why some were read aloud and others were not (they are all are in the packet). They discussed the fact that nothing can move forward without the approval from town citizens and that they are just gathering information to see

what is out there for ideas and offers. Audra Caler-Bell read comments on the live chat and the Select Board addressed them.

- a) Approval of Draft Tannery RFP: **McKellar motioned to approve the release of the RFP and reserve the right to modify it or addendum at future times and that we accept proposals with the understanding that they will be made public and that entities will also modify their proposals or submit multiple proposals as community input comes in. Benzie seconded. Chair Falciani asked if someone can submit a proposal next year. McKellar stated no the timeframe is 6 months. Chair Falciani said he could not support that. McKellar asked what he would like. Chair Falciani said an RFP should be submitted by a certain date, 60 days at most. Jeremy Martin said he wants to tweak it and asked for an ARFP and is hoping for 45-60 days. Ratner agrees with the 60 days and says nothing gets approved without Town approval. Caler-Bell suggested 60 days and the can extend if need be. Benzie said they wouldn't be nailed down to November. Chair Falciani clarified the motion, to go ahead with the RFB, for Jeremy to modify it, initial 60 day limit which can be rolled out, and when formal proposals are passed the whole discussion process then that's a public document. McKellar said yes and to have them posted. Ratner asked when the public will have the final chemical report. Martin says it will be put online. No further discussion Roll call: 4 (Ayes). Motion passed 4-0-0.**
- b) Approval of Sagamore Farm Boundary Survey: **Benzie motioned to approve the Sagamore Farm boundary survey. McKellar seconded. McKellar spoke about the history of Sagamore Farms. No discussion. Roll call: 4 (Ayes). Motion passed 4-0-0.** The boundary survey will be paid for out of the professional services budget line.

11. Approval of Camden is Blooming Event for the weekend of June 26 & 27: They spoke about the event (sidewalk sales) and blocking off some parking spaces. There will be live music in Harbor Park (with permission from the library) and the Village Green from 10am-2pm. **Ratner motioned to approve the sidewalk blooming event with the condition they have to contact the library trustees for use of harbor park because it's not in our purview. Benzie seconded. No discussion. Roll call: 4 (Ayes). Motion passed 4-0-0.**
12. Update on Renewable Energy Project: Power Purchase Agreement vs. Net Energy Billing Credits: They discussed what the agreement is and how long they last (usually 20 years). A discussion was had about renewable energy for the town and possibilities for residents. They also spoke about what to do with broken solar panels. Jeremy Martin is tasked with getting recommendations for the net energy credit option.

ADJOURN

There being no further business before the Select Board Chair Falciani entertained a motion to adjourn. **A motion was made and seconded to adjourn the meeting at 9:03 p.m. No Discussion. Roll Call: 4 (Ayes). The motion passes 4-0-0.**

EXECUTIVE SESSION – Pursuant to 1 MRS 405(6) A: Personnel – Town Manager Evaluation

Go to <https://www.youtube.com/watch?v=15nkHIFHCKM> to view the whole select board meeting.

Respectfully Submitted,
Kendall Espinosa
Recording Secretary

FOR TOWN OFFICE USE

\$20 Fee Paid on: _____ New Application: _____ Renewal Application: _____ Present License Exp. Date: _____

NEW LICENSE EXPIRATION DATE AFTER SELECT BOARD APPROVAL: _____

TOWN OF CAMDEN
VICTUALER LICENSE APPLICATION FORM

Applicant's Name: Birchwood Camden, Inc.
(Please list all applicants, if more than one)

Date(s) of Birth of all applicants: Jennifer Simon 12/9/66
Eric Simon 5/19/66

Business Name: d/b/a Birchwood Lodge + Farmette

Business Location: 530 Belfast Rd

Business Mailing Address: - same -

Email Address: birchwoodcamden@gmail.com

Telephone Number: 207 236 4204

Describe briefly the food and drink services offered: light continental breakfast

- 1) On premise-meals served? Yes ___ No Seating capacity? _____
- 2) Take-out service? Yes ___ No Fast food? Yes ___ No
Sit Down? Yes ___ No
- 3) Number of parking spaces provided:
a) On-site _____ c) Leased off-site _____
b) Owned off-site _____ d) NA; Lawful nonconforming use ("grandparented")
- 4) Has the number of seats in your eating establishment changed since the Town's last Victualer's License approval?
Yes ___ No If yes, please explain: _____
- 5) Have there been any changes in the operation of your eating establishment since the Town's last Victualer's License approval? (i.e. fast food to sit down; sit down to fast food, etc) Yes ___ No
- 6) Date of expiration of current State of Maine Human Services Eating License: 5/17/2021
(Please attach a copy to this application, this certificate is issued from the State not the town)
- 7) Is your premises connected to an approved septic disposal system or the town's public sewer system?
Yes No _____

- 8) Has adequate provision been made for the storage and disposal of waste and garbage?
 Yes No
- 9) If food is cooked on the premises, is there an approved vent from the cooking area to the outside? Yes No
- 10) Have you, as applicant, been convicted of a crime in the state of Maine or in any other jurisdiction which is punishable by one year or more imprisonment or for any other crime committed with the use of a dangerous weapon or of an offense involving the use of a firearm against another person within five (5) years of the date of application? Yes No
- 11) Is there any formal charging instrument now pending against you in the state of Maine or any other jurisdiction for a crime which is punishable by one year or more of imprisonment or for any other crime allegedly committed by the applicant with the use of a dangerous weapon or of an offense involving use of a firearm against another person? Yes No
- 12) Have you, as applicant, been adjudicated to be an incapacitated person pursuant to state law or, if such adjudication has occurred, that designation has been removed by order under Title 18-A, M.R.S.A., Section 5-307(b)? Yes No
- 13) Have you, as applicant, been dishonorably discharged from the military forces within the past five (5) years?
 Yes No
- 14) Are you an illegal alien? Yes No
- 15) Have you had three or more convictions for crimes punishable by less than one year imprisonment within five (5) years of the date of this application? Yes No
- 16) Have you been adjudicated as having committed a juvenile offense pursuant to the laws of the state of Maine or any jurisdiction within five (5) years of the date of application? Yes No

The applicant shall contact the Camden Fire Department (236-7950) to schedule a Life Safety Code inspection as referenced in the Camden Fire Prevention and Protection Ordinance. This application will not be accepted until signed off by the Camden Fire Department verifying that this facility complies with the Camden Fire Prevention and Protection Ordinance.

Matthew Platts
 Signature of Camden Fire Department Inspector

6/18/2020
 Date

J. Simon
 Signature of Applicant

6/18/2020
 Date

Please return the completed application to the Town Manager's Office on or before: _____ along with the appropriate license application fee (fee scheduled explained at the top of Page 1.

(Questions #9 - #15 pertain to Victualer Ordinance requirements. A copy of the full text of the Ordinance is available at the Town Clerk's Office.)

Approved by the Camden Select Board on _____, 202_____.

FOR CODE ENFORCEMENT & FIRE DEPARTMENT USE ONLY

- 1) Zone _____ 2) Tax Map _____ Lot _____ 3) Lot Size _____
- 2) Planning Board or Zoning Board approved restrictions or conditions: _____

- 4) Fire Chief's Annual Inspection (new and renewal applications) _____
Date of Fire Chief's Inspection: _____
- 5) Code Officer's Annual Inspection (new and renewal applications) _____
Code Officer's inspection of establishment (new applications) _____
Date of Code Officer's Inspection (if applicable): _____

State of Maine

DEPARTMENT OF HEALTH AND HUMAN SERVICES

EST ID: 2237

LODGING TIER 2 17 Rooms

BIRCHWOOD CAMDEN
530 BELFAST RD
CAMDEN ME 04843-4522

EXPIRES: 05/17/2021

FEE: \$175.00

ATTN JENNIFER SIMON
BIRCHWOOD CAMDEN INC
BIRCHWOOD CAMDEN
530 BELFAST RD
CAMDEN ME 04843-4522



Jennifer A. Simon

Commissioner

NON-TRANSFERABLE

▽ DETACH HERE ▽

Employers must establish a written smoking policy that prohibits smoking in any business facility, including in vehicles used for work, and in outdoor areas where employees perform services under the control of the employer. Smoking in workplaces shall only be permitted outdoors. Employers shall only permit employer and employees to smoke outside within a Designated Smoking Area that is at least 20 feet away from the business facility and designed in a way to prevent smoke from escaping back into a workplace, public place or other areas where smoking is prohibited.

Eating Establishments shall prohibit smoking in outdoor eating areas and all enclosed areas of public places. Smoking includes the use of electronic smoking devices, whether or not they contain nicotine.

Tobacco products may not be sold to any person under 21 years of age. Tobacco retailers must not sell tobacco products to anyone under 30 years old without first verifying the customer's age by photo ID. Tobacco products include, but are not limited to, cigarettes, cigars, hookah, pipe tobacco, chewing tobacco, snuff or snus, electronic smoking devices, and any components or accessories used in the consumption of a tobacco product, such as filters, rolling papers, pipes and liquids used in electronic smoking devices, whether or not they contain nicotine.

For free retailer guidance visit: www.preventionforme.org/retailer-workplace. For free online employee training to Block Underage Tobacco Sales (NO BUTS!) visit: www.nobutstraining.com.

For guidance regarding Maine's retail tobacco and workplace smoking laws, contact Devon Dobbins, Tobacco Enforcement Coordinator, Office of the Attorney General, at devon.l.dobbins@maine.gov or (207) 626-8574; or the Maine CDC Tobacco and Substance Use Prevention and Control program at tsup.dhhs@maine.gov or (207) 287-4627.

FOR TOWN OFFICE USE

Fee Schedule: (1 Bedroom = \$ 10.00; 2 or more bedrooms = \$ 10.00 plus \$1.00 for each bedroom in excess of one bedroom)

Amount of Fee Paid: _____ New Application: _____ Renewal Application: _____ Present License Exp. Date: _____

NEW LICENSE EXPIRATION DATE AFTER SELECT BOARD APPROVAL: _____

TOWN OF CAMDEN
LODGING ESTABLISHMENT APPLICATION FORM

Applicant's Name: Birchwood Camden Inc.

(Please list all Applicant's if more than one) Jennifer Simon 12-9-66

Date(s) of Birth of all applicants: Eric Simon 5-19-66

Business Name: d/b/a Birchwood Lodge & Farmette

Business Location: 530 Belfast Road

Business Mailing Address: -same-

Telephone Number: 207-236-4204

Email Address: birchwoodcamden@gmail.com

1) Total number of bedrooms located within structures on your property: _____ (Including Owners & Staff)

2) Total number of bedrooms in #1 above which conform to one of these approved Zoning categories (enter quantity for rent.)

a) Homestay _____ b) Rooming House _____ c) Inn _____ d) Hotel or Motel 17

3) Has the number of rooms in your lodging establishment changed since the Town's last lodging license approval? Yes _____ No [checked] If yes, please explain _____

4) Has the operation of your lodging establishment changed since the Town's last lodging license approval? (i.e. increase or decrease in number of rooms; year-round to seasonal; seasonal to year-round, etc.) Yes _____ No [checked]

If yes, please explain: not yet taking guests due to Covid 19

5) Describe briefly any food and drink services offered: suspending breakfast due to Covid 19

Number of parking spaces provided: a) On-site _____ b) Owned off-site _____ c) Leased off-site _____ d) N/A; Lawful nonconforming [checked] ("grandparented")

- 7) Date of expiration of current State of Maine Human Services Eating and Lodging License: 5/17/2021
(Please attach a copy to this application, this certificate is issued from the State not the town)
- 8) Have you, as applicant, been convicted of a crime in the state of Maine or in any other jurisdiction which is punishable by one year or more imprisonment or for any other crime committed with the use of a dangerous weapon or of an offense involving the use of a firearm against another person within five (5) years of the date of application? Yes _____ No
- 9) Is there any formal charging instrument now pending against you in the state of Maine or any other jurisdiction for a crime which is punishable by one year or more of imprisonment or for any other crime allegedly committed by the applicant with the use of a dangerous weapon or of an offense involving use of a firearm against another person? Yes _____ No
- 10) Have you, as applicant, been adjudicated to be an incapacitated person pursuant to state law or, if such adjudication has occurred, that designation has been removed by order under Title 18-A, M.R.S.A., Section 5-307(b)? Yes _____ No
- 11) Have you, as applicant, been dishonorably discharged from the military forces within the past five (5) years? Yes _____ No
- 12) Are you an illegal alien? Yes _____ No
- 13) Have you had three or more convictions for crimes punishable by less than one year imprisonment within five (5) years of the date of this application? Yes _____ No
- 14) Have you been adjudicated as having committed a juvenile offense pursuant to the laws of the state of Maine or any jurisdiction within five (5) years of the date of application? Yes _____ No

The applicant shall contact the Camden Fire Department (236-7950) to schedule a Life Safety Code inspection as referenced in the Camden Fire Prevention and Protection Ordinance. This application will not be accepted until signed off by the Camden Fire Department verifying that this facility complies with the Camden Fire Prevention and Protection Ordinance.

b) Verified quantity of Rooms.: a) Homestay _____ b) Rooming House _____ c) Inn _____
d) Hotel or Motel 17

By _____ Date: _____
Matthew Plute 6/18/2020
Signature of Camden Fire Department Inspector Date

J. Simon 6/18/2020
Signature of Applicant Date

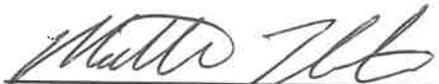
Please return the completed application to the Town Manager's Office on or before: _____ along with the appropriate license application fee (fee scheduled explained at the top of Page 1).

(Questions #8 - #14 pertain to Lodging Establishment Ordinance requirements. A copy of the full text of the Ordinance is available at the Town Clerk's Office.)

Approved by the Camden Select Board on _____, 202__.

- 8) Has adequate provision been made for the storage and disposal of waste and garbage?
 Yes No
- 9) If food is cooked on the premises, is there an approved vent from the cooking area to the outside? Yes No
- 10) Have you, as applicant, been convicted of a crime in the state of Maine or in any other jurisdiction which is punishable by one year or more imprisonment or for any other crime committed with the use of a dangerous weapon or of an offense involving the use of a firearm against another person within five (5) years of the date of application? Yes No
- 11) Is there any formal charging instrument now pending against you in the state of Maine or any other jurisdiction for a crime which is punishable by one year or more of imprisonment or for any other crime allegedly committed by the applicant with the use of a dangerous weapon or of an offense involving use of a firearm against another person? Yes No
- 12) Have you, as applicant, been adjudicated to be an incapacitated person pursuant to state law or, if such adjudication has occurred, that designation has been removed by order under Title 18-A, M.R.S.A., Section 5-307(b)? Yes No
- 13) Have you, as applicant, been dishonorably discharged from the military forces within the past five (5) years? Yes No
- 14) Are you an illegal alien? Yes No
- 15) Have you had three or more convictions for crimes punishable by less than one year imprisonment within five (5) years of the date of this application? Yes No
- 16) Have you been adjudicated as having committed a juvenile offense pursuant to the laws of the state of Maine or any jurisdiction within five (5) years of the date of application? Yes No

The applicant shall contact the Camden Fire Department (236-7950) to schedule a Life Safety Code inspection as referenced in the Camden Fire Prevention and Protection Ordinance. This application will not be accepted until signed off by the Camden Fire Department verifying that this facility complies with the Camden Fire Prevention and Protection Ordinance.



 Signature of Camden Fire Department Inspector

6/25/2020

 Date



 Signature of Applicant

6/24/20

 Date

Please return the completed application to the Town Manager's Office on or before: _____ along with the appropriate license application fee (fee scheduled explained at the top of Page 1.

(Questions #9 - #15 pertain to Victualer Ordinance requirements. A copy of the full text of the Ordinance is available at the Town Clerk's Office.)

Approved by the Camden Select Board on _____, 202____.

FOR CODE ENFORCEMENT / FIRE DEPARTMENT USE ONLY

- 1) Zone _____ 2) Tax Map _____ Lot _____ 3) Lot Size _____
- 2) Planning Board or Zoning Board approved restrictions or conditions: _____

- 3) Number of bedrooms' licensed by DHHS _____, Permitted by Camden _____,
- 4) Fire Chief's Annual Inspection (new and renewal applications) _____
Date of Fire Chief's Inspection: _____
- 5) Code Officer's Annual Inspection (new and renewal applications) _____
Date of Code Officer's Inspection: _____

FOR TOWN OFFICE USE

\$20 Fee Paid on: _____ New Application: _____ Renewal Application: _____ Present License Exp. Date: _____

NEW LICENSE EXPIRATION DATE AFTER SELECT BOARD APPROVAL: _____

TOWN OF CAMDEN
VICTUALER LICENSE APPLICATION FORM

Applicant's Name: Thomas Rothwell
(Please list all applicants, if more than one) Angela Rothwell

Date(s) of Birth of all applicants: 05/31/1969
01/12/1971

Business Name: Camden Deli, Inc

Business Location: 37 Main Street

Business Mailing Address: Camden, Maine
04843

Email Address: cmdeli@msn.com

Telephone Number: 207 390-5782

Describe briefly the food and drink services offered: Gourmet Sandwiches salads and soups. Serving beer and wine on premises.

