

# Town of Dighton Board of Selectmen

## Policy Manual



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*Updated as of July 1, 2020*

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## Acknowledgments

This manual was developed with the hard work of many people. The Policy Review Board, whose membership is made up of a representative from each union and a non-union representative, reviewed and assisted in developing every employment policy. This team included Mr. Dennis Hazel, Mr. Michael Berube, Ms. Karlene Bourque, Mr. Chris Ready, Mr. Chris Magan, Mr. Paul Reed, Ms. Jocelyn Tavares, and Ms. Mallory Aronstein. The administrative team of Ms. Karin Brady and Ms. Leeanne Kerwin also assisted with final discussions, review, and votes taken by the Board of Selectmen: Mr. Brett R. Zografos, Ph.D., Ms. Nancy Goulart, and Mr. Kenneth Pacheco.

August 18, 2020



# Town of Dighton

Office of the Town Administrator

979 Somerset Avenue

Dighton, MA 02715

Tel: (508) 669-6431

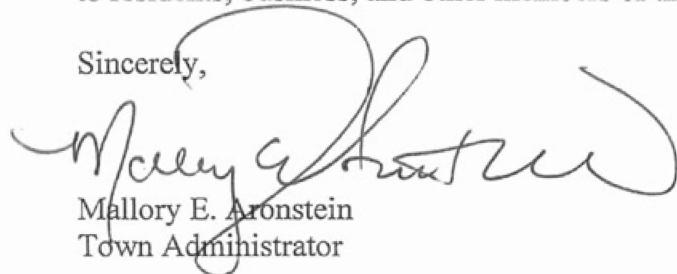
Fax: (508) 669-5667

Dear Fellow Employee,

The following Policy Manual has been prepared to provide both new and present Town of Dighton employees with current, useful information regarding their employment and other policies of the Town. This manual is a useful reference concerning the rights and responsibilities of a career in municipal service. It outlines the expectations that the Town of Dighton has for its employees and the processes by which we will provide fair, consistent leadership to maintain a welcoming, professional work place as well as a modern, competitive government organization for our employees and for our residents.

Please do not hesitate to contact me or your Department Head with any questions, comments or concerns on any of these policies, or if you feel a policy may be missing. We will continue to work together to make Dighton one of the best places to work while also delivering exemplary services to residents, business, and other members of the public.

Sincerely,



Mallory E. Aronstein  
Town Administrator



# Town of Dighton Policy Manual

## INTRODUCTION

The Town of Dighton is the geographic center of Bristol County, with a population of 8200 and growing. The Town retains the Open Town Meeting form of government and is reliant on local bylaws, departmental rules and regulations, and Massachusetts General Laws. Dighton's government includes a three-member Board of Selectmen, each member elected for a term of three years. The Board establishes policies and serves as the appointing authority for most positions, boards, commissions, and committees. As part of its duties, the Board appoints a Town Administrator tasked with implementing those policies and managing day to day activities of the town.

The legislative body for the Town of Dighton is the Town Meeting, which has historically taken place in June of each year, and again in the Fall for most spending articles. Town Meeting is conducted by an elected Moderator and is responsible for passing appropriations for the town as well as accepting any bylaws or general law provisions.

## APPLICABILITY

This policy manual applies to all employees, including casual, temporary, regular part-time and full-time. Policies and rules concerning professional conduct and representation of the Town apply to all agents of the town, including elected officials, volunteers, and members of boards, committees, and commissions, both paid and unpaid.

In the event of a conflict between this Policy Manual and any applicable Town Bylaw, State or Federal law, or the applicable Collective Bargaining Agreement (CBA), the applicable law, by-law, or CBA shall prevail.

## Federal and State Laws Governing Municipal Employment Practices

### **Pregnant Workers Fairness Act**

On July 27, 2017, Governor Charlie Baker signed into law an Act establishing the Massachusetts Pregnant Workers Fairness Act, Chapter 54 of the Acts of 2017. The Pregnant Workers Fairness Act takes effect on April 1, 2018. The Pregnant Workers Fairness Act makes it unlawful for an employer in Massachusetts to discriminate against an employee due to pregnancy or a condition related to pregnancy, including but not limited to lactation or the need to express breast milk for a nursing child. The law updates M.G.L. Chapter 151B, the Massachusetts Anti-Discrimination Law, to include these new provisions prohibiting discrimination on the basis of pregnancy.

It is the Town's policy not to discriminate against any employee based upon pregnancy or a condition related to pregnancy including, but not limited to, lactation or the need to express breast milk for a nursing child. Consistent with this policy of nondiscrimination, the Town will provide reasonable accommodation for an employee's pregnancy or any condition related to the employee's pregnancy, unless such an accommodation would impose an undue hardship on the Town. Employees who believe they need a reasonable accommodation for their pregnancy or a condition related to pregnancy, including but not limited to, lactation or the need to express breast milk for a nursing child, should contact the Town Administrator. The Town encourages such employees to come forward and request reasonable accommodations.

### **Equal Employment Opportunity (EEO) & Affirmative Action**

The Town of Dighton is an EEO and Affirmative Action employer. Unlawful discrimination against any person in recruitment, examination, appointment, training, promotion, retention or any other term or condition of employment because of political affiliation, race, creed, color, national origin, age, sex, handicap, religion, sexual orientation, military status, gender identity, or any other legally protected classification is prohibited.

### **Americans with Disabilities Act (ADA) Compliance**

The Town of Dighton is committed to providing equal employment opportunities to otherwise qualified individuals with disabilities, which includes providing reasonable accommodations. In general, it is your responsibility to notify the Town of Dighton of the need for an accommodation and the Town of Dighton may ask you for input on the type of accommodation you believe may be necessary, or the functional limitations caused by your disability. Also, when appropriate, the Town of Dighton may require additional information from your physician or other medical professional. The Town of Dighton may also send you to a physician or other medical professional of its choosing.

### **Sexual Harassment**

The Town of Dighton prohibits sexual harassment of any employee by another employee, supervisor, or member of management. The Town issues an Anti-Harassment Policy, Social Media Policy, and Computer Use Policy that discusses this issue. Sexual harassment includes conduct such as unwelcome sexual advances, requests for sexual favors, and/or verbal or physical conduct of a sexual nature, including, but not limited to,

drawings, pictures, jokes, teasing, or other sexually related comments, and uninvited physical contact. Sexual harassment of an employee will not be tolerated. There will be no adverse action taken against employees who report violations of any of the aforementioned policies or participate in the investigation of such violations.

**Right to Search**

Offices, desks, lockers, etc., are the Town of Dighton's property and are subject to search by the Town at its discretion. Accordingly, no employee shall have a reasonable expectation of privacy in the use of his/her office, desk, locker, etc. In addition, the Town of Dighton uses electronic surveillance devices in some work locations. The Town reserves the right to add additional electronic surveillance devices at its discretion.

**Solicitation & Distribution**

Solicitation of employees is prohibited while on working time. Distribution of literature, including handbills, in working areas is prohibited at all times. Solicitation and distribution of literature by non-employees on Town of Dighton premises is prohibited at all times.

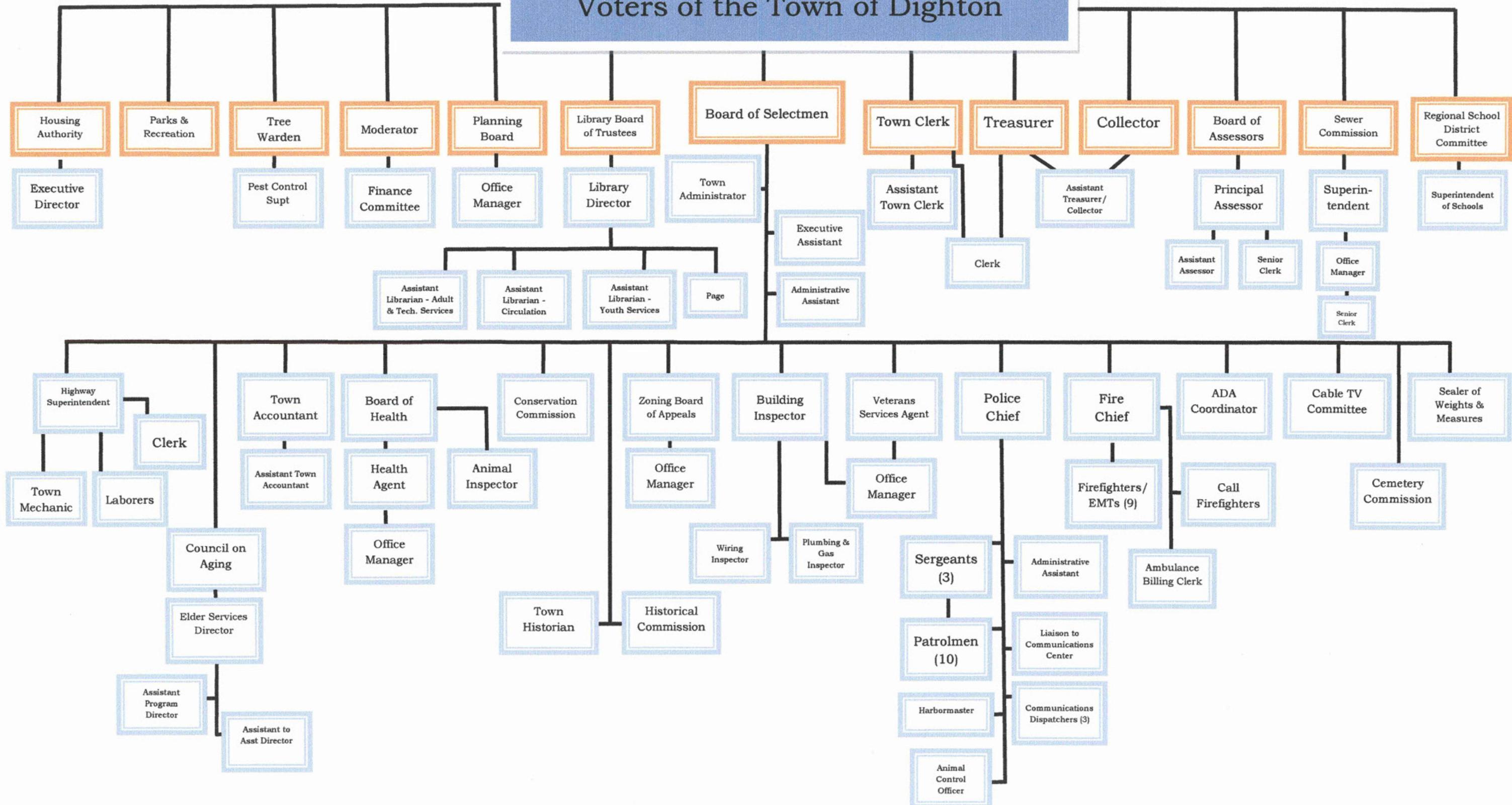
# **TOWN OF DIGHTON POLICES AND PROCEDURES MANUAL**

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## Voters of the Town of Dighton



# Town of Dighton

<b>Policy</b>	<b>Hiring Policy</b>
<b>Effective Date</b>	<b>Upon Approval</b>
<b>Revisions</b>	
<b>Board of Selectmen Approval Date</b>	<b>January 22, 2020</b>

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## PURPOSE & SCOPE

The purpose of this policy is to establish consistent and equitable procedures for the recruitment and selection of qualified candidates for all regular positions in the Town of Dighton.

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## APPLICABILITY

The Board of Selectmen serves as the appointing authority for the Animal Control Officer, Administrative Assistant, Building Commissioner, Council on Aging Director, Executive Assistant, Fire Chief, Health Agent, Highway Superintendent, Police Chief, Town Accountant, Town Administrator, and Veterans' Agent. The Board of Selectmen also approves all hires for positions that fall under any collective bargaining agreements (CBAs).

This policy applies to the recruitment and staffing of all full-time and part-time compensated positions in the Town of Dighton, excluding elected officials and employees of the Dighton-Rehoboth Regional School District. Positions covered by a CBA are subject only to those portions of the policy that are not distinctly regulated by a CBA. Hiring processes for the Fire and Police Departments differ from the procedures laid out in this policy.

To the extent permitted by law, individual employment agreements (new, updated, or extensions) entered into after the effective date of this policy, with employees who are subject to this policy, must follow all the provisions of this policy.

This policy is intended to be consistent with any and all applicable federal, state, and local laws and regulations. If any part of this policy is inconsistent with the law, that part of the policy shall be considered invalid and the remaining provisions of the policy shall be construed so as to be consistent with the law.

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## POLICY

A. The primary goal of the Town of Dighton in the employment process is to fill vacancies with the most qualified candidates available. The Town will adhere to the principles of Affirmative Action and Equal Employment Opportunity (EEO).

B. The Town's policy is to comply with the Americans with Disabilities Act (ADA), the Town's commitment to ADA compliance and inclusion for all, and the comparable state law in all phases of the hiring process, including making reasonable accommodations to enable applications with disabilities to obtain access to Town facilities for the purposes of seeking employment and, if hired, to perform the essential functions of the position.

C. The hiring procedures outlined in the title of this policy sectioned Provisions shall be followed in order to appoint both internal and external candidates to vacant positions in Town service.

D. It is the policy of the Town to post and/or advertise all vacant paid positions.

E. Department Heads are required to act consistently with this policy and shall ensure this policy is implemented within their respective departments.

F. In the event of an error or violation of this policy, either intentional or unintentional, the Town Administrator must be immediately informed. He/she will identify and implement the proper corrective measure(s). A violation of this policy, whether intentional or unintentional, shall not change this policy nor set a precedent in any future application of this policy.

G. All hiring recommendations by a Town board or commission are subject to the Open Meeting Law where applicable, specifically regarding Selection Committees and posting requirements. Please see the Town Clerk for assistance or inquiries.

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## PROVISIONS

A. Department Heads, as well as boards and commissions, must follow procedures in place and seek approval from the Board of Selectmen to hire and/or fill vacancies.

B. Department Heads must review the current position description on file to ensure it is current and accurate for posting and/or advertisement purposes. They shall work with the Town Administrator if job description updates are needed, which must be approved by the Board of Selectmen. Job descriptions for union employees must also have approval from the respective unions.

*C. Posting and Advertising*

i. The position description presently on file with the Town Administrator is the official description of the duties and responsibilities of the position;

- ii. The Department Head will work with the Town Administrator to prepare a job posting based on the official posting description, grade, and salary information. All postings and advertisements shall be in a format that will include at least the following information:
  - a. Position title;
  - b. Salary or salary range;
  - c. Minimum qualifications;
  - d. Department/location of job;
  - e. Brief description of essential duties;
  - f. Address and/or email address to submit application;
  - g. Materials required for application;
  - h. EEO/ADA statement;
  - i. Deadline for filing application;
  - j. Any other information deemed necessary by the Board of Selectmen and/or the Town Administrator;
- iii. All postings will be completed using the format available in the Town Administrator's Office;
- iv. All applications must be submitted through the Town Administrator's Office;
- v. The Town Administrator shall review each job posting for accuracy and consistency with this policy and the position description. Final approval is required by the Board of Selectmen prior to posting. If updates to a job posting or position description are needed after prior approval from the Board of Selectmen, the updates shall require approval;
- vi. Once reviewed and approved by the Board of Selectmen, the Department Head or the Town Administrator shall post and/or advertise the job opening(s) in appropriate locations, including the Town's website. Qualified internal applicants are encouraged to apply;
- vii. If the position is to be advertised externally, which shall be decided by the Board of Selectmen in consultation with the Town Administrator, the Department Head shall work with the Town Administrator to prepare the text and content of the external advertisement. The Town Administrator shall review for appropriateness and consistency. Once the final posting and/or description is approved by the Board of Selectmen, the Department Head or Town Administrator shall place the advertisement in the appropriate outlets, such as newspapers, trade journals, Town or other recruitment websites, social media, and/or other medium that meets their needs. Generally, all costs for advertising will be the responsibility of the department with the vacancy.

#### *D. Employment Applications*

- i. All applicants shall have the opportunity to self-identify as having protected group status by filling an EEO Self-Identification Form. The decision as whether or not to identify is up to the applicant. The Self-Identification Form should be forwarded to the Town Administrator. However, as part of the Town's commitment to Equal

Employment Opportunity, hiring departments may request information regarding the forms;

- ii. No applicant shall be considered without a complete application package, which may include an employment application, resumé, cover letter, and any other applicable material(s) as defined/indicated in the job posting;
- iii. Applicants for positions that require degrees, licenses, and/or certifications must provide copies or proof of those materials, or shall provide written authorization to the Town Administrator allowing for verification of such information prior to beginning employment;
- iv. All application materials, including the protected EEO Self-Identification Form, resumé, cover letter, award letter, and application shall be kept in the selected candidate's personnel file in the Town Treasurer/Town Collector's Office.

*E. Screening & Interviewing*

- i. In the event of a vacancy below a Department Head in any office under the authority of the Board of Selectmen, the Town Administrator, Department Head, and any other personnel deemed necessary by the Town Administrator, in consultation with the Board of Selectmen, will screen resumes based on criteria in the job description and posting;
- ii. Department Heads shall work with the Town Administrator to:
  - a. Develop standard selection questions and use the same questions for all candidates;
  - b. Select qualified candidates for interview and send a letter (or email) to candidates whom were not selected for an interview in a timely fashion;
  - c. Notify candidates selected for a second interview by either telephone or email;
  - d. Select candidates for final interviews, contact references where appropriate, and conduct final interviews;
    - i. Interviews of finalists conducted by Town boards or commissions are subject to the Open Meeting Law;
  - e. Select final candidate(s);
    - i. When filling a Department Head vacancy, finalist candidates will be recommended to the Board of Selectmen for final interviews;
    - ii. Ideally, there will be no fewer than two candidates for final interviews.
    - iii. The Board of Selectmen, in consultation with the Town Administrator, shall appoint a Department Head by majority or unanimous vote
  - f. Department Head shall review potential job offer with Town Administrator;
  - g. Notify unsuccessful candidates by telephone, email, or mail;
  - h. All communication to the candidates or others asking about the hiring process will be made through the Town Administrator's Office and responded to by either the Town Administrator or the Board of Selectmen Executive Assistant;

- i. The Board of Selectmen shall appoint to fill the vacancy and approve the job offer based on the recommendation of the Department Head and the Town Administrator.
- iii. In the event of a vacancy of a Department Head, the Board of Selectmen may opt to appoint a Screening Committee to conduct interviews, to which the Town Administrator shall be a member. Screening Committees are subject to the Open Meeting Law and interviews must be conducted at a duly posted meeting in accordance with MGL Chapter 30A. The Screening Committee shall submit no fewer than two candidates to be interviewed by the Board of Selectmen at a public meeting.
- iv. If the Board declines to appoint a Screening Committee, the Town Administrator shall work with appropriate personnel in consultation with the Board of Selectmen to conduct interviews utilizing upon the process set forth in this policy.
- v. For positions below the level of Department Head, the Town Administrator, Department Head and any other personnel deemed necessary by the Town Administrator shall conduct interviews and provide a recommendation to the Board of Selectmen.
- vi. All union positions are ratified by vote of the Board of Selectmen, including those in the Fire and Police Departments.

#### *F. Job Offers*

- i. For starting salary, the Department Head shall not make a commitment until prior written approval is obtained from the Town Administrator;
- ii. The Town Administrator shall consult with the Board of Selectmen prior to any initial or final job offer or starting or final salary in order to ensure consistency and compliance with existing Town personnel policies, practices, precedents, and/or procedures;
- iii. All job offers are conditional, as prospective employees may be required to submit to and pass certain required physicals and checks, including CORI screenings or bond requirements, to be conducted by the Town Administrator, Department Head, or the state. For positions subject to Massachusetts Department of Transportation (MassDOT) regulations, a pre-employment drug test will be ordered.
- iv. Final job offers/award letters shall be communicated in writing and shall contain certain minimum information;
  - a. The Town Administrator shall be consulted in utilizing the standard letter;
  - b. The Board of Selectmen or the Town Administrator shall sign the final job offer/award letters.
- v. Town of Dighton service shall be recognized for the purposes of longevity or vacation accrual.

#### *G. Hiring Documentation*

- i. The following documentation shall be compiled by the Department Head and forwarded to the Town Administrator prior to the employee's first day of work for

inclusion in the employee's personnel file, which shall be kept in the Town Treasurer/Town Collector's Office:

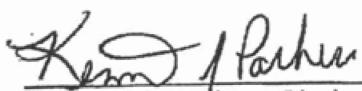
- a. Payroll change form;
- b. Conditional job offer letter;
- c. Employment application, resumé, and cover letter;
- d. Reference letters and/or telephone reference check reports;
- e. Any other form required for the purposes of a background check (if applicable).
- f. Signed acknowledgement forms

#### *H. Orientation & Training*

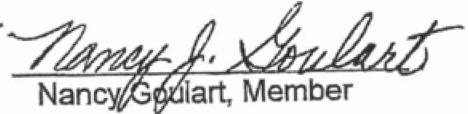
- i. During the first week of employment, the employee must meet with the Town Administrator and or the Town Treasurer/Town Collector to discuss benefits and retirement. The employee shall be required to complete and/or submit any and all required documentation to the Town Treasurer/Town Collector, or in certain instances the Town Clerk.
- ii. New employees shall also be required to sign acknowledgement forms for the following employee-related Town policies, as well as any new policies that may be adopted by the Board of Selectmen in the future:
  - a. Anti-Harassment Policy;
  - b. Social Media Policy;
  - c. Computer Use & Electronic Communication Rules & Regulations;
  - d. Personnel Records Policy;
  - e. Drug Free Workplace Policy;
  - f. Tobacco & Smoke-Free Workplace Policy.
  - g. Receipt of Conflict of Interest Law
- iii. An online Conflict of Interest Law training program must be completed as a new hire and then every two (2) years subsequently. Once completed, the Certificate of Completion must be printed and submitted to the Town Clerk.

#### *I. Benefits*

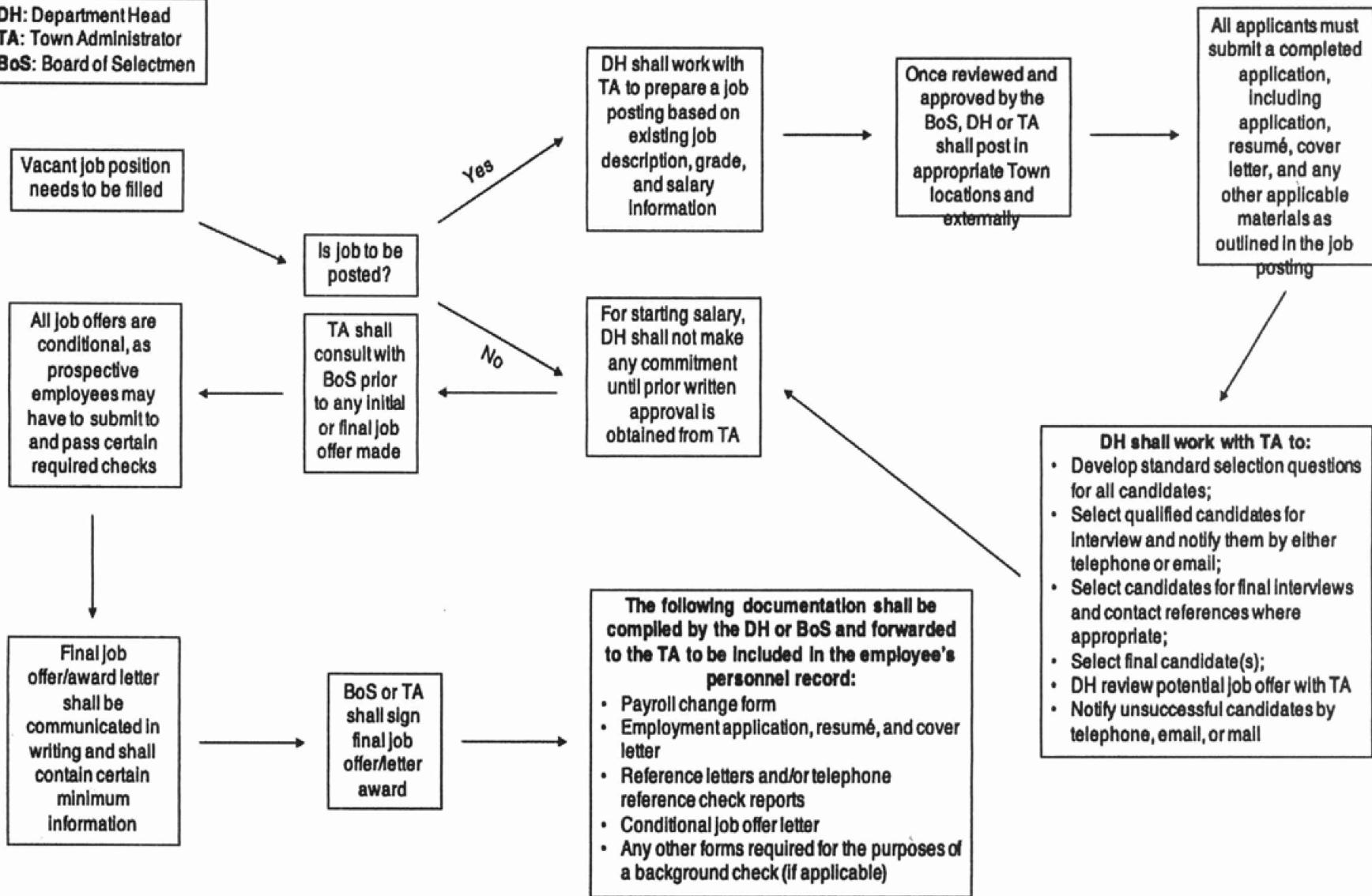
- i. Non-union, benefited employees hired after the approval of this policy shall be provided the following benefits:
  - a. Accrual of sick time at a rate of one (1) day per month of actual work performed, for a total of twelve (12) days a year;
  - b. Sick leave is cumulative from one year to the next, with a maximum accumulation of one-hundred twenty-five (125) days;
  - c. Employees shall earn no more than five (5) weeks vacation during their tenure with the town;
  - d. Employees shall receive a total of three (3) personal days each year. They are not cumulative from year to year and they expire at the end of the fiscal year.
- ii. Union employees shall receive the benefits afforded to them in their respective collective bargaining agreements.