1) On premise-meals served? Yes No _____ Seating capacity? 77

2) Take-out service? Yes No _____ Fast food? Yes No _____
Sit Down? Yes No _____

3) Number of parking spaces provided:
a) On-site _____ c) Leased off-site _____
b) Owned off-site _____ d) NA; Lawful nonconforming use 13 ("grandparented")

4) Has the number of seats in your eating establishment changed since the Town's last Victualer's License approval?
Yes _____ No If yes, please explain: _____

5) Have there been any changes in the operation of your eating establishment since the Town's last Victualer's License approval? (i.e. fast food to sit down; sit down to fast food, etc) Yes _____ No

6) Date of expiration of current State of Maine Human Services Eating License: 10/20/20
(Please attach a copy to this application, this certificate is issued from the State not the town)

7) Is your premises connected to an approved septic disposal system or the town's public sewer system?
Yes No _____

- 8) Has adequate provision been made for the storage and disposal of waste and garbage?
 Yes No
- 9) If food is cooked on the premises, is there an approved vent from the cooking area to the outside? Yes
 No
- 10) Have you, as applicant, been convicted of a crime in the state of Maine or in any other jurisdiction which is punishable by one year or more imprisonment or for any other crime committed with the use of a dangerous weapon or of an offense involving the use of a firearm against another person within five (5) years of the date of application? Yes No
- 11) Is there any formal charging instrument now pending against you in the state of Maine or any other jurisdiction for a crime which is punishable by one year or more of imprisonment or for any other crime allegedly committed by the applicant with the use of a dangerous weapon or of an offense involving use of a firearm against another person? Yes No
- 12) Have you, as applicant, been adjudicated to be an incapacitated person pursuant to state law or, if such adjudication has occurred, that designation has been removed by order under Title 18-A, M.R.S.A., Section 5-307(b)? Yes No
- 13) Have you, as applicant, been dishonorably discharged from the military forces within the past five (5) years?
 Yes No
- 14) Are you an illegal alien? Yes No
- 15) Have you had three or more convictions for crimes punishable by less than one year imprisonment within five (5) years of the date of this application? Yes No
- 16) Have you been adjudicated as having committed a juvenile offense pursuant to the laws of the state of Maine or any jurisdiction within five (5) years of the date of application? Yes No

The applicant shall contact the Camden Fire Department (236-7950) to schedule a Life Safety Code inspection as referenced in the Camden Fire Prevention and Protection Ordinance. This application will not be accepted until signed off by the Camden Fire Department verifying that this facility complies with the Camden Fire Prevention and Protection Ordinance.



Signature of Camden Fire Department Inspector

6-16-2020

Date



Signature of Applicant

06/01/20

Date

Please return the completed application to the Town Manager's Office on or before: _____ along with the appropriate license application fee (fee scheduled explained at the top of Page 1.

(Questions #9 - #15 pertain to Victualer Ordinance requirements. A copy of the full text of the Ordinance is available at the Town Clerk's Office.)

Approved by the Camden Select Board on _____, 202_____.

FOR CODE ENFORCEMENT & FIRE DEPARTMENT USE ONLY

- 1) Zone _____ 2) Tax Map _____ Lot _____ 3) Lot Size _____
- 2) Planning Board or Zoning Board approved restrictions or conditions: _____

- 4) Fire Chief's Annual Inspection (new and renewal applications) _____
Date of Fire Chief's Inspection: _____
- 5) Code Officer's Annual Inspection (new and renewal applications) _____
Code Officer's inspection of establishment (new applications) _____
Date of Code Officer's Inspection (if applicable): _____

State of Maine

DEPARTMENT OF HEALTH AND HUMAN SERVICES

EST ID: 5717

EATING PLACE TIER 3 77 Seats (in)

CAMDEN DELI INC
37 MAIN ST
CAMDEN ME 04353

EXPIRES: 10/27/2020

FEE: \$230.00

ROTHWELL, THOMAS & ANGELA
CAMDEN DELI INC
37 MAIN ST
CAMDEN ME 04843



Jeanne A. Lamborn

Commissioner

NON-TRANSFERABLE

FOR TOWN OFFICE USE

\$20 Fee Paid on: _____ New Application: _____ Renewal Application: Present License Exp. Date: _____

NEW LICENSE EXPIRATION DATE AFTER SELECT BOARD APPROVAL: _____

TOWN OF CAMDEN
VICTUALER LICENSE APPLICATION FORM

Applicant's Name:
(Please list all applicants, if more than one)

JAMES Burgess

Date(s) of Birth of all applicants:

2/27/52

Business Name:

SEA STAR DBA THE LODGE AT CAMDEN HILLS

Business Location:

186 Bulfoot Rd CAMDEN ME

Business Mailing Address:

SAME

Email Address:

Lodgeatcamdenhills@gmail.com

Telephone Number:

2368978

Describe briefly the food and drink services offered:

NONE

- 1) On premise-meals served? Yes _____ No Seating capacity? _____
- 2) Take-out service? Yes _____ No Fast food? Yes _____ No _____
Sit Down? Yes _____ No
- 3) Number of parking spaces provided:
a) On-site 28 c) Leased off-site _____
b) Owned off-site _____ d) NA; Lawful nonconforming use _____ ("grandparented")
- 4) Has the number of seats in your eating establishment changed since the Town's last Victualer's License approval?
Yes _____ No If yes, please explain: _____
- 5) Have there been any changes in the operation of your eating establishment since the Town's last Victualer's License approval? (i.e. fast food to sit down; sit down to fast food, etc) Yes _____ No
- 6) Date of expiration of current State of Maine Human Services Eating License: _____
(Please attach a copy to this application, this certificate is issued from the State not the town)
- 7) Is your premises connected to an approved septic disposal system or the town's public sewer system?
Yes No _____

FOR CODE ENFORCEMENT & FIRE DEPARTMENT USE ONLY

- 1) Zone _____ 2) Tax Map _____ Lot _____ 3) Lot Size _____
- 2) Planning Board or Zoning Board approved restrictions or conditions: _____

- 4) Fire Chief's Annual Inspection (new and renewal applications) _____
Date of Fire Chief's Inspection: _____
- 5) Code Officer's Annual Inspection (new and renewal applications) _____
Code Officer's inspection of establishment (new applications) _____
Date of Code Officer's Inspection (if applicable): _____

State of Maine

DEPARTMENT OF HEALTH AND HUMAN SERVICES

EST ID: 2246

LODGING TIER 1 14 Rooms

THE LODGE AT CAMDEN HILLS
186 BELFAST RD
CAMDEN ME 04843-8478

EXPIRES: 03/28/2021

FEE: \$150.00

SEA STAR INC
THE LODGE AT CAMDEN HILLS
186 BELFAST RD
CAMDEN ME 04843-8478



Jeanne M. Lombas

Commissioner

NON-TRANSFERABLE

FOR TOWN OFFICE USE

Fee Schedule: (1 Bedroom = \$ 10.00; 2 or more bedrooms = \$ 10.00 plus \$1.00 for each bedroom in excess of one bedroom)

Amount of Fee Paid: _____ New Application: _____ Renewal Application: _____ Present License Exp. Date: _____

NEW LICENSE EXPIRATION DATE AFTER SELECT BOARD APPROVAL: _____

TOWN OF CAMDEN
LODGING ESTABLISHMENT APPLICATION FORM

Applicant's Name: JAMES BURGESS
(Please list all
Applicant's if more than one)

Date(s) of Birth of all applicants: 2/27/52

Business Name: SEA STAR DBA The Lodge at Camden Hills
Business Location: 186 Bulfinch Rd Camden ME 04843
Business Mailing Address: Same

Telephone Number: 236 8478

Email Address: lodgeatcamdenhills@gmail.com

- 1) Total number of bedrooms located within structures on your property: 18 (Including Owners & Staff)
- 2) Total number of bedrooms in #1 above which conform to one of these approved Zoning categories (enter quantity for rent.)
 a) Homestay _____ Max 2 b) Rooming House _____ c) Inn _____ d) Hotel or Motel 12
- 3) Has the number of rooms in your lodging establishment changed since the Town's last lodging license approval?
 Yes _____ No X If yes, please explain _____
- 4) Has the operation of your lodging establishment changed since the Town's last lodging license approval? (i.e. increase or decrease in number of rooms; year-round to seasonal; seasonal to year-round, etc.) Yes _____ No X
 If yes, please explain: _____
- 5) Describe briefly any food and drink services offered: None

Number of parking spaces provided:
a) On-site 28 c) Leased off-site _____
b) Owned off-site _____ d) N/A; Lawful nonconforming _____ ("grandparented")

- 7) Date of expiration of current State of Maine Human Services Eating and Lodging License: 3/28/21
(Please attach a copy to this application, this certificate is issued from the State not the town)
- 8) Have you, as applicant, been convicted of a crime in the state of Maine or in any other jurisdiction which is punishable by one year or more imprisonment or for any other crime committed with the use of a dangerous weapon or of an offense involving the use of a firearm against another person within five (5) years of the date of application? Yes _____ No X
- 9) Is there any formal charging instrument now pending against you in the state of Maine or any other jurisdiction for a crime which is punishable by one year or more of imprisonment or for any other crime allegedly committed by the applicant with the use of a dangerous weapon or of an offense involving use of a firearm against another person? Yes _____ No X
- 10) Have you, as applicant, been adjudicated to be an incapacitated person pursuant to state law or, if such adjudication has occurred, that designation has been removed by order under Title 18-A, M.R.S.A., Section 5-307(b)? Yes _____ No X
- 11) Have you, as applicant, been dishonorably discharged from the military forces within the past five (5) years? Yes _____ No X
- 12) Are you an illegal alien? Yes _____ No X
- 13) Have you had three or more convictions for crimes punishable by less than one year imprisonment within five (5) years of the date of this application? Yes _____ No X
- 14) Have you been adjudicated as having committed a juvenile offense pursuant to the laws of the state of Maine or any jurisdiction within five (5) years of the date of application? Yes _____ No X

The applicant shall contact the Camden Fire Department (236-7950) to schedule a Life Safety Code inspection as referenced in the Camden Fire Prevention and Protection Ordinance. This application will not be accepted until signed off by the Camden Fire Department verifying that this facility complies with the Camden Fire Prevention and Protection Ordinance.

**b) Verified quantity of Rooms.: a) Homestay _____ b) Rooming House _____ c) Inn _____
d) Hotel or Motel 16**

By _____ Date: _____

Matthew J. [Signature]
Signature of Camden Fire Department Inspector

6/25/2020
Date

[Signature]
Signature of Applicant

6/24/20
Date

Please return the completed application to the Town Manager's Office on or before: _____ along with the appropriate license application fee (fee scheduled explained at the top of Page 1.

(Questions #8 - #14 pertain to Lodging Establishment Ordinance requirements. A copy of the full text of the Ordinance is available at the Town Clerk's Office.)

Approved by the Camden Select Board on _____, 202_____.

FOR CODE ENFORCEMENT / FIRE DEPARTMENT USE ONLY

- 1) Zone _____ 2) Tax Map _____ Lot _____ 3) Lot Size _____
- 2) Planning Board or Zoning Board approved restrictions or conditions: _____

- 3) Number of bedrooms' licensed by DHHS _____, Permitted by Camden _____,
- 4) Fire Chief's Annual Inspection (new and renewal applications) _____
Date of Fire Chief's Inspection: _____
- 5) Code Officer's Annual Inspection (new and renewal applications) _____
Date of Code Officer's Inspection: _____

State of Maine

DEPARTMENT OF HEALTH AND HUMAN SERVICES

EST ID: 2246

LODGING TIER 1 14 Rooms

THE LODGE AT CAMDEN HILLS
186 BELFAST RD
CAMDEN ME 04843-8478

EXPIRES: 03/28/2021

FEE: \$150.00

SEA STAR INC
THE LODGE AT CAMDEN HILLS
186 BELFAST RD
CAMDEN ME 04843-8478



Jeanne M. Leimbach
Commissioner

NON-TRANSFERABLE

FOR TOWN OFFICE USE

\$20 Fee Paid on: _____ New Application: _____ Renewal Application: _____ Present License Exp. Date: _____

NEW LICENSE EXPIRATION DATE AFTER SELECT BOARD APPROVAL: _____

TOWN OF CAMDEN
VICTUALER LICENSE APPLICATION FORM

Applicant's Name:
(Please list all
applicants, if more than one)

The Smoothie Shack

Alicia Landi

Date(s) of Birth of all applicants:

3-10-1975

Business Name:

The Smoothie Shack

Business Location:

46 Elm St Camden

Business Mailing Address:

P.O Box 1422

Camden, Me 04843

Email Address:

alandi7542@gmail.com

Telephone Number:

207-975-1153

Describe briefly the food and drink services offered:

Smoothies Wraps

- 1) On premise-meals served? Yes No Seating capacity? _____
- 2) Take-out service? Yes No Fast food? Yes No
Sit Down? Yes No
- 3) Number of parking spaces provided:
a) On-site 10-12 c) Leased off-site _____
b) Owned off-site _____ d) NA; Lawful nonconforming use _____ ("grandparented")
- 4) Has the number of seats in your eating establishment changed since the Town's last Victualer's License approval?
Yes No If yes, please explain: _____
- 5) Have there been any changes in the operation of your eating establishment since the Town's last Victualer's License approval? (i.e. fast food to sit down; sit down to fast food, etc) Yes No
- 6) Date of expiration of current State of Maine Human Services Eating License: 11/31/21
(Please attach a copy to this application, this certificate is issued from the State not the town)
- 7) Is your premises connected to an approved septic disposal system or the town's public sewer system?
Yes No

- 8) Has adequate provision been made for the storage and disposal of waste and garbage?
 Yes No
- 9) If food is cooked on the premises, is there an approved vent from the cooking area to the outside? Yes
 No
- 10) Have you, as applicant, been convicted of a crime in the state of Maine or in any other jurisdiction which is punishable by one year or more imprisonment or for any other crime committed with the use of a dangerous weapon or of an offense involving the use of a firearm against another person within five (5) years of the date of application? Yes No
- 11) Is there any formal charging instrument now pending against you in the state of Maine or any other jurisdiction for a crime which is punishable by one year or more of imprisonment or for any other crime allegedly committed by the applicant with the use of a dangerous weapon or of an offense involving use of a firearm against another person? Yes No
- 12) Have you, as applicant, been adjudicated to be an incapacitated person pursuant to state law or, if such adjudication has occurred, that designation has been removed by order under Title 18-A, M.R.S.A., Section 5-307(b)? Yes No
- 13) Have you, as applicant, been dishonorably discharged from the military forces within the past five (5) years?
 Yes No
- 14) Are you an illegal alien? Yes No
- 15) Have you had three or more convictions for crimes punishable by less than one year imprisonment within five (5) years of the date of this application? Yes No
- 16) Have you been adjudicated as having committed a juvenile offense pursuant to the laws of the state of Maine or any jurisdiction within five (5) years of the date of application? Yes No

The applicant shall contact the Camden Fire Department (236-7950) to schedule a Life Safety Code inspection as referenced in the Camden Fire Prevention and Protection Ordinance. This application will not be accepted until signed off by the Camden Fire Department verifying that this facility complies with the Camden Fire Prevention and Protection Ordinance.

 Signature of Camden Fire Department Inspector

06/21/2020

 Date

 Signature of Applicant

5-5-20

 Date

Please return the completed application to the Town Manager's Office on or before: _____ along with the appropriate license application fee (fee scheduled explained at the top of Page 1).

(Questions #9 - #15 pertain to Victualer Ordinance requirements. A copy of the full text of the Ordinance is available at the Town Clerk's Office.)

Approved by the Camden Select Board on _____, 202____.

FOR CODE ENFORCEMENT & FIRE DEPARTMENT USE ONLY

- 1) Zone _____ 2) Tax Map _____ Lot _____ 3) Lot Size _____
- 2) Planning Board or Zoning Board approved restrictions or conditions: _____

- 4) Fire Chief's Annual Inspection (new and renewal applications) _____
Date of Fire Chief's Inspection: _____
- 5) Code Officer's Annual Inspection (new and renewal applications) _____
Code Officer's inspection of establishment (new applications) _____
Date of Code Officer's Inspection (if applicable): _____

FOR TOWN OFFICE USE

\$20 Fee Paid on: _____ New Application: _____ Renewal Application: _____ Present License Exp. Date: _____

NEW LICENSE EXPIRATION DATE AFTER SELECT BOARD APPROVAL: _____

TOWN OF CAMDEN
VICTUALER LICENSE APPLICATION FORM

Applicant's Name: Matthew + Karen Sutton
(Please list all applicants, if more than one)

Date(s) of Birth of all applicants: 1/22/65 5/24/68

Business Name: Uncle Willy's Candy Shoppe

Business Location: 57 Bay View St, Camden, ME 04843

Business Mailing Address: Same

Email Address: thesuttons@myfairpoint.net

Telephone Number: 207-230-2470

Describe briefly the food and drink services offered: We sell candy and bottled beverages

1) On premise-meals served? Yes ___ No Seating capacity? _____

2) Take-out service? Yes ___ No Fast food? Yes ___ No ___
Sit Down? Yes ___ No

3) Number of parking spaces provided:
a) On-site 0 c) Leased off-site 0
b) Owned off-site 0 d) NA; Lawful nonconforming use 0 ("grandparented")

4) Has the number of seats in your eating establishment changed since the Town's last Victualer's License approval?
Yes ___ No If yes, please explain: _____

5) Have there been any changes in the operation of your eating establishment since the Town's last Victualer's License approval? (i.e. fast food to sit down; sit down to fast food, etc) Yes ___ No

6) Date of expiration of current State of Maine Human Services Eating License: 07/02/20 license has been renewed
(Please attach a copy to this application, this certificate is issued from the State not the town)

7) Is your premises connected to an approved septic disposal system or the town's public sewer system?
Yes No ___ not received yet

- 8) Has adequate provision been made for the storage and disposal of waste and garbage?
 Yes No
- 9) If food is cooked on the premises, is there an approved vent from the cooking area to the outside? Yes
 No
- 10) Have you, as applicant, been convicted of a crime in the state of Maine or in any other jurisdiction which is punishable by one year or more imprisonment or for any other crime committed with the use of a dangerous weapon or of an offense involving the use of a firearm against another person within five (5) years of the date of application? Yes No
- 11) Is there any formal charging instrument now pending against you in the state of Maine or any other jurisdiction for a crime which is punishable by one year or more of imprisonment or for any other crime allegedly committed by the applicant with the use of a dangerous weapon or of an offense involving use of a firearm against another person? Yes No
- 12) Have you, as applicant, been adjudicated to be an incapacitated person pursuant to state law or, if such adjudication has occurred, that designation has been removed by order under Title 18-A, M.R.S.A., Section 5-307(b)? Yes No
- 13) Have you, as applicant, been dishonorably discharged from the military forces within the past five (5) years?
 Yes No
- 14) Are you an illegal alien? Yes No
- 15) Have you had three or more convictions for crimes punishable by less than one year imprisonment within five (5) years of the date of this application? Yes No
- 16) Have you been adjudicated as having committed a juvenile offense pursuant to the laws of the state of Maine or any jurisdiction within five (5) years of the date of application? Yes No

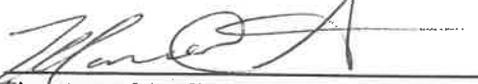
The applicant shall contact the Camden Fire Department (236-7950) to schedule a Life Safety Code inspection as referenced in the Camden Fire Prevention and Protection Ordinance. This application will not be accepted until signed off by the Camden Fire Department verifying that this facility complies with the Camden Fire Prevention and Protection Ordinance.



 Signature of Camden Fire Department Inspector

6/19/2020

 Date



 Signature of Applicant

6/19/2020

 Date

Please return the completed application to the Town Manager's Office on or before: _____ along with the appropriate license application fee (fee scheduled explained at the top of Page 1.

(Questions #9 - #15 pertain to Victualer Ordinance requirements. A copy of the full text of the Ordinance is available at the Town Clerk's Office.)

Approved by the Camden Select Board on _____, 202____.

FOR CODE ENFORCEMENT & FIRE DEPARTMENT USE ONLY

- 1) Zone _____ 2) Tax Map _____ Lot _____ 3) Lot Size _____
- 2) Planning Board or Zoning Board approved restrictions or conditions: _____

- 4) Fire Chief's Annual Inspection (new and renewal applications) _____
Date of Fire Chief's Inspection: _____
- 5) Code Officer's Annual Inspection (new and renewal applications) _____
Code Officer's inspection of establishment (new applications) _____
Date of Code Officer's Inspection (if applicable): _____

State of Maine

DEPARTMENT OF HEALTH AND HUMAN SERVICES

EST. ID: 8483

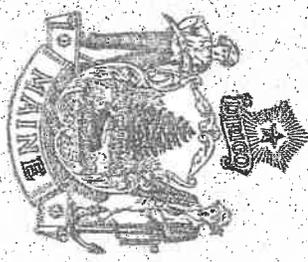
EATING PLACE - MOBILE

SMOOTHIE SHACK
STATEWIDE
ROCKLAND ME 04841-0119

EXPIRES: 01/31/2021

FEE: \$200.00

ATTN: ALICIA LANDI
LANDI, ALICIA
SMOOTHIE SHACK
PO BOX 1422
CAMDEN ME 04843



James H. Lamborn
Commissioner

NON-TRANSFERABLE

**Town of Camden
Village Green Application for Permission to Use**

The purpose of this application form is to aid in the application and review process. However, it is not designed to cover every possible circumstance. The Select Board may require additional information in order to approve an application.

Application Date June 30, 2020 (must be filed at least 15 calendar days prior to the event)
Name of Entity requesting permission Bay Chamber Concerts
Type of Entity (non-profit, political, etc.) non-profit
Contact Person Monica Kelly Connection with the event Executive Director
Address 18 Central St. Rockport
Phone 207-236-2823 Email monica@baychamberconcerts.org
Event Date August 15, 2020 Event Time and Duration 1pm for 1 hour
Event Purpose concert performance

1. Will there be entertainment or a speaker? YES NO. If so, describe: Concert with four musicians
2. Will food and/or beverages be served? YES NO. If so, describe: _____
3. Please describe any other activities taking place during the event: N/A
4. Will there be supplemental illumination or other electrical equipment? YES NO. If so, describe the items and power source: amplifier
5. Will there be signage? YES NO. If so, describe form and content: banner
6. What provisions will be made to handle litter or refuse from the event? yes
7. What, if any, liability insurance will the requesting entity be carrying for the event? Bay Chamber has a \$1M Insurance policy
8. Are there any structures, tents, booths, tables, or other large objects planned as part of the event? YES NO . If so, describe the size, material, location, use, and method (if any) by which they are fixed in place and how long they will be in place before and after the event. _____

Draw your plan on the map on the Letter of Agreement page.

The Select Board grants permission for the above named Entity to hold the above named Event on the Town of Camden Village Green on the above named Date.

Select Board Chair Signature _____ Date _____
Printed Name : _____
Entity Representative Signature _____ Date _____
Printed Name _____

**Town of Camden Village Green
Letter of Agreement**

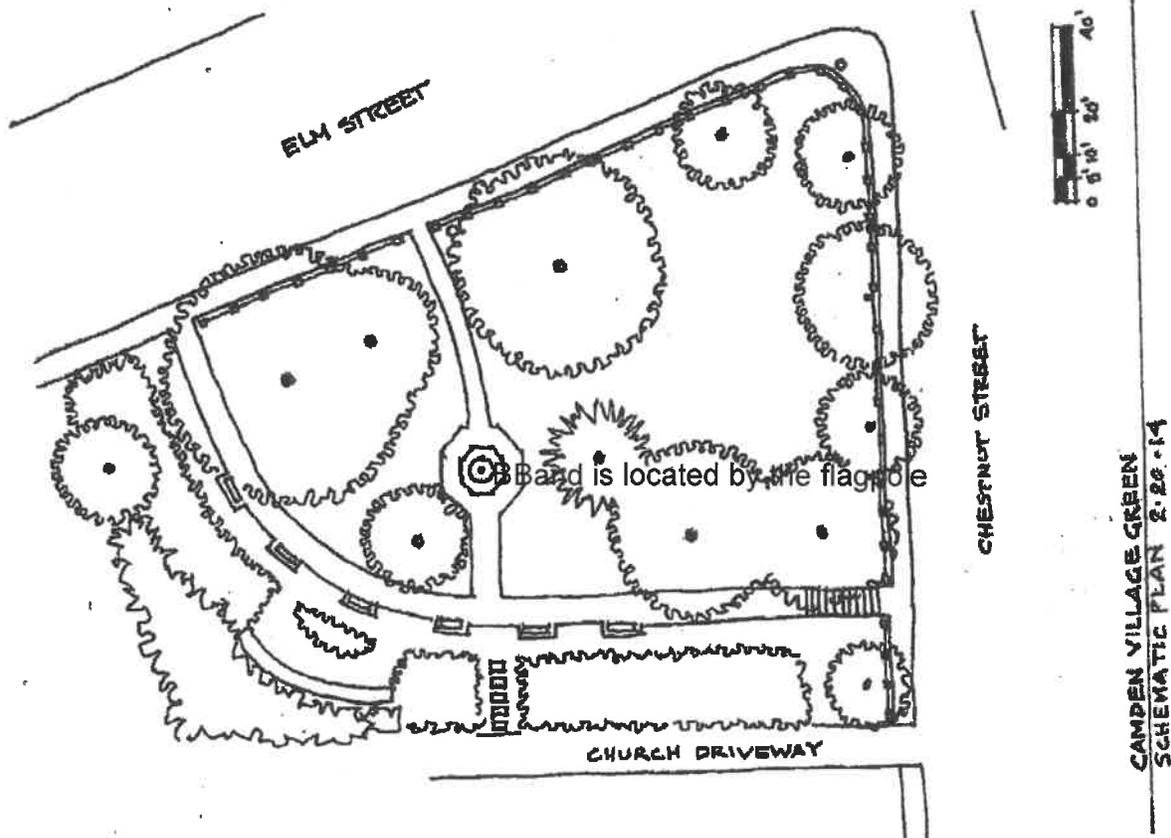
This letter must be signed by the requesting Entity's representative for a complete application.

The undersigned, as organizer of an event to be held on August 15, 2020 (insert date) on the Town of Camden Village Green, agrees to be responsible for assuring:

1. That the Village Green remains open to the public at all times during the event;
2. That no commercial activity takes place during the event;
3. That the Town is reimbursed for the cost of repairing damage to the grounds and plantings and/or the cost of cleanup due to the event;
4. That all other requirements stipulated in the "Town of Camden Village Green Policy and Use Guidelines" are honored.

Signed Monica Kelly Date 6/30/2020

Printed Name Monica Kelly



Memorandum

To: Camden Select Board
Audra Caler- Bell, Town Manager
From: Jeremy P. Martin, Planning and Development Director
Date: July 2, 2020
Re: Pop-Up Friday's

As you know the COVID19 pandemic has been incredibly difficult for many of our local businesses. In response to the pandemic, the Town has been soliciting ideas from local businesses on ways that the Town could help support them through these challenging times. We have specifically solicited input about the use of public spaces. We have responded to restaurant owner's requests to make outdoor seating available and have placed picnic tables at the Public Landing, the Village Green and at Harbor Park. Additionally, at the request of downtown business owners we have also opened up the bathroom facilities at the Public Landing and have placed numerous signs downtown reminding our residents and visitors of the need to wear masks and to appropriately social distance.

A recent request came in from Jennel Johnson-Pendleton, owner of Barefoot in Denim to allow her to set up a mobile boutique on town property (see attached.) This is the first request that we have had to use town parking lots to assist a local business trying to improvise during these challenging times. Jennel had requested to set up in the parking lot below the teen center on Knowlton Street, or any other location that we deem appropriate. After discussing this with Town staff, we believe that the Tannery property would be best suited for this type of event. In my review of the Town's Hawking and Peddling Ordinance, the SB or their designee may allow use of town property for hawking and peddling, as defined, as part of an event. I would suggest that you approve Barefoot in Denim, as the first vendor to participate in a Covid19 related "Pop-Up Friday" event. We are reaching out the Chamber and the Camden Area Business Group, to let their members know that this is in the works.

Ms. Johnson-Pendleton's request was to use a location from 11:00 – 4:00 for 8 weeks, starting July 10th, as a trial. With this on the agenda it is our hope that we may get more requests from local businesses to take part in this event. Town Attorney, Bill Kelly is drafting a license agreement that we will use with each vendor, that will include indemnification language and the obligation of the vendor to name the Town as an additional insured on their liability policy.

As always, I will be in attendance at the SB meeting to answer any questions that you may have.

Jeremy,

Thank you for returning my phone call today. As per our conversation I have outlined Barefoot in Denim's mobile boutique strategy and how the idea came to fruition.

The State of Maine's mandated closing of all non-essential businesses caused a hardship for Barefoot in Denim as well as many local Camden small businesses. Our landlord's unwillingness to work with us regarding the April and May rent and the continued economic uncertainty were the determining factors in deciding not to sign an additional one-year lease for our storefront.

Barefoot in Denim's 2020 expansion plan included the launch of an e-commerce site through our website in January. We successfully launched the online store in January and with the continued State closures Barefoot in Denim has had to pivot our complete 2020 strategy and look for ways to bridge the economic realities for the remainder of the year.

We are working diligently to survive this pandemic and keep our dream alive until we can get back into a new Camden storefront in the Spring of 2021. The global pandemic has impacted us all and pushed us down but Barefoot in Denim will not stay down. The company's plan is to stay alive. We are requesting assistance and entrepreneurial thinking from the Town of Camden Planning Board to explore creative alternatives to enable us to serve our Camden and surround area customers.

We surveyed our customers and they fully support the idea of a mobile boutique and identified Camden as the location of their choice. Based on this feedback we purchased a new 6x10 enclosed cargo trailer, retrofitted for a mobile pop-up boutique experience. We are now looking for an appropriate location for the mobile boutique.

Barefoot in Denim is asking the Town of Camden Manager and Planning Board to support a local entrepreneur during this unique period by supporting what we have themed "Pop-Up Fridays", for the summer months, from 11am to 4pm in the parking lot just below the Teen Center on Knowlton Street. We are open to other locations if one might be better suited than the one we suggested. We seek your approval for of this idea and if need be a trial period of 8 weeks, in case the Town of Camden has any concerns surrounding a mobile boutique.

Thank you for your kind consideration. I have included some articles below on pop-up boutiques.

Jennel

Jennel Johnson Pendleton

Barefoot in Denim

barefootindenim@icloud.com

www.barefootindenim.com

Facebook + Instagram: @barefootindenim

<https://www.inc.com/jason-albanese/this-is-reason-every-brand-is-launching-a-pop-up-store.html>

<https://www.bloomberg.com/news/articles/2019-09-27/pop-up-stores-are-the-next-big-retail-strategy>

PERSONNEL POLICY

Town of Camden, Maine

ARTICLE I – GENERAL PROVISIONS

Section 1.1 Purpose and Effect

The Town of Camden hereby adopts the following personnel policies and rules to establish a uniform, equitable and efficient system of personnel administration. This Personnel Policy is not an employment contract and should not be construed as such, nor should it be interpreted as making any guarantee regarding any employee's continued employment, wages or benefits. A copy of this Policy shall be distributed to all employees upon hire and upon any significant amendment.

Section 1.2 Applicability

Except for provisions pertaining to equal opportunity, affirmative action, non-discrimination or investigation of wrongdoing, this Policy shall apply only to employees of the Town of Camden and shall not apply to the Select Board or other elected officials chosen by popular election or appointed to fill an elected office, or to members of boards, committees and commissions appointed by the Select Board, whether permanent or ad hoc.

Section 1.3 Variance by Agreement

Any provision of this Policy may be waived or modified by a written agreement executed by the Select Board or Town Manager and the affected employee, or by an agreement executed between the Town of Camden and another municipality to share the services of an official or employee. Any subject matter not addressed by an employment agreement shall be governed by this Policy.

Section 1.4 Town Manager's Role

It shall be the responsibility of the Town Manager to ensure the day-to-day administration of this Policy, to provide guidance to subordinates regarding application of the Policy, and to seek or obtain policy guidance from the Select Board or Town Attorney as necessary.

Section 1.5 Amendment

The Select Board may unilaterally amend or revoke any provisions of this Policy at any time and shall notify employees of any change at least fourteen (14) business days before it is scheduled to take effect. Appendices A-I of this Policy shall each be considered standalone policies and may be amended as necessary by the Select Board without requiring full amendment of the Policy or fourteen (14) business ~~days notice~~ days' notice to employees.