  
Kenneth Pacheco, Chairman

  
Brett Zografos, Ph.d Clerk

  
Nancy J. Gouliart, Member

DH: Department Head  
TA: Town Administrator  
BoS: Board of Selectmen



# **Town of Dighton**

## **Equal Employment Opportunity (EEO)**

### **Self-Identification Form**

*(Completion of this form is voluntary)*

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The Town of Dighton is an equal employment opportunity employer. It does not discriminate on the basis of race, color, national origin, sex, religion, ancestry, age, sexual orientation, marital status, disability, veteran status, citizenship status, or any other protected characteristic. Certain laws and regulations regarding equal employment opportunity, and/or affirmative action, require us to compile, maintain, and report certain information on employees. In order to comply with these laws and regulations, we are requesting your cooperation in completing this voluntary EEO Self-Identification Form. The information on this EEO Self-Identification Form is being requested and will be used solely for record keeping and reporting purposes. Submission of this form by you is voluntary. Please be assured that you will not be subjected to any adverse treatment if you do not provide the information requested. In the event that you do provide the information requested, the information and this form will be processed and maintained separately from your employment application forms and your personnel file. If you choose not to self-identify your race/ethnicity at this time, the federal government requires your employer to determine this information by visual survey and/or other available information. For the purpose of this form, please indicate the group in which you appear to belong, identify with, or regard in the community as belonging. However, only count yourself in one ethnic/minority group.

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**Gender:**

Male  Female  I do not wish to provide this information

**Race & Ethnic Identification:**

Hispanic or Latino

*A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.*

White (Not Hispanic or Latino)

*A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.*

Black or African-American (Not Hispanic or Latino)

*A person having origins in any of the Black racial groups of Africa.*

Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)  
*A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.*

Asian (Not Hispanic or Latino)  
*A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.*

Native American or Alaskan Native (Not Hispanic or Latino)  
*A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment.*

Two or More Races  
*All persons who identify with more than one of the above six races.*

I do not wish to provide this information

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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

# Town of Dighton

<b>POLICY</b>	<b>CORI POLICY</b>
<b>Effective Date</b>	UPON APPROVAL
<b>Revisions</b>	
<b>Board of Selectmen Approval Date</b>	December 11, 2019

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## BACKGROUND

The Town of Dighton is a certified organization authorized by DCJIS in accordance with M.G.L. Chapter 6, section 172(c). This policy describes the process and procedures through which the Town conducts Criminal Offender Record Information (CORI) screenings as authorized by law or regulation for those certified in the Board of Selectmen's Office, including the Executive Assistant and Town Administrator.

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## PURPOSE & APPLICABILITY

The Town Administrator and Executive Assistant to the Board of Selectmen are authorized to conduct CORI screenings on the following: volunteers, current and prospective employees, subcontractors, interns, professional licensing applicants ("applicant").

CORI used for employment purposes shall only be accessed for applicants who are otherwise qualified for the position for which they have applied.

The Police Department, Council on Aging, and Public Library are excluded from this policy as they operate separately from the Town of Dighton CORI registration with separate rules and procedures.

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## POLICY

1. CORI Checks will only be conducted as authorized by the DCJIS and MGL Chapter 6, Section 172(c), and only after a CORI Acknowledgement Form has been completed. All persons who must undergo a CORI screening will be notified that a CORI screening will be conducted and provided a copy of this policy by the appropriate authority. If a new CORI check is to be made on an applicant within a year of his/her signing of the CORI Acknowledgement Form, the applicant shall be given seventy-two (72) hours notice that a new CORI check will be conducted.

2. All CORI obtained from the DCJIS is confidential, and access to the information must be limited to those individuals who have a "need to know". This may include, but not be limited to, hiring managers, staff submitting the CORI requests, and staff charged with processing job applications.

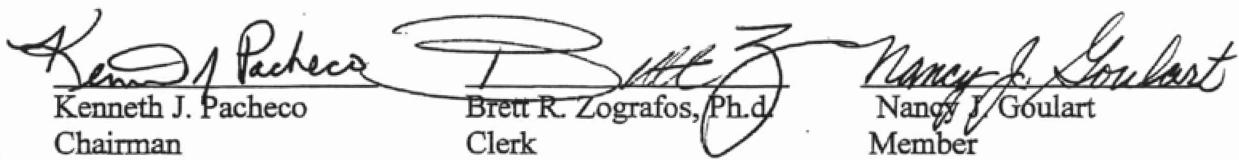
3. The Town of Dighton, through the Board of Selectmen's office, shall keep and maintain a current list of each individual authorized to have access to or view CORI. This list must be updated every six (6) months and is subject to inspection upon request by the DCJIS at any time.
4. All personnel authorized to review or access CORI screenings for the Town of Dighton will review and be thoroughly familiar with the educational and relevant training materials regarding CORI laws and regulations made available by the DCJIS.
5. Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant. Rather, determinations of suitability based on background checks will be made consistent with this policy and any applicable law or regulations.
6. If a criminal record is received from the DCJIS, the information is to be closely compared with the information on the CORI Acknowledgement Form and any other identifying information provided by the applicant to ensure the record belongs to the applicant. If the information in the CORI record provided does not exactly match the identification information provided by the applicant, a determination is to be made by an individual authorized to make such determinations based on a comparison of the CORI record and documents provided by the applicant.
7. In connection with any decision regarding employment, volunteer opportunities, or professional licensing, the applicant shall be provided with a copy of the criminal history record, whether obtained from the DCJIS or from any other source, prior to questioning the applicant about his or her criminal history. The source(s) of the criminal history record is also to be disclosed to the applicant.
8. If the Town of Dighton reasonably believes the record belongs to the applicant and is accurate based on the information provided by item 6 of this policy, and the applicant does not dispute the records accuracy, then the determination of suitability for the position or license will be made. The applicant is to be notified of the decision and the basis for it in a timely manner. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to:
  - a. Relevance of the record to the position sought;
  - b. The nature of the work to be performed;
  - c. Time since the conviction;
  - d. Age of the candidate at the time of the offense;
  - e. Seriousness and specific circumstances of the offense;
  - f. The number of offenses;
  - g. Whether the applicant has pending charges;
  - h. Any relevant evidence of rehabilitation or lack thereof; and,
  - i. Any other relevant information, including information submitted by the candidate or requested by the organization.
9. If an authorized official is inclined to make an adverse decision based on the results of a criminal history background check, the applicant will be notified immediately. The applicant shall be provided with a copy of the organization's CORI policy and a copy of the criminal history. The source(s) of the criminal history will also be revealed. The applicant will then be

provided with an opportunity to dispute the accuracy of the CORI record. Applicants shall also be provided a copy of DCJIS' *Information Concerning the Process for in Correcting a Criminal Record*.

10. All CORI obtained from the DCJIS is confidential can only be disseminated as authorized by law and regulation. A central secondary dissemination log shall be used to record any dissemination of CORI outside this organization, including dissemination at the request of the applicant.

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**SIGNATURES**



The image shows three handwritten signatures in black ink. From left to right: 1) Kenneth J. Pacheco, with the text 'Kenneth J. Pacheco' printed below it and 'Chairman' printed below that. 2) Brett R. Zografos, with the text 'Brett R. Zografos, Ph.d.' printed below it and 'Clerk' printed below that. 3) Nancy J. Goulart, with the text 'Nancy J. Goulart' printed below it and 'Member' printed below that.



**Town of Dighton**  
979 Somerset Avenue  
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**TOWN OF DIGHTON  
CORI REQUEST FORM**

The Town of Dighton has been certified by the Criminal Records Review Board for access to conviction and pending criminal case data. As a (prospective) employee for the position of \_\_\_\_\_, I understand that a criminal record screening will be conducted for conviction and pending criminal case information only and that it will not necessarily disqualify me. The information below is correct to the best of my knowledge.

**APPLICANT/EMPLOYEE INFORMATION (PLEASE PRINT)**

LAST NAME

FIRST NAME

MIDDLE NAME

MAIDEN NAME OR ALIAS (IF APPLICABLE)

PLACE OF BIRTH

DATE OF BIRTH

SOCIAL SECURITY NUMBER  
(last six digits)

MOTHER'S MAIDEN  
NAME

FORMER ADDRESS: \_\_\_\_\_

SEX: \_\_\_\_\_ HEIGHT: \_\_\_\_\_ ft. \_\_\_\_\_ in. WEIGHT: \_\_\_\_\_ EYE COLOR: \_\_\_\_\_

STATE DRIVER'S LICENSE NUMBER: \_\_\_\_\_

*OFFICIAL USE ONLY – Do not write below this line.*

\*\*\*THE ABOVE INFORMATION WAS VERIFIED BY REVIEWING THE FOLLOWING FORM OF  
GOVERNMENT ISSUED PHOTOGRAPHIC IDENTIFICATION: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_  
SIGNATURE OF CORI AUTHORIZED EMPLOYEE

# Town of Dighton

POLICY	Personnel Records Policy
Effective Date	Upon Approval
Revisions	
Board of Selectmen Approval Date	November 13, 2019

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## BACKGROUND

As an employer with more than twenty (20) employees, the Town of Dighton must keep and maintain personnel records in accordance with Massachusetts General Laws Chapter 149 Section 52C.

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## PURPOSE & APPLICABILITY

This policy shall outline the appropriate steps to managing and maintaining personnel records. This policy also describes the means by which employees may inspect their personnel files.

The Treasurer/Collector shall be responsible for establishing and maintaining the official personnel records for all employees who work for the Town of Dighton ("Town"). The personnel records maintained in the Treasurer/Collector's office shall be the official records of the Town and shall include all original documentation pertaining to each employee as required by law. All employees and appointing authorities shall comply with and assist in producing reports, records, and information as may be requested by the Treasurer/Collector or his or her designee.

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## RIGHT TO EXAMINE PERSONNEL RECORDS

1. All current and/or former Town employees have the right to examine their personnel record and may also receive a copy of any documents contained in their personnel record, provided the employee follows the requirements described in this policy and Chapter 149, Section 52C of the Massachusetts General Laws.
2. An employee may request to review their personnel record a maximum of two (2) times in a calendar year. However, an employee request that is made as a result of being notified of negative information being placed in the employee's personnel record will not be deemed to be one (1) of the two (2) permitted requests.
3. Employees do not have the right to examine the personnel record of any other Town employee.

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## POLICY

1. Pursuant to Massachusetts General Law, all personnel records shall contain all original information that is used, has been used, or could be used in relation to an employee's qualifications for employment, promotion, transfer, additional compensation or disciplinary action. A personnel record will not contain

any personal information about an individual other than the specific employee, if the disclosure of such information would constitute an unwarranted invasion of privacy under Massachusetts law. All employee medical records will be kept separate from all other personnel record information and will be secured and maintained by the Treasurer/Collector.

2. An employee's personnel record may include, but is not limited to, the following:
  - a. The employee's name, address, and date of birth;
  - b. Rate of pay and any other compensation paid to the employee;
  - c. Starting date of employment;
  - d. The employment application and/or resume;
  - e. Proof of licensure, if applicable;
  - f. Results of any and all performance evaluations, including but not limited to, documents related to employee evaluations, written warnings for inadequate performance, lists of probationary periods, waivers or acknowledgements signed by the employee, copies of dated termination notices, and any other documents related to disciplinary actions taken against the employee.
3. The Town will notify an employee within ten (10) days of placing information in an employee's personnel record that is used, has been used, or could be used to negatively impact the employee's qualifications for employment, promotion, transfer, additional compensation, or subject said employee to disciplinary action.
4. It shall be a violation of this policy for an employee to remove any documents from their personnel record. Removing any letters, evaluations, correspondence or any other document from an employee's personnel record will result in discipline, up to and including termination.

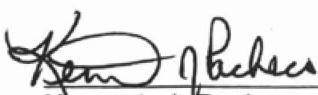
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## PROCEDURE

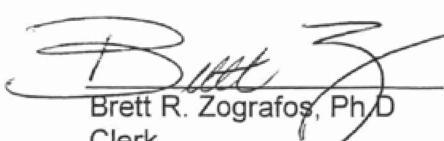
1. Current and former employees of the Town have the right to review their personnel records. Records shall be disposed of after twenty years after the last day of work for the employee in accordance with the Commonwealth of Massachusetts' Public Records Retention Schedule.
2. Employees must make a written request to view or receive a copy of their personnel records. The request must be signed, dated, and countersigned by the Treasurer/Collector. Upon completion and submission of the written request, the Treasurer/Collector will provide the employee with the opportunity to review their personnel record within five (5) business days. The review of the employee's personnel record shall take place in the presence of the Treasurer/Collector in Town Hall during normal business hours.
3. An employee may receive a copy of their personnel record by making a written request, which must be signed, dated, and countersigned by the Treasurer/Collector. Within five (5) business days of receipt of the written request, the Treasurer/Collector will provide the employee with a copy of the employee's personnel record.

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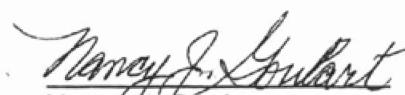
## SIGNATURES



Kenneth J. Pacheco  
Chairman



Brett R. Zografos, Ph.D.  
Clerk



Nancy J. Goulart  
Member

# Town of Dighton

<b>POLICY</b>	<b>Tobacco and Smoke Free Workplace Policy</b>
<b>Effective Date</b>	<b>2016</b>
<b>Revisions</b>	<b>June 2019</b>
<b>Board of Selectmen Approval Date</b>	<b>November 13, 2019</b>

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## BACKGROUND

The Town of Dighton is a tobacco free environment for the safety of its employees and the public who uses the Town's services. In compliance with Massachusetts General Laws Chapter 270, Section 22, the Board of Selectmen hereby adopts the following policy. Section 105 CMR 661.000 has regulations also concerning smoke-free work environments.

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## PURPOSE AND APPLICABILITY

Under state law, the Town of Dighton as an organization is required to provide a Smoke Free Workplace. This includes all areas in which town work is conducted, including all municipal buildings, vehicles, and municipal work sites.

This policy shall apply to the use of tobacco products to include cigarettes, cigars, pipes, smokeless tobacco, chewing tobacco, snuff, dip, and other products containing tobacco or that can be smoked. Electronic cigarettes and “vaping” devices are also included in the scope of this policy.

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## POLICY

1. It is prohibited for any persons including employees, volunteers, customers, and visitors to smoke or utilize tobacco in any areas inside any building owned, leased or operated by the Town of Dighton, including but not limited to town office buildings, the senior center, all recreation department offices, meeting spaces and function/activity areas, the fire department stations, the police department station, the library, all public works buildings, including garages, all pumping stations, and any other enclosed work space where employees perform services for compensation for the town such as polling places and rooms used for public meetings in locations not owned by the town.
2. It is prohibited for any persons to smoke or utilize tobacco products inside any town-owned or leased vehicle of any kind, at any time.
3. Designated smoking areas or smoking rooms are not permitted. However, employees may go outside to smoke during their morning and afternoon break periods. No extra periods are permitted for smokers in addition to regular break periods afforded non-smokers. Smoking is not

permitted in outside areas where "No Smoking" signs are posted, such as near refueling stations or other areas where open fire is prohibited by any other by-law, fire or health or safety regulation, nor within ten (10) feet of any public building so as to prevent any second-hand smoke from reentering said building. Smoking and the use of tobacco products is not permitted while performing any work-related job duties for which the employee is compensated.

4. The scope of this policy extends to municipal work sites, such as public works projects on roadways and other off-site work.

5. The use of electronic cigarettes and "vaping" falls under the scope of this policy. The use of such products is prohibited in the areas governed by this policy.

6. Effective January 1, 1988, smoking by Firefighters and Police Officers is prohibited by Massachusetts General Law, and this policy.

7. The Town of Dighton is sensitive to the withdrawal symptoms of nicotine addiction and supports employees in their efforts to quit smoking or using tobacco. Employees who smoke and want to quit or know someone who wants to quit should call the Try-To-Stop Tobacco Resource Center at 1-800-TRY-TO-STOP (1-800-879-8678) for free helpful information, or visit their website at [www.trytostop.org](http://www.trytostop.org).

Employees may also contact any of the following for assistance:

- a. Your Primary Care Physician
- b. Your Health Insurance Provider
- c. The American Lung Association ([www.lungusa.org](http://www.lungusa.org))
- d. The American Cancer Society ([www.cancer.org](http://www.cancer.org))
- e. The Town's Employee Assistance Program (EAP)

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## ENFORCEMENT

1. The Board of Selectmen has overall responsibility for enforcing the smoke-free workplace law. Questions, complaints or reports of violations should be directed to the Town Administrator, who will answer any questions, promptly investigate the complaint and take remedial action if appropriate. Appropriate remedial action depends on the type of offense, the existence of any prior incidents, and the effectiveness or lack thereof of any prior remedial steps.

2. Employees who are found to violate this policy will be disciplined following principles of progressive discipline in a manner described by the following guidelines. These guidelines are general in nature and are not intended to restrict the Board of Selectmen from imposing any penalty it may deem just depending upon the severity of the infraction. The Board reserves the right to use one or any combination of the below listed penalties.

- a. First violation – Verbal Warning (minimum penalty) and redistribution of this policy.
- b. Second violation – Written Warning (minimum penalty) and counseling services through the EAP.
- c. Third violation – Suspension, Driving privileges of town-owned

equipment revoked if applicable.

d. Fourth violation – Suspension, Potential Termination

3. Any person may register a complaint to initiate an investigation and enforcement action by reporting violations to their Department Head, Town Administrator, Board of Selectmen, the Board of Health, or the Massachusetts Department of Public Health.

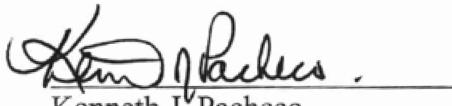
4. A complaint made to any of the town-affiliated authorities listed above shall be investigated promptly and timely by the Town Administrator

5. It is prohibited by law to discriminate or retaliate in any manner against a person for making a complaint of a violation of the Smoke-Free Workplace Law or for furnishing information concerning a violation, to a person, entity or organization, or to an enforcement authority. An employee who retaliates against any person or persons for making a complaint under this policy or for furnishing information concerning a violation of the Smoke-Free Workplace Law or this policy shall be disciplined up to and including termination.

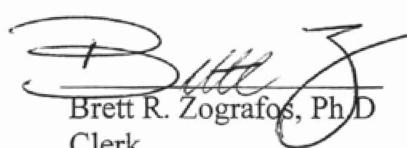
6. Further potential consequences for employees or other persons who smoke or use tobacco in a place where it is prohibited and violate the Smoke Free Workplace Law include \$100 civil penalty for each violation, enforced by the Massachusetts Department of Public Health.

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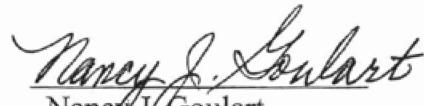
## SIGNATURES



Kenneth J. Pacheco  
Chairman



Brett R. Zografos, PhD  
Clerk



Nancy J. Goulart  
Member



**Town of Dighton**  
**Board of Selectmen**  
**979 Somerset Avenue**  
**Dighton, MA 02715**  
**Tel: (508) 669-6431**  
**Fax: (508) 669-5667**

**ADDENDUM A**  
**ACKNOWLEDGEMENT FORM**

This acknowledges that I have received and reviewed the Tobacco and Smoke Free Workplace Policy, with attachments, of the Town of Dighton ("Policy"). By signing this form, I agree to abide by the Policy and any Guidelines promulgated there under, and I agree to review periodically any changes or modifications. Therefore, I understand that my regular review of this Policy, as it may be amended, is required.

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

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

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

*To be included in employee's personnel file.*

# Town of Dighton

<b>POLICY</b>	<b>Drug Free Workplace</b>
<b>Effective Date</b>	<b>Upon Approval</b>
<b>Revisions</b>	
<b>Board of Selectmen Approval Date</b>	<b>10/24/2018</b>

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## BACKGROUND

The Town of Dighton values its employees and recognizes the need for a safe, productive, and healthy work environment. The Town of Dighton is committed to providing such a workplace and to fostering the well-being and health of its employees. As safety, security, and productivity are jeopardized when any employee abuses the use of drugs, controlled substances and other mind-altering substances (hereinafter referred to separately and jointly as "controlled substances") or alcohol on the job, comes to work under their influence, or unlawfully possesses, distributes or sells controlled substances or alcohol in the workplace. The Town of Dighton hereby adopts the following policy to help attain our goal of establishing and maintaining an alcohol and drug-free work environment.

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## PURPOSE & APPLICABILITY

As a recipient of federal funds, the Town of Dighton is required to comply with the Drug-Free Workplace Act of 1988. In accordance with that Act, the illegal use, distribution, sale, or possession of controlled substances, as defined under the Federal Controlled Substances Act, while on the job or on Town property is an offense warranting disciplinary action up to and including immediate suspension and termination, except as provided by item 1 of this policy.

Any individual who conducts business for the Town, is applying for a position, or is conducting business on the Town's property is covered by the drug-free policy. This policy shall apply to all existing and newly hired part and full-time employees unless restricted or modified in a labor agreement. As a condition of continued employment, employees must agree to abide by this policy and must agree to notify the Town Administrator if convicted of any state or federal criminal drug statute for a violation occurring in the workplace within five (5) days after the conviction.

Violation of this policy shall result in disciplinary action including, but not limited to suspension and/or termination. The Town of Dighton may, at any time and at its discretion, amend, supplement, modify, or change any part of this policy subject to bargaining.

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## DEFINITIONS

Alcohol: any beverage, mixture or any preparation, including any medication, containing alcohol

Controlled substance: In this policy, the term drugs and controlled substances are interchangeable and have the same meaning. Unless otherwise provided, these terms refer to:

- Marijuana (irrespective of its legalization in Massachusetts)
- Cocaine
- Opiates
- Phencyclidine (PCP)
- Amphetamines, including methamphetamines
- Hallucinogens
- Narcotics
- Cannabinoid
- Any substance for which a prescription is required which has not been obtained or followed
- Any substance the use of which impairs the individuals' ability to safely perform the essential functions of their job
- Derivation or combination of any of the substances contained in this list.