ARTICLE II – EQUAL OPPORTUNITY AND NONDISCRIMINATION

The Town of Camden is an equal employment opportunity employer and as such is committed to providing equal employment opportunities for all persons making application to the Town and for equity of treatment and advancement opportunities for its employees. The Town of Camden therefore has set forth a policy of nondiscriminatory hiring, employment and personnel actions. Such decisions or actions shall not be based upon religion, age, sex, sexual orientation, marital status, race, color, ancestry, national origin and physical or mental disability except as a bona fide occupational qualification.

The use of male or female gender of nouns or pronouns in this Policy or related procedures and forms is not intended to describe any specific employee or group of employees but is intended to refer to all employees in job classifications, regardless of sex.

ARTICLE III – HIRING AND EMPLOYMENT

Section 3.1 Eligibility

It is the policy of the Town of Camden that all positions within the Town be filled by fully qualified people who have been evaluated based upon job-related criteria. Eligibility for appointment, promotion or transfer shall be based upon such qualifications. It is also the policy of the Town to provide reasonable opportunities to currently qualified Town employees.

Section 3.2 Announcement of Vacancies

Recruitment notices shall be prepared setting forth a basic description of the position, any minimum qualifications, requirements or skills, education and experience preferences, application process, and the date by which applications must be received. Such notices shall affirm Camden as an Equal Opportunity Employer. It shall be the policy of the Town of Camden to advertise as widely as is deemed necessary to attract a qualified field of candidates. However, all job notices will be posted on bulletin boards in Town work sites.

Section 3.3 Application for Employment

Applications for employment with the Town shall be made on a standard application form or by the submission of a resume and completing other such forms as may be prescribed by the Town Manager.

Section 3.4 Probationary Period

In accordance with 30-A M.R.S.A. § 2701, all persons appointed, hired, promoted or transferred to a position in the Town shall serve a probationary period of six months from the date of hire, promotion or transfer. The probationary period shall be considered an extension of the selection process. Probationary employees shall be evaluated sixty (60) days after hiring, and five (5) months after hiring. An employee who is hired, transferred or promoted may be terminated, demoted or transferred at the discretion of the Town Manager at any point during the probationary period without notice, cause, hearing or right of appeal.

Section 3.5 Reinstatement

An employee returning from military service or a medical leave accorded protection by state or federal laws shall be accorded all reinstatement rights guaranteed by the applicable state and/or federal laws.

ARTICLE IV – TYPES OF APPOINTMENTS

Section 4.1 Classifications

Town employees shall be classified into one of the four following classifications, based upon work schedule:

- a. Full time – An employee who works thirty (30) or more hours during a normal work week on a continuing and indefinite basis. An employee of this class is subject to all personnel rules and receives all benefits and rights as provided by these rules, unless otherwise set forth in a written agreement or offer of employment.
- b. Regular part-time – An employee who works less than thirty (30) hours during a normal work week but on a continuing and indefinite basis. Part-time employees are entitled to all rights set forth in this Policy unless expressly exempted but are not entitled to any benefits set forth in this Policy or accorded to full-time employees, unless otherwise set forth in this Policy or in a written agreement or offer of employment.
- c. Temporary – Temporary employees are appointed or hired for a definite period less than one (1) year, based on seasonal or project considerations. Temporary employees are entitled to all rights set forth in this Policy unless expressly exempted but are not entitled to any benefits set forth in this Policy or accorded to other employees, unless otherwise set forth in a written agreement or offer of employment.
- d. Probationary – A probationary employee is an employee who is on probationary status as defined in Section 3.4. A probationary employee has no right or expectation of continued employment for or beyond the term of the probationary period.

ARTICLE V – STANDARD WORK WEEK / OVERTIME

Section 5.1 Work Week

The standard work week may vary from department to department and may be adjusted or modified at the Town Manager or managing department head's discretion to meet operational needs. The work week for payroll purposes shall be established by the Town Manager.

Section 5.2 Overtime/Compensatory Time

- a. Salaried Employees - Salaried employees shall be determined in accordance with state and federal law, and an employee's salaried or hourly status shall be designated at the time of hire. Employees who are salaried are paid a fixed salary on the basis of qualification and job responsibilities rather than on the number of hours worked.

It is the responsibility of employees in salaried positions to accomplish the work assigned to the position regardless of the hours required to do the work. However, salaried employees are expected to work during the standard work hours established for the position or department unless excused by the Town Manager or supervising department head. It is to be expected that employees in salaried positions will, from time to time, find it necessary to work well beyond their normal work week. This fact is taken into consideration in determining salary. Prolonged or continuing inability of an employee to accomplish a task within a reasonable work week may lead to reevaluation of the job requirement as well as the employee's job performance.

Salaried employees shall not be entitled to compensatory time off. However, a salaried employee's supervisor may excuse the employee from a number of regular work hours in recognition of extraordinary hours recently required of that employee.

b. Non-salaried (hourly) employees – Non-salaried employees shall be compensated at an hourly rate multiplied by the number of hours worked. Non-salaried (“non-exempt”) employees are entitled to overtime compensation at a rate of one and one-half (1 ½) times their base hourly rate for the total hours worked beyond forty (40) hours, or compensatory time off at the rate of one and one-half (1 ½) times the hours worked beyond forty (40) hours. The total hours worked shall be calculated based on the established work week as designated pursuant to Section 5.1. The employee shall elect whether compensatory time or overtime pay is desired when submitting a time sheet containing overtime hours.

c. Calculation and use of compensatory time and overtime – For purposes of calculating overtime/compensatory time, hours worked shall include vacation, ~~hours, and~~ holidays and bereavement hours. During the winter season times of year when it is mandatory for the Public Works and Parks & Recreation Departments to work beyond the 40 hour work week “sick” time will be considered hours worked when calculating overtime/compensatory time. The Fire Department will have “sick” hours considered as hours worked when calculating overtime/compensatory time during times of additional hours worked due to a fire call or training beyond their regular work week hours. Storm Closure hours will not be considered time work hours for the purpose calculating overtime/compensatory time.

Compensatory time off may only be taken with the advance approval of the supervising department head or Town Manager, and no approval will be given when the workload of the department is especially heavy in regard to the employee's duties. No employee will be permitted to accumulate more than 40 hours of compensatory time. Employees may elect to convert their accumulated compensatory time to overtime pay and be paid out. Compensatory time that is converted to overtime pay will be paid out twice per year; during the first pay period in December and the last pay period in June.

d. Public Works Department and Parks & Recreation Department Employees – Full-time, non-seasonal, Public Works Department and Parks and Recreation Department employees may at certain times of the year be required to work more than 40 hours per week on a regular basis for tasks such as snow plowing, winter road maintenance, snowmaking, equipment repair, etc. Compensatory time will accumulate according to overtime provisions. Employees will be allowed to use this time during periods when the department's workload can accommodate reduced staff on duty. No employee will be permitted to accumulate more than 40 hours of compensatory time. Employees may elect to convert their accumulated compensatory time to

overtime pay and be paid out. Compensatory time that is converted to overtime pay will be paid out twice per year; during the first pay period in December and the last pay period in June.

e. Requests for Overtime – Department heads shall receive the advance approval of the Town Manager whenever possible before requiring employees to perform overtime work. If such advance approval is not possible, the department head shall notify the Town Manager as soon as possible after the overtime work is required.

ARTICLE VI – HOLIDAYS

Section 6.1 Paid Holidays

Subject to these rules, the following holidays shall be paid holidays for full-time Town employees:

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

In general, if a regular holiday falls on a Sunday, the following Monday is considered a holiday; if on a Saturday, the preceding Friday will be considered a holiday. The Town Manager shall, prior to the start of a new calendar year, distribute a holiday schedule to all employees for the ensuing year.

Section 6.2 Policy

Full-time employees shall be paid for one regular day at straight time rates whether the holiday falls on the employee's regularly scheduled day off. If such an employee is required by his or her department head to work during a scheduled holiday, the employee shall be paid at time and a half for the actual hours worked in addition to the holiday pay.

Section 6.3 Firefighters

A municipal firefighter shall receive a regular day off at 12 hours straight pay if the municipal firefighter chooses not to work a holiday on which he or she would otherwise be scheduled.

When a municipal firefighter works on a holiday, he or she shall receive pay at time and one-half for hours worked, plus 12 hours straight pay.

When a municipal firefighter is not scheduled to work on a holiday, the firefighter shall receive 12 hours straight pay for the holiday.

ARTICLE VII – VACATIONS

Section 7.1 Applicability

Vacation privileges are available to full-time employees and regular part-time employees who work more than 30 hours per average work week. Temporary and probationary employees are not entitled to paid vacation time.

Probationary employees shall ~~accrue~~be eligible for vacation time if they complete their probationary period ~~but and after one year of employment which will be given on their one year anniversary.~~ Vacation time shall be at the rates set forth in Appendix A. must complete their probation before being eligible to take vacation, unless otherwise set forth in this Policy or a written agreement or offer of employment. Upon the successful completion of an employee's probationary period, he or she shall be entitled to the accrued vacation time. Employees who are not retained beyond their probationary period are not entitled to ~~accrued~~ vacation time.

Section 7.2 Vacation Time~~Accrual~~

Vacation time shall be ~~accrued~~ at the rates set forth in Appendix A unless a different rate or method ~~of accrual~~ is set forth in a written agreement with the employee.

Section 7.3 **Scheduling**

Because of varying schedules from department to department or from job to job, the specifics of vacation scheduling will be further explained by departmental policy. The fact that an employee has unused vacation time does not automatically entitle him or her to take vacation time requested. Any use of vacation time must be approved in advance by the employee's supervising department head, and the department head will consider the request based upon staffing, departmental and seasonal demands, and other scheduling considerations. Department heads shall present vacation requests to the Town Manager, who shall apply the same considerations.

Section 7.4 **Unpaid Vacation Time**

Employees who are entitled to paid vacation time will typically not be allowed to take additional unpaid vacation time unless extenuating circumstances are shown. An employee who is not entitled to vacation time may request, but is not entitled, to take unpaid vacation time. Any request for unpaid vacation time must be approved in advance by the employee's supervising department head and the Town Manager, who will consider the request based upon staffing, departmental and seasonal demands, and other scheduling considerations.

Section 7.5 **Payment for Unused Vacation Time**

Employees who have accrued but unused vacation time as of the date of separation from employment shall be entitled to pay for that accrued time. Employees shall otherwise not be entitled to the cash value of any ~~unused accrued~~ vacation time except in extraordinary circumstances, upon approval by the Town Manager.

ARTICLE VIII – SICK LEAVE

Section 8.1 **Applicability**

Paid sick time is available to full-time employees, regular part-time employees, and probationary employees.

Section 8.2 Rate of accrual

Sick leave shall accrue at the rate of one (1) work day for each full calendar month of service, up to a maximum of ninety (90) days. For the purposes of sick leave, one working day is defined as being equal to the employee's standard work day.

A full-time employee may accrue sick time beyond 90 days, but such additional sick days shall be designated as "long term sick days" and shall be used only when the initial 90 days of sick time have been used and the employee remains confined to a bed or health care institution or is unable to return to work by order of a physician. Accumulation of "long term sick days" shall be limited to 90 days.

Section 8.3 Use

Sick leave shall not be considered as a right which an employee may use at his discretion, but discretion but shall be allowed only in the case of actual personal illness, disability, or exposure to contagious disease. Sick leave may also be used for physical examinations, wellness appointments, and consultations with physicians for the employee or immediate family members. In addition, up to forty (40) hours of sick leave in any twelve-month period may be used for attendance upon members of the employee's immediate family or spouse equivalent whose illness requires the care of the employee. A request to use additional, available sick leave to care for member of the employee's immediate family may be granted by the Town Manager under extreme circumstances. Sick leave may be used when personal illness or physical incapacity renders an employee unable to perform the duties of the position, unless the employee is capable of other work in the Department to which he or she may be assigned. Accumulated sick leave may also be used for leave that is designated under the Family and Medical Leave Act (FMLA), or if the Town Manager approves the use of additional days for extraordinary circumstances. Use of sick time for FMLA purposes shall be as addressed in the FMLA Policy, which is attached to this Policy as Appendix C and is incorporated herein by reference.

Section 8.4 Payment Upon Separation

Employees shall be eligible for payment of one-half of unused accumulated sick days (excluding "long term sick days") upon leaving the Town's employ in good standing. Any employee who is discharged from employment by the Town shall not be entitled to any payment for any portion of accumulated sick leave, unless an employment, separation or union agreement provides otherwise.

For purposes of sick leave pay back, one (1) work day is defined as being equal to the employee's standard work day. The standard work day for firefighters is defined for these purposes as 12 hours.

Section 8.5 Catastrophic Sick Leave Transfer

The voluntary transfer of accrued sick leave by a full-time Town employee to another full-time Town employee or immediate family member who suffers a catastrophic accident, illness or

comparable life-threatening occurrence that prevents the employee from returning to work for an extended period of time.

The request for such leave may be made by the employee seeking the leave or by a supervisor, manager or co-worker on the employee's behalf. The request must be made in writing to the Department Head for the receiving employee. If the request is submitted by someone other than the receiving employee, that employee's consent must be given before the request will be processed. Medical documentation may be required. Employees shall not be precluded from consideration for a catastrophic leave bank if they receive any income protection.

Catastrophic sick leave banks shall be established on a case-by-case basis. Upon establishment of a catastrophic leave bank, the Finance Department will send notification (paycheck insert or e-mail) to all full-time Town employees notifying them that a catastrophic sick leave bank has been established to benefit a co-worker. The notification will identify the recipient by name but will not identify any information concerning the recipient's medical condition.

Employees may donate accrued sick time to the catastrophic sick bank and shall be made in one-hour increments. An employee who is the recipient of time donated to a catastrophic sick leave bank must use all his/her accrued sick/vacation/compensatory time prior to using any donated time. Time contributed to the catastrophic sick leave bank shall be used and administered in accordance with the procedures governing sick leave use and shall not be available after the situation giving rise to the catastrophic sick leave bank no longer exists. Any donated time remaining in a catastrophic sick leave bank when the bank is closed will be returned to the contributing employees on a pro-rated basis as sick time.

ARTICLE ~~IXVIII~~ – WINTER STORM CLOSURE

Section 9.1 Applicability

The Town of Camden values the safety of its employees. The Town Manager or designee may enact the Winter Storm Policy due to weather conditions for non-essential employees only. The Winter Storm Policy may be seen in its entirety in "Appendix I".

ARTICLE IX – LEAVES OF ABSENCE

Section ~~109~~.1 Bereavement Leave

Up to three (3) business days of bereavement leave with pay shall be granted to all full-time employees for absence caused by the death of a member of the employee's immediate family. For the purposes of this section, "immediate family" includes parent, spouse, domestic partner, sister, brother, child, stepchild or grandparent of the employee, and shall also include brother, sister or parent of the employee's spouse. Up to three (3) days paid bereavement leave may also be granted for services of other close family or friends at the discretion of the employee's

department head or the Town Manager. The Town Manager may, in his or her discretion, approve more than three (3) bereavement days if reasonable or necessary under the circumstances.

Section 109.2 Reserve Service Leave

Employees who are members of the organized Military Reserve of the U.S. or National Guard will be granted Reserve Service Leave to perform required field duty. The Town will conform with all applicable laws regarding such leave and return to employment. The employee shall provide the Town with evidence of the required leave as soon as possible.

The Town will pay the employee the balance between gross military pay and the employee's regular gross compensation during the period of leave. The period applicable to this policy shall not exceed seventeen (17) days in any given calendar year. A military leave may be granted beyond this limit without pay by approval of the department head and Town Manager. The employee shall also provide an official statement by military authorities giving his/her rank, pay and allowances.

Section 109.3 Jury Duty

An employee called to serve on a jury shall be permitted to serve on that jury, and the Town shall pay the employee the balance between the employee's regular compensation and the compensation the employee receives as a juror. An official document of jury compensation must be presented to receive commensurate pay. An employee who is serving on a jury shall report to his or her work location whenever he or she is not required to be at the courthouse during regular work hours.

Section 109.4 Unpaid Leave

An unpaid leave of absence may be granted to an employee at the sole and exclusive discretion of the Town Manager under the following conditions.

1. The leave shall not exceed 90 days.
2. The employee shall have exhausted all eligible leave entitlements.
3. The leave shall be without pay, benefits and additional accumulation of all benefits except the employee may continue in the health insurance by assuming the full cost of health insurance premium (i.e. the employee's plus the Town's share).
4. The Town Manager may modify the above conditions in circumstances that merit special consideration.

Section 10.5 Maternity/Paternity Leave

Employees who have worked for the Town of Camden for at least 12 months and worked at least 1,250 hours in the last 12 months are eligible for up to 12 weeks of unpaid, job-protected maternity/paternity leave for the birth or adoption of a child in any one-year period. The one-year period begins when a maternity/paternity leave begins. After 12 months, employees are eligible for another 12 weeks of maternity/paternity leave. Available accrued paid leave

(vacation/sick, etc.) must be used before you may take an unpaid maternity/paternity leave with the exception of short-term disability leave which you are not required to use. The entire leave, including any paid leave, is considered maternity/paternity leave, you must be allowed to return to your former job or to an equivalent position.

Section 109.65 Family and Medical Leave-

Disability or other medical leave may be designated as Family and Medical Leave and in such case shall entitle the employee to the guarantees mandated under federal or state law. Such leave shall be administered in accordance with the Town's FMLA Policy, which is attached to this Policy as Appendix C and is incorporated herein by reference.

Section 109.76 Benefits

Employees who are out on any paid leave shall have no interruption in health insurance or other Town-provided benefits and shall continue to accrue vacation leave days and sick leave days while out on the paid leave.

Employees who are out on medical leave that exceeds 90 consecutive days will cease entitlement to Town-provided health insurance and accrual of vacation leave days and sick leave days and will not be entitled to holiday pay. Such employees may choose to continue health insurance benefits for the duration of the leave of absence by assuming the full cost (employer's plus employee's share) of that benefit plus a 2% administrative charge. Employees on unpaid medical leave will not receive any employer contribution to a retirement account. Benefits during any Family and Medical Leave shall be as provided within the FMLA Policy, which is attached to this Policy as Appendix C.

Section 109.87 Maintenance of Seniority

Employees on a leave of absence shall maintain seniority for other employment purposes for up to one year.

ARTICLE XI – INSURANCE AND RETIREMENT BENEFITS

Section 110.1 Workers' Compensation

The Town provides Workers' Compensation Insurance which provides income and other benefits covering occupationally incurred injury or disability for all Town employees.

Section 110.2 Health Insurance

The Town provides health insurance for all full-time employees. Family coverage is available. The choice of insurance carriers, level of benefits and rate of employee contributions shall be made exclusively by the Select Board and is subject to modification at any time.

Section 110.3 Retirement

a. Social Security. The Town will provide federally mandated Social Security contributions on behalf of employees, with employee share to be automatically deducted as a payroll tax.

b. Maine State Retirement. The Town is a local participating district within the Maine State Retirement System. Participation is optional for all Town employees and requires a matching contribution from both the employer and the employee. The employer contribution is determined annually based on MRSA actuarial factors.

c. International City/County Management Association-Retirement Corporation (ICMA-RC). If an employee chooses to participate in the ICMA-RC, the Town will match the employee contribution for employees who choose not to join the MPERS at a rate which is subject to change by the Select Board. The Town will pay the employer share toward only one retirement plan, either MPERS or ICMA-RC.

Section 110.4 Other Benefits

The Town may offer additional benefits to some or all classes of employees, eligibility and basic details of which are subject to the discretion of the Select Board and may be changed on an annual basis.

ARTICLE XI – COMPENSATION PLAN

Section 121.1 Rate of Pay

It is the Town's intent that its employees will be paid on a basis that is commensurate with salaries and wages for comparable public and private work in this geographic area, and that this plan will attract and retain well qualified employees.

Section 121.2 Performance Evaluation

Performance evaluations will be conducted annually for each employee at the time of their employment anniversary date. New employees shall be evaluated at least at the sixty (60) day and five-month anniversary of employment, but more frequently if necessary.

Section 121.3 Step and Grade Plan

a. Purpose and Responsibility: The Town Manager shall maintain a Step and Grade Pay Plan for full time employees, reviewed annually by the Personnel Board and approved by the Select Board, which provides a systematic arrangement and inventory of the positions in the Town service as well as the basis of compensation for persons holding such positions. (Current salary grades and pay ranges are shown in Appendix G).

b. Content

The Step and Grade Pay Plan shall group positions into various classes indicative of range of duties, responsibilities, education required, and level of work performed. Classification shall

take into account the relative difficulty and responsibility existing between the various classes and the prevailing pay for similar types of work in the relevant public and private labor market. The Plan shall provide a range of pay for each job classification.

c. Salary Ranges and Adjustment

The schedule of salary ranges shall be prepared for each job classification and shall be reviewed at least annually or whenever a vacancy is being filled. Significant changes to the salary ranges shall be based upon a job market study whenever possible. Pay adjustments for individual employees will be based on the salary ranges described in the Step and Grade Plan, performance evaluations and guidelines established by the Select Board.

d. Payroll Deductions

The Town will deduct from employee pay only those state and federal taxes required by law or by court or agency order, the employee share of group benefits made available by the Town and employee-authorized payments for deposit in area banks.

ARTICLE XIII – WORKPLACE RULES AND REGULATIONS

Section 132.1 Rules of Conduct

Every organization needs rules to live by and the Town is no exception. It is impossible to list all the forms of behavior that are considered unacceptable in the work place. However, the “Prohibited Conduct Policy” set forth in Appendix I provides specific examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment.

In addition to Appendix I department heads may issue additional Rules of Conduct, Standard Operating Procedures, and other work-related requirements that relate to the specific municipal services provided by the departments they manage.

Section 132.2 – Policy for Prohibition of Discrimination and Harassment

The Town adopts the “Policy for Prohibition of Discrimination and Harassment” set forth in the attached Appendix F and all employees shall comply with the provisions of this policy.

Section 132.3 – Off Duty Conduct

The Town of Camden respects its employees’ right to privacy with regard to activities and conduct outside of the workplace and regular working hours. The Town does not prohibit employees from engaging in lawful activities while off-duty, nor discriminate against employees for the same. However, such lawful off-duty conduct shall be subject to other applicable provisions of this policy or other Town regulations, including but not limited to the use of Town equipment, computers or vehicles, the use of social media and other electronic communications and the Town’s Safety and Harassment policies.

Off-duty conduct of employees that is illegal may cause for discipline or termination if the illegal off-duty conduct or consequences of the illegal off-duty conduct directly impact the

employee's ability to meet the essential functions and other requirements of his or her job. Similarly, an employee's illegal off-duty conduct, or consequences of the illegal off-duty conduct that directly impact working conditions, required licenses, normal business operations, or the professional reputation of the Town may be cause of discipline or termination.

Section 132.4 – Policy for Computer Use

The Town adopts the “Computer Use Policy” set forth in the attached Appendix E and all employees shall comply with the provisions of this policy.

Section 132.5 Attendance Required

All employees shall be at their respective places of work in accordance with the general or department regulations pertaining to the hours and locations of work. All departments shall keep daily attendance records and furnish to the Town Manager such periodic attendance reports as requested.

Section 132.6 Notification and Approval of Absences

Any employee who plans to be absent from work for a vacation or any other reason must request and receive advance approval from his or her department head or the Town Manager as soon as possible, but in general no less than 24 hours prior to the planned absence unless extenuating circumstances exist. Such process shall also be used for any request to use comp time. If an employee must be absent from work due to an illness, he or she shall notify the department head or the Town Manager as soon as possible.

Any employee who is absent from his/her job for a prolonged illness or any other reason will be required to keep their department head or the Town manager informed of his or her progress and be able to provide satisfactory proof of illness or other justification of absence upon request. Absenteeism, tardiness and misuse or abuse of leave time are grounds for disciplinary action in accordance with the discipline and discharge procedures set forth in Article XXIV.

Section 132.7 – Personal Business While at Work

Employees shall curtail visits by friends and family, use of telephones or computers for personal business, and spending any substantial amount of time on other personal business while on duty. In no event shall an employee's conduct of personal business be permitted to interfere with his or her work performance. Use of technology during work hours shall be as specified in the Computer Use Policy, which is set forth in Appendix E and incorporated into this policy.

Section 132.8 – Outside Employment

Employees shall not, during on-duty hours, be engaged in any employment or business activity other than their duties for the Town. Failure to curtail outside employment which is determined by the appropriate department head or the Town Manager to hinder, interfere with or prevent the employee in the impartial and efficient performance of the employee's duties, or to conflict with the employee's duties for the Town, may result in disciplinary action or termination. In any event, no employee shall fail to appear for a mandatory work assignment or shift or fail to

perform any required job duties due to conflicting outside employment or business commitments.

Section 132.9 – Appearance

As each employee of the Town is an example of the Town’s character, all persons employed by the Town of Camden shall maintain an acceptable level of personal appearance and hygiene appropriate to their position and according to the departmental standards set forth by each department head.

Section 132.10 – Safety

a. Accident Reporting

All accidents involving personnel or Town property, no matter how minor, must be reported immediately to the department head, and a written report shall be made on a form prepared for that purpose. The department head shall make a determination whether a doctor’s examination shall be required. If an examination is required, it shall be performed at the Town’s expense. (Please see draft wording provided)

b. Compliance with Safety Regulations

The Safety Committee shall develop, and amend as necessary, written safety regulations for Town employees, which are ultimately approved by the Town Manager and department heads. Such regulations shall be based on state and federal requirements, and all employees shall comply with such safety regulations. Failure to comply with these regulations or normal safety protocols shall be grounds for immediate disciplinary action, up to and including termination.

c. Workplace Violence Protection

The Town of Camden is committed to preventing violence and maintaining a safe working environment. Accordingly, the Town has adopted the following guidelines to deal with intimidation, harassment or other threats of (or actual) violence that may occur while working, or on Town property.

Any type of workplace violence committed by or against employees is not permitted. Likewise, employees are not permitted to make threats or engage in violent activities. The following list of behaviors, while not inclusive, provides examples of conduct that is not permitted:

- Causing physical injury to another person;
- Making threatening remarks;
- Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional stress;
- Intentionally damaging employer property or property of another employee;

- Possession of a weapon while on Town property or while on Town business, unless otherwise authorized;
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

Section 132.11 – Conflict of Interest

Public employees are expected to treat everyone they serve with complete impartiality and are thus prohibited from using their official positions for personal profit or the profit of friends and family.

Section 132.12 – Gifts and Gratuities

Employees are prohibited from accepting, directly or indirectly, from any person or organization from which any purchase is made or contract executed, any payment, or any gift or gratuity which could be construed as influencing a purchasing or contract award decision, or any other competitive process including hiring or appointments. Employees are also prohibited from accepting directly or indirectly any gift or gratuity for their personal benefit in exchange for Town goods or services. Demonstration equipment should be kept not longer than five (5) business days, and then returned to the vendor.

Section 132.13– Substance Abuse Policies

a. Drug Free Workplace Policy. All employees shall comply with the adopted Drug and Alcohol Testing Policy, attached to this Policy as Appendix D.

b. Drug and Alcohol Testing. All employees who are required by state law to have a Commercial Driver’s License to perform their job responsibilities for the Town of Camden are subject to and shall comply with the provisions of the adopted drug and alcohol testing provisions incorporated into the Drug and Alcohol Testing Policy (see Appendix D). The Policy also addresses drug and alcohol testing upon reasonable suspicion of impairment.

Section 132.14 – No Smoking Policy

Smoking means carrying or having in one’s possession a lighted cigarette, cigar, pipe, electronic vapor device or other object giving off or containing any substance producing tobacco smoke or vapor. Smoking by Town employees or members of the public is prohibited in and on all town owned property to include all town owned vehicles and equipment. For purposes of this policy, when smoking is prohibited in a building, the prohibition shall extend to all outdoor areas within 20 feet from any entryway, vent or doorway to the building.

ARTICLE XIV~~H~~ – LAYOFFS

Any employee may be laid off whenever it is necessary because of a shortage of funds, lack of work, changing personnel needs or any other related reason which is not related to the employee's performance. The determination of the order of layoffs shall be made by the Town Manager taking into account seniority, job classifications and the Town's personnel needs. Temporary or part-time employees may be laid off at any time by the Town Manager, without consideration of seniority.

ARTICLE XIV – COMPENSABLE INJURIES IN THE LINE OF DUTY

Section 154.1 Workers Compensation

Employees who sustain a compensable work-related injury or illness under the provisions of the Maine Workers' Compensation laws shall be paid an amount which, when added to the gross weekly amount of Workers' Compensation, will equal the employee's regular gross wage or normal gross salary at the time of the injury. Such additional payments shall not continue more than thirteen (13) weeks from the start date of Workers' Compensation benefits. If the Town pays the employee for a period that is later partially compensated through Workers' Compensation benefits, the Town shall have the right to withhold such amount of the Workers' Compensation benefits from any future payment due to the employee. Notice and explanation of any such withholding shall be provided to the employee.

Section 154.2 Willful Injury

An employee who is injured, or who causes injury as a result of substance abuse, willful intent, violation by the employee of the Town Employee Safety and Accident Prevention Plan or other rules or regulations, shall be subject to disciplinary action under this Policy, regardless of any entitlement to Workers' Compensation benefits.

ARTICLE XVI – POLITICAL ACTIVITIES / HOLDING OF OFFICE

Section 165.1 Holding of Elected or Appointed Office

While working for the Town of Camden, employees may seek or accept nomination or election to any office in the Town government. However, if the employee is elected to a Town position, then employment will be terminated.

Town employees may serve on Town committees as the Town's ordinance provides. In addition, employees will be encouraged to serve as advisors to committees.

Employees who serve in an appointed office shall be cognizant of any legal incompatibility of office that may result from taking a second appointive office and shall understand that the taking of an incompatible office may result in the automatic legal forfeiture and termination of the prior-held office.

Section 165.2 Campaign Activities

Town employees shall not work during employment hours, or use Town facilities, equipment or supplies, to circulate petitions or campaign literature or to solicit subscriptions, contributions or

political service from any person for any office or initiative. Town employees shall not reference or otherwise use their employment position with the Town in the furtherance of any such activity, whether during or outside of work hours and whether within or outside of the scope of their employment and shall not state any personal political viewpoint as if it is that of the Town of Camden or any office or department thereof. This rule is not to be construed to prevent Town employees from becoming, or continuing to be, members of any political organization, from attending political organization meetings, from expressing their views on political matters, or from voting with complete freedom in any election.

ARTICLE XVII – TOWN PROPERTY

The general policy of the Town of Camden shall be that no property, supplies or equipment of any kind that is owned by the Town shall be lent to, borrowed by, or kept at the residence of any Town employee. The Town Manager and department heads are authorized to make exceptions to this policy.

ARTICLE XVIII – EMPLOYMENT EXAMINATIONS

All new employees, or current employees being reassigned, may at the Town's request after a conditional offer of employment, be required to pass a standardized drug test, physical, psychological or other examination to verify the employee's ability to perform the duties of the position for which they have been hired. Current employees may also be periodically examined to ensure their continued ability to perform the requirements of their job. The cost of examinations conducted at the Town's request will be paid for by the Town. Any problem areas identified as a result of such examination may result in corrective action or reasonable accommodation, where possible, or termination of employment if timely correction or accommodation are not possible or would cause undue hardship to the Town. Substance abuse testing and related matters shall be addressed as specified in the Drug and Alcohol Testing Policy, which is set forth in Appendix D and which is incorporated into this Policy.

ARTICLE XIX – WORK-RELATED EXPENSES

Section 198.1 Training

The Town will attempt to make opportunities available to employees within the constraints of the Town budget for the further development of specific skills and expertise that will be of mutual benefit to both the employee and the Town.

The Town will pay up front when possible or will reimburse employees for out-of-pocket expenses for attendance at Town-approved training sessions and seminars, as authorized by the Town Manager or a department head, including course fees and materials, reasonable costs for meals and lodging, and related costs, when substantiated by receipts.

Section 198.2 Employee Expenses

Employee expenses shall be paid at the rates set forth in Appendix J unless a different rate or method is set forth in a written agreement with the employee.

~~Employees shall be reimbursed for reasonable and necessary expenses incurred while carrying out official Town of Camden business. Prior approval of the Town Manager or department head is required. Such reimbursement shall not apply to travel between employee's home and work site. Reimbursement will be made for mileage for work related travel in Town. Reimbursement requests for reasonable expenses for meals, lodging, registration and other fees related to out-of-town work related travel will be fulfilled provided that they are substantiated by receipts. Employees shall be entitled to reimbursement for meals in a reasonable amount and reasonable expenses for lodging provided those expenses are necessitated directly by the performance of duties as a Town employee. Reimbursement applies only to Town employees. The maximum reimbursement for breakfast is \$15.00; the maximum reimbursement for lunch is \$20.00, and the maximum reimbursement for dinner is \$25.00; unless the meals are provided at training at a set fee. No reimbursements will be made without an itemized receipt demonstrating the actual amount spent. No expenses for alcohol beverages will be reimbursed. All reimbursement requests must receive approval from the employee's supervisor.~~

ARTICLE ~~XXIX~~ – PERSONNEL RECORDS

Appropriate records will be maintained for each employee of the Town. Any employee may review his/her files, in the presence of the staff member who has responsibility for the files, during that person's normal office hours. In order to avoid inconvenience, the employee shall make an appointment for such a review in advance. Employees may receive a copy of any portion of their personnel records.