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## POLICY

1. Employees of the Town of Dighton are visible and active members of the communities where they live and work. They are inescapably identified with the Town and are expected to represent it in a responsible and creditable fashion. While the Town has no intention of intruding into the private lives of its employees, the Town does expect employees to report for work in appropriate mental and physical condition to perform their jobs in a satisfactory manner. Individuals under the influence of drugs or alcohol in the workplace pose serious safety and health risks, not only to themselves, but also to all those who come into contact with them. As a condition of employment, the Town of Dighton hereby notifies every employee that no alcohol or illegal drugs shall be used or held in possession on Town property or equipment by an employee during their or any employee's work shift, including all breaks and lunch periods, not including those employees who possess such controlled substances or alcohol as part of their job duties (i.e., police officers).
2. Each employee must abide by the drug-free workplace policy and each employee must notify the Town Administrator of any conviction for violation of any state or federal criminal drug law occurring in the workplace within five (5) days of any such conviction. The Town shall notify any and all appropriate federal and state agencies (i.e., MassDOT) if applicable, and further shall have up to thirty (30) days from the time of notification by the employee of such a conviction (i.e. a workplace offense involving drugs) to take appropriate personnel action up to and including termination. The Town of Dighton may require, as a condition of continued employment, that the employee participate in an approved drug abuse assistance rehabilitation program as described in section 7c of this policy.
3. Employees who are under the influence of controlled substances and/or alcohol, either on the job or when reporting for work, or who possess or consume controlled substances not prescribed by their health care provider and/or alcohol during work hours, have the potential for interfering with their own, as well as their coworkers', safe and efficient job performance. Such conduct will be just cause for disciplinary action, up to and including immediate suspension and termination, consistent with any just cause provisions of any collective bargaining agreement that pertains to the employee.

4. Employees are expected to follow any directions of their health care provider concerning prescription medications and must immediately notify their supervisor of any prescription medication which may impair their ability to safely perform their jobs. In addition, notification must be given at the time of any testing or screening as to any medication being taken. However, nothing in this policy precludes the appropriate use of legally prescribed medications.
5. Any employee during the employee's work shift, including without limitation all breaks and meal periods, who manufactures, distributes, sells, uses, possesses or is found to have in the employee's locker or desk or other such repository, alcohol or controlled substances, which are not medically prescribed, will be suspended immediately pending further investigation, except as provided in item 1 of this policy. If use or possession is substantiated, disciplinary action up to and including termination will be imposed. In deciding what action to take, the Town will consider the nature of the charges, the employee's present job assignment, the employee's record with the Town, and other factors relative to the impact of the employee's use or possession. The Town will also require that the employee sign a Return-to-Work Agreement. The Town will use termination as a last-resort, or will reserve termination for a highly egregious incident.
6. Employees subject to random drug testing and screening as a part of their employment or any licenses that they hold that are necessary to do their job, or employees that drive Town vehicles will be subject to higher standards and are forbidden to operate Town-owned equipment under the influence of controlled substances or alcohol. The Town of Dighton reserves the right, within the limits of federal and state laws, to test any employee for the presence of controlled substances and/or alcohol should the Town believe work performance and/or the safety of the employee or others is at risk. All employees are prohibited from switching, tampering with, or adulterating a urine, blood, saliva or breath specimen, or otherwise interfering with the collection and testing process. Such conduct will be viewed as serious misconduct and will result in further disciplinary action, up to and including termination.
7. The Town of Dighton is committed to the treatment and rehabilitation of employees with alcohol and controlled substances problems and encourages employees to come forward voluntarily and seek assistance for those problems before they impair performance and/or jeopardize the employee's continued employment.
  - a. It is the responsibility of the Town's Department Heads and supervisors to monitor employees whenever they see changes in performance or behavior that suggest an employee may have an alcohol or drug problem. Although it is not the Department Head or supervisor's job to diagnose personal problems, they should encourage such employees to seek help and advise them about available resources for getting help. Everyone shares responsibility for maintaining a safe working environment and coworkers should encourage anyone who may have a drug or alcohol problem to seek help.
  - b. If at any time an employee volunteers to enter an alcohol or drug treatment or rehabilitee program, they will enter without fear of disciplinary action being taken against the employee as a result of seeking treatment, provided the employee stops any and all involvement with the substance being abused, and maintains adequate job performance. Such a program is designed to provide care and treatment to employees who are in need of rehabilitation.

c. The Town may require that an employee in violation of this policy participate in a drug or alcohol abuse assistance or rehabilitation program approved for such purposes by the Towns' Employee Assistance Program (EAP) Substance Abuse Professional (SAP) as a part of any disciplinary action taken by the Town and said participation could be a condition of continued employment. The Town will allow the employee to use accrued vacation, sick leave, or an unpaid leave of absence pending successful completion of the above approved assistance or rehabilitation program. Employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold jobs that are safety-sensitive or require driving, or if they have violated this policy previously. Should an employee be found to have committed a second violation of this policy, he or she shall forfeit the opportunity to be granted a leave of absence for treatment unless otherwise required by state or federal law, and will face possible discipline, up to and including termination.

d. All employees may request assistance in dealing with alcohol or controlled substance problems from the EAP provider. Employees may confidentially access representatives, counseling, wellness and other resources at [www.theEAP.com](http://www.theEAP.com) or by calling 1-800-252-4555 or 1-800-225-2527. While the EAP is a valuable resource in dealing with personal problems, participation in the program will not prevent disciplinary action for a violation of this policy.

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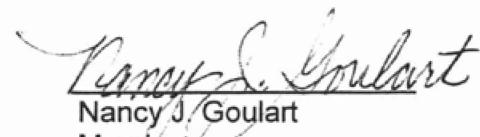
#### SIGNATURES



Brett R. Zografos, Ph.D.  
Chairman



Kenneth J. Pacheco  
Clerk



Nancy J. Goulart  
Member



**Town of Dighton**  
**Board of Selectmen**  
**979 Somerset Avenue**  
**Dighton, MA 02715**  
Tel: (508) 669-6431  
Fax: (508) 669-5667

I hereby acknowledge receipt of the Drug Free Workplace Policy and further acknowledge that I understand the contents thereof.

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Employee Name, Position

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Date

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Signature

A copy of this form shall be kept and maintained in the employee's personnel file.

# Town of Dighton

<b>Policy</b>	<b>Code of Conduct</b>
<b>Effective Date</b>	<b>Upon Approval</b>
<b>Revisions</b>	
<b>Board of Selectmen Approval Date</b>	<b>July 8, 2020</b>

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## BACKGROUND

The Town of Dighton adheres to high standards of professionalism. Employees and other agents of the Town, including elected officials and those appointed to boards, commissions, and committees, are expected to conduct themselves in a professional manner at all times. These employees and officials are expected to accept personal responsibility for maintaining or exceeding expected standards of professional conduct and job performance and to be aware of and abide by existing work rules and policies of the Town.

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## PURPOSE

The purpose of this policy is to ensure that employees and public officials meet the Town's expectations in the areas of performance and conduct, and that all local officials represent the Town of Dighton in a professional, positive way.

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## POLICY

The following standards of conduct are examples of the expected behaviors of appointed and elected officials of the Town of Dighton, paid or unpaid:

1. To be prompt and have regular attendance at scheduled meetings;
2. To be absent from the workplace only with proper authorization;
3. To focus complete attention and efforts to work matters during the performance of duties;
4. To carry out job duties in an efficient and competent manner;
5. To cooperate and comply with reasonable employer instructions and policies, and to work as directed;
6. To respect the privacy of individuals;
7. To project a positive and professional image of the Town;
8. To use information only for the purposes for which it was intended;
9. To neither use, nor allow the use of Town property, resources, or funds for other than authorized purposes;

10. To incur no liability on the part of the Town without proper authorization;
11. To maintain all qualifications necessary for the performance of duties legally and efficiently, including but not limited to all requisite licenses and certifications of the job;
12. To treat co-workers and members of the public with courtesy and respect at all times;
13. To report to work unimpaired by any legal or illegal controlled substance or alcohol;
14. To be honest and to act in good faith in the performance of job duties;
15. To not engage in any workplace violence, threats of violence, fighting, horseplay, malicious pranks, or profanity that may otherwise make a co-worker or member of the public uncomfortable;
16. To comply with separate policies and procedures also maintained by the Town on subjects such as discrimination, harassment, electronic communications, and domestic violence.

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#### ENFORCEMENT

1. Failure to meet performance standards and conduct oneself in a manner consistent with this policy may result in disciplinary action being initiated against the offending employee, or removal from a local board, committee, or commission if appointed.
2. Any such disciplinary action will be in line with a corresponding Collective Bargaining Agreement (CBA) or employment policy, (i.e. Anti Harassment Policy, Drug and Alcohol Use Policy, etc.).

---

#### SIGNATURES



Brett R. Zografos, Ph.D.  
Chairman



Nancy J. Goulart  
Clerk



Kenneth J. Pacheco  
Member



## **Town of Dighton**

Board of Selectmen  
979 Somerset Avenue  
Dighton, MA 02715  
Tel: (508) 669-6431  
Fax: (508) 669-5667

### **ADDENDUM A ACKNOWLEDGEMENT FORM**

This acknowledges that I have received and read the Code of Conduct Policy of the Town of Dighton (“Policy”). By signing this form, I agree to abide by the Policy and any Guidelines promulgated thereunder, and I agree to review periodically any changes or modifications.

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

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

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

*To be included in employee's personnel file.*

# Town of Dighton

POLICY	Anti Harassment Policy
Effective Date	04/05/18
Revisions	
Board of Selectmen Approval Date	04/04/18

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## BACKGROUND

Harassment and bullying undermine the integrity of the employment relationship and interfere with the productivity of employees. It is the goal of the Town of Dighton to promote a workplace that is free of discriminatory harassment of any type, including sexual harassment. Discriminatory harassment consists of unwelcome conduct, whether verbal, physical, or visual signs, that is based on a characteristic protected by law, such as gender, race, color, national origin, ancestry, religion, age, disability, sexual orientation, genetics, or veteran or military status.

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## PURPOSE

The purpose of this policy is to ensure that the Town of Dighton is a harassment free workplace and to establish complaint procedures for anyone subjected to harassment.

While this policy sets forth our goals for providing a harassment free workplace, it is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfied the definition of harassment.

It is the intent and desire of the Town of Dighton to provide a work environment that is free from verbal, physical, or visual signs of bullying and sexual, racial, or ethnic harassment, including but not limited to sexual advances or request for sexual favors.

---

## DEFINITIONS

**Prohibited harassment:** Conduct based on race, gender, color, religion, age, national origin, religion, ancestry, handicap/disability, participation in discrimination complaint related activities, sexual orientation, genetics, veteran or military status, or any other legally protected status when:

- 1) submission to or rejection of the conduct is either an explicit or implicit term or condition of employment, or basis for participation in a Town activity or benefit; or
- 2) submission to or rejection of such conduct by an individual is used as a basis for employment decision affecting such individual; or
- 3) such conduct has the purpose or effect of interfering with an individual's work or creating an intimidating, hostile, or offensive working environment.

---

All workplace conduct that has the purpose or effect of improperly creating an intimidating, hostile, or offensive working environment for any Town employee is deemed prohibited harassment under this policy. Examples of prohibited harassment include but are not limited to:

- Verbal abuse, including slurs, derogatory comments, mockery, insults, and degrading, humiliating, or ridiculing comments;
- Displays of derogatory, demeaning or hostile pictures, objects, cartoons or other materials;
- Unwillingness to work with, communicate with, assist, train, or evaluate an employee;
- Offensive or unwelcome physical contact with an employee;
- Work interference – sabotage – which prevents work from getting done.

**Sexual Harassment:** In Massachusetts, sexual harassment is legally defined to mean sexual advances, request for sexual favors, and verbal or physical conduct of a sexual nature when:

- 1) submission to or rejection of such advances, requests, or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or
- 2) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating, or sexually offensive work environment. Under this definition, direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment. The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether it is intended or not, that is unwelcome and has the effect of creating a workplace environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.

Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, and that fails to respect the rights of others. Sexual harassment occurs in a variety of situations which share a common element: the inappropriate introduction of sexual activities or comments into the work environment.

Sexual harassment often involves relationships of unequal power and such situations may contain elements of coercion. However, sexual harassment may also involve relationships among "equals," such as when repeated sexual advances or demeaning verbal comments by a co-worker towards another co-worker have a harmful effect on a person's ability to perform his or her work. Sexual harassment can also involve employee behavior directed at non-employees or non-employee behavior directed at employees.

The following are examples of sexual harassment and are not an exhaustive list.

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- Repeated, unwanted sexual flirtations, advances, or propositions;
- Continued or repeated verbal abuse or innuendo of a sexual nature;
- Uninvited physical contact such as touching, hugging, patting, brushing, or pinching;

- Verbal comments of a sexual nature about an individual's body or sexual terms used to describe an individual;
- Display of sexually suggestive objects, pictures, posters, or cartoons;
- Continued or repeated jokes, language, epithets, or remarks of a sexual nature in front of people who find them offensive;
- Comments or inquiries about a person's body or activity, deficiencies, or prowess; prolonged staring or leering at a person;
- Making obscene gestures or suggestive or insulting sounds, such as whistling;
- The demand for sexual favors accompanied by an implied or overt threat concerning an individual's employment status or promises of preferential treatment, such as favorable performance reviews, salary increases, promotions, increased benefits, or continued employment;
- Indecent exposure;
- Assault or coerced sexual acts.

The purpose of this policy is to ensure that the Town of Dighton is a harassment free workplace and to establish complaint procedures for anyone subjected to harassment.

While this policy sets forth our goals for providing a harassment free workplace, it is not designed or intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether that conduct satisfied the definition of harassment.

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## POLICY

This policy shall apply to all Town boards, departments, commissions, employees, volunteers, elected and appointed officials, with the exception of members of the School Committee, and visitors to Town Hall and other town-operated work places.

The Town shall not allow any form of harassment or any such conduct that has the purpose or effect of interfering with an individual's ability to perform his or her work or creating an intimidating, hostile, or offensive work environment.

All employees, managers, supervisors, elected and appointed officials and volunteers of the Town of Dighton share responsibility for avoiding and discouraging any form of harassment, and are personally responsible for ensuring that his or her conduct does not harass any other employee or non-employee in the workplace. Each employee is responsible for cooperating in any investigation of alleged harassment if requested to do so by the person conducting the investigation. Employees are encouraged to report incidents of harassment. Supervisors, managers, or department heads who become aware of incidents of harassment as defined in this policy in their departments, even in the absence of a formal complaint, should take appropriate actions to eliminate the conduct. Department heads may seek further information and guidance from the Town Administrator.

The primary responsibility for ensuring proper investigation and resolution of harassment complaints rests with the Town Administrator or his/her designee, who will administer the policy and procedures described herein.

Where it has been demonstrated to our satisfaction that such harassment has occurred, the Board of Selectmen will promptly deal with and eliminate any harassment and/or other unlawful conduct. We will impose such corrective action as is necessary up to and including termination.

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Retaliation against an individual who has complained about prohibited harassment, and retaliation against individuals for cooperating with an investigation of a harassment complaint is unlawful and will not be tolerated.

Training of all employees in the nature of harassment and training of supervisory personnel who are designated to receive and investigate complaints of harassment shall be regularly provided by the Town.

Copies of this Anti-Harassment Policy shall be given to all present and new employees, to all employee groups and unions holding collective bargaining agreements with the Town, and to all officials and volunteers.

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## **COMPLAINT PROCEDURE**

Prompt reporting of harassment is in the best interest of the Town and is essential to a fair, timely, and thorough investigation. An employee who believes that he or she has been subjected to harassment in the course of his/her employment shall promptly report the alleged incident or incidents of harassment to his/her Department Head or to the Town Administrator.

In all instances where an individual believes that he or she has been harassed, it is helpful but not necessary, to write down a description of the offensive conduct, the date or dates on which it took place, and the names of anyone who witnessed the conduct or heard offensive remarks.

**Informal Procedure:** The person receiving the compliant of harassment shall elicit a full and clear recitation of the facts giving rise to the complaint and make a determination as to whether an issue of harassment is involved. The complaint and determination is to be provided to the Town Administrator. If the Department Head or the Town Administrator determines that there is an issue of harassment involved, he/she will attempt to informally resolve the issue by meeting with the employee complained about and advising him/her of the facts that were presented and of the initial determination made regarding these facts.

An employee against whom a harassment complaint is made may voluntarily participate in the Informal Procedure. If the employee who has been charged with harassment chooses not to participate in the Informal Procedure, disagrees with the facts, or refuses to resolve the issue to the satisfaction of the complaining employee, the Department Head or the Town Administrator shall advise the employees involved that informal resolution was not possible and that both employees have the right to present sufficient facts to substantiate or repudiate the complaint in a confidential hearing before the Board of Selectmen, or before a hearing officer designated by the Board of Selectmen. An employee against whom a harassment complaint is made, and who chooses to participate in the Informal Procedure shall have the right to Union and/or legal representation.

**Formal Procedure:** To request a confidential hearing before the Board of Selectmen or the Town Administrator, the employee shall file a written request with the Board of Selectmen detailing the facts giving rise to the complaint, the names of any witnesses to the alleged harassment, the dates of any previous meetings on the compliant, and the resolution sought by the employee. Hearings shall be held in Executive Session pursuant to Exemption 1 of the Open Meeting Law.

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Upon receipt of a written complaint alleging or repudiating a charge of harassment, the Board of Selectmen or the Town Administrator, shall (1) forward a copy of the complaint to the person either alleging or repudiating the complaint, as the case may be, (2) schedule an Executive Session within ten (10) working days of the receipt of the written request, and (3) notify both parties of the date and location of the hearing and of their right to bring witnesses to the hearing to testify on their behalf and of their right to be represented at the hearing by counsel.

Both parties will be given a full and fair hearing. The Board of Selectmen or the Town Administrator will hear testimony on the issues involved for the purpose of determining whether the complaint of harassment has been substantiated. The testimony and proceedings in the hearing should be recorded electronically or otherwise.

The Board of Selectmen or Town Administrator shall render a written decision within ten (10) working days of the completion of the hearing and advise the employees in writing of such decision. The decision shall state whether or not the facts presented at the hearing substantiate the complaint of harassment. If the Board of Selectmen or Town Administrator concludes that the complaint is substantiated, he or she shall recommend appropriate relief for the complainant and appropriate disciplinary action for the employee found guilty of the harassment. A copy of the decision will be placed confidentially in the employee's file.

The remedial and/or disciplinary action taken with respect to a finding of harassment may include the following or any combination thereof:

- a) A written reprimand of the person who has harassed the employee;
- b) A warning to the person who has harassed the employee that such conduct is in violation of the law and that repetition of the offense may result in suspension or dismissal;
- c) Suspension without pay or dismissal of the person who has harassed the employee;
- d) A recommendation of action to be taken by the employee's supervisor or Department Head, as appropriate, to minimize the possibility of future harassment of this employee or retaliation by the offending party due to the employee's act of making the complaint;
- e) Action by the Town Administrator or the Board of Selectmen, upon counsel with the employee's Department Head, correcting any action or inaction on the part of the person who has committed the harassment which relates to the employee's reassignment, promotion, compensation, fringe benefits, job training, and any other term or condition of employment.

Any disciplinary action taken against an employee who has been found guilty of harassment shall be taken in accordance with any applicable provisions of the collective bargaining agreements and personnel rules and regulations.

In addition to the procedures described herein for the filing of complaints of harassment, employees may file a formal complaint with either or both of the government agencies set forth below. Using the Town's complaint process does not prohibit an employee from filing a complaint with these agencies. Please note, each of the agencies has a short time period for filing a claim.

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**Massachusetts Commission Against Discrimination\***

*Boston Office:* One Ashburton Place, Room 601  
Boston, MA 02108  
617-994-6000

*New Bedford Office:* 800 Purchase Street, Room 501  
New Bedford, MA 02740  
508-990-2390

*Website:* <http://www.mass.gov/mcad>

**U.S. Equal Employment Opportunity Commission**

*Boston Office:* 475 Government Center  
Boston, MA 02203  
1-800-669-4000

*Website:* <http://www.eeoc.gov/boston/index.html>

\* Claims must be filed within 300 days of alleged incident.

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**CONFIDENTIALITY**

All verbal or written communications between the Town and the employees involved in the consideration and resolution of harassment complaints under the provisions of this policy shall be treated as confidential communications and shall be entitled to the same protection as other personnel records under the Massachusetts General Laws. In addition, any and all records, tapes and transcripts of hearings held hereunder shall be treated as confidential documents to the extent provided by law.

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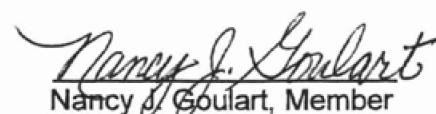
**SIGNATURES**



John P. Taylor, Chairman



Brett R. Zografos, Ph.D., Clerk



Nancy J. Goulart  
Nancy J. Goulart, Member



**Town of Dighton**  
**Board of Selectmen**  
**979 Somerset Avenue**  
**Dighton, MA 02715**  
**Tel: (508) 669-6431**  
**Fax: (508) 669-5667**

**ADDENDUM A**  
**ACKNOWLEDGEMENT OF OFFICIAL USE BY AUTHORIZED TOWN OFFICIALS**

- A. I, \_\_\_\_\_, acknowledge that I received a copy of the Town of Dighton's Anti Harassment Policy on \_\_\_\_\_.
- B. I have been given an opportunity to ask questions about said policy and I have been provided with satisfactory information in response to my questions;
- C. I understand the language used in this policy.
- D. I acknowledge that I understand this policy and I agree that I will comply with all of its provisions.

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Signature

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Date

# Town of Dighton

<b>Policy</b>	<b>Workplace Violence Prevention Policy</b>
<b>Effective Date</b>	<b>Upon Approval</b>
<b>Revisions</b>	
<b>Board of Selectmen Approval Date</b>	<b>July 8, 2020</b>

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## PURPOSE & SCOPE

The Town of Dighton has developed a Workplace Violence Prevention Policy that shall complement the Anti-Harassment Policy, the Code of Conduct Policy, and the Citizen's Notice attached hereto in establishing standards, procedures, and safeguards to encourage and foster a work environment that is characterized by mutual respect and healthy conflict resolution; reduce the potential for violence in and around the workplace; mitigate the negative consequences for employees who experience or encounter violence in their work lives; and ensure that appropriate resources are available to employees who may be victims of workplace violence.

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## POLICY STATEMENT

The Town of Dighton is committed to maintaining a safe, healthy, and secure work environment without violence, harassment, intimidation, threats, violent acts, and other disruptive or intimidating behavior. As such, the Town maintains a zero tolerance policy toward workplace violence, the threat of violence, or intimidating behavior by any of its employees, the general public, and/or anyone who conducts business with the Town. In compliance with state and federal laws, the Town remains committed to minimizing workplace violence hazards by ensuring all reports and incidents of workplace violence are addressed promptly with the safety of the impacted employee(s) and workplace as the main priority.

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## APPLICABILITY

This policy applies to all full-time, part-time, and temporary Town of Dighton employees, elected and appointed officials, volunteers (referred to collectively as "employee"), and anyone who transacts business with the Town whether in a Town facility or on an off-site location.

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## DEFINITIONS

For the purposes of this policy, "workplace" is defined as:

- Any Town of Dighton owned or leased property;

- Town vehicles or vehicles, whether owned by the Town or private, being used to conduct Town business;
- Any location where Town business is conducted, including in the field work sites;
- Any location where violence has resulted from an act or decision made during the course of conducting Town business.