ARTICLE ~~XXI~~ – DISCIPLINE / DISCHARGE PROCEDURES

Section ~~210~~.1 General

The nature of the services provided by the various departments of the Town of Camden places a high degree of responsibility upon all employees of the Town. Employees' actions have a direct influence upon the quality of service provided. This section is intended to establish consistent guidelines to protect the interests of employees and the Town of Camden, should it become necessary to consider an employee for disciplinary action. Town of Camden, as employer, endorses the principle of progressive discipline, and the Town will administer disciplinary procedures and other Town policies in a fair and just manner. Based upon the severity of the issue, discipline may include but is not limited to oral reprimand, written reprimand, reassignment, suspension with or without pay, demotion (which includes any pay reduction) or discharge from employment.

In some circumstances, disciplinary action may be preceded by one or more corrective warnings or actions; however, the Town and the appropriate supervisory official of the Town may accelerate this process, considering the circumstances of each situation and the best interests of the Town. In particular, actions of the Town in discharging an employee or removing a Town official from office may occur without corrective warnings and without any period of suspension prior to discharge, to safeguard the interests of Town government, Town citizens and co-workers. In determining the appropriate disciplinary action, the disciplining authority may consider the incident or behavior in question in the context of the employee's entire record of past performance for the Town of Camden.

Section 210.2 Responsibility for Disciplinary Actions

It shall be the authority and responsibility of each department head under the direction of the Town Manager to supervise his/her respective department, to ensure that Town policies are adhered to, and to initiate disciplinary action to the appropriate Town official or officials responsible for taking such action. Where the Select Board is the appointing body of the official to be disciplined, any member of the Select Board may recommend discipline and any disciplinary action shall be taken by vote of the Select Board. Demotion, discharge from employment (which shall be interpreted to include removal from appointed office) and suspension without pay shall be governed by the procedures set forth in Section 24.4.

If an employee has knowledge of a condition or an incident which, in his/her opinion, is in violation of this or any other policy of the Town of Camden, the employee is strongly encouraged to report such findings to his or her department head or to the person or body that supervises the employee concerned. An employee who in good faith reports a suspected violation will not be subject to retaliation or discipline for the act of making such report. The failure to report such a condition or incident may be considered misconduct.

Section 210.3 Process for Disciplinary Action

It is Town policy to use a system of progressive discipline whenever it makes sense to do so; however, the Town reserves the right to exercise any disciplinary action listed. Steps in the progressive disciplinary process may be skipped depending on the seriousness of the situation, and termination of employment may be the first disciplinary action taken if there is just cause.

Depending on the seriousness of the offences, disciplinary action may consist of:

- 1) oral reprimands
- 2) written warning
- 3) suspension, with or without pay
- 4) demotion
- 5) reassignment
- 6) termination of employment (discharge)

The following steps will be followed in the processing of any disciplinary action:

1. The supervisor and/or department manager will identify and investigate the incident or job performance behavior and gather pertinent facts.
2. The supervisor and/or department manager will discuss the incident or job performance behavior with the employee.
3. The supervisor and department manager may issue an oral reprimand.

4. If any written warning, suspension, demotion, reassignment or termination of employment is recommended, the department manager will discuss the situation with the Town Manager before taking the disciplinary action.
5. Any suspension without pay, demotion or discharge must follow the procedures set forth in Section 20.4.

All disciplinary actions will be recorded in the employee's personnel file, documenting details of the incident. An employee may request the reason for termination of employment in writing.

If an employee does not agree with any disciplinary action taken, s/he may file a grievance under the Grievance Procedure.

The department head shall notify the Town Manager or his/her designee prior to initiating written disciplinary action except in extenuating circumstances or when immediate action is required.

Section 21.4 Special Procedures for Demotion, Discharge or Suspension without Pay

Demotion, discharge from employment (which shall include removal from an appointed office) and suspension without pay shall be pursuant to the below procedures. These policies do not apply to layoffs as addressed in Article XIII, or to removal of probationary employees as addressed in Section 3.4.

a. Authority

i. Officials appointed by the Select Board. The Police Chief, the Fire Chief and any other official appointed by the Select Board pursuant to the Town Charter may be demoted, discharged or suspended without pay only by the Select Board.

ii. Town Manager. The Town Manager may be demoted, discharged or suspended without pay by the Select Board.

iii. Other Employees. Any other employee of the Town of Camden, including department heads except as otherwise stated in subsection (i) above, may be demoted, suspended without pay or discharged by the Town Manager.

b. Cause, Notice and Hearing

In accordance with state law, any non-probationary employee may only be discharged, demoted or suspended without pay by the Town Manager or Select Board for cause, after notice and hearing. This Policy does not intend to require any standard of cause beyond that required by applicable Maine statutory and common law.

c. Hearing Procedure

i. Notice. The person or body holding a pre-discipline hearing shall notify the employee of the time, date and place of that hearing at least five (5) business days in advance, unless the employee wishes to be heard sooner and consents to a reduced notice period.

Notice of hearing shall be given in writing, either hand delivered or by mail, and the date of delivery shall be recorded on the copy of the notice kept in the employee's personnel file. The notice should include a statement of the charges or other reasons for potential disciplinary action, sufficient to allow the employee to properly respond at the hearing.

ii. Waiver. An employee may agree to accept any contemplated disciplinary action without a prior hearing. In such case, the employee shall be required to sign a written waiver of his or her hearing rights.

iii. Persons to be Present. The employee shall be present at the hearing and may bring such witnesses or representatives as are reasonably necessary to answer the charges or other concerns to be discussed. The person or body responsible for taking disciplinary action shall also be present at the hearing and shall direct the order of business at the hearing. However, the disciplining authority may choose to have a third-party hearing officer direct the order of business. In such case, the disciplining authority shall make a reasonable attempt to obtain the employee's consent to the hearing officer chosen.

iv. Conduct of Hearing. Pre-disciplinary hearings shall be conducted in an informal but professional manner. Formal rules of evidence shall not apply. The disciplining authority or other hearing officer may place reasonable limitations on the evidence or arguments presented based on time, relevance, probative value or any other reasonable considerations.

v. Decision. The disciplining authority may issue a verbal decision at the time of the hearing or may take additional time to further consider the information presented at the hearing prior to issuing a decision. In any event, the disciplining authority shall issue a written decision of the action to be taken, if any, to the employee within seven (7) business days of the hearing date. Said written decision shall include findings and conclusions sufficient to allow the employee to properly respond on appeal.

vi. Appeal. An employee who has been demoted, discharged or suspended without pay may appeal that decision by filing a Notice of Appeal within five (5) business days of receipt of the written disciplinary action taken to the Town Manger. In the event the employee is a Department Head or otherwise reports directly to the Town Manager, that employee may appeal the disciplinary action taken by the Town Manager to the Personnel Appeals Committee.

The Personnel Appeals Committee shall be composed of three members: the Chair of the Personnel Board, Chair of the Select Board and a department head unaffiliated with the appeal decision as selected by the Town Manager or Select Board.

The Personnel Appeals Committee shall hold a de novo hearing on the appeal within twenty (20) business days of receipt of the Notice of Appeal, at which time the Committee shall determine if cause existed for the action taken by the Town Manger.

Any dispute of a written decision by the Select Board for demotion, suspension without pay or discharge from employment shall be appealed directly to the Superior Court in accordance with Rule 80B of the Maine Rules of Civil Procedure.

ARTICLE XXII – GRIEVANCE PROCEDURES

Section 22.1 Applicability

Should an employee feel aggrieved concerning the interpretation, meaning or application by a department head of any provision of the Town's personnel rules, regulations and policies or the terms of employment, the employee may seek a grievance by following the process stated in this Article. The grievance process described herein shall not be available to challenge any decision related to demotion, suspension without pay or discharge; such decisions may be challenged only by appeal pursuant to Section 24.4(c)(vi).

A department head or other employee supervised directly by the Town Manager may bring a grievance by following the procedures set forth in this Article, except that the initial and formal grievance shall be presented to the Town Manager, whose decision shall be final.

Failure by the employee to meet any deadlines set forth herein may result in denial of the grievance.

Section 22.2 Initial Step

The aggrieved employee shall attempt to resolve the dispute directly with the Department Head through an in-person discussion or informal writing within five (5) business days of the determination in question or the employee's becoming aware of the determination in question. The department head shall respond either verbally or in writing within five (5) business days from the discussion or receipt of the writing.

Section 22.3 Written Grievance

If the process stated in Section 25.2 does not resolve the dispute, the employee shall, within five (5) business days of the department head's verbal or written decision, present the grievance again in a written form. The department head shall present a written decision on the grievance within five (5) business days of receipt of the grievance. Failure by the department head to meet the appropriate deadline set forth herein will allow the employee to appeal the grievance in writing to the Town Manager. That written Appeal to the Town Manager must be made within five (5) business days of the missed deadline.

Section 22.4 Appeal to Town Manager

If the employee disputes the department head's written decision on the grievance, the employee may appeal that decision by submitting the details of the grievance and any responses in writing to the Town Manager on such form(s) provided by the Town within five (5) business days of receipt of the decision. Within ten (10) business days of receipt of the grievance, the Town Manager shall meet with the employee and department head for the purpose of resolving the grievance, and shall render a written decision on the grievance, which may include upholding the department head's determination, revoking the department head's determination, or modifying it as appropriate in the reasonable discretion of the Town Manager.

ARTICLE XXIII – EMPLOYMENT OF RELATIVES

The Town of Camden applies the following safeguards regarding the employment of persons related to one another:

- a.** An officer or employee of the Town may not appoint, employ, promote, advance or advocate for the appointment, employment, promotion or advancement of his or her relatives to any position over which such officer or employee exercises direct or indirect financial, administrative, supervisory or personnel control or authority.
- b.** Unless the Town Manager approves adequate safeguards to protect against potential conflicts, no person shall be hired, appointed or promoted to a position that will be supervised by or will have supervisory authority over that person's relative. For the purposes of this section supervision shall include direct or indirect financial, administrative, managerial or personnel control or authority.
- c.** For purposes of the above provisions, a relative is defined as a grandparent, parent, child, grandchild, sibling, uncle, aunt, first cousin, niece, nephew, spouse, domestic partner, step-parent, stepchild, step-sibling or half sibling, or the parent, sibling or child of the employee's spouse.
- d.** The Town Manager will provide specific instructions concerning employees affected by this Section in a manner to safeguard the promotional opportunities of the individual, as well as the objectivity of the process.
- e.** If situations arise where relatives working together causes sensitive personnel problems, such individual situations may be brought before the Town Manager for review and a recommendation for problem resolution.

ARTICLE XXIV^H – COLLECTIVE BARGAINING

Employees in the Police Department who are subject to the provisions of an executed collective bargaining agreement, and other employees who may be subject to such a collective bargaining agreement in the future, are exempt from these personnel policies to the extent the subject matter is covered by the collective bargaining agreement.

APPENDIX A

Town of Camden, Maine

VACATION SCHEDULE

A. FULL-TIME EMPLOYEES

~~1. On January 1, 2018 all employees shall receive in a lump sum the vacation accrued during the previous 12 months' period according to their years of service as follows:~~

~~1. 1. Vacation time, with the exception of the Additional Vacation Service Benefit, will be granted each year on the anniversary of the employees' hire date when the employee became eligible for benefits according to their years of service as follows:~~

~~1.~~

~~a. 1. _____~~ Vacation ~~accrual~~ time for regular full-time employees shall be as follows:

- | | | |
|------------------------------------|---|---------------------------------------|
| After one (1) year of service | - | two (2) weeks' vacation (80 hours) |
| After seven (7) years of service | - | three (3) weeks' vacation (120 hours) |
| After twelve (12) years of service | - | four (4) weeks' vacation (160 hours) |
| After twenty (20) years of service | - | five (5) weeks' vacation (200 hours) |

~~b.a.~~ Vacation ~~accrual~~ time for full-time firefighters that work a 12-hour shift shall be as follows:

- | | | |
|------------------------------------|---|---------------------------------------|
| After one (1) year of service | - | two (2) weeks' vacation (96 hours) |
| After seven (7) years of service | - | three (3) weeks' vacation (144 hours) |
| After twelve (12) years of service | - | four (4) weeks' vacation (192 hours) |
| After twenty (20) years of service | - | five (5) weeks' vacation (240 hours) |

Additional Vacation Service Benefit shall be as follows:

After ten (10) years of service _____ -one (1) week vacation (40 hours)

After twenty (20) years of service _____ -two (2) weeks' vacation (80 hours)

After thirty (30) years of service -three (3) weeks' vacation (120 hours)

After forty (40) years of service -four (4) weeks' vacation (160 hours)

After fifty (50) years of service -five (5) weeks' vacation (200 hours)

~~e. Vacation leave for employees that began working for the Town during the calendar year 2017 shall have their vacation leave prorated, unless approved otherwise by the Town Manager.~~

~~2. Beginning January 1, 2019 employees' vacation accrual shall be given as a lump sum on the employees' anniversary of their date of hire.~~

B. PART-TIME EMPLOYEES

~~1. On January 1, 2018 all regular part time employees shall receive in a lump sum the vacation accrued during the previous 12 months' period according to their years of service as follows~~1. —:Vacation time, with the exception of the Additional **Vacation** Service Benefit **Vacation**, will be granted each year on the anniversary of the employees' hire date when the employee became eligible for benefits according to their years of service as follows:

a. Vacation time for regular part-time employees shall be based upon the hours worked in a standard workweek ~~and shall accrue as follows:~~

After one (1) year of service - hours equivalent to two (2) weeks

After seven (7) years of service - hours equivalent to three (3) weeks

After twelve (12) years of service - hours equivalent to four (4) weeks

After twenty (20) years of service - hours equivalent to five (5) weeks

2. Additional Vacation Service Benefit shall be as follows:

After ten (10) years of service -hours equivalent to one (1) week

After twenty (20) years of service -hours equivalent to two (2) weeks

After thirty (30) years of service -hours equivalent to three (3) weeks

After forty (40) years of service -hours equivalent to four (4) weeks

After fifty (50) years of service -hours equivalent to five (5) weeks

~~2. Beginning January 1, 2019 regular part-time employees' vacation accrual shall be granted as a lump sum on the employees' anniversary of their date of hire.~~

~~a. Accrual shall be as follows for regular part-time employees:~~

~~After one (1) year of service — hours equivalent to two (2) weeks~~

~~After seven (7) years of service — hours equivalent to three (3) weeks~~

~~After twelve (12) years of service — hours equivalent to four (4) weeks~~

~~After twenty (20) years of service — hours equivalent to five (5) weeks~~

~~C.~~ **CARRYOVER OF UNUSED ACCRUED VACATION LEAVE**

~~1. Vacation leave granted as a lump sum on January 1, 2018 for the previous 2017 calendar year must be used in full within 24 months, otherwise any remaining vacation leave shall be forfeited as of January 1, 2020.~~

~~2. 1. Employees may carryover no more than half of their annual vacation leave, with the exception of Additional Vacation Service Benefit, ~~accrual~~unused from one year to the next. Any unused vacation leave ~~accrual~~unused that amounts to more than half of the ~~accumulated~~unused leave in one calendar year shall be forfeited.~~

~~D.C.~~ **PAYMENT OF ACCRUED UNUSED VACATION LEAVE UPON TERMINATION**

1. Upon leave or termination from employment with the Town of Camden, employees shall receive in compensation, with exception of any Additional Vacation Service Benefits, ~~all~~accrueunused vacation leave at their current rate of pay.

APPENDIX D

Town of Camden, Maine

DRUG AND ALCOHOL TESTING POLICY Draft

I. INTRODUCTION

The Town of Camden is committed to a drug and alcohol-free workplace.

In order to ensure the safety of its employees and the general public, as well as compliance with Federal Regulations, the Town has adopted this policy.

The Town of Camden takes pride in its employees who perform critical duties in a truly effective manner with safety foremost in their minds. This policy strengthens our commitment to a safe workplace.

II. PROHIBITION ON ALCOHOL AND DRUG USE

The Town of Camden explicitly prohibits:

A. The use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol or prescription medication without a prescription by an employee within any Town-owned facility or vehicle, or at any work location, while on duty.

B. Being impaired or under the influence of legal or illegal drugs or alcohol while on duty, even if the use of drugs, alcohol or prescription medication occurred off premises or during non-work hours.

C. The presence of any detectable amount of prohibited substances in the system of any employee (hereinafter, "Town Employee") who operates ~~a CMV (commercial motor vehicle)~~ heavy equipment or Motor Vehicle, whether Commercial or Non-Commercial, during the course or scope of employment ~~(town-owned motor vehicle)~~ on behalf of the Town. "Prohibited substances" shall include illegal drugs, alcohol, or prescription drugs not taken in accordance with a valid prescription given to the employee.

III. PROGRAM ADMINISTRATOR

The Town Manager has been designated by the Town as the Alcohol/Drug Testing Program Administrator. In this function, the Town Manager will provide answers to any questions from drivers, employees, or the public in general.

The Program Administrator will handle all information on all tests as confidential. The Program Administrator may provide such information as necessary to enable the appropriate department head to take the proper actions as warranted.

IV. PROGRAM OBJECTIVES

- A. To provide employees with access to confidential counseling and/or rehabilitation programs and to detect illegal and unauthorized substance abuse and contraband in the workplace.
- B. To reduce the opportunities for accidents and injuries and prevent damage to property.
- C. To improve productivity, ensure quality and to minimize employee absenteeism and tardiness.
- D. To comply with Federal Requirements for drug and alcohol testing of drivers.

V. SCOPE OF POLICY

The policy will apply to all of the Town of Camden employees.

The term "CMV employee" shall refer to any employee whose job description or qualifications require the employee to hold a Commercial Driver's License or to drive a Commercial Motor Vehicle as that term is defined in 49 CFR §382.107.

Unless otherwise qualified, the term "employee" shall refer generally to any full-time, part-time or temporary employee of the Town of Camden.

All employees shall receive a copy of this policy, as well as a copy of the educational materials covered in the employee education session on substance abuse.

VI. DRUG AND ALCOHOL TESTING

The Town of Camden will conduct drug and/or alcohol testing under any of the following circumstances:

- A. For-cause testing: The Town Manager may require an employee to submit to a drug and/or alcohol test at any time the employee's supervisor or the Program Administrator has probable cause (as defined in 30-A M.R.S.A. § 682(6)) to believe that the employee may be under the influence of drugs or alcohol, including, but not limited to, the following circumstances: evidence of drugs or alcohol on or about the employee's person or in the employee's vicinity,

unusual conduct on the employee's part that suggests impairment or influence of drugs or alcohol, or patterns of physically negligent behavior. A ~~CMV~~ Town ~~E~~mployee will also be tested following any accident in accordance with 49 CFR § 382.303.

The supervisor requesting the testing shall document the specific facts, symptoms or observations by completing a "Reasonable Suspicion Record" form and providing it to the Program Administrator. The Program Administrator shall act in accordance with the appropriate sections of this policy. All employee reports will be kept strictly confidential.

B. Pre-employment testing: Any offer of employment for a job that includes operation of a ~~CMV~~ Town-owned heavy equipment or of a ~~motor vehicle~~ as part of the occasional or usual job requirements, shall be contingent upon the successful applicant passing drug testing, even if the offer is being made to an existing Town employee.

C. Random testing: Any ~~CMV~~ Town ~~E~~mployee may be selected at random for drug and/or alcohol testing at any interval determined by the Town of Camden. ~~The number of annual drug tests shall equal 50% of the number of CMV required positions while the number of annual alcohol tests shall equal 25% of the CMV required positions.~~ The Town of Camden has entered into an agreement with a third party administrator (TPA) to pool Town ~~E~~mployees with others in order to randomly select the ~~CMV~~ Town ~~E~~mployees for testing and then notify the Program Administrator of the person or persons chosen.

D. Return-to-duty. An employee who previously tested positive must submit to an alcohol test and/or drug test before he or she may return to duty. The result(s) must be negative to return to work.

E. An employee who previously tested positive and has returned to duty must submit to follow-up testing as required by the Program Supervisor. A ~~CMV~~ Town ~~E~~mployee who tested positive must submit to at least six (6) alcohol and/or drug tests during the first twelve (12) months after returning to work. Follow-up tests will be unannounced and may continue for up to sixty (60) months after returning to work, not to exceed twelve (12) per year, as determined by a substance abuse professional. Random and follow-up alcohol testing may be conducted just before, during, or just after an employee's performance of safety-sensitive duties. Random drug testing does not have to be conducted in immediate time proximity to performing safety-sensitive functions.

F. Outside drug tests. If an employee is tested for drugs or alcohol outside of the employment context and the results indicate a violation of this policy, or if an employee refuses to submit to testing under this policy, the employee may be subject to appropriate disciplinary action, up to and possibly including discharge from employment.

VII. SUBSTANCES TESTED

Where testing is permitted or required pursuant to Section VI, the following substances will be tested to determine their presence:

1. Alcohol (except pre-employment)
2. Marijuana
3. Cocaine
4. Amphetamines
5. Phencyclidine (PCP)
6. Opiates

VIII. PRESCRIPTION DRUG USE

Employees covered by this policy may use prescription drugs and "over the counter" medications provided:

1. The prescription drugs or their generic equivalent have been prescribed to the employee within the past 12 months by an authorized medical practitioner.
2. Employees do not consume prescribed drugs more often or in greater quantity than is prescribed by the employee's physician, and do not allow any other employee to consume the prescribed drug.
3. Any employee who has been informed that a medication could cause adverse side effects while working shall inform his/her supervisor prior to using these substances. The Town at all times reserves the right to have a licensed physician determine if use of a prescription drug or medication by an employee produces an adverse effect on performing work for the Town. If such a finding is made, the Town may notify the employee's physician (with permission) to determine if other medications are available which would not seriously affect the employee's ability to work safely. The Town will make reasonable accommodations, when possible, to accommodate an employee's need to use medication.

IX. TESTING PROCEDURES

The Town of Camden will maintain a contract with a properly licensed medical provider to perform the Town's alcohol and substance abuse testing. When an employee has been

randomly selected, s/he will be notified by his/her appropriate supervisor and both will proceed directly to the testing area. All randomly selected individuals must comply with the testing.

Providing a urine sample for substance abuse testing shall only be conducted in a medical facility supervised by a licensed physician or nurse. Employees and job applicants for ~~CMV~~ **Town Employee** positions shall not be required to provide a urine sample while being observed, directly or indirectly, by another individual. The test subject shall leave any personal belongings including any unnecessary clothing, coat, jacket or similar outer garment outside the collection area.

All specimen samples shall be collected, sealed and stored in compliance with the National Institute on Drug Abuse (NIDA) guidelines as required by Federal Law, and transported to a licensed and certified laboratory for actual testing. The chain of custody requirements for these samples shall be in accordance with NIDA guidelines and Federal Regulations in order to protect the sample from being tampered and to verify the identity of each sample and test results. When the sample is first collected, a portion of the sample shall be segregated according to federal regulations.

Cutoff levels for positive samples shall be as specified by the Maine Department of Health and Human Services in rules set forth at 10-144 CMR c. 265.

All alcohol testing will be conducted with a Breath Testing Device (EBT), which will be administered by the same medical facility as the substance testing. A screening test is conducted first. Any result less than 0.02 alcohol concentration is considered a negative test.

If the alcohol concentration is 0.02 or greater, a second confirmation test must be conducted within fifteen (15) minutes. The employee and the individual conducting the breath test shall complete the alcohol testing form to ensure that the results are properly recorded. Any individual who conducts the testing must be trained to operate the EBT and proficient in the breath testing procedures.

At the request of the employee or applicant at the time the test sample is taken, the MRO shall:

A. Segregate a portion of the sample for the employee or applicant's own testing. Within five (5) days after notice of the test result is given to the employee or applicant, the employee or applicant shall notify the MRO of the testing laboratory selected by the employee or applicant, and the MRO shall promptly send the segregated portion of the sample to the named testing laboratory. The employee shall pay the cost of testing the segregated sample if the test is positive and the Town shall pay the cost if the test is negative. (Applicants shall pay the cost of testing the segregated sample regardless of the

test results.) If the employee is aware of a situation that may have led to the positive test, such as taking of prescription or other medicines, s/he should make the fact known to the MRO within the required time after notification of a confirmed positive test.

B. In the case of an employee only, have a blood sample taken from the employee by a licensed physician, registered physician's assistant, registered nurse or a person certified by the Department of Health and Human Services to draw blood samples. The MRO shall have this sample tested for the presence of alcohol or marijuana metabolites. If the employee requests that a blood sample be taken as provided in this paragraph, the MRO may not test any other sample from the employee for the presence of these substances.

The Town shall utilize the services of a Medical Review Officer (MRO) to interpret any confirmed positive test. An MRO is a licensed physician who is responsible for receiving the laboratory results. The MRO has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's medical history and any other medical information. The MRO shall have the authority to discuss an employee's test result with the employee prior to notifying the Town. Once the employee has been notified and the MRO is satisfied with the accuracy of the test results, the Town shall be notified.

If an employee or applicant wishes to challenge the result of a confirmed positive test, he or she may present a written appeal to the Program Administrator within five (5) working days of receiving notice of the test result. The appeal shall include the employee or applicant's signature, the date of submission and the reasons for the appeal. Upon receipt of an appeal, the Program Administrator shall forward the appeal to the MRO and schedule a meeting of the employee/applicant, Program Administrator and MRO to be held within ten (10) working days of the appeal. The appellant shall not be charged with any costs of the appeal. If, following the meeting, the Program Administrator and MRO deem that the test result is credible and reliable, the employee may be referred for discipline or rehabilitation.

An employee may be placed on paid leave, be transferred to a different position at the same rate of pay, or have his duties altered during the pendency of any drug testing or appeal, and any disciplinary process that may follow.

X. PROHIBITED CONDUCT BY ~~CMV~~ TOWN EMPLOYEES

In addition to the conduct outlined in Section II of this Policy, Any ~~CMV~~ Town Employee of the Town of Camden shall not do any of the following:

1. Report to work and/or remain on duty with an alcohol concentration of 0.04 or greater;

2. Possess any alcohol while on duty or in any vehicle owned or operated by the Town of Camden;
3. Use any alcohol while on duty or in any vehicle owned or operated by the Town of Camden;
4. Use any alcohol within four (4) hours of going on duty;
5. Use any alcohol within eight (8) hours after an accident which has required the ~~CMV~~ **Town** ~~E~~mployee to be tested for alcohol concentration
6. Refuse to submit to a required alcohol and/or controlled substance test;
7. Report to or remain on duty when using any controlled substance, except when used under a physician's orders and when the physician has informed the ~~CMV~~ **Town** employee in writing that the use will not affect the safe operations of a commercial motor vehicle. In the case of a written warning by the physician, the employee shall report this to his/her supervisor immediately;
8. Report to or remain on duty if the employee has tested positive for controlled substances. A ~~CMV~~ **Town** ~~E~~mployee shall be prohibited from driving a ~~Town-owned~~ vehicle or operating heavy equipment for 24 hours following a test revealing an alcohol concentration of 0.04 or greater or the presence of any controlled substance.

Failure to comply with these rules is a violation of this policy and will result in disciplinary action and/or referral to a certified rehabilitation program.

XI. REFUSAL TO TEST

Failure to submit to testing may result in discharge in the case of an employee and will result in no further consideration for employment by the Town, in the case of an applicant. Specifically, the following circumstances will be considered a refusal to test:

1. Failure to report to the designated testing area within thirty (30) minutes of being notified to submit to a required random test.
2. Failure to accurately provide a sufficient sample to be tested, either breath or urine as the case may be, unless medically determined impossible to do so.

3. Determination by the testing laboratory that the employee or applicant has twice substituted, adulterated, diluted or otherwise tampered with a sample in an attempt to influence test results.

XII. DISCIPLINARY ACTION

Any employee who engages in conduct prohibited by this policy may be subject to disciplinary action up to and including dismissal.

Any employee who tests positive the first time for drugs or alcohol following any random or "for cause" test under this Policy will be offered an opportunity for rehabilitation for up to six (6) months. The offer of rehabilitation does not apply to job applicants. Any period of rehabilitation that prevents the employee from attending work shall be governed by the provisions in the Personnel Policy regarding medical leaves of absence. If an employee refuses the opportunity for rehabilitation, the Town will proceed with disciplinary action in accordance with the Personnel Policy and Maine law.

Employees who test positive a second time will be referred immediately for disciplinary action and will not be given a further opportunity for rehabilitation.

~~CMV~~ Town Employees who are found to have an alcohol concentration of 0.02 or greater, but less than 0.04, will be placed on unpaid leave for a minimum of twenty-four (24) hours.

During the period the Town is awaiting an employee's test result due to a post-accident or reasonable suspicion circumstance, the Town may transfer the employee to another position with no reduction in pay or benefits. The Town also reserves the right to place an employee on paid suspension. A determination as to whether an employee is placed in another position or placed on suspension may be based, but not limited to initial assessment of responsibility for and/or the severity of the accident, if applicable; the observed condition of the employee, if applicable; the employee's work history; length of employment; current job performance and the existence of past disciplinary actions.

XIII. EMPLOYEE/APPLICANT RIGHTS AND RESPONSIBILITIES

It is the responsibility of each employee to report to work and remain fit for duty. Furthermore, each employee is responsible to seek help before alcohol and drug problems affect job performance or result in a positive test.

In the event of a positive drug test result, employees and job applicants shall have the opportunity to present an alternative explanation for the drug test result by contacting the Medical Review Officer (MRO). This shall be done no later than five (5) days after notification of the result. No further action will be taken if there is a justified explanation, or there is a reasonable doubt as to the accuracy of the result or chain of custody of the sample.

Any employee or job applicant with a positive test result may also, upon written request within five (5) working days, have the right to any information relating to the test result and procedures.

Upon successfully completing a drug rehabilitation program under this Policy, as determined by the rehabilitation or treatment provider in consultation with the Town, the employee is entitled to return to his/her previous job, if it is available, or to any other available position for which the employee is qualified by skill or experience, and for which the employee is not medically disqualified.

Any subsequent confirmed positive test may result in suspension without pay and/or termination.

XIV. CONFIDENTIALITY OF INFORMATION

Unless the employee or applicant consents, all personal information acquired by the Town in the testing process is confidential and may not be released to any person other than the employee or applicant who is tested, the Program Administrator, respective department heads or designees, the MRO, the EAP or Rehabilitation Provider and appropriate federal and state officials. The foregoing shall not prevent the release of information that is required or permitted by state or federal law or the use of information in any grievance procedure, administrative hearing, or civil action relating to the imposition of the test or the use of the test results. A driver may authorize release of such information to a subsequent employer upon written request from the driver.

XV. EDUCATIONAL SESSIONS / EMPLOYEE ASSISTANCE

The Town will provide each employee with a copy of the written policy. The Town will also provide printed material which describes the effects of alcohol and/or drugs on the individual's health, work, and personal life, as well as information on the signs and symptoms of alcohol or drugs. Employees will be requested to sign a receipt for these materials. In addition, the Town will provide training on drug and alcohol abuse to supervisors of ~~CMV~~ **Town** ~~E~~employees for at least sixty (60) minutes on each topic.

Any employee who wishes to seek personal and confidential advice on alcohol and/or drugs may contact the Town's Employee Assistance Provider. An employee who chooses to

voluntarily admit himself/herself to a substance abuse rehabilitation program may receive up to six months' leave for that purpose. Any period of rehabilitation that prevents the employee from attending work shall be governed by the provisions in the Personnel Policy regarding medical leaves of absence.

APPENDIX I

Town of Camden,
Maine
STORM CLOSING
POLICY

PURPOSE

It is the purpose of this policy to define the procedure and explain the various options available to employees when conditions warrant the closure of various town buildings/facilities. This policy defines the responsibilities of the Town Manager and the employees regarding work schedule and pay in the event of building closure. This policy also defines essential and non-essential employees.

POLICY

The Town of Camden values the safety of its employees. The Town manager or designee may enact this Policy.

For purposes of this policy **essential employees** shall be defined as all employees who are scheduled to work in the public works department, police department, fire department, waste-water department, or the Camden Snow Bowl and **Non-essential employees** shall be defined as all other staff.

All employees are expected to report to work unless they are notified by their department head that they are not required to report. **Essential employees** are required to report to work even though the town offices may be closed per the direction of the Town Manager. **Non-essential employees** are not required to report to work when the Town Manager closes all non-essential operations.