For the purposes of this policy, “violence” includes, but is not limited to the following:

- Physical attacks or harm to another, including assault and/or battery, such as slapping, stabbing, punching, pinching, restraining, kicking, hitting, striking, pushing, shoving, or other physical contact;
- Disruptive behavior intended to disturb, interfere with or prevent normal work activities, such as yelling, using profanity, verbally abusing others, or using disparaging or derogatory comments, slurs, or name-calling;
- Threats or attempted threats, coercion, and/or acts of intimidation or harassment communicated by any means (e.g. written, oral, or electronic), such as throwing objects, pounding on a desk or door, damaging property, stalking, or otherwise acting aggressively or making written statements specifically intended to frighten, coerce, or threaten where a reasonable person would interpret such behavior as constituting evidence of intent to cause harm to individual or property;
- Disruptive or aggressive behavior that places a reasonable person in fear or apprehension of physical harm;
- Brandishing or displaying a weapon with the potential to inflict harm, such as any firearm, any device principally designed to cause bodily injury, objects that can be used in a dangerous manner (e.g. hammers, crowbars, pipes), knives and other sharp objects, explosive devices, or any other instrument that has the potential to inflict bodily harm;
- Domestic violence (as defined below);
- Willful and malicious destruction of Town or personal property;
- Any form of retaliation against anyone who, in good faith, reports a possible violation of this policy or cooperates with any internal investigation by the Town, its agents, or by law enforcement;
- Other acts of violence committed by anyone against Town employees in the workplace or where Town business is being conducted.

For the purposes of this policy, “violent behavior” includes but is not limited to the following:

- Actions or communications in person or by oral, written, or electronic communication;
- Incidents acted out individually or take place between employees, employees and clients/residents, employees and acquaintances/partners, and employees and the general public;
- Conduct that violates other Town policies, such as the Anti-Harassment Policy or Social Media Policy, may also constitute a violation of this policy.

For the purposes of this policy, “intimidation” is defined as:

- The expression of an intent to cause physical, emotional, or mental harm or distress. An expression constitutes a threat without regard to whether the party communicating the threat has the present ability to carry it out and without regard to whether the expression is contingent, conditional, or future;
- Threats need not be made in person, but can be made through any means, including but not limited to telecommunication device, electronic communication, email, internet communication, social media, or instant/text messaging.

For the purposes of this policy, “physical attacks” is defined as:

- Unwanted or unpermitted hostile physical contact, such as hitting, fighting, pushing, shoving, or throwing objects.

For the purposes of this policy, “domestic violence” is defined by M.G.L. Chapter 2019A and additionally defined as:

- The use of abusive or violent behavior, including threats and intimidation, between people who are family or household members or who have an ongoing or prior dating relationship. This includes people who are married, live together, or have previously been married, lived together, dated, or have a child in common.

For the purposes of this policy, “property damage” is defined as:

- Intentional damage to property, which includes property owned by the Town, employees, visitors, or vendors.

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## **POLICY**

### **A. Prevention of Workplace Violence**

The Town of Dighton understands the importance of a safe work environment and supports the prevention of workplace violence. Prevention efforts include, but are not limited to, informing employees of this policy, instructing employees regarding the dangers of workplace violence, communicating the actions imposed for violating this policy, and providing a reporting hierarchy within which to report incidents of violence without fear of reprisal.

To this end, employees are not permitted to carry or have in their possession or in their control any type of dangerous weapon while on duty and working as an employee of the Town of Dighton, unless they utilize that instrument in the course of their lawfully permitted duties to the Town of Dighton. This includes any type of hand gun, firearm, or any other item that may be construed as a dangerous weapon.

### **B. Reporting an Incident of Workplace Violence**

In times of emergency or incidents in need of immediate attention, employees should call 911.

Employees who observe or who are the victim of violent behavior by anyone on Town property shall report the incident immediately to a Department Head or the Town

Administrator, whether or not the alleged offender is a Town employee. Each incident of violent behavior, whether the incident is committed by another employee or by an external individual, such as a customer, vendor, or resident, must be reported.

Any act of violence or threat of violence, or any emergency situation should be reported immediately to the Dighton Police Department either by the victim, the Department Head, the Town Administrator, or any other person who becomes aware of such a situation.

Incidents of workplace violence that may include but are not limited to verbal abuse, perceived intimidation, harassment, or any similar non-emergency situation shall be reported to the Department Head for assessment and investigation.

It is incumbent upon employees to act in accordance with this policy and to make a report to their Department Head any time they become aware of an incident where workplace violence has occurred, or where circumstances known to the employee regarding a particular individual may lead to workplace violence. It is recommended that the incident be reported in writing. The receiver of the complaint, as referenced below, shall document the report in writing regardless of being given a verbal or written report for documentation purposes.

All reports of violence will be evaluated immediately and appropriate action will be taken, wherever possible, in order to help protect the employee(s) from further violence. Appropriate disciplinary action may be taken when it is determined that an employee has committed threats or acts of violence in violation of this policy.

For non-emergency situations, or questions by an employee regarding any aspect of workplace violence, or when an employee is unsure to whom a report of possible workplace violence should be made, the employee may contact the Department Head, the Town Administrator, or the Dighton Police Department.

### **C. Department Head Roles & Responsibilities**

The Department Head will assess the initial report to determine the appropriate action to be taken in accordance with this policy, even in cases where the reporting party disagrees with the outcome of such assessment or the subsequent actions to be taken.

The Department Head shall document and report all assaults, threats, or other serious incidents of workplace violence to the Dighton Police Department immediately for investigation in appropriate circumstances. Any emergency situation, or any assault believed to be imminent, presently occurring, or has just occurred, or any threats of a serious nature, shall be reported to the Dighton Police Department prior to any other action being taken. Any administrative investigation may be conducted concurrent with any criminal investigation, in cooperation with Dighton Police Department.

The Department Head shall report all incidents of workplace violence, as well as circumstances which may lead to workplace violence, to the Town Administrator. **Such report shall be made to the Town Administrator regardless of whether the incident**

**was initially reported to the police, whether it will be handled internally within the employee's department, or whether the Department Head determines the complaint was unfounded.**

The Department Head will advise the reporting party that even in cases where the report is determined to be unfounded or where no further formal action is warranted, the reporting individual has the right to contact the Dighton Police Department for information regarding legal options available to him or her as a possible victim of a crime.

The Department Head, the Town Administrator and the Dighton Police Department, will conduct administrative investigations in a confidential manner, to the extent possible.

#### **D. Town Administrator Roles & Responsibilities**

The Town Administrator will ensure that each employee receives and signs a copy of this policy. In cooperation with Department Heads, he/she shall manage, review, and monitor the workplace violence incident records, facilitate the regular reporting of incidents, and ensure that all reported incidents of workplace violence are investigated and addressed in a timely manner. In the event of a major incident, the Town Administrator may coordinate and assist in the development of immediate crisis response, including the formation of a Management Response Team , and safety plans for impacted employees in consultation with the Department Head and the Dighton Police Department. In coordination with the Board of Selectmen, he/she shall recommend and implement remedial actions, including but not limited to the appropriateness of discipline, employee/victim assistance, and other possible remedies.

The Town shall also organize appropriate workplace violence prevention trainings and document attendance. The Town Administrator shall ensure adequate posting of reporting procedures and that internal and external victim resources are available and accessible to employees in all Town facilities.

#### **E. Management Response Team**

As necessitated by the seriousness of the incident, the Town Administrator may assemble a Management Response Team, which may include Town Counsel, representatives from the Employee Assistance Program (EAP) and the Dighton Police Department, and others as deemed necessary. The Management Response Team shall be responsible for establishing workplace violence protocol that may include but is not limited to:

- Evaluating the potential workplace violence issues;
- Assessing an employee's fitness for duty (through mental health professionals);
- Establishing a plan for the protection of co-workers and other potential targets;
- Coordinating with affected parties, such as victims, families, employees, media, or law enforcement personnel;
- Referring victims to appropriate assistance and community service programs;
- Assuring that immediate (within 24 hours) and ongoing counseling is available to traumatized individuals.

#### **F. Guidelines for Reporting, Investigation, and Discipline for Policy Violations**

The Town of Dighton is committed to providing a prompt response when violence, the threat of violence, hostile behavior, bullying, or the threat of hostile behavior arises. If the employee is not comfortable reporting, or is unable to report, the incident to their respective Department Head, they may report it directly to the Town Administrator.

All reports of workplace violence will be investigated promptly. Internal investigations of workplace violence shall be conducted in a manner that is sensitive to the safety concerns and privacy of the victim(s), the alleged perpetrator, and witnesses. All reports of violations of this policy will be treated seriously and handled with the highest degree of discretion possible under the circumstances. Reports, regardless of whether they are communicated verbally or in writing, shall be investigated promptly and fairly.

In the interim, between a complaint and the final disposition of a workplace violence case, Department Heads shall take appropriate actions to address employees' safety concerns. This may include a written or verbal safety plan that addresses the immediate and ongoing workplace safety needs of the impacted employee(s).

It is a violation of this policy to engage in any act of workplace violence. It shall also be considered a violation of this policy if any employee fails to cooperate in any investigation the Town deems necessary to enforce this policy. Any employee who has been determined by the Town Administrator to be in violation of this policy may be subject to disciplinary action, up to and including dismissal. The Town may, in its sole discretion, determine the first offense will result in immediate termination or any other level of disciplinary action, depending on the nature and severity of the offense. Although criminal prosecution may result from any incident of workplace violence, neither prosecution nor conviction is a necessary prerequisite for administrative disciplinary action of an employee.

#### **G. Retaliation**

Any employee who acts in good faith by reporting real or implied workplace violence or who serves as a witness in the investigation of a complaint will not be subject to any form of retaliation or harassment. No individual shall be penalized in any way for having participated in such investigation. Any allegations of retaliation should be reported immediately to the Department Head or the Town Administrator. Anyone found to have engaged in retaliation will be subject to discipline, up to and including termination of employment.

#### **H. Employee Assistance Program**

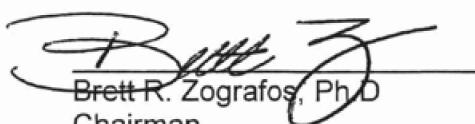
All employees who are victims of or witness to workplace violence may contact the Town of Dighton's Employee Assistance Program (EAP) for counseling, emotional support, and assistance in developing a personal safety plan in the event of workplace violence, among other resources, at [www.theEAP.com](http://www.theEAP.com), or by calling (800) 252-4555 or (800) 225-2527. The Town may offer additional referral services to assist in coping with the effects of any incident.

The Town of Dighton will work with any employee seeking any reasonable accommodation that may be necessary.

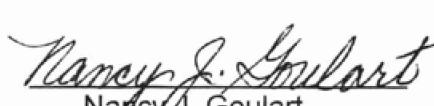
### **I. Current & New Employees**

All current employees will be given a copy of this policy. A form acknowledging receipt of this policy must be signed and returned to the Town Administrator, which will be placed in the employee's personnel record.

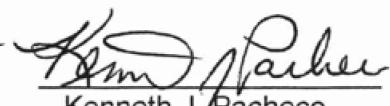
Department Heads shall acquaint all new employees with the Town of Dighton's policies regarding reporting incidents of workplace violence and harassment, what to do if the employee is subjected to violence and/or if an incident of violence in the workplace actually takes place, and how to cope with the effects of an act of violence, such as referral to the EAP.



Brett R. Zografos, PhD  
Chairman



Nancy J. Goulart  
Clerk



Kenneth J. Pacheco  
Member



## Town of Dighton Board of Selectmen

979 Somerset Avenue  
Dighton, MA 02715  
Tel: (508) 669-6431  
Fax: (508) 669-5667

### ADDENDUM A ACKNOWLEDGEMENT FORM

This acknowledges that I have received and reviewed the Workplace Violence Prevention Policy of the Town of Dighton ("Policy"). By signing this form, I agree to abide by the Policy and any Guidelines promulgated thereunder, and I agree to review periodically any changes or modifications. I recognize that the law and associated Policy regarding workplace violence are continually evolving. Therefore, I understand that my regular review of this Policy, as it may be amended, is required.

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

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

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

*To be included in employee's personnel file.*

# Town of Dighton

POLICY	HIPAA NOTIFICATION PROCEDURE
Effective Date	1/10/2019
Revisions	
Board of Selectmen Approval Date	1/9/2019

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## BACKGROUND

As an employer, the Town of Dighton has an obligation to inform employees of their rights and choices as they relate to health and the use of healthcare information in the workplace under the Health Insurance Portability and Accountability Act (HIPAA).

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## PURPOSE & APPLICABILITY

The Selectmen have devised this procedure and will work with the Town Treasurer to ensure that employees are regularly informed of these rights.

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## PROCEDURE

The attached notification shall be sent out to all existing employees in response to the adoption of this procedure.

The attached notification shall be included in all new-hire paperwork and documentation.

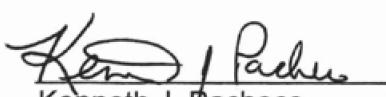
The attached notification shall be sent annually to all existing employees during the Open Enrollment period.

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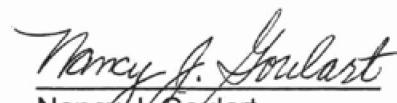
## SIGNATURES



Brett R. Zografos, Ph.D.  
Chairman



Kenneth J. Pacheco,  
Clerk



Nancy J. Goulart,  
Member



**TOWN OF DIGHTON**  
**BOARD OF SELECTMEN - BOARD OF HEALTH**  
979 Somerset Avenue • Dighton, MA 02715  
(508) 669-6431, FAX (508) 669-5667

**THIS PUBLIC NOTICE IS TO BE POSTED IN EVERY BUILDING, DEPARTMENT, AND BUSINESS LOCATION OWNED AND OPERATED BY THE TOWN OF DIGHTON.**

January 4, 2017

**NOTICE TO ALL EMPLOYEES**

It is the responsibility of employees to protect the Town of Dighton (Town) from unethical behavior. Violations in any form will not be tolerated. To help prevent and detect unethical behavior, each person is expected to safeguard and preserve the assets and resources of the Town particularly those for which he/she is responsible. Each individual is expected to report any instance of suspected ethical misconduct to the Board of Selectmen.

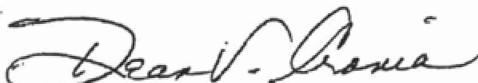
Ethical misconduct includes but is not limited to:

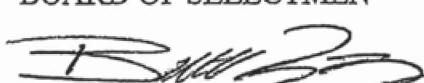
- Embezzlement of funds
- Theft of Town assets including equipment
- Misuse of Town credit cards, e.g. personal purchases
- Using Town assets for personal gain
- Corruption
- Falsifying time cards
- Violation of federal and state laws

Anyone who suspects a violation may report it anonymously by placing a note in the drop box outside of town hall at any time. The note should be in a sealed envelope addressed to the Board of Selectmen and marked "Confidential." After reviewing an allegation of unethical behavior, the Board of Selectmen will conduct a confidential investigation to determine the nature and extent of the activity reported. Appropriate legal action will be taken if the investigation determines that there is sufficient cause to do so.

Attached to this posting is a copy of M.G.L. Chapter 149, Section 185, the "Whistleblower" Law that protects an employee from retaliation by any board, committee or individual employed by or in service to the Town.

BOARD OF SELECTMEN

  
Dean V. Cronin, Chairman

  
Brett R. Zografos, Clerk

  
Nancy J. Goullart, Member

## **Section 185**

<b>Part I</b>	<b>ADMINISTRATION OF THE GOVERNMENT</b>
<b>Title XXI</b>	<b>LABOR AND INDUSTRIES</b>
<b>Chapter 149</b>	<b>LABOR AND INDUSTRIES</b>
<b>Section 185</b>	<b>RETALIATION AGAINST EMPLOYEES REPORTING VIOLATIONS OF LAW OR RISKS TO PUBLIC HEALTH, SAFETY OR ENVIRONMENT; REMEDIES</b>

Section 185. (a) As used in this section, the following words shall have the following meanings:

- (1) "Employee", any individual who performs services for and under the control and direction of an employer for wages or other remuneration.
- (2) "Employer", the Commonwealth, and its agencies or political subdivision, including, but not limited to, cities, towns, counties and regional school districts, or any authority, commission, board or instrumentality thereof.
- (3) "Public body", (A) the United States Congress, any state legislature, including the general court, or any popularly elected local government body, or any member or employee thereof; (B) any federal, state or local judiciary, or any member or employee thereof, or any grand or petit jury; (C) any federal, state or local regulatory, administrative or public agency or authority, or instrumentality thereof; (D) any federal, state or local law enforcement agency, prosecutorial office, or police or peace officer; or (E) any division, board, bureau, office, committee or commission of any of the public bodies described in the above paragraphs of this subsection.
- (4) "Supervisor", any individual to whom an employer has given the authority to direct and control the work performance of the affected employee, who has authority to take corrective action regarding the violation of the law, rule or regulation of which the employee complains, or who has been designated by the employer on the notice required under subsection (g).

(5) "Retaliatory action", the discharge, suspension or demotion of an employee, or other adverse employment action taken against an employee in the terms and conditions of employment.

(b) An employer shall not take any retaliatory action against an employee because the employee does any of the following:

- (1) Discloses, or threatens to disclose to a supervisor or to a public body an activity, policy, or practice of the employer, or of another employer with whom the employee's employer has a business relationship, that the employee reasonably believes is in violation of a law, or a rule or regulation promulgated pursuant to law, or which the employee reasonably believes poses a risk to public health, safety or the environment;
- (2) Provides information to, or testifies before, any public body conducting an investigation, hearing or inquiry into any violation of law, or a rule or regulation promulgated pursuant to law, or activity, policy or practice which the employee reasonably believes poses a risk to public health, safety or the environment by the employer, or by another employer with whom the employee's employer has a business relationship; or
- (3) Objects to, or refuses to participate in any activity, policy or practice which the employee reasonably believes is in violation of a law, or a rule or regulation promulgated pursuant to law, or which the employee reasonably believes poses a risk to public health, safety or the environment.

(c)(1) Except as provided in paragraph (2), the protection against retaliatory action provided by subsection (b)(1) shall not apply to an employee who makes a disclosure to a public body unless the employee has brought the activity, policy or practice in violation of a law, or a rule or regulation promulgated pursuant to law, or which the employee reasonably believes poses a risk to public health, safety or the environment, to the attention of a supervisor of the employee by written notice and has afforded the employer a reasonable opportunity to correct the activity, policy or practice.

(2) An employee is not required to comply with paragraph (1) if he: (A) is reasonably certain that the activity, policy or practice is known to one or more supervisors of the employer and the situation is emergency in nature; (B) reasonably fears physical harm as a result of the disclosure provided; or (C) makes the disclosure to a public body as defined in clause (B) or (D) of the definition for "public body" in subsection (a) for the purpose of providing evidence of what the employee reasonably believes to be a crime.

(d) Any employee or former employee aggrieved of a violation of this section may, within two years, institute a civil action in the superior court. Any party to said action shall be entitled to claim a jury trial. All remedies available in common law

tort actions shall be available to prevailing plaintiffs. These remedies are in addition to any legal or equitable relief provided herein. The court may: (1) issue temporary restraining orders or preliminary or permanent injunctions to restrain continued violation of this section; (2) reinstate the employee to the same position held before the retaliatory action, or to an equivalent position; (3) reinstate full fringe benefits and seniority rights to the employee; (4) compensate the employee for three times the lost wages, benefits and other remuneration, and interest thereon; and (5) order payment by the employer of reasonable costs, and attorneys' fees.

- (e)(1) Except as provided in paragraph (2), in any action brought by an employee under subsection (d), if the court finds said action was without basis in law or in fact, the court may award reasonable attorneys' fees and court costs to the employer.
- (2) An employee shall not be assessed attorneys' fees under paragraph (1) if, after exercising reasonable and diligent efforts after filing a suit, the employee moves to dismiss the action against the employer, or files a notice agreeing to a voluntary dismissal, within a reasonable time after determining that the employer would not be found liable for damages.
- (f) Nothing in this section shall be deemed to diminish the rights, privileges or remedies of any employee under any other federal or state law or regulation, or under any collective bargaining agreement or employment contract; except that the institution of a private action in accordance with subsection (d) shall be deemed a waiver by the plaintiff of the rights and remedies available to him, for the actions of the employer, under any other contract, collective bargaining agreement, state law, rule or regulation, or under the common law.
- (g) An employer shall conspicuously display notices reasonably designed to inform its employees of their protection and obligations under this section, and use other appropriate means to keep its employees so informed. Each notice posted pursuant to this subsection shall include the name of the person or persons the employer has designated to receive written notifications pursuant to subsection (c).

# Town of Dighton

<b>POLICY</b>	<b>Performance Evaluation Policy and Procedure</b>
<b>Effective Date</b>	<b>January 1, 2019</b>
<b>Revisions</b>	
<b>Board of Selectmen Approval Date</b>	<b>October 3, 2018</b>

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## BACKGROUND

The Town of Dighton seeks to professionalize its municipal operations and as such is introducing a performance evaluation policy and procedure.

The employee is expected to provide input for discussion, and the Evaluator is expected to respond to the employee's input as well as to provide feedback on the employee's performance.

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## PURPOSE & APPLICABILITY

Performance evaluations are intended to provide a formal opportunity for two-way communication between the employee and the Board of Selectmen or its designee (hereafter referred to as "Evaluator") to enhance the professionalism and performance of employees. Performance evaluations provide information for the continuous improvement of performance and also aid in uniting all departments to work toward common goals and plans.

This policy shall apply to all employees under the appointment and supervision of the Board of Selectmen. Union personnel and elected officials shall not be subject to this policy.

Evaluations shall take place in the month of January each year, with a mid-year review, if requested.

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## PROCESS

1. The Evaluator will secure a copy of the employee's job description. The employee will submit a self-evaluation to the Evaluator using the Performance Evaluation Form that is attached to this policy. The employee should make note of any topics that he or she would like to address in the discussion with the Evaluator. The employee should also list any accomplishments or achievements of goals that have, or have not, been completed.
2. After reviewing the employee's self-assessment, the Evaluator will provide a written evaluation and comments on the Performance Evaluation Form. The Performance Evaluation Form will indicate the employee's progress in achieving the designated goals. Each goal will be addressed individually by the Evaluator and specific comments, commendations, concerns and/or recommendations for improvement shall also be included. The self-assessment shall be attached to the Evaluator's evaluation. Together, these will constitute the complete Evaluation.
3. The Evaluator and the employee will have a meeting to discuss the review, any topics of concern or special importance to either party, and to communicate about performance during the review period.

Included in this meeting, the two parties will agree on a set of four goals to be accomplished during the next review period.

4. After the meeting, the employee will have the opportunity to respond in writing to any comments or ratings in the performance evaluation, if desired. Any written response shall be affixed to the Evaluation. The employee and Evaluator both will sign the Performance Evaluation Form. The original shall be kept in the employee's personnel file and the employee and supervisor shall each be given a copy.

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## **MID YEAR REVIEW**

1. There may be a Mid-Year Review at the option of either the Evaluator or the employee if either party has concerns about the attainment of the goals to date by the employee or any other concerns about the employee's performance. The employee may also request a mid-year review if he or she has concerns to discuss with the Evaluator.
2. The Evaluator shall endeavor at all times to notify an employee, either orally or in writing, whenever the Evaluator feels that a member's performance is not meeting professional standards or expectations. The purpose of this provision is to provide employees with as much advanced notice as possible of concerns that the Board or the Town Administrator may have regarding the employee's job performance and to provide the opportunity to resolve such concerns.
3. During the Mid-Year Review, the Evaluator and the employee shall identify specific areas of concern, state the reasons for his or her concern, and outline recommendations to address those concerns which shall be set forth in writing. In the event that an employee disagrees with any of the concerns or recommendations of the Evaluator, the employee shall have the right to respond in writing. Also during the Mid-Year Review, the employee shall be afforded the opportunity to update or tweak any goals agreed to should circumstances change surrounding that particular goal.
4. Nothing in this section shall preclude the Evaluator from identifying areas of improvement or concern in the Annual Review.

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## **GOALS**

1. There shall be four goals listed in the Performance Evaluation Form. Two goals shall be proposed by the employee and two goals shall be proposed by the Evaluator.

2. Goals shall be SMART:

Specific: Clear and Unambiguous

Measurable: results must be measurable in some way

Attainable: must be realistic and attainable by the average employee

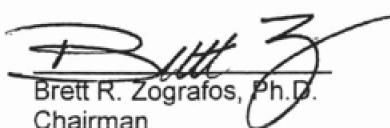
Relevant: must relate to the Department's overall mission as well as that of the Town

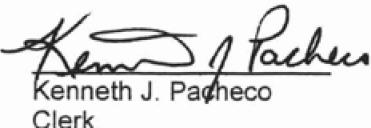
Time-bound: must have a definite starting and ending point

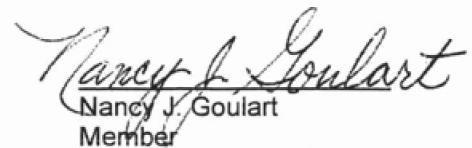
\*Additionally, goals should not be dependent upon too many outside factors that cannot reasonably be controlled by the employee.

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SIGNATURES

  
Brett R. Zografos, Ph.D.  
Chairman

  
Kenneth J. Pacheco  
Clerk

  
Nancy J. Goulart  
Member



## PERFORMANCE EVALUATION FORM

Town of Dighton  
Department Head and Non-Union Employees

Employee \_\_\_\_\_

Review Year \_\_\_\_\_

Title \_\_\_\_\_

Evaluator \_\_\_\_\_

Date of Mid-year Review \_\_\_\_\_

---

### RATING SCALE

Employees shall be rated on the following rating scale to evaluate performance in each of the following categories. Include comments to support or clarify the rating in the spaces next to each category. Be sure to include information related to the employee's job description and planned goals/work priorities for the evaluation period.

**5 – Excellent** The employee's performance consistently surpasses expectations and substantially affects the department's results. He/she regularly takes initiative to significantly improve prior practices and/or develop new approaches to increase quality and/or productivity.

**4 – Above Average** The employee's performance exceeds expectations for all major duties and essential functions of his/her job. He/she is willing to take on new tasks and responsibilities as needed by the Town of Dighton.

**3 – Consistent Performer** The employee can be relied upon to do what it takes to get the job done accurately and efficiently. He/she meets all of the requirements of the job.

**2 – Developing Performer** The employee is demonstrating effort in learning the essential functions of his/her position. The employee is aware of areas for personal improvement and is working towards increasing his/her performance in those areas.

**1 – Needs Improvement** The employee is not meeting the required standards of his/her job. If improvements are not made, further disciplinary action may be taken.

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### PERFORMANCE CRITERIA

Employees shall be rated in seven categories: Job Knowledge and Skills, Quality of Work, Planning and Organization, Teamwork and Attitude, Dependability, Independent Initiative, and Leadership and Managerial Effectiveness. A total score will be produced by adding the scores for each criterion.

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## EVALUATION

## 1. Job Knowledge and Skills

Score \_\_\_\_\_

- Understands all aspects and requirements of the job, possesses the knowledge and skills necessary to perform all job duties proficiently.
- Performs duties with limited assistance.
- Understands how own job relates to other departments, including those not under the Board of Selectmen's jurisdiction
- Strives to maintain up to date skills; keeps abreast with new developments, laws and requirements

*Comments:*

## 2. Quality of Work

Score \_\_\_\_\_

- Work is thorough, accurate, and complete
- High attention to detail
- Balances multiple tasks and emergencies
- Produces established standard of work that is performed consistently with skill or craftsmanship, even under pressure or tight deadlines
- Is resourceful and innovative in his/her work
- Demonstrates a commitment to continuous improvement

*Comments:*

### 3. Planning and Organization

Score \_\_\_\_\_

- Plans, prioritizes, and organizes work appropriately
- Identifies and utilizes resources effectively and responsibly
- Identifies and works to solve problems as they arise
- Exhibits good communication skills, actively listens
- Neat and presentable

*Comments:*

#### 4. Teamwork and Attitude

### Score

- Is receptive to directives; raises questions and concerns in a constructive manner
- Is open to trying new approaches/procedures
- Is willing to hear constructive criticism and acts on it
- Is respectful of coworkers and citizens
- Handles difficult situations with the public in a courteous, calm, and tactful way
- Is helpful to citizens
- Addresses issues with appropriate individuals to solve problems
- Represents the Town well in appearance and demeanor
- Approaches work positively, with interest and willingness
- Exhibits good customer service

### Comments:

## 5. Dependability

Score \_\_\_\_\_

- Meets deadlines
- Consistently gives best effort from one task to another and during both normal times and times of emergencies
- Observes established working hours; is punctual
- Appropriately manages use of sick time and unscheduled time off

*Comments:*

## 6. Independent Initiative

Score \_\_\_\_\_

- Demonstrates the ability to work alone without continuous supervision.
- Finds and offers better ways to accomplish tasks
- Takes the initiative to develop new programs, or gain knowledge needed to perform his or her job
- Is able to improvise when faced with obstacles
- Thinks constructively and originates action
- Demonstrates resourcefulness and independent thinking
- Explores innovative solutions, not automatically applying existing approaches

*Comments:*

## 7. Leadership and Managerial Effectiveness

Score \_\_\_\_\_

- Gains employees' trust and respect
- Develops employees as individuals and as team members, assisting training and guiding them
- When appropriate, effectively delegates tasks
- Serves as an example of a team player
- Is sensitive to the goals and objectives of peers, supervisors, and the Town itself
- Effectively manages, motivates, and develops staff to meet established individual and Selectmen goals

*Comments:*

## 8. Goals

## Complete

Score \_\_\_\_\_  
(1 point per goal)

- Goal 1 Y/N
- Goal 2 Y/N
- Goal 3 Y/N
- Goal 4 Y/N

## SCORING

Criterion	Evaluator Score	Self Assessment Score
<b>1. Job Knowledge and Skills</b>		
<b>2. Quality of Work</b>		
<b>3. Planning and Organization</b>		
<b>4. Teamwork and Attitude</b>		
<b>5. Dependability</b>		
<b>6. Independent Initiative</b>		
<b>7. Leadership and Managerial Effectiveness</b>		
<b>8. Goals</b>		
<b>Totals</b>		



## PERFORMANCE EVALUATION FORM

Town of Dighton  
Department Head and Non-Union Employees

Employee \_\_\_\_\_

Review Year \_\_\_\_\_

Title \_\_\_\_\_

Evaluator \_\_\_\_\_

Date of Mid-year Review \_\_\_\_\_

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### Goals for upcoming Review Period

#### Evaluator's Goals

1.

2.

#### Employee's Goals

1.

2.

Evaluator signature: \_\_\_\_\_

Employee signature: \_\_\_\_\_



**Town of Dighton**  
Office of the Town Administrator  
979 Somerset Avenue  
Dighton, MA 02715  
Tel: (508) 669-6431  
Fax: (508) 669-5667

## Vacation/Time Away Request Form\*

Please submit this form to the Town Administrator at least two weeks prior to your requested leave is to begin for proper approval.

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

Position: \_\_\_\_\_

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

Dates requested: \_\_\_\_\_

Who will be in charge while you are away: \_\_\_\_\_

Primary department contact while you are away: \_\_\_\_\_

Reason for Time away: Vacation  Town Business  Medical  Other (explain) \_\_\_\_\_

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

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

Approved by: Mallory Aronstein, Town Administrator \_\_\_\_\_

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

\*As a Department Head or Employee under the jurisdiction of the Board of Selectmen, as a matter of practice, the Selectmen require that you notify the Town Administrator when you will be on vacation/away from your position. The above form has been developed to streamline and unify the notification process for all. Thank you.

Effective per vote of November 28, 2018.

# Town of Dighton

<b>POLICY</b>	<b>Written Information Security Plan (WISP)</b>
<b>Effective Date</b>	<b>Upon Approval</b>
<b>Revisions</b>	
<b>Board of Selectmen Approval Date</b>	<b>5/9/2019</b>

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## BACKGROUND

This Written Information Security Plan (WISP) describes the Town of Dighton's safeguards to protect *confidential personal information*. Per Massachusetts data security regulations (201 CMR 17.00 et. seq.), the Town of Dighton is required to develop, implement, and maintain a WISP containing administrative, technical, and physical safeguards to protect confidential personal information.

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## PURPOSE

The purpose of this policy is to create effective administrative, technical, and physical safeguards to protect our employees', residents', and businesses' non-public Personal Identifiable Information in accordance with Massachusetts General Law. The WISP will evaluate our electronic and physical methods of accessing, collecting, storing, using, transmitting, protecting, and disposing of our employees, residents, and businesses' non-public PII, thereby ensuring their security and confidentiality.

The WISP protects against any anticipated threats or hazards to the security or integrity of our customers' and employees' Personal Identifiable Information and protects against unauthorized access to or use of residents', businesses' and employees' personal information that could result in substantial harm or inconvenience to any of those groups.

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## DEFINITIONS

Personal Identifiable Information, or Personal Information ("PII"), for purposes of this Plan, includes the following categories of information:

1. Personal Information as defined in Massachusetts General Law 93H (further defined as 201 CMR 17:00), includes any data record (electronic or hard copy) that contains an individual's first name and last name or first initial and last name in combination with any of the following data elements that relate to the individual:

- a) Social Security number
- b) driver's license number or government-issued identification card number;
- c) financial account number, or credit or debit card number, with or without any required security code, access code, personal identification number or password, that would permit access to

an individual's financial account.

Personal Information shall not include information that is lawfully obtained from publicly available information, or from federal, state or local government records lawfully made available to the general public.

2. Protected Health Information defined by the Health Insurance Portability and Accountability Act (HIPAA) as all "individually identifiable health information" held or transmitted by a covered entity or its business associate, in any form or media, whether electronic, paper, or oral.

3. Individually identifiably health information is information, including demographic data, that relates to:

- a) the individual's past, present or future physical or mental health condition
- b) the provision of health care to the individual
- c) the past, present, or future payment for the provision of health care to the individual, and that identifies the individual, or for which there is a reasonable basis to believe can be used to identify the individual.

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## POLICY

1. The Town Administrator shall serve as the coordinator of this Plan. S/He is responsible for assessing the risks associated with unauthorized transfers of PII and implementing procedures to minimize those risks to the Town of Dighton as described herein.

2. The Town will provide training to all employees with access to PII. Each department responsible for maintaining PII is instructed to take steps to protect PII from destruction, loss, or damage due to environmental hazards, such as fire and water damage or technical failures. These training efforts should mitigate risk and safeguard PII security.

3. The Town will limit access to PII to only those employees who have a business reason to know or access such information. PII is available only to those employees of the Town of Dighton with an appropriate business need for such information.

4. Employee personnel files shall be maintained in a secured, locked location accessible by only the Town Treasurer.

5. PII of residents and/or businesses shall be filed in locked cabinets and secured each night. Only authorized employees have keys to such locked cabinets and know alarm codes to designated spaces. Unmonitored storage areas holding paper documents containing PII are kept secure at all times. No paper documents containing PII may be removed from departments without the express authorization of a department manager. Paper documents that contain PII are shredded at the time of disposal, or sent to an approved third part disposal company dependent upon the procedures for each individual location.

6. Access to PII via the Town's computer systems and network is limited to those employees who have an authorized business reason to know such information. Each employee is assigned a user name and password that they are required to maintain and keep confidential. For more

information regarding the terms under which users are authorized to utilize Town-owned computers, systems and networks, please see the Computer Use Policy.

7. Databases containing PII, including but not limited to PII and transactional information, are available only to specific Town of Dighton employees in appropriate departments and positions (i.e. Voting Data is available for the Town Clerk's Office; tax payment data is available to the Treasurer/Collector departments, etc.)
8. The Town of Dighton's networks are secured by firewall. The Town of Dighton also employs an outside vendor for network maintenance and viability. By doing so, the Town takes appropriate steps consistent with current technological developments to make sure that all PII in electronic form is secure and to safeguard the integrity of records at rest and in transit. All machines have virus-scanning software. The network is continually monitored for known vulnerabilities. No employees have access to server and/or firewall passwords.
9. PII will only be retained for as long as is needed for the Town's reasonable business purposes and in accordance with Massachusetts Public Records Law.
10. In the event of a system failure, the Town will take appropriate steps to mitigate risk and ameliorate any attack, intrusion, or other system failure. Any security breaches or other system failures must be reported immediately to the Town Administrator. The Town Administrator shall involve the contracted network maintenance vendor to assess the situation and implement courses of action to resolve the issue and prevent further security issues. The vendor in conjunction with the Town Administrator shall be responsible for documenting responsive actions taken in connection with any incident involving a breach of security, and mandatory post-incident review of events and actions taken, if any, to make changes in business practices relating to the protection of PII.
11. Any service provider for the Town of Dighton relating to networks or maintaining records containing PII will be required to demonstrate safeguards in place to protect the Town's PII. Such a service provider will be vetted to ensure that said company is equipped to protect the Town's PII.
12. Once an employee who has access to PII concludes his/her employment, either voluntarily or involuntarily, such employee's access to PII shall be terminated.

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#### **ACTION IN EVENT OF SECURITY BREACH**

1. A security breach occurs when there is an unauthorized acquisition or use of personal information of one or more individuals or records. The following measures will be taken by the Town in the event of a security breach which creates a risk of identity theft to Massachusetts residents:
  - a. The Town Administrator will notify the Office of Consumer Affairs and Business Regulations (OCABR) and the Attorney General's Office. This notice shall include the nature of the breach, the number of Massachusetts residents affected by the breach and all the steps the Town of Dighton has taken to rectify the incident and to prevent any further breaches from occurring.
  - b. The Town Administrator shall also notify the employee(s) or resident(s) or business(es) affected by the breach. That notice shall include information

concerning each resident's right to obtain a police report and how to request a security freeze on their customer report.

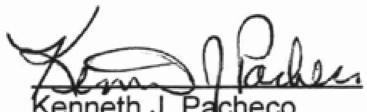
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#### Periodic Review

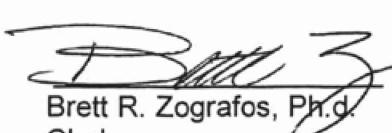
1. This Plan is subject to periodic review and adjustment. Continued administration of the development, implementation and maintenance of the Plan will be the responsibility of the Town Administrator.

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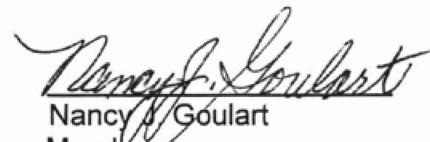
#### SIGNATURES



Kenneth J. Pacheco  
Chairman



Brett R. Zografos, Ph.D.  
Clerk



Nancy J. Goulart  
Member

**TOWN OF DIGHTON MASSACHUSETTS**  
**AMERICANS WITH DISABILITIES ACT NOTICE**

The Town of Dighton does not discriminate on the basis of disability in admission to, access to, or operations of its programs, services, or activities. The Town of Dighton does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990.

Questions, concerns, complaints, or requests for additional information regarding the ADA may be forwarded to the Town of Dighton's ADA Coordinator.

**CONTACT:**

Jonathan Gale, ADA Coordinator

(774)-872-0924

[ada@dighton.ma.gov](mailto:ada@dighton.ma.gov)

Mallory Aronstein, Town Administrator

(508)669-6431 – Option 1

[maronstein@dighton-ma.gov](mailto:maronstein@dighton-ma.gov)

**Mailing address:**

979 Somerset Ave

Dighton MA, 02715

Individuals who need auxiliary aids for effective communication in programs and services of the Town of Dighton are invited to make their needs and preferences known to the ADA Compliance Coordinator Jonathan Gale [ada@dighton-ma.gov](mailto:ada@dighton-ma.gov).

This notice can be upon request provided in large print, on audio tape, and in Braille, from the ADA Compliance Coordinator.

# Town of Dighton

<b>POLICY</b>	<b>Grievance Procedure for Americans with Disabilities Act Compliance</b>
<b>Effective Date</b>	<b>September 18, 2019</b>
<b>Revisions</b>	
<b>Board of Selectmen Approval Date</b>	<b>September 18, 2019</b>

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## PURPOSE AND APPLICABILITY

The purpose of this policy is to meet the requirements of the Americans with Disabilities Act and provide information to anyone who wishes to file a complaint.

The following Grievance Procedure may be used by anyone who wishes to file a complaint alleging discrimination on the basis of disability in employment practices and policies or the provision of services, activities, programs and benefits by the Town of Dighton.

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## POLICY

The complaint should be in writing and contain information about the alleged discrimination such as name, address, phone number of complainant and location, date and description of the problem. Reasonable accommodations, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities who are unable to submit a written complaint. The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Jonathan Gale, ADA Coordinator  
979 Somerset Avenue  
Dighton, MA 02715  
(774)-872-0924  
[ada.eeo@townofdighton.com](mailto:ada.eeo@townofdighton.com)

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Within 15 calendar days after receipt of the complaint the Town ADA Coordinator will meet with the complainant to discuss the complaint and possible resolution. Within 15 calendar days after the meeting, the Town ADA Coordinator will respond in writing, and where appropriate in a format accessible to the complainant such as audiotape. The

response will explain the position of the Town of Dighton and offer opinions for a substantive resolution of the complaint.

If the response by the Town ADA Coordinator does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision of the Town ADA Coordinator within 15 calendar days after receipt of the response to the Town Administrator. Within 15 calendar days after receipt of the complaint the Town Administrator will meet with the complainant to discuss the complaint and possible resolution. Within 15 calendar days after the meeting, the Town Administrator will respond in writing, and where appropriate in a format accessible to the complainant such as audiotape. The response will explain the position of the Town of Dighton and offer opinions for a substantive resolution of the complaint.

If the response by the Town Administrator does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision of the Town Administrator within 15 calendar days after receipt of the response to the Board of Selectmen or their designee. Within 15 calendar days after receipt of the appeal, the Board of Selectmen or their designee will meet with the complainant to discuss the complaint and possible resolutions. Within 15 days after the meeting the Board of Selectmen or their designee will respond in writing, and where appropriate in a format accessible to the complainant such as audiotape, with a final resolution of the complaint. All complaints received by the ADA Officer, Town Administrator, appeals to the Board of Selectmen or their designee, and responses from the Town Administrator and the Board of Selectmen or their designee will be kept by the Town of Dighton for at least three years.

**(NOTE) In addition to the Town of Dighton providing any and all responses in writing and or as a recording if requested, the Town of Dighton will make their best effort to secure at cost to the town a licensed sign language interpreter via the Massachusetts Office for the Deaf and Hard of Hearing, and/or provide a licensed interpreter in the language of the complainant if one can be located.**

**A copy of this policy shall be accessible from the Town's official website.**

**The Board of Selectmen reserves the right to modify or amend the above policy or to adopt such other, additional policies, as said Board may deem necessary.**

## SIGNATURES



Kenneth J. Pacheco, Chairman



Brett R. Zografos, Ph.D., Clerk



Nancy J. Goulart, Member

# Town of Dighton

<b>POLICY</b>	<b>Use of the Tuition Reimbursement (Budget 920) and Eligibility Guidelines</b>
<b>Effective Date</b>	<b>Upon Approval</b>
<b>Revisions</b>	<b>Original Policy Date: 11/13/1991</b> <b>Revisions: 12/12/2018</b>
<b>Board of Selectmen Approval Date</b>	

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## BACKGROUND

The Town of Dighton values education and supports its employees advancing their education as it relates to their positions for the Town. The Town has established budget 920 Tuition for use by Town employees who have received approval from their Department Head and the Board of Selectmen under certain restrictions.

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## PURPOSE & APPLICABILITY

The purpose of this policy is to promote an educated workforce and develop employees so that the Town receives the highest quality work and productivity on behalf of its citizens.

This policy shall apply to all benefitted employees, both Union and Non-Union. Any collective bargaining agreements that provide tuition reimbursement as part of the conditions of said agreements shall prevail. When questions arise as a result of that language or when contracts are silent on a specific issue, the Town shall use this policy to determine a course of action.

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## POLICY

1. The employee must request and receive prior approval of the Department Head and the Board of Selectmen before registration and attendance at class(es).
2. The Town must have appropriated funds in the budget for any employee to be eligible for reimbursement.
3. The course(s) must be related to the position and/or department of the employee.
4. The reimbursement will be paid upon successful completion of the course(s). Employees must provide detailed proof of payment and a valid transcript demonstrating

successful completion. Employees must maintain a "C" average or better to be eligible for reimbursement.

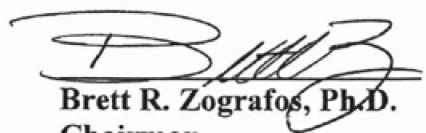
5. Eligible reimbursements shall be limited to tuition, books, and required fees specific to the course being taken. There shall be no exceptions.

6. There shall be a cap of \$1000 per course per employee. There shall be a fiscal year cap of \$3,000 per employee.

7. Courses must be taken during the employee's off duty hours and all assigned work as a result of the course must be completed during the employee's off duty hours.

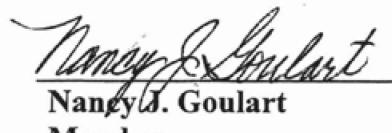
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#### SIGNATURES



Brett R. Zografos, Ph.D.  
Chairman

\_\_\_\_\_  
Kenneth J. Pacheco  
Clerk



\_\_\_\_\_  
Nancy J. Goulart  
Member

# Town of Dighton

PROGRAM:	INTERNSHIP PROGRAM
Effective Date	Upon Approval
Revisions	
Board of Selectmen Approval Date	12.12.18

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## BACKGROUND

The Town of Dighton seeks to engage in a partnership with local students to provide practical experience and opportunities in local government to the next generation of municipal employees while gaining valuable service to the Town.

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## PURPOSE & APPLICABILITY

This program shall apply to departments with the Town of Dighton interested in acquiring the services of an intern. The Town shall only utilize an intern when meaningful work is available.

There shall be a limit of three interns townwide at one time.

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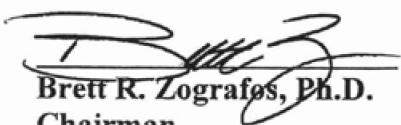
## PROGRAM DETAILS

1. Internships will primarily be available to students currently enrolled in a college program relative to public administration and/or local municipal services. However, the Town may, at its discretion, employ a high school junior or senior for certain roles. Internships will be provided only when meaningful work is available and when appropriate resources are budgeted. Students on breaks from school (i.e. summer break, winter break) are eligible for appointment. In the event of equal qualifications and suitability for the position, Dighton residents will receive priority.
2. Specific positions will be created based upon need, availability of resources, and the Town's ability to provide the opportunity. Though all intern positions shall be temporary in nature, all positions must be posted separately and have a specific job description or list of specific projects to be undertaken by the selected candidate.
3. Departments interested in hiring an intern shall contact the Town Administrator.
4. There shall be no more than three interns employed by the Town at any one time.
5. Prospective interns must apply by filling out an application, submitting a resume and letter of interest. All eligible and appropriate candidates shall be interviewed by the Town Administrator and the relevant Department Head. Positions shall be paid, but non-union and non-benefitted.

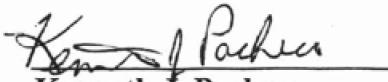
6. In no event shall the Town employ a full-time intern. Hours shall be capped at 19 hours per week. Schedules shall be determined based upon the availability of the student and the needs of the Department Head where the intern is placed.

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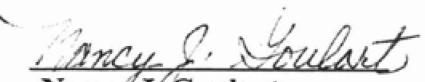
**SIGNATURES**



Brett R. Zografos, Ph.D.  
Chairman



Kenneth J. Pacheco  
Clerk



Nancy J. Goulart  
Member

# Town of Dighton

<b>POLICY</b>	Computer Use and Electronic Communication Rules and Regulations
<b>Effective Date</b>	Upon Approval
<b>Revisions</b>	
<b>Board of Selectmen Approval Date</b>	

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## BACKGROUND

The Town of Dighton provides a digital network and computer equipment, including printers, to staff, enabling them to communicate and receive information using electronic mail and the Internet. The Town utilizes this technology to improve staff efficiency and communication, and to serve the public more effectively and efficiently. These computer resources are the property of the Town of Dighton and are to be used for appropriate business purposes only. Town employees have an obligation to use electronic mail and their access to the Internet in a responsible and informed way, conforming to network etiquette, customs and courtesies.

The use of such technology does pose a significant threat to the Town of Dighton's cyber security, especially as the Town comes to rely on this technology for day to day municipal functions.

Questions regarding this policy can be referred to the Town Administrator's Office. This policy may be updated from time to time and amended at the discretion of the Board of Selectmen. Department Heads may supplement this policy to accommodate their specific departmental circumstances.

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## PURPOSE & APPLICABILITY

The use of electronic mail, the Internet, and computer equipment is subject to the same management oversight as any other employee activity. This policy shall be used to identify prohibited activities on town-owned equipment and to describe the applicable state and federal laws governing electronic communications. The purpose of this policy is to also minimize the risk of legal liability to users and to the Town that may result from the use of our electronic communication and systems and to minimize the risk of threats to cyber security.

The policy applies to all users of the town's digital network and computer equipment. Included in this applicability is the town's phones as they operate off of the internet. This policy is meant as a general guideline. Additional policies that address specific issues, such as the Social Media Use or Anti-harassment policies, should be referred to for more information.

All existing state, federal, and local laws and Town policies apply to users of town-owned computer equipment and the computer network.

Use of the Town's technology and equipment by any employee, board, committee, or commission member, or contractor ("user") shall constitute acceptance of the terms of this Policy and any such additional related policies that may be issued by the Town.

Violations of the policy could result in disciplinary action, up to and including suspension or termination depending upon the nature of the offense in severity or frequency.

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## DEFINITIONS

The equipment discussed in this policy shall include:

- a. Computers, including servers, workstations, laptops, and related components housed within these systems.
- b. Computer-related hardware, including printers, plotters, scanners, cameras and other special devices.
- c. Office equipment, including fax machines, copiers, and mailing machines
- d. Software, including operating systems, applications, utilities, and databases.
- e. Network, comprised of intranet and internet, including all software and devices that allow for internal, external, and remote access.
- f. Tablets and other portable devices.

Together, these comprise a technology platform that is essential to providing the efficient and effective services to Dighton residents and businesses.

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## PUBLIC RECORDS LAW

Electronic mail (Email) has been deemed a public record both under state and federal law. Employees and other users should have no expectation of privacy in their own use of these telecommunication systems, including emails and any and all documents created and/or stored on the Town's computer systems. Such documents and data are property of the Town of Dighton.

The Town regularly backs up system information and retains backup copies of all documents, including email messages produced and received on the Town's computer system. Such messages and other related information may be subject to disclosure in response to litigation discovery.

Users also must not intentionally delete town-owned data, particularly email, documents and other items considered Public Record. Users should consult the Secretary of State's website for a Records Retention Schedule relating to their department for guidance on disposing of public records.

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## OPEN MEETING LAW

Members of boards and committees of the Town of Dighton shall not use email to violate or evade the Open Meeting Law. Sharing opinions via email to a quorum of members on one particular

board is a violation of the Open Meeting Law. Email communications to a quorum of board members shall be limited to sharing of agendas, scheduling a meeting, and dispensing of information. As a best practice, members should not "Reply all".

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## PROHIBITED ACTIVITIES

The following activities are strictly prohibited:

1. Any illegal activity, including, but not limited to, the transmission of copyrighted or trade secret material, obscene or threatening materials, or the participation in any type of criminal activity.
2. Creating, transmitting, displaying, or retaining messages or materials that could reasonably be considered offensive, abusive, threatening, intimidating, hostile or harassing. Sending unwanted and/or offensive messages may constitute harassment if they are persistent enough to create an intimidating or hostile environment. Examples of such messages include, but are not limited to:
  - a. Those with sexual content, or requesting sexual favors
  - b. Websites containing sexually explicit images or cartoons, racial or ethnic slurs, and/or comments that inappropriately concern any person's age, race, gender, sexual orientation, sexual identity, religion, national origin, ancestry, disability, or any other protected class.

For further explanation, please see the Town's Anti-Harassment Policy.

3. Conducting private or personal business, including any manner of non-Town related solicitation, fundraising activity, charitable activity, or political activity. The transmission of materials used for commercial promotion, product endorsement, or political lobbying is strictly prohibited.
4. Attempts to violate the Town of Dighton computer system or the computer system of any other municipality, institution, organization, company, or individual. This includes use of the system to make an unauthorized attempt to enter into another employee's computer, or the computer of any third party ("hacking"), which is a violation of the Federal Electronic Communications Privacy Act (ECPA) 18 U.S.C. § 2510. This also includes the malicious use or disruption of the Town's computers, networks, and internet services as well as breaching the system's security features, or misusing or damaging Town-owned equipment.
5. Software piracy, or the downloading and transferring of software for which the user does not have proper licensing.
6. Attempts to access gambling sites, download computer games, or access other unauthorized websites that are not relevant to official Town-business.
7. Engaging in any activity that subjects the Town's systems to unwarranted exposure to viruses, malware, or other potential damage.

8. No employee shall engage in misrepresentation of oneself or the Town of Dighton. No employee shall send email under another employee's name nor shall any employee change any portion of a previously sent email message without prior authorization.
9. No employee shall disclose confidential information via email or other electronic communications.

This list is not meant to be exhaustive. Similar acts that are related to any of the aforementioned conditions shall be subject to disciplinary action.

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#### **APPROPRIATE USE**

Use of electronic communications and equipment in the municipal operations of the Town of Dighton is considered appropriate use. Care should be taken to use technology in an efficient and effective manner to avoid wasting resources and breaching system security.

Appropriate uses of electronic communications and equipment must comply with other Town policies, such as the respectful treatment of others and the Town's Anti-Harassment Policy.

Examples of job-related use of the internet include but are not limited to:

- a. Accessing websites to obtain reference information or conduct research for official purposes.
- b. Accessing websites of vendors or organizations with which the Town has official dealings, or in relation to those dealings.
- c. Using email to communicate with residents, Town Departments and other parties in order to conduct Town business
- d. Posting information on the official Town website, or the Town's official social media sites. For more information, reference the Town's Social Media Policy.

#### **INCIDENTAL USE**

Incidental personal use of technology such as email or web browsing is permitted provided that it does not interfere with the Town's business needs or operation and does not violate state or federal law, or any aspect of this policy. Any charges that may occur as a result of such incidental use shall be billed to the user.

Excessive telephone use for non-business related purposes, as well as misuse of telephones, such as to make harassing or threatening calls, may result in discipline, up to and including termination from employment.

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#### **SECURITY**

1. User accounts are unique and assigned to authorized individuals for Town business. The sharing or unauthorized use of a user account is strictly prohibited and a violation of this policy.
2. All usernames and passwords are for the exclusive use of the individual to whom they are assigned. The user is personally responsible and accountable for all activities carried out under his/her username, and should take all reasonable precautions to protect his/her password. Each

user is the custodian of their data and must not share passwords or other restricted information with unauthorized users.

3. Passwords should be kept confidential at all times. Employees should endeavor to create passwords that are unique and not easily discoverable. The most secure passwords have a minimum of 10 characters and contain a combination of numbers and letters, upper and lowercase, and special characters. No employee is to keep an unsecured written record of his or her passwords. If such a record is deemed necessary it shall be in a locked controlled area.

4. All employees are required to follow basic steps to ensure the safety and security of portable devices.

- a. Do not leave portable storage devices unattended.
- b. Lock screen when a computer is powered on but not in use.
- c. Portable devices shall be password protected and secured when not in use.

5. The Town shall affix asset tags to all electronic equipment valued over \$250.00

6. Unauthorized users are prohibited from accessing the Town's systems.

7. Users are expected to use hardware and software in a manner that enables its ongoing operation. Care should be taken to use technology in an efficient and effective manner. If a piece of equipment or software malfunctions or is damaged or broken, the user is to notify a supervisor or the Town Administrator in a timely manner so that the equipment may be assessed and replaced or repaired to prevent the loss of critical data.

8. All appropriate precautions should be taken to detect viruses, including scanning all computer files (including attachments) that are downloaded and/or opened from the internet, before installation or execution of such files and attachments.

9. All matters relating to unusual occurrences must be reported immediately to the Department Head or Town Administrator. When something unusual occurs, record information such as steps taken and warnings from the computer to aid in diagnosing the situation.

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## **SANCTIONS**

1. Any user who violates this policy or uses the Town's computer system for inappropriate purposes shall be subject to disciplinary action, up to and including suspension or termination. Violations will also be reviewed as to whether criminal charges may be warranted and may result in referral to law enforcement authorities.

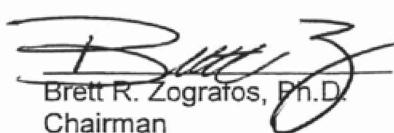
2. If a user is found to have intentionally breached a security measure as described in this policy, he or she shall be personally liable for any losses, costs or damages incurred by the Town related to said violations.

3. Employees shall report violations of this Policy to their supervisor, or in the case of Department Heads, to the Town Administrator. Retaliation against another user for reporting a violation or violations of this policy, including the use of email or the internet in a retaliatory manner, is strictly prohibited.

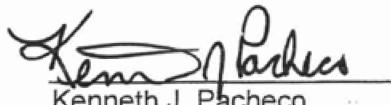
4. Users should not have any expectation of privacy as to their computer or internet usage, including the receipt and sending of email. It is possible for the Town to monitor internet usage histories and/or patterns, and the Town may inspect, without limitation, any portion of its systems, including files stored on either hard drive or the Town's server, or its third party vendors, to the extent necessary to ensure compliance with this policy or any other applicable state, federal, or local law or Town policy.

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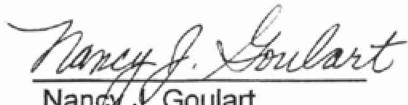
**SIGNATURES**



Brett R. Zogatos, Ph.D.  
Chairman



Kenneth J. Pacheco  
Clerk



Nancy J. Goulart  
Member

# Town of Dighton

<b>POLICY</b>	<b>Board of Selectmen Rules and Procedures</b>
<b>Effective Date</b>	<b>Upon Approval</b>
<b>Revisions</b>	<b>11/21/2019</b>
<b>Board of Selectmen Approval Date</b>	<b>11/28/2018</b>

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## BACKGROUND

The Town of Dighton Board of Selectmen abides by Cushing's Manual of Parliamentary Procedure. In some cases where Cushing's is silent on certain matters that may arise, the Selectmen hereby agree to utilize the following Rules and Procedures as guidance to act in an effort to maintain a modern approach to governing, increasing efficiency and proficiency.

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## PURPOSE & APPLICABILITY

The Board of Selectmen shall operate under specific rules to increase efficiency and professionalism at Board of Selectmen meetings. This policy, coupled with Cushing's Manual, the Massachusetts Open Meeting Law, and any other applicable law, shall govern the Board of Selectmen's operating procedure at meetings.

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## POLICY

1. The Board of Selectmen shall regularly assemble on the second and fourth Wednesday of each month. A schedule of proposed meeting dates shall be released every six months to provide the public adequate notice of meeting dates. Selectmen may modify this schedule due to accommodate for any scheduling conflicts or holidays.
2. The Board shall organize a Chairman, a Clerk, and a Member. Such organization shall take place at the first regularly scheduled meeting following the Annual Town Election, or any other election which may require a change in organization of the Board. Said meeting shall be called to order by the past Chairman who shall preside as Chairman pro tempore until a new Chairman is elected. A majority vote shall constitute an election. If there is no immediate past Chairman, the senior member in terms of current service shall serve as Chairman pro tempore. Nominations for office of Chairperson will be made by sitting Selectmen and require a second. No Selectman shall serve as Chairman for two consecutive years unless unanimously voted by members of the Board. Upon election of a Chairman, he or she shall call for the election of a Clerk.
3. Only the Chairman has the express authority to call a meeting and shall preserve decorum and order at meetings and shall distinctly put all questions and decide all votes. No persons other than the members of the Board, the Town Administrator, Town Counsel or Town officials

shall be allowed to address the Board without first seeking permission from the Chair to speak relative to the matter up for discussion at that time. In the absence of the Chair, the Clerk shall assume these duties. The Clerk's primary duties shall be to sign any official document requiring the Clerk's signature, including the minutes. In the absence of the Administrative Assistant, the Clerk will take the minutes.

4. Any Selectman who expects to be absent from a regular or special Board meeting shall notify the Town Administrator a minimum of three hours prior to the meeting time. If an individual Selectman gives notice that he/she will be late for the start of any meeting, at the Chair's discretion or by a majority vote, the meeting start will be delayed up to fifteen (15) minutes notwithstanding a scheduled public hearing. Once open, a public hearing may be delayed by majority vote until such member arrives.

5. No Selectman shall speak more than once on the same question until all other members desiring to speak thereon shall have done so. There shall be no conversation among the members while another member is speaking, while a roll call is being taken, while any paper is being read, or while a question is being stated by the Chair.

6. Every item for inclusion on the agenda must be approved by the Chairman of the Board of Selectmen and submitted in writing to the Board's Administrative Assistant in accordance with the Board of Selectmen Meeting Agenda Policy, including any items to be listed under Selectmen's Reports. The Administrative Assistant shall prepare and cause to be printed for the information of the members and the public an agenda. The Administrative Assistant shall also prepare a meeting packet with supporting documentation for agenda items. The agenda and meeting packet shall be kept together under custody of the Administrative Assistant as an official record of the meeting.

7. If a Selectman has any documentation to support an item to be discussed, he or she shall provide copies of said documentation to the other members and the Administrative Assistant for review in advance of the meeting to the greatest extent possible.

8. The Administrative Assistant shall take the meeting minutes at all meetings of the Board of Selectmen. Minutes shall be submitted for review at a public meeting. Selectmen shall then vote to approve the minutes at a subsequent meeting. The meeting minutes shall serve as official record of the meeting.

9. Interested persons may address the Selectmen if they appear properly on the agenda or by an invitation of a majority of the Selectmen present. Should any person have documentation which they would like to read, a copy of said documentation must be submitted to the Administrative Assistant for the record. This item does not preclude any person from being recognized by the Chairman of the Board to comment under Public Input or on any item being discussed throughout the duration of the meeting.

10. The Order of Business at every regular meeting of the Board shall be as follows:

- Call to Order
- Pledge of Allegiance
- Moment of Silence, if needed
- Time scheduled hearings or agenda items
- Announcements
- Public Input
- Town Administrator's Report

- Old Business
- New Business
- Correspondence
- Selectmen's Reports
- Acknowledgements
- Approval of minutes from previous meetings
- Approval of warrants
- Public Input (2)
- Executive Session/Adjournment

11. A time limit of debate on any issue may be established by the Chair prior to opening the matter up for public discussion.

12. Any meeting, public hearing, or special session of the Board will recess no later than 11:00 p.m. unless there is a unanimous vote of the Board to extend the time.

13. No motion to adjourn shall be in order until the regular order of business is dispensed with, and then said motion to adjourn shall become a privileged motion and shall be non-debatable.

14. Correspondence will be summarized and not read into the record unless the need for such arises.

15. To maintain order for the operations, facilities, and property under the jurisdiction of the Board, in the event that an activity of normal occurrence comes before the Board which needs approval before the Board is scheduled to meet, the Chairman shall be authorized to issue an Executive Order of Approval provided that the subject nature of such activity is communicated immediately to the other Selectmen and such action is posted on the agenda for the next available meeting for acknowledgement.

16. The Board of Selectmen by majority vote may assign a certain member a signatory for a certain function or a representative of the board for a specific project.

17. These rules may be altered, amended, suspended, or repealed by a majority vote of the Board of Selectmen.

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#### **PROTOCOL FOR ESTABLISHING POLICIES AND PROCEDURES**

1. Draft policies and procedures shall be placed on the agenda for a regularly scheduled meeting of the Board. Upon receipt of said drafts, the Board may choose to discuss the policy immediately or schedule it for a future meeting.

2. When hearing draft employment policies, the Board shall seek the recommendation of the Policy Review Board prior to taking any vote to adopt said policies.

3. Any draft policies or procedures shall be read at least once at a public meeting and made available to the public and town officials for review and comment. The Board shall place the policy on the agenda no fewer than three times before voting to adopt. The Board, by majority vote, may choose to dispense with the reading of the policy at an open meeting but may not waive the condition of reviewing the policy at three duly posted public meetings.

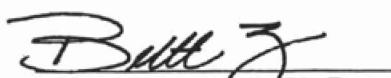
4. All policies and procedures, once voted on shall be maintained in the Selectmen's Office and on the Town's website.

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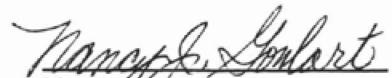
**SIGNATURES**



Kenneth J. Pacheco  
Chairman



Brett R. Zografos, Ph.D.  
Clerk



Nancy J. Goulart,  
Member

# Town of Dighton

<b>POLICY</b>	<b>Board of Selectmen Meeting Agenda Policy</b>
<b>Effective Date</b>	1/18/18
<b>Revisions</b>	
<b>Board of Selectmen Approval Date</b>	1/17/18

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## BACKGROUND

The Board of Selectmen hereby adopts a policy for posting agendas for its meetings to ensure compliance with the Open Meeting Law promulgated by the Attorney General as a result of the 2009 Ethics Reform Bill. The purpose of the Open Meeting Law is "to ensure transparency in the deliberations on which public policy is based." Selectmen's Meetings are subject to the Open Meeting Law, the agendas for which are required to be posted at least 48 hours in advance.

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## PURPOSE

The purpose of this policy is to establish a procedure that promotes efficiency and transparency in governing and encourages civic participation at Selectmen's Meetings while ensuring compliance with the Open Meeting Law.

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## POLICY

This policy shall apply to the Board of Selectmen meetings, excluding in cases of emergency. This policy shall not apply to any other board, committee, or commission.

All items to be discussed at any Board of Selectmen's Meeting will be submitted to the Town Administrator in ample time to allow the Meeting to be posted not less than 48 hours prior to the meeting.

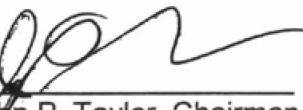
Submission of items for the Selectmen's meeting on Wednesdays at 7:30p.m. shall be submitted no later than 12:30 p.m. on the Monday prior to the meeting. Any agenda item not received by the aforementioned deadline will be deferred until the next regularly scheduled meeting of the Board of Selectmen. In the event of a Monday holiday, items for the Wednesday meeting shall be received by 12:30 p.m. on the Thursday preceding the holiday.

Prior to posting, the Agenda will be approved by the Chairman of the Board of Selectmen.

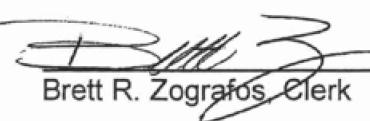
After an agenda has been posted, revisions or additions of unforeseen, urgent items may be added to the Agenda with the approval of the Chairman of the Board of Selectmen.

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## SIGNATURES



John P. Taylor, Chairman



Brett R. Zografos, Clerk



Nancy J. Goulart, Member

# Town of Dighton

POLICY	Committee Appointments
Effective Date	Upon Approval
Revisions	
Board of Selectmen Approval Date	February 26, 2020

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## BACKGROUND

The Town of Dighton has various boards and committees that perform specific functions of government and are often governed by state or federal law. The Board of Selectmen shall make appointments of Town Officers who are sworn to faithfully perform the duties prescribed by law and must be routinely be accountable for their actions.

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## PURPOSE & APPLICABILITY

The Town of Dighton's boards, committees, and commissions must be educated in state and local requirements related to their duties. Therefore, when making appointments, the Board must properly vet and examine the qualifications of those with positions on boards, committees, and commissions, and to educate them on the laws under which they are operating. These practices will ensure that the Town maintains the highest quality of services for the benefit of the residents.

This policy shall not apply to compensated, posted employment positions. For regulations concerning those positions, please refer to the Hiring Policy.

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## POLICY

### 1. The Selectmen shall appoint the following boards, committees, and commissions:

- ADA Coordinator	- Community Preservation Committee	- Dighton-Rehoboth Regional District School Study Committee
- Agents to the Board of Health	- Conservation Commission	- Electrical Inspector
- Agricultural Commission	- Constables	- Emergency Management Director
- Americans with Disabilities Act Commission	- Council on Aging	- Emergency Preparedness Committee
- Board of Health	- Cultural Council	- Fence Viewers/Field Drivers
- Board of Registrars	- Development & Industrial Commission	- Film Liaison
- Bristol County Advisory Board Representative	- Trails Committee	- Forest Master
- Burial Agents	- Dighton Water District Water Resources Trust	- Forty B Committee
- Bylaw Review Committee	Board of Trustees	- GATRA Advisory Board Representative
- Cable Television Committee	- Dighton-Rehoboth Regional Agreement Task Force Representatives	- Graves Officer
- Cannabis Policy Advisory Board	- Dighton-Rehoboth Finance Advisory Committee	- Greater Attleboro Taunton Home Consortium Representative
- Capital Outlay Committee		
- Cemetery Commission		

<ul style="list-style-type: none"> <li>- Green Communities Grant Committee</li> <li>- Harbormasters</li> <li>- Historical Commission</li> <li>- Industrial Development Commission</li> <li>- Finance Authority</li> <li>- Inspector of Animals</li> <li>- Inspector of Plumbing &amp; Gas</li> <li>- Insurance Advisory Committee</li> <li>- IT Committee</li> <li>- Joint Transportation Planning Board representative (SRPEDD)</li> </ul>	<ul style="list-style-type: none"> <li>- Land Use Committee</li> <li>- Liaison to Ethics Commission</li> <li>- Municipal Coordinator Right to Know</li> <li>- Municipal Hearing Officer</li> <li>- Open Space Committee</li> <li>- Parking Clerk</li> <li>- Pest Control Superintendent</li> <li>- Police Station Building Committee</li> <li>- Policy Review Board</li> <li>- Public Records Access Officer</li> <li>- Sealer of Weights and Measures</li> </ul>	<ul style="list-style-type: none"> <li>- Soil Conservation Commission</li> <li>- Special Police Officer(s)</li> <li>- SRPEDD Representative</li> <li>- Stormwater Committee</li> <li>- Tax Possession Custodian</li> <li>- Taxation AID Committee</li> <li>- TIF Review Board</li> <li>- Tobacco Control Agent</li> <li>- Town Counsel</li> <li>- Town Historian</li> <li>- Town Nurse</li> <li>- Zoning Board of Appeals</li> </ul>
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2. Interested candidates for boards, committees, and commissions shall fill out a Volunteer Information Form either on paper or electronically on the Town of Dighton website. Their information will be passed to the respective board/committee/commission that they are seeking to join. That Board/Committee/Commission shall meet with the candidate and issue a recommendation for appointment to the Board of Selectmen after majority vote of the current members of the board/committee/commission.

3. The Board of Selectmen shall vote at a meeting to make the final appointment in accordance with the recommendation. Upon being appointed, the new member shall be sworn in by the Town Clerk and collect paperwork at the Town Clerk's Office, including Open Meeting Law and Conflict of Interest Law documentation. All committee members must complete the state-mandated ethics and conflict of interest test and must submit a copy of their completion certificate, which shall be kept on file at the Town Clerk's Office.

4. All appointees to committees subject to appointment by the Board of Selectmen shall be registered voters of the Town, unless their non-residency is disclosed prior to appointment.

5. Regular committee members of statutory or bylaw created committees, or the Dighton-Rehoboth Financial Advisory Committee serve for the term of years prescribed by the statute or bylaw. If a term is not prescribed by a statute or bylaw, they shall be one year in length. Terms expire on June 30th of each year.

6. Members appointed to fill an un-expired term shall have the same expiration date as the person he or she is replacing.

7. The Board of Selectmen may appoint ad hoc advisory committees to aid on matters under the Board's jurisdiction in an effort to gather expertise to prepare the members for an informed decision. Charges to advisory committees shall be in writing and will include the work to be undertaken, the time in which it is to be accomplished, and the procedures for reporting to the Selectmen. Ad hoc committees must report in writing at least annually to the Selectmen. Ad hoc committees shall be dissolved upon the completion of their work.

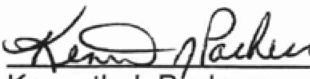
8. Resignations must be addressed to the Town Clerk, who shall notify the Board of Selectmen.

9. Per Article XXVI of the Town of Dighton General Bylaws, committee members must attend at least sixty (60) percent of that Committee's regular meetings in any six (6) month period. Valid medical, military and circumstances beyond a member's control subject to the appointing authority's review shall not count towards absences. Failure to attain the sixty (60) percent attendance record may result in removal from the committee at the discretion of the Board of Selectmen.

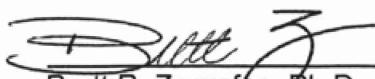
10. Committee members must be sworn in at the Town Clerk's Office prior to taking action at their respective meetings. Failure to do so will result in votes being null and void.

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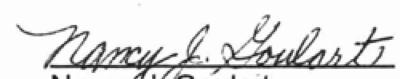
## SIGNATURES



Kenneth J. Pacheco  
Kenneth J. Pacheco  
Chairman



Brett R. Zografos, Ph.D.  
Brett R. Zografos, Ph.D.  
Clerk



Nancy J. Goulart  
Nancy J. Goulart  
Member

# Town of Dighton

POLICY	Use of Town Counsel
Effective Date	Upon Approval
Revisions	
Board of Selectmen Approval Date	1/23/2019

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## BACKGROUND

Authorized by Article III Legal Affairs of the Town's Bylaws, the Board of Selectmen have the express authority to appoint a Town Counsel to prosecute, defend and compromise all litigation to which the Town is a party. Town Counsel shall be employed to assist in any and all legal matters that come before the Town.

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## PURPOSE & APPLICABILITY

In an effort to control costs, ensure effective utilization, and to be kept apprised of legal matters coming before the Town in all aspects of the organization, the Board of Selectmen establish the following policy to govern the use of Town Counsel.

This policy shall apply to all Boards, Committees, and Departments seeking legal opinions and use of Board of Selectmen's Budget 151 Town Counsel as they carry out town business.

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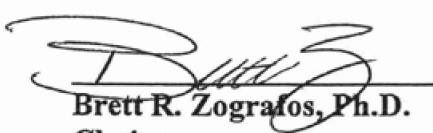
## POLICY

1. The Board of Selectmen shall appoint a Town Counsel for a period of one year.
2. Requests to use legal services outside of the duly appointed Town Counsel, such as a firm specializing in a particular area, must be approved by Town Counsel prior to any board, committee, or department enlisting the services of said outside services. Outside Counsel shall be paid for by the respective department, board, or committee requesting such services.
3. Requests by Boards, Committees, and Departments to use Town Counsel shall be presented to the Town Administrator for approval. Prior approval must be received in order for payment to be provided through Board of Selectmen's Budget 151 Town Counsel.
4. Unless prior approval is granted, only the Chairman of the Board of Selectmen or the Town Administrator are authorized to contact Town Counsel.

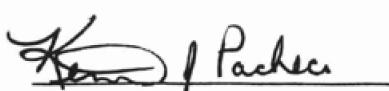
5. In the rare instance of an emergency where an immediate response is required in order to avoid a result detrimental to the best interests of the Town, prior approval is waived. As soon as possible, the Town Administrator and the Chairman of the Board of Selectmen are to be notified of the use of Town Counsel. A request of this nature should be avoided to the greatest extent possible.

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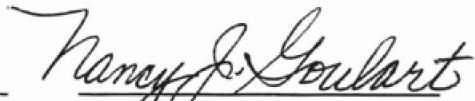
#### SIGNATURES



Brett R. Zografos, Ph.D.  
Chairman



Kenneth J. Pacheco  
Clerk



Nancy J. Goulart  
Member

# Town of Dighton

## DISSEMINATION OF RECORDED PUBLIC MEETINGS POLICY

<b>Effective Date</b>	12/15/16
<b>Revisions</b>	12/13/16
<b>Board of Selectmen Approval Date</b>	12/14/16

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### POLICY STATEMENT

In an effort to increase transparency of municipal affairs, the Board of Selectmen hereby adopts a policy to mandate uploading of all recorded public meetings to the Town of Dighton YouTube account within 7 days of said meeting to meet this goal.

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### PURPOSE

The purpose of this policy is to establish a requirement that all recorded public meetings shall be uploaded to the Town of Dighton YouTube account within 7 days of said meeting.

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### APPLICABILITY

This policy applies to all public meetings currently recorded by the Cable Television Committee.

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### GUIDELINES

In order to make it easier for residents of the Town of Dighton to follow municipal affairs, ALL public meetings recorded by the Cable Television Committee shall be uploaded to the official Town of Dighton YouTube account within 7 days of said meeting.

### Exemptions

Boards, commissions, and committees whose public meetings are not currently recorded by the Cable Television Committee (e.g. Electric Light District, Board of Assessors, Board of Library Trustees, etc.) shall be considered exempt from posting recordings to the official Town of Dighton YouTube account. However, ALL boards, commissions, and committees shall be required to post their meeting minutes on their respective sub-pages on the Town of Dighton website

within 7 days after approval at a public meeting. In addition, should the Cable Television Committee begin recording the aforementioned public meetings after the approval of this policy, the provisions of this policy shall apply and those public meetings shall be posted to the Town of Dighton YouTube account.

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## QUESTIONS

All questions regarding this policy may be directed to the Clerk of the Board of Selectmen, who shall be the primary individual responsible for uploading recordings of public meetings to the Town of Dighton YouTube account.

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## ENFORCEMENT

The timely uploading of meeting minutes is a provisional requirement of *An Act to Improve Public Records* (Massachusetts Session Law, Chapter 121), which shall take effect on January 1, 2017. The provisions of this law shall be enforced by the Secretary of the Commonwealth of Massachusetts. All questions pertaining to this law shall be addressed to the Commonwealth of Massachusetts Public Records Division or to the Office of the Secretary of the Commonwealth of Massachusetts.

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## SIGNATURES



Dean V. Cronin Brett R. Zografos Nancy J. Goulart  
Dean V. Cronin, Chairman Brett R. Zografos, Clerk Nancy J. Goulart, Member



**Town of Dighton**  
Office of the Town Administrator  
979 Somerset Avenue  
Dighton, MA 02715  
Tel: (508) 669-6431  
Fax: (508) 669-5667

### Process for Monitoring and Tracking Town Assets

1. All department heads create and manage inventory of items (value over \$1000 per item) in their department, identifying estimated value of each item. Lists will be cross checked with current inventory list (Town Accountant's Office).
2. Master Inventory spreadsheet maintained in Excel via Town Accountant. Properties list and vehicle list also available in Town Administrator's Office, updated each year.
3. Purchase and implement inventory tagging system (i.e. Wasp) to tag mobile devices, like laptops, iPads, cell phones, cameras, etc.
4. Inventory lists managed, reviewed, and updated annually by Department Heads, including various votes of surplus.

# Town of Dighton

<b>POLICY</b>	<b>Town Credit Card Use Policy</b>
<b>Effective Date</b>	<b>Upon Approval</b>
<b>Revisions</b>	
<b>Board of Selectmen Approval Date</b>	<b>June 27, 2019</b>

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## BACKGROUND

The Town of Dighton from time to time finds it necessary to make purchases via credit card. Recognizing the requirements of various vendors that receive online payments only, the Town desires to establish a policy and procedures relative to the use of the Town Credit Card and to implement various rules and restrictions to prevent fraudulent use of the credit card.

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## PURPOSE

The purpose of this policy is to establish parameters for use of the Town credit card in an effort to improve internal controls and ensure that the Town maintains compliance with established procurement policies and laws while affording the Town the ability to purchase items online when it is in the best interest of the Town to do so. The policy also protects the Town from legal liability due to inappropriate use of credit cards.

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## POLICY

1. The Town's credit card shall be kept and maintained by the Town Treasurer. As such the Treasurer is the cardholder. No other office shall have access to the card without the Treasurer's involvement. The Town Treasurer may not give the card or card number out to any other office.
2. The credit card is only to be used in the following situations:
  - i. Emergencies that are of a public safety nature
  - ii. Only if a purchase order cannot be issued or cannot be paid through the normal accounts payable warrant process
  - iii. Charges for supplies and equipment shall not exceed \$500 per item without approval from the Town Administrator
  - iv. Conference and/or Training Registration
  - v. Other items specifically authorized by the Town Administrator
3. When requesting use of the credit card, employees must show that the purchase meets the above stated requirements and must provide the vendor name and amount of product. The requestor must also provide the budget line intended to pay for the item prior to processing the online transaction.

4. Users must submit the Town's tax ID form to the vendor to ensure that tax will not be charged. In the rare event that the vendor is unable to prevent the charge of tax, users must receive approval from the Town Administrator prior to the use of the credit card.

5. Upon verifying that the goods and/or services purchased with the credit card have been received by the Town, Department Heads are required to authorize payment of the charge by signing the original receipt and to timely submit schedule of bills payable for payment. Therefore, any use of the credit card must also be approved by the respective department head of the employee requesting use. The Department Heads shall then submit the bill schedule with original receipt, signed, to the Treasurer.

6. Any incentive programs benefits derived by use of the Town's credit card shall become property of the Town. The Town Administrator will determine the use of such incentive program benefits.

7. The Town of Dighton will be billed monthly on one statement, which will be received by the Treasurer as cardholder. The Treasurer shall reconcile purchases with the submitted bills payable provided by Department Heads. Upon satisfactory review, the Treasurer shall submit the credit card statement to bills payable with the previously submitted bills payable provided by the Department Heads. All purchases made with the credit card shall be paid for within the grace period so that no interest charges or penalties will accrue.

- i. If receipts are submitted late causing finance charges, the responsible party may have the credit card use revoked.

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## **PROHIBITED USES**

- A. The credit card shall not be used for personal purchases of any kind. Use of credit cards for personal purchase or expenses with the intention of reimbursing the Town is strictly prohibited and will result in disciplinary action.
- B. Splitting charges to avoid the \$500 transaction limit (without approval of the Town Administrator) set for the credit card is prohibited.
- C. No cash advances (ATM, traveler's checks, money orders, etc.) are allowed using the credit card.
- D. The credit card shall not be used to pay statements of any kind.

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## **SECURITY**

1. Lack of proper documentation or authorizations will result in the loss of credit card privileges.
2. Random audits may be conducted for credit card activity and receipt retention as well as other internal accounting controls.

3. Failure to comply with this policy may result in loss of credit card privileges and/or personal liability.

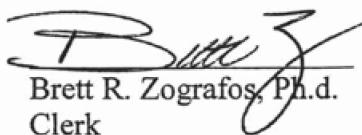
4. All unauthorized expenses will not be paid by the Town of Dighton. The Town of Dighton reserves the right to collect payment for unauthorized expenditures from the employee.

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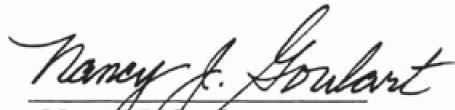
#### SIGNATURES



Kenneth J. Pacheco  
Chairman



Brett R. Zografos, Ph.D.  
Clerk



Nancy J. Goulart  
Member

# Town of Dighton

<b>POLICY</b>	<b>Municipal Projects: Waiver of Fees</b>
<b>Effective Date</b>	<b>Upon Approval</b>
<b>Revisions</b>	
<b>Board of Selectmen Approval Date</b>	<b>11/28/2018</b>

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## BACKGROUND

The Town from time to time must embark on various construction projects to perform routine maintenance to town-owned property as well as to erect buildings and renovate properties.

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## PURPOSE & APPLICABILITY

This policy shall apply to construction projects funded by the Town and located on Town-owned properties.

This policy shall not apply to projects funded through the Dighton-Rehoboth School District.

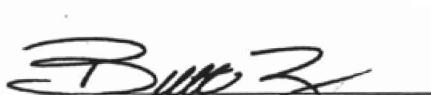
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## POLICY

The Board of Selectmen will consider fees on projects funded by the Town waived unless they by vote shall determine otherwise.

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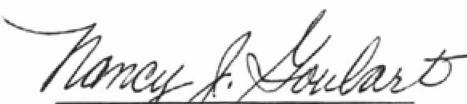
## SIGNATURES



Brett R. Zografos, Ph.D.  
Chairman



Kenneth J. Pacheco  
Clerk



Nancy J. Goulart  
Member



**Town of Dighton**  
Office of the Town Administrator  
979 Somerset Avenue  
Dighton, MA 02715  
Tel: (508) 669-6431  
Fax: (508) 669-5667

To: All Town Departments  
From: Mallory Aronstein, Town Administrator  
RE: Buy Recycled Statement  
Date: June 7, 2019

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The Town of Dighton has established itself as committed to improving the environment, most recently through the Green Communities initiative. Additionally, Board of Health has been actively working to encourage responsible recycling of all products, including textiles, and the Town as a whole has been actively engaged in recycling for some time. As part of those efforts, it is important to understand that a successful recycling system does not end at the collection of recyclables. As public sector purchasers we need to complete the recycling process by purchasing products made with recycled material.

Buying recycled materials is critical to the success of our efforts. If we don't purchase recycled products, then there is no economic motivation for manufacturers to use the raw materials that we do recycle. As a result, the demand for our recycled materials diminishes and our recycling program ultimately becomes less effective. Additionally, the recycling industry is adding jobs daily and contributes significantly to the state's economy.

Dighton is officially committed to buying recycled products. In the past, recycled products may have represented less quality and cost more, but tremendous advances from improved technology and increased demand have resulted in recycled products that are extremely cost competitive and high quality. Many products routinely purchased contain recycled content such as toilet tissue, paper towels, plastic trash bags and copy paper.

So next time you plan an order with a vendor, ask for products containing recycled content or require printing jobs be done on recycled paper, such as city reports, utility bills and even paychecks.

Your support is greatly appreciated and vital to the success of our recycling efforts. If you have any questions, please contact me. Thank you!

# Town of Dighton

<b>POLICY</b>	Displays of Holiday Decorations
<b>Effective Date</b>	Upon Approval
<b>Revisions</b>	
<b>Board of Selectmen Approval Date</b>	11/28/2018

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## BACKGROUND

The Town of Dighton recognizes the Lights On Committee as a group of volunteers who organize the annual Lights On celebration each November. They are not affiliated with the Town, but are rather a separate body. They utilize Town-owned properties to hold their annual community event.

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## PURPOSE & APPLICABILITY

This policy shall apply to decorations and displays on Town Property associated with the "Lights On" holiday celebration.

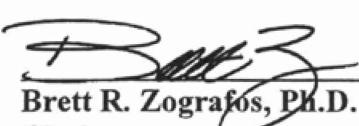
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## POLICY

The set up and display of decorations on Town property for the annual Holiday Season by the volunteer holiday "Lights On" Committee shall be allowed from two weeks prior to Thanksgiving through the two-week period immediately following New Year's day, weather permitting. The set up and removal of all displays shall be the responsibility of the "Lights On" Committee assisted by the Highway Department, consistent with their other duties as determined by the Highway Superintendent.

---

## SIGNATURES



Brett R. Zografos, Ph.D.  
Chairman



Kenneth J. Pacheco  
Clerk



Nancy J. Goulart  
Member



**Town of Dighton**  
**Board of Selectmen**  
979 Somerset Avenue  
Dighton, MA 02715  
Tel: (508) 669-6431  
Fax: (508) 669-5667

## **Financial Statement** **Town of Dighton**

The Town of Dighton, acting through its Board of Selectmen and Finance Committee, hereby adopts a Financial Statement to provide for effective financial management that conforms generally to practices endorsed by the Department of Revenue. This Statement shall serve as a precursor to a Policy that will be developed as specified below.

The Town of Dighton sets the following as priorities when managing town finances:

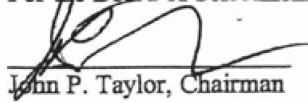
- 1) Building Reserves
- 2) Managing Debt
- 3) Coordinating an economic development strategy
- 4) Planning for Capital Expenditures
- 5) Annually funding other post employment benefits (OPEB)

To achieve these priorities, the Board of Selectmen together with the Finance Committee will prepare and adopt a Financial Policy for use in reviewing, evaluating, and recommending budgets.

While the Financial Policy is being prepared, the Town of Dighton commits to the following practices:

- 1) The Town will ensure that an annual audit is performed by an independent public accounting firm.
- 2) The Town will ensure payment for vendors as well as payroll will be conducted timely and efficiently.
- 3) The annual budget will be prepared in such a way that all operating expenditures will be paid for with recurring revenue sources. Operating expenditures will not be funded by non-recurring revenues, unless all other means have been explored and exhausted. Use of non-recurring revenues in any way shall be minimal.
- 4) The Town will continue to explore ways in which it can expand its tax base, encouraging economic development while balancing the needs and best interests of the community.
- 5) The Town will use the Capital Outlay Committee to develop a multi-year plan for capital improvements to be updated annually. Capital items shall be paid for with free cash whenever possible. Funds to pay for capital items will be borrowed or bonded only if the useful life of the item exceeds 5 years or the overall financial health of the community warrants it.
- 6) Maintaining a balance of 7% - 12% of the annual budget in reserve funds, including but not limited to the Stabilization Fund, the Capital Stabilization Fund, and Other Post Employment Benefits funds.

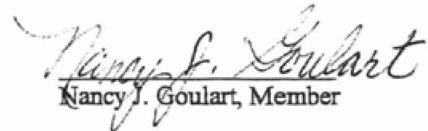
For the Board of Selectmen:



John P. Taylor, Chairman

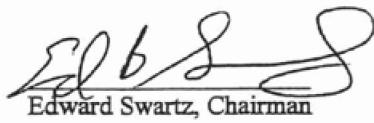


Brett R. Zografos, Ph.D, Clerk



Nancy J. Goulart  
Nancy J. Goulart, Member

For the Finance Committee:



Edward Swartz, Chairman



Scott Dingus, Clerk



Bridget Connors  
Bridget Connors

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Kevin Perry



Robert Rendon

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Peter Roache



CJ Wilcox

# Town of Dighton

POLICY	Town Vehicle Use
Effective Date	Upon Approval
Revisions	
Board of Selectmen Approval Date	11/14/2018

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## BACKGROUND

The Town of Dighton owns various vehicles and hires out vehicles for certain occasions, such as snow plowing. To protect the Town, its employees, and infrastructure, the Board of Selectmen hereby adopts a Town Vehicle Use policy to ensure safety in the workplace and prevent misuse.

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## PURPOSE & APPLICABILITY

The purpose of this policy is to ensure proper use of Town-owned vehicles, safety in the workplace, and compliance with federal, state, and local laws. This policy applies to all employees who operate a motor vehicle owned or hired by the Town of Dighton. For additional regulations concerning hired equipment, please also see the Policy Regarding the Use of Hired Equipment. Operators of large equipment required to have a CDL must also comply with federal, state, and local regulations as may be required for compliance with a CDL, including random drug testing. Operators of town-owned or hired motor vehicles should also consult with the Drug Free Workplace Policy.

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## POLICY

1. Motor vehicles shall only be operated by official personnel of the Town of Dighton and in accordance with local, state, and federal laws. Operators must possess the appropriate class and valid Driver's License needed for the vehicle being driven. Motor vehicles may be operated by others hired in connection with repair and maintenance work as directed by the Town, or as may be needed for Town operations.
2. Use of town-owned motor vehicles shall be approved by the Board of Selectmen. The use of Town-owned motor vehicles for unreasonable personal use is prohibited unless otherwise permitted, either by contract or approval of the Board of Selectmen. The Town Administrator and/or the Board of Selectmen shall take corrective action of abuses of this provision.
3. All vehicles should be decaled with Town of Dighton insignia in some way, whether it be a town seal or otherwise, unless confidentiality is paramount for the use of that particular vehicle.

4. Operators of town-owned vehicles shall provide a copy of their valid driver's license to their respective department head every two (2) years. It is the employee's responsibility to notify their supervisor immediately of any change in his/her license status.

5. An operator shall transport only Town employees or officials in Town-owned or hired vehicles except in instances of persons who are not employees or officials are transported in connection with official business of the Town. Persons who are not employees or officials of the Town may also be transported in connection with parades and celebrations as authorized by the Board of Selectmen.

6. No operator of a pickup truck or dump truck shall allow any rider to stand in the body of such vehicle while the vehicle is in motion.

7. Any operator of a Town-owned vehicle who is cited for a violation of the motor vehicle laws may be subject to disciplinary action dependent upon the citation received and severity of the infraction. Disciplinary action shall be limited to a written warning, suspension of the right to operate Town-owned or hired motor vehicles for a period of time, or permanent loss of right to operate Town-owned or hired motor vehicles.

8. There shall be no smoking in any town vehicle.

9. The Town's Drug Free Workplace Policy forbids employees from operating Town-owned equipment under the influence of controlled substances or alcohol. Any operator who is convicted of operating a Town-owned or hired vehicle under the influence of alcohol or drugs, or convicted of possession of alcohol or drugs, or is found to be in violation of the Drug Free Workplace Policy in any way, shall be subject to disciplinary action up to and including termination. The Town of Dighton reserves the right, within the limits of federal and state laws, to test any employee for the presence of controlled substances and/or alcohol should the Town believe work performance and/or the safety of the employee or others is at risk. Any employee arrested for driving under the influence while operating a Town-owned vehicle shall notify the Town Administrator immediately, and will be subject to disciplinary action including, but not limited to, a 30-day unpaid suspension, required participation in a drug or alcohol abuse assistance or rehabilitation program approved for such purposes by the Town's Employee Assistance Program (EAP), or termination.

10. The Board of Selectmen may from time to time permit other employees or officials to use vehicles for transportation to and from work on a temporary basis if it is consistent with the needs of the Town. All other vehicles will be assigned on a daily basis by the Department Head and garaged at the appropriate Town facility when not in use.

11. The Board of Selectmen may permit Department Heads to assign vehicles, on a temporary basis, to a Foreman or other employee who would be responsible for responding to after hour emergency calls, which relate to the respective department, in conformance with these regulations.

12. Vehicle Cleanliness: Vehicles, both interior and exterior, are to be washed at the discretion of and under the direction of the appropriate Department Head, but not less than biweekly. Interiors are to be cleaned and free of debris and dirt at the end of each day. Each Department Head shall be responsible for ensuring compliance herein.

13. Vehicle Accident Policy: In the event that any employee operating a Town owned vehicle is involved in a motor vehicle accident, the following procedure will be observed at all times:

- a. Report the accident immediately to the police in the city or town the accident occurs in. If in Dighton, contact Dighton Dispatch via two-way radio. If a radio is not available, or you are not in Dighton, use a telephone and dial 911 or the local police department. When reporting the accident, provide the following information:
  - Your exact location
  - Whether or not you, any passenger(s), or the operator(s) of the other vehicle(s) may be injured.
  - Advise the dispatcher that you are in a Town of Dighton vehicle
- b. Do not move the vehicle(s) unless directed to do so by a police officer or if the present location of the vehicle will cause further risk of accident.
- c. If you are able to do so, retrieve a copy of the vehicle registration from the vehicle along with your driver's license and make them available to the investigating police officer. **DO NOT SIMPLY EXCHANGE PAPERS WITH THE OTHER OPERATOR(S).** Every vehicle accident involving a Town of Dighton vehicle **MUST** be investigated by a police officer.
- d. Contact your immediate supervisor immediately and advise him or her of the accident. If necessary, request his or her response to the scene.
- e. Prior to police arriving on scene, be sure to obtain the license plate and make/model/color of the other vehicle(s) involved and write this down.
- f. If the vehicle is to be towed from the scene, obtain all information as to the name of the tow company and the location of where the vehicle is being towed. If there is another vehicle being towed, obtain the same information for that vehicle.
- g. Upon return to duty or earlier if directed by a supervisor, complete an accident report for Town files and insurance purposes.
- h. If so directed by a supervisor, you may also be required to complete an incident report on the accident.

14. Vehicle Registrations: Department Heads who oversee vehicles in their department shall ensure that a copy of each motor vehicle's registration is placed inside said vehicle. The appropriate Department Head will maintain the originals of those registrations.

15. Municipal Vehicle Parking: All municipal vehicles shall be parked in accordance with posted parking regulations at all times. Premium parking spaces should be reserved for customers and residents doing business at municipal buildings whenever possible.

16. Fuel Conservation: Municipal vehicles shall not be allowed to idle unattended for extended periods, unless the idle is necessary at an emergency scene or in winter conditions.

17. Mileage Reimbursement Rate – Private Vehicle Usage: The Town reimbursement rate for employees who use their personal vehicles for official use shall be equivalent to the prevailing IRS rate in effect at the time of travel and approved by the Board of Selectmen, when such use is documented on an official reimbursement form, attached hereto.

---

**SIGNATURES**



Brett R. Zografos, Ph.D.  
Chairman



Kenneth J. Pacheco,  
Clerk



Nancy J. Goullart,  
Member



## Town of Dighton

BOARD OF SELECTMEN

979 Somerset Avenue  
Dighton, MA 02715

Tel: (508) 669-6431

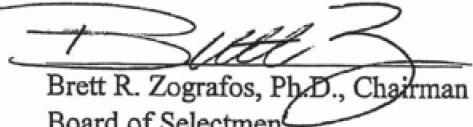
Fax: (508) 669-5667

### AGREEMENT BY AND BETWEEN THE TOWN OF DIGHTON AND THE CITY OF TAUNTON

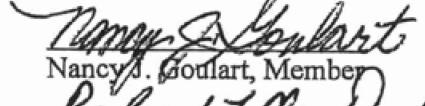
We, the undersigned, hereby agree that members of the Taunton Police Department shall have access to The Range on Tremont Street in Dighton for official training purposes provided that all members of the Taunton Police Department who use the facility are covered and insured by the City of Taunton's insurance, and that the City of Taunton shall hold the Town of Dighton harmless for any injury sustained on the premises by a Taunton Police Officer during such training, provided however, that this provision shall not be read so that the effect of same is for Taunton to hold Dighton harmless for that portion of any injury, loss, damage or liability arising from any omission, fault, negligence or other misconduct of Dighton, its agents, servants, employees, or anyone for whose conduct Dighton is legally responsible. This agreement is not intended to benefit any third party, and Dighton and Taunton both maintain any immunities and limitations on liability to which either may be entitled by law. Use of the training facility shall be coordinated with and approved by the Dighton Chief of Police.

The Taunton Police Department shall retain full control and direction over the officers of the Police Department while using the facilities in Dighton. Dighton is in no way considered a supervisor nor will be responsible for overseeing the actions of the Taunton Police Department employees at the training facility.

#### FOR THE TOWN OF DIGHTON

  
Brett R. Zografos, Ph.D., Chairman  
Board of Selectmen

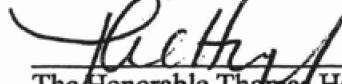
  
Ken Pacheco, Clerk

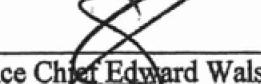
  
Nancy J. Moulart, Member

  
Police Chief, Robert MacDonald

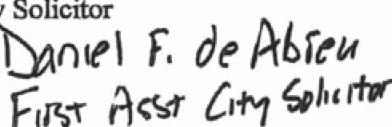
  
David Gay, Esquire  
Town Counsel

#### FOR THE CITY OF TAUNTON

  
The Honorable Thomas Hoye, Jr.  
Mayor

  
Police Chief Edward Walsh

  
Jason D. Buffington, Esquire  
City Solicitor

  
Daniel F. de Abreu  
First Asst City Solicitor

# TOWN OF DIGHTON

## GUIDELINES FOR COMMUNITY SERVICE PROJECTS

### INCLUDING EAGLE SCOUT PROJECTS

These guidelines have been established by the Board of Selectmen, Superintendent of Streets, and the Parks and Recreation Commission in an effort to provide assistance in the development and processes involved with Community Service and Eagle Scout Projects on public property.

1. Identified project proposed for public property or searching for a project - contact Mr. Tom Ferry, Supt. of Streets.
2. Once a project is identified, Mr. Ferry will contact the Parks and Recreation Commission if the project will affect any property under its jurisdiction or to advise it that a project is proposed that may fall under its jurisdiction once completed. If the Conservation Commission or any other town agency or individual needs to be involved with the approval process, the proponent will be advised accordingly by Mr. Ferry.
3. Once the project is initially approved by Mr. Ferry, any other town agency or individual, or scouting authorities if applicable, the proponent shall prepare a presentation and contact the selectmen's office to request placement on an agenda.
4. The proponent shall attend the selectmen's meeting and request initial approval. The proponent shall be prepared to answer questions.
5. Midway through the project, the proponent shall contact the selectmen's office to request placement on an agenda. The proponent shall be prepared to give a progress report on the project.
6. At the end of the project, the proponent shall contact the selectmen's office to request placement on an agenda. The proponent shall be prepared to give a final report on the project and request that the board approve the project following which the project document will be signed by the Chairman of the Board of Selectmen.

Although a Community Service or Eagle Scout Project on private property does not require town approval, please notify the selectmen upon completion of the project so that proper recognition can be given. The town realizes the importance and hard work that go into such a project and will publicly acknowledge the accomplishment.

08/28/2017 – Drafted

10/18/2017 – Approved

# Town of Dighton

POLICY	Social Media Policy
Effective Date	Upon Approval
Revisions	
Board of Selectmen Approval Date	October 9, 2019
	VERSION 1

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## BACKGROUND

To enhance governing in the 21<sup>st</sup> Century, the Board of Selectmen developed Social Media accounts on Facebook (<https://www.facebook.com/townofdighton/>), Twitter (<https://twitter.com/townofdighton>), and Instagram (<https://www.instagram.com/townofdighton/>). The Town utilizes social media to provide pertinent information to residents quickly and to educate the public concerning town events, public emergencies, and other news. Doing so spurs public engagement and maintains open communication between public officials and citizens.

The Town of Dighton permits departments to utilize social media sites and social networking sites (collectively “social media sites”) to further enhance communications with its residents and various stakeholders in support of Town goals and objectives. Town officials and Town departments have the ability to publish articles, facilitate discussions and communicate information through such media to conduct Town business. Social media sites facilitate further discussion of Town of Dighton government business, operations and services by providing members of the public the opportunity to participate in many ways using the Internet.

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## PURPOSE

The purpose of this policy is to define authorized users of the Town’s social media account, develop explicit standards regarding content to be posted, and to prevent political or personal ideals from being communicated through an official Town of Dighton account.

The Town has a vested interest in maintaining a professional, collegial, confidential, and impartial workplace. Therefore, this policy shall also set certain standards for the personal use of social media accounts by Town employees.

This policy sets forth general guidelines that must be adhered to with respect to utilization of social media sites for Town purposes. Questions regarding this Policy should be directed to the Town Administrator or designee. These guidelines may be supplemented by more specific administrative procedures and rules as may be issued. Furthermore, this Policy may be amended from time to time, and is meant to be read in conjunction with all other applicable policies and procedures of the Town of Dighton.

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## POLICY

### A. Business Use:

1. The Town of Dighton's official website, [www.dighton-ma.gov](http://www.dighton-ma.gov), remains the Town's primary and predominant internet presence. Whenever appropriate, content posted on the Town's social media sites shall also be available on the Town's main website. Content posted on the Town's social media sites should contain links directing users to the Town's official website for additional information, forms, documents, or online services necessary to conduct business with the Town.
2. All Town profiles and sites must be presented in a professional and honorable manner which will not discredit the Town, its mission, or employees. The Town's social media sites shall clearly indicate that they are maintained by the Town and shall prominently display necessary town contact information. All Town social media sites shall include the prominent placement of the official town seal, if available, along with the following notification:

"This is the (Facebook, Twitter, Instagram, etc) page for the Town of Dighton, Massachusetts. For more information, please visit the Town's official website at [www.dighton-ma.gov](http://www.dighton-ma.gov). The purpose of the Town page is to provide general public information only. Should you require a response from the town or wish to request town service, visit the website or call 508-669-6431."

3. Social media accounts shall:
  - a) Serve as channels for disseminating time-sensitive information as quickly as possible;
  - b) Serve as marketing/promotional channels for Town activities, functions, and notices;
  - c) Comply with the Commonwealth of Massachusetts Ethics and Conflict of Interest Laws and administrative rules and regulations of the Town.
4. The approved administrators of the Town's social media accounts are the Town Administrator, the Board of Selectmen's Administrative Assistant, and the members of Board of Selectmen. Additional social media administrators and/or accounts may be approved by the Board of Selectmen or its designee. No employee shall create, maintain, or contribute to any social media site representing the Town of Dighton unless authorized to do so. Should an employee authorized to post violate any provision under the Business Use portion of this policy, their privileges to post in this capacity may be revoked.
5. Social media accounts shall not be used for deliberation or decision making amongst members of any board or committee. Social media may be used for the gathering of public input and fostering of public discussion but under no circumstances shall social media be used to evade the requirements of the Open Meeting Law.
6. Posts on the Town's social media accounts shall not be of a personal or political nature and shall not constitute as an endorsement for any business, public figure, or any other entity that may be discussed.
7. When an authorized user responds to a comment in his/her capacity as a Town employee, the employee should do so in the name of the Town department, and the employee shall not share personal information about himself or herself, or other Town employees except as required for Town business. Employees shall not disclose unauthorized, confidential or sensitive information and/or materials using electronic devices or social media.

**B. Personal Use:**

1. Employees of the Town of Dighton are visible and active members of the communities where they live and work. They are inescapably identified with the Town and are expected to represent it in a responsible and creditable fashion. While the Town has no intention of intruding into the private lives of its employees, the Town does expect employees to use good and sound judgement at all times with regard to personal use of social networking sites. In using social networking sites, employees should at all times be respectful to co-workers, residents, or persons seeking assistance from the Town. Employees should not disclose confidential information, engage in any unlawful activity, or convey information that is disparaging or defamatory while using social networking sites, and should refrain from making comments or statements based upon race, gender, national origin, religion, ancestry, age, sexual orientation or identity, disability, maternity/paternity leave, genetics, active military status, or any other status prohibited under state or federal anti-discrimination statutes. Such statements or comments occurring online and/or through the use of social networking sites will not be tolerated.
2. Public employees must conduct themselves knowing that they work for a public entity and whatever they do could be reflected onto the Town. Employees must be mindful that prohibited conduct, on or off duty, and the disciplinary offense of "conduct unbecoming" applies to social networking, blogging, and other questionable on-line activity. Employees assume any and all risks associated with their off-duty personal/private blogging and use of social media on non-town-owned equipment.
3. Employees' personal social media sites shall in no way reflect the views of the Town and shall not be represented as such. Personal sites shall not appear to be official nor shall they dispense confidential or sensitive Town information. If an employee publishes content on a personal site, profile, or page and it has something to do with the work that employee conducts or subjects associated with the Town, the employee shall use a disclaimer such as "The postings on this site are my own and don't represent the Town's positions or opinions." Employees shall clearly express that he or she is speaking as a resident or stakeholder, and not on behalf of the Town of Dighton. If an employee identifies themselves as a Town employee or official, he or she shall ensure that the profile and related content is consistent with how he or she wishes to present to colleagues, residents and other stakeholders.
4. Employees who engage in personal or private blogging or use of social media sites may not:
  - a. Attribute personal statements, opinions, or beliefs to the Town of Dighton
  - b. Disclose confidential information;
  - c. Use the Town seal or trademark;
  - d. Post any material that:
    - i. constitutes harassment, hate speech, or libel;
    - ii. violates the privacy rights of fellow employees;
    - iii. is disruptive to the work environment because it impairs workplace discipline or control, interferes with job performance, or obstructs operations.
5. As a disciplinary measure imposed upon an employee found in violation of this policy, the Town may require removal of the material in violation.

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**ENFORCEMENT**

1. The Town of Dighton social media sites are limited public forums. Therefore, content containing any of the following shall be prohibited on the Town's social media sites:

- a) Profane, obscene, or vulgar language or content;
- b) Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, gender identity, marital status, status with regard to public assistance, national origin, physical or mental disability, sexual orientation, maternity/paternity leave, genetic information, or active military status;
- c) Sexual content or links to sexual content;
- d) Solicitations of commerce;
- e) Conduct encouraging any illegal activity;
- f) Content that is threatening or harassing;
- g) Information that may tend to compromise the safety or security of the public or public systems; or
- h) Content that violates a legal ownership interest of any other party, such as, but not limited to, a copyright.
- i) Other information that is not public record or is otherwise privileged from public disclosure.
- j) The Town will not tolerate employees or officials engaging in harassment, bullying, intimidation, threatening, defamation, slander or other illegal conduct with regard to other employees, officials, or members of the public.

2. Site content may be reviewed for compliance with this policy. The Town reserves the right to restrict or remove any content on sites that is deemed inappropriate or in violation of this social media policy or any applicable law. All content will conform with the Public Records Law. While the Town can moderate social media sites that accept comments from the public to restrict speech that is obscene, threatening, discriminatory, harassing, or off-topic, employees cannot use the moderation function to restrict speech with which the Town merely disagrees (i.e. subject matter restrictions). Users have some First Amendment rights in posting content to public social media sites hosted by municipalities. Moderators and administrators must respect those rights by posting all comments other than those excluded for specific legitimate reasons, as referenced herein.

3. Violations of this policy, either within Business or Personal use, may result in disciplinary action up to and including termination. Violations of this policy may also result in referral of a case to the appropriate authorities for civil or criminal prosecution. Employees shall report violations of this Policy to their supervisor, or in the case of department heads, directly to the Town Administrator. Retaliation against another employee for reporting a violation or violations of this Policy is strictly prohibited by the Town.

4. Every employee shall be provided a copy of this policy upon adoption and sign a statement acknowledging receipt.

5. This policy shall be reviewed annually due to the fluid nature of social media.

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#### **COMPLIANCE WITH STATE LAWS**

1. All Town social media sites shall adhere to applicable state, federal and local laws, regulations and policies including the Public Records Law, Public Records retention schedules, Copyright Law and other applicable Town policies.

**Public Records Law:**

Relevant town records retention schedules apply to content on town social media sites. Content posted or submitted for posting shall be retained pursuant to the Public Records Law in its standard format and in accordance with applicable municipal records retention schedules established by the Commonwealth's Secretary of State. The Town or department should retain copies of social media posts such as by printing or otherwise storing periodic snapshots of the social media content.

**Open Meeting Law:**

The Open Meeting Law requires that all meetings of a public body are to be open to the public at all times unless otherwise exempted. Members (elected or appointed) of any town public body should refrain from using Town social media sites to discuss the business of the public body or taking action by the public body in violation of the Open Meeting Law. Furthermore, members of public bodies should refrain from commenting on or responding to inquiries related to quasi-judicial matters within the subject matter jurisdiction of their respective public bodies. Information posted by the Town on its social media sites will supplement and not replace required notices and standard methods of providing warnings, postings, and notifications required to be made with regard to public meetings and hearings under Massachusetts law, unless otherwise permitted by law.

**Conflict of Interest:**

Employees are prohibited from using social media to engage in any activity that constitutes a conflict of interest for them or any Town employees, as defined by General Law Chapter 268A.

2. All comments posted to any Town social media site are bound by the site's applicable statement of rights and responsibilities to the site provider with the intent of the provider taking appropriate and reasonable responsive action. The Town's insurance carrier may not provide for a legal defense if the employee or official is sued for conduct that is outside the employee's or official's official duties and tasks. Speech deemed inappropriate may be subject to individual civil liability.

**A copy of this policy shall be accessible from the Town's official website and distributed to all Town employees.**

**The Board of Selectmen reserves the right to modify or amend the above Policy or to adopt such other, additional Policies, as said Board may deem necessary.**

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**SIGNATURES**



Kenneth J. Pacheco  
Chairman



Brett R. Zografos  
Clerk



Nancy J. Goulart  
Member



**Town of Dighton**  
**Board of Selectmen**  
**979 Somerset Avenue**  
**Dighton, MA 02715**  
**Tel: (508) 669-6431**  
**Fax: (508) 669-5667**

**ADDENDUM A**  
**ACKNOWLEDGEMENT FORM**

This acknowledges that I have received and reviewed the Social Media Policy, with attachments, of the Town of Dighton (“Policy”). By signing this form, I agree to abide by the Policy and any Guidelines promulgated there under, and I agree to review periodically any changes or modifications. I recognize that the law and associated Policy regarding use of Social Media are continually evolving. Therefore, I understand that my regular review of this Policy, as it may be amended, is required.

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

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

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

*To be included in employee's personnel file.*

# Town of Dighton

POLICY	Fuel Efficient Vehicle
Effective Date	Upon Approval
Board of Selectmen Approval Date:	August 8, 2018
School Committee Approval Date:	August 14, 2018

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## BACKGROUND

The Town of Dighton is seeking a Green Community designation and, through this policy pledges to reduce fuel consumption and energy use by only purchasing fuel efficient vehicles to meet this goal.

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## PURPOSE & APPLICABILITY

To establish a requirement that the Town of Dighton purchase only fuel-efficient vehicles for municipal use whenever such vehicles are commercially available and practicable. Further, this policy is adopted in order to make efficient use of municipal vehicles, minimize the cost of town operations to tax payers, enforce environmentally-responsible fleet maintenance, minimize the Town's consumption of natural resources, to protect and preserve the natural environment, and to comply with the DOER Green Communities Program requirements.

This policy shall apply to all departments of the Town of Dighton.

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## DEFINITIONS

**Combined city and highway MPG (EPA Combined Fuel Economy):** Combined Fuel Economy means the fuel economy from driving a combination of forty-three percent (43%) city miles and fifty-seven percent (57%) highway miles and is calculated as follows:

$$\text{Combined Fuel Economy} = \frac{1}{(0.43/\text{city MPG}) + (0.57/\text{highway MPG})}$$

**Drive System:** The manner in which mechanical power is directly transmitted from a vehicle's drive shaft to the wheels. The following codes are used to indicate drive systems:

- AWD (All Wheel Drive): 4-wheel drive automatically controlled by the vehicle's power train system
- 4WD (4 Wheel Drive): Drive selectable 4-wheel drive with 2-wheel drive option
- 2WD (2 Wheel Drive): 2-wheel drive only

**Heavy-duty vehicle:** A vehicle with a manufacturer's Gross Vehicle Weight Rating (GVWR) of more than 8,500 pounds.

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## **GUIDELINES**

All departments shall purchase only fuel-efficient vehicles for municipal use whenever such vehicles are commercially available and practicable.

The Town of Dighton will maintain an annual vehicle inventory for all municipal vehicles and maintain a plan for replacing non-exempt vehicles with vehicles that meet, at a minimum, the fuel efficient ratings contained in the most recent Criterion 4 Guidance published by the Massachusetts Department of Energy Resources' Green Communities Division. The fuel efficiency ratings contained therein are based on the most recently published U.S. Environmental Protection Agency (EPA) data on combined city and highway MPG for vehicles. Based on 2010 data, vehicles must have a combined fuel economy no less than the following:

- 2WD car: 29 mpg
- 4WD car: 24 mpg
- 2WD minivan: 20 mpg
- 4WD minivan: 18 mpg
- 2WD pick-up truck: 17 mpg
- 4WD pick-up truck: 16 mpg
- 2WD sport utility vehicle: 21 mpg
- 4WD sport utility vehicle: 18 mpg

Note: Hybrid or electric vehicles in these classes will meet these criteria.

*Green Communities' Criteria 4 Guidance must be checked for updates prior to purchasing new vehicles.*

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## **EXEMPTIONS**

The following vehicles for municipal use are exempt from this Policy:

- **Heavy-duty vehicles.** Examples include fire trucks, ambulances, and some public work trucks that meet this Policy's definition of heavy-duty vehicle.
- **Police Cruisers, passenger vans and cargo vans.** Fuel efficient models are not currently available for these vehicles. However, we commit to purchasing fuel efficient police cruisers, passenger vans and cargo vans when they become commercially available. *Police and fire department administrative vehicles are NOT exempt and must meet fuel efficient requirements.*

To purchase a new or replacement vehicle for municipal use under one of these exemptions, the department/division's staff responsible for fleet management and/or fleet procurement must request an exemption approval by the Board of Selectmen.

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## INVENTORY

The following information shall be included in a vehicle inventory list, and said list shall be updated on an annual basis and provided to the state's Green Communities Division:

- Model
- Make
- Model Year
- Month/Year Purchased
- Drive System: 2WD, 4WD, or AWD
- Heavy-Duty Vehicle?
- Exempt or Non-Exempt?
- MPG Rating
- Vehicle Function

Note: Departments may use EPA-combined MPG estimates or actual combined MPG.

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## FUEL EFFICIENT VEHICLE REPLACEMENT PLAN

All non-exempt vehicles shall be replaced with fuel efficient vehicles that adhere to the most recent Green Communities' Criterion 4 Guidance. Vehicles shall be replaced when they are no longer operable and will not be recycled from one municipal department/division to another *unless* the recycled replacement vehicle meets the fuel efficiency ratings outlined in this policy. In addition, when replacing exempt vehicles, the function of the vehicle will be reviewed for potential replacement with a more fuel-efficient vehicle, including a fuel efficient non-exempt vehicle.

The Town of Dighton will review the vehicle inventory list on an annual basis along with the Green Communities Criterion 4 Guidance to plan for new acquisitions as part of planning for the new fiscal year budget.

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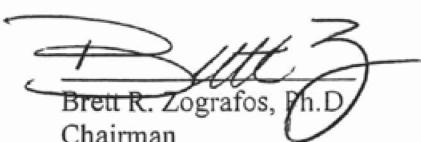
## QUESTIONS/ENFORCEMENT

To ensure that all vehicle purchases and replacements are consistent with this policy, the Board of Selectmen or its designee shall approve all vehicle purchases to replace any exempt and non-exempt vehicle for municipal use upon consultation with the department staff responsible for fleet management and/or fleet procurement.

This policy is enforced by the Chief Administrative Officer and/or his/her designee(s).

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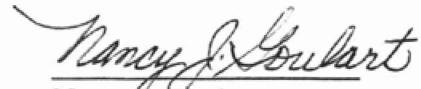
#### SIGNATURES



Brett R. Zografos, Ph.D.  
Chairman



Kenneth J. Pacheco  
Clerk



Nancy J. Goulart  
Member



Dr. Anthony C. Azar  
Superintendent of Schools

FILE COPY



**Town of Dighton**  
Board of Selectmen  
979 Somerset Avenue  
Dighton, MA 02715  
Tel: (508) 669-6431  
Fax: (508) 669-5667

August 9, 2018

MA Department of Energy Resources  
Green Communities Division  
100 Cambridge Street – Suite 1040  
Boston, MA 02114

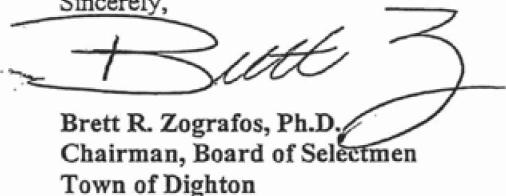
Re: Fuel Efficient Vehicle Policy

To Whom It May Concern:

By this letter the Board of Selectmen, at their regular meeting of August 8, 2018, voted to adopt the attached Fuel Efficient Vehicle Policy.

If any further information is needed, please do not hesitate to contact this office.

Sincerely,



Brett R. Zografos, Ph.D.  
Chairman, Board of Selectmen  
Town of Dighton

# FILE COPY



**Town of Dighton**  
**Board of Selectmen**  
**979 Somerset Avenue**  
**Dighton, MA 02715**  
**Tel: (508) 669-6431**  
**Fax: (508) 669-5667**

August 14, 2018

**MA Department of Energy Resources**  
**Green Communities Division**  
**100 Cambridge Street-Suite 1040**  
**Boston, MA 02114**

Re: Fuel Efficient Vehicle Policy

To Whom It May Concern:

By this letter the School Committee, at their meeting of August 14, 2018, voted to adopt the attached Fuel Efficient Vehicle Policy.

If any further information is needed, please do not hesitate to contact the Dighton Board of Selectmen, 979 Somerset Avenue, Dighton, MA 02715.

Sincerely,

**Dr. Anthony Azar**  
Superintendent of Schools  
Dighton-Rehoboth Regional School District

# Town of Dighton

<b>POLICY</b>	<b>Policy on Reservation and Use of Town Facilities</b>
<b>Effective Date</b>	<b>Upon Approval</b>
<b>Revisions</b>	
<b>Board of Selectmen Approval Date</b>	<b>August 14, 2019</b>

---

## BACKGROUND

The Town