Any essential or non-essential employee, who has previously arranged for vacation, sick, comp, etc., time off on the closure day will be charged for time off for the entire scheduled work shift regardless of how many hours other employees actually work.

Non-compliance with this policy may result in disciplinary action.

A. ESSENTIAL EMPLOYEES ONLY:

1. ~~All~~ Essential employees shall be required to report to designated worksites for their entire shift.
2. ~~All~~ Essential employees who do not report to work on closure days and did not make prior scheduling arrangements with their supervisor will not be paid for their shift.

B. NON-ESSENTIAL EMPLOYEES ONLY:

- ~~1. All Non-essential employees including salaried employees are expected to work as scheduled unless directed to do otherwise by the Town Manager. Those who are unable or unwilling to travel may use comp time or vacation for the day.~~
- ~~2. Non-essential employees are expected to work during inclement weather.~~ Those employees who, in their own discretion, feel it is unsafe for them to travel to work may elect to use comp time ~~or~~ vacation time ~~or unpaid time off for the shift or any portion thereof~~. An employee who elects to take time should report that fact to his or her supervisor using the same procedure used for calling in sick.
3. If ~~n~~Non-essential employees are notified by their department head prior to the start of their work day they are not required to report to work they *will be paid their scheduled time for that day.*
4. Non-essential employees who arrive at the beginning of their scheduled shift will be paid for the entire shift should they be sent home by the Town Manager prior to the end of their shift because of an event under this policy.

3/20/2020 Personnel Board Changes

PROCEDURE

1. When there is a closure the Town Manager will contact department heads as soon as practical. Department Heads will then contact their employees early enough to stop them from coming to work using their internal telephone tree system.
2. If employees have any question about a closure, and have not been notified before leaving for work they are encouraged to contact their Department Head.

Personnel Board recommendation 11/20/13
Camden Select Board Adopted 12/17/13

Town of Camden, Maine

draft

APPENDIX J

EMPLOYEE EXPENSES

Employees shall be reimbursed for reasonable and necessary expenses incurred while carrying out official Town of Camden business. Prior approval of the Town Manager or department head is required. Such reimbursement shall not apply to travel between employee's home and work site. Mileage reimbursement will be made for work related travel.

Employees shall be entitled to reimbursement for meals in a reasonable amount and reasonable expenses for lodging provided those expenses are necessitated directly by the performance of duties as a Town employee. Reimbursement applies to only Town employees. The maximum reimbursement for breakfast is \$15.00 per day; the maximum reimbursement for lunch is \$25.00 per day and the maximum reimbursement for dinner is \$30.00 per day; unless the meals are provided at training at a set fee. No reimbursements will be made without an itemized receipt substantiating the actual amount spent. No expenses for alcoholic beverages will be reimbursed. All reimbursement requests must receive approval from the employee's department head/supervisor.

High Water Mark Initiative



As part of the National Flood Insurance Program, the High Water Mark (HWM) Initiative is a community-based awareness program that increases local communities' awareness of flood risk and encourages action to mitigate that risk.

As part of the project, communities post HWM signs in prominent places, hold a high-profile launch event to unveil the signs, conduct ongoing education to build local awareness of flood risk, and complete [mitigation](#) actions to build community resilience against future flooding. A variety of audiences, such as local officials, emergency management personnel, community leaders, as well as FEMA regions, federal, state, and local entities can learn more about the HWM Initiative in the sections below.

To learn more about the HWM Initiative, refer to the links below:

- [About the HWM Initiative](#)
- [How HWM Projects Work](#)
- [HWM Tools and Resources](#)

To join the HWM Initiative, please contact Vincent Brown at Vincent.Brown@fema.dhs.gov



Memo

To: Camden Select Board
From: Town Manager – Audra Caler-Bell
Date: July 7, 2020
Re: No Parking on Rte 52 Near Ledges

The purpose of this memo is to provide information on the stretch of Route 52 that is signed “No Parking” near the ledges on Megunticook Lake, and options for the Select Board on managing this stretch of roadway.

With the arrival of summer and continuation of the coronavirus pandemic, Lake Megunticook is experiencing a higher level of use than average. Areas that provide public access to the lake, such as Barrett’s Cove and the boat launches at Rte 52 and 105, are often crowded and with people doing their best to be mindful of social distancing, additional usage of informal access points, such as the ledges off Rte 52, are also seeing higher than average use. As a result, the Police Department has received complaints about cars parked along 52 and has been doing parking enforcement. This in turn, has caused those who have received parking tickets to express frustration at the Town for limiting access to a resource that is already difficult for members of the public without lake front property to utilize. Given the limited amount of public access of the lake, the popularity of informal access points (such as the ledges), and safety concerns for pedestrians and motorists, the Select Board has several options for managing this area.

The following information has been provided by Police Chief Gagne on why this stretch of Rte 52 has been designated as “No Parking”:

Parking along Rt. 52 has been prohibited for several decades if not longer. Parking along that area was most likely eliminated due to the road width along the lake. Vehicles in most places along there would be parked into the travel lane. There are 4 spaces along the Mountain side where parking is allowed. On hot days, without restricted parking there would be numerous vehicles parked along there. The area is a posted 40 mph zone. With vehicles allowed to park along the Mountain side there is an inherent safety issue with the speed of the roadway, reduction in lane size, and unrestricted crossing by pedestrians. This is further complicated by those who would park there after dark as the area has no street lights. Between the boat ramp and Beaucaire Rd there is a possibility of additional parking. I would suggest speaking with Regional Traffic Engineer David Allen of MDOT for his thoughts before any changes were made along that entire section. We have enforced parking in that area for years. It is in no way a targeted enforcement area. We act on complaint or officer observation if they are in the area.



The Town of Camden Traffic Code designates this area along Rte 52 as “No Parking”. However, the Camden Select Board can remove this from the list of designated “No Parking” areas. As a result the Police Department would no longer perform parking enforcement on this stretch of Rte 52.

While this will solve the concern with those frustrated by enforcement action along this area, it would take additional steps, as identified by the Police Chief above, to better address some of the potential safety issues.

I would also like to point out that much of this issue stems from the limited amount of public access to Lake Megunticook. There are steps the Town can take to improve and enhance public access to the Lake, which the Select Board may want to consider directing the Parks and Recreation Director to pursue.

EMPLOYMENT AGREEMENT

THIS AGREEMENT is made and entered into this day of, July 2020, between the Town of Camden, Maine (hereinafter called Town) and Audra Caler (hereinafter called Manager) pursuant to these terms and conditions:

A. WHEREAS, the Town and Manager wish to renew the Employment Agreement dated June 2017 and retain the services of said Audra Caler as the Town Manager of the Town of Camden;

B. WHEREAS, the parties hereto desire to (1) secure and retain the services of the Manager and to provide inducement for her to remain in such employment, and (2) define the benefits and working conditions of the Manager's employment, and (3) provide a just means for terminating the Manager's contract of employment at such time as she may be unable to discharge her duties due to disability, resignation or termination by the Town;

C. WHEREAS, Manager wishes to remain employed as Town Manager of said Town under the terms and conditions stated herein.

NOW THEREFORE, in consideration of the mutual covenants contained herein, and intending to be legally bound hereby, the Town and Manager agree to the following:

1. DUTIES - The Town of Camden hereby agrees to continue the employment Audra Caler as Town Manager to perform the functions and duties so specified and to perform such other legally permissible and property duties and functions as may be set forth in the State Statutes, Municipal Ordinances, and the Charter of the Town of Camden, or as the Select Board shall from time to time assign.

2. COMPENSATION-

a) The Town agrees to pay the Manager a salary of One Hundred and Nineteen Thousand Two Hundred and Twenty-five dollars (\$119,225) in the first year of the Agreement, payable in such installments as the Town may, from time to time, as determined for all department heads. The Manager shall receive the same, if any, annual adjustments as may be provided to Town employees. In addition to any annual cost of living adjustments granted to all Town employees (usually July 1), the Manager may be awarded a merit salary increase, from time to time, as determined in the sole discretion of the Select Board.

b)

3. TERM OF EMPLOYMENT-

a) The term of this Agreement shall be three years, commencing on July 1, 2020, and expiring on June 30, 2023.

b) The Select Board shall conduct annual evaluations, or more frequently as may be determined by the Select Board. The

evaluations will help define goals and performance objectives for the proper operation of the Town government and help to set in place objectives for the future.

c) Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Select Board to terminate the services of the Manager at any time, subject only to the provisions set forth in Section 10(a) of the Agreement. The Select Board shall provide a ninety (90) calendar day written notice of termination, subject to the provisions of Section 10, Paragraph (b).

d) Nothing in this Agreement shall prevent, limit, or otherwise interfere with the right of the Manager to resign at any time from her position with the Town, subject only to the provisions set forth in Section 10, Paragraph (d) of this Agreement. The Manager shall provide no less than a forty-five (45) and no more than sixty (60) calendar days written notice of termination.

4. RETIREMENT PLAN - During the Term of employment, the Town Manager shall have the option to participate in the Maine State Retirement Plan and he shall file such necessary documentation with the Town and/or State of Maine.

5. AUTOMOBILE ALLOWANCE - The Manager's own automobile will be used for Town business, and the Town agrees to pay the Manager a monthly automobile stipend of two hundred dollars (\$200) per month in lieu of any other mileage reimbursement.

6. INSURANCE COVERAGE -

a) The Town shall provide health and life insurance coverage in the manner and consistent with the cost allocations described in the Town's Personnel Policy.

7. VACATION AND SICK LEAVE -

a) Manager shall be granted vacation time at the rate of 20 days per contract year.

b) Manager shall earn and accumulate sick leave at the rate prescribed by the existing Personnel Policy. Manager shall provide an accounting of used sick leave time on a monthly basis to the Finance Director.

c) Upon termination, whether voluntary or involuntary, payment will be made for accrued and unused vacation time and sick time as set forth in the Town's Personnel Policy; provided however, unused vacation and sick time, collectively and in total, shall not exceed 45 days.

d) Manager shall be granted two (2) personal days per year.

8. CONFERENCES. TRAINING AND EDUCATION -

- a) Travel expenses, including the cost of attendance at conferences, hotel expenses, meals, etc., shall be reimbursed on the actual cost basis up to an amount not to exceed Three Thousand Dollars (\$3,000.00) per year. The Manager's unused and accrued vacation time shall be reduced by the number of days of attendance at conferences.
- b) The Town agrees to pay for the professional dues to the International City Manager's Association, and the Maine Town and City Manager's Association and such other professional and civic associations that the Manager and the Select Board believe are in the best interest of the Town.
- c) In the event that the Manager is accepted into the Harvard Executive MBA program, which is anticipated to run from July 2021 through August 2021, the Town agrees to pay an amount not to exceed four thousand dollars (\$ 4,000) toward the actual tuition costs. The Town acknowledges that a portion of the four-week Program of Study will be conducted on site in Cambridge, Massachusetts. During such residency portion of the Program of Study, the Manager shall be reasonably available for remote oversight and contact with the Select Board Chair and Department Heads, and may be required to attend remote-video Select Board meetings, to the extent necessary, recognizing that the Program of Study will be intensive and time consuming.

9. GENERAL BENEFITS – In addition to the benefits cited herein, the Town shall provide the Manager with any and all benefits that apply to other department heads through the Town Personnel Policy.

10. TERMINATION AND SEVERANCE PAY-

- a) In the event the Town wishes to terminate the Manager, without cause, prior to the expiration of this Agreement while the Manager is still willing and able to provide said services, the Town shall provide the Manager with a lump sum severance pay equal to six months compensation, plus health insurance for that period. The Manager shall be entitled to accumulated vacation and sick pay as per the Personnel Policy of the Town of Camden. In the event that the Town of Camden does not wish to renew a contract for the Manager at the expiration of the term of this contract, the Town of Camden shall give the Manager written notice of its intent not to renew one hundred and twenty (120) calendar days before the end of this Contract. During said one hundred and twenty (120) day period, the Manager shall continue to serve as Manager, at the pleasure of the Select Board.
- b) Notwithstanding the above provisions, in the event the Manager is terminated for cause, which shall be determined only after notice and hearing in accordance with the Town Charter, then the Town shall have no obligation to pay the aggregate severance sums designated above and shall have no obligation to give the Ninety (90) calendar day notice as provided above in Section 3 (c).

c) In the event that the Manager does not fulfill required duties to the reasonable satisfaction of the Select Board, the Board may suspend the Manager, with pay, until the Select Board has the opportunity to consider disciplinary action or termination of this Agreement

d) In the event the Manager voluntarily resigns her position with the Town before the expiration of the aforesaid term of employment, then the Manager shall give the Town a minimum one hundred and eighty (180 calendar day) written notice in advance, said notice to be given to the Chair of the Select Board. In the event the Manager fails to give the required notice, accumulated vacation shall be forfeited; however, this shall not limit or excuse the obligation of the Manager, pursuant to the terms described herein.

11. LIMITED INDEMNIFICATION - The Town agrees to indemnify, hold harmless, and defend the Manager against claims of negligence, professional liability or other claims arising out of an alleged act or omission occurring in the performance of the Manager's duties as Town Manager; excluding from this indemnification provision (but not excluding from the duty to defend to the extent provided by the Town's insurance carrier) any claims resulting from the Manager's willful misconduct, and excluding from this indemnification (but not excluding from the duty to defend to the extent provided by the Town's insurance carrier) claims of discrimination or harassment violating federal or state law (such as, without limitation, claims of sexual harassment or sexual discrimination), and excluding from this indemnification provision (and not excluding from the duty to defend to the extent provided by the Town's insurance carrier) claims arising outside of the Manager's duties as Town Manager. The Town shall defend, compromise or settle, as appropriate any such claim or suit within the scope of the Town's indemnification and pay the amount of any settlement or judgment in connection with such claim or suit covered by this indemnification provision, including insurance deductibles, as provided for in the liability policy of the Town. This obligation to defend, save harmless, indemnify, and insure shall survive the termination of the Manager as to any claim within the scope of this indemnification agreement arising out of the Manager's performance as Town Manager of the Town of Camden.

12. OTHER TERMS AND CONDITIONS -

a) The Town shall bear the full cost of any fidelity or other bonds required of the Manager under any law.

b) Manager may reside within the Town of Camden or within the 5-Town school district, in her discretion.

c) It is recognized that the Manager must devote a great deal of time outside of the normal office hours on business for the Town. To that end, the Manager shall be allowed to establish an appropriate work schedule.

d) Recognizing the importance of constant communication and maximum productivity, the Town shall provide the Manager, for business and personal use, a mobile phone and/or tablet computer, required for the Manager to perform required duties and maintain

communication with the Manager's staff and officials as well as other individuals doing business with the Town.

13. GENERAL PROVISIONS -

- a) This Agreement shall become effective as of the date of its execution. This Agreement constitutes the entire agreement between the parties. This Agreement supersedes any prior oral agreement between the parties.
- b) If the provision, or portion thereof, contained in this Agreement is held to be unconstitutional, invalid, or unenforceable, the remainder of this Agreement shall not be affected and shall remain in full force and effect.
- c) No term or provision of this Agreement shall be deemed to have been waived by either party unless such waiver is in writing and signed by the party making the waiver.
- d) This Agreement may be amended at any time only by a writing duly executed by both parties. This Agreement shall be governed by the laws of the State of Maine. Venue for dispute resolution shall be the Knox County Superior Court.
- e) The subject headings of the Sections of this Agreement are included for the purpose of convenience only and shall in no way affect the meaning, construction or interpretation of any provision of this Agreement.

IN WITNESS WHEREOF, and intending to be legally bound, the parties have, in good faith, executed this Agreement the day and year above written.

ATTEST:

TOWN OF CAMDEN, MAINE

Witness BY: _____
Robert Falciani, Chairperson

Witness BY: _____
Audra Caler, Town Manager

Certificate of Commitment of Sewer User Rates

To: Marlene J. Libby the Treasurer of the municipality of Camden, Maine.

We, the undersigned municipal officers of the municipality of Camden, Maine

Hereby certify and commit to you a true list of the sewer rates established by us pursuant

To 30-A M.R.S.A. & 3406 for those properties, units, and structures required by local

And State law to pay a sewer rate to the municipality, for the period of:

01/17/2020 – 04/16/2020 (Quarterly Billing & Finals)

You are hereby required to collect from each

Person named in the list his or her respective amount as indicated in the list, the

Sum total of those lists being **\$306,569.07**. .

You are hereby authorized to collect these rates, and accrued interest, and all costs of
Collections by any means legally available to you under State law.

You shall complete and make an account of your collections of the whole sum herein

Committed to you on July 7, 2020.

Given under our hands this 7th day of July 2020.

**Wastewater Commissioners, Town of Camden
Board of Select Persons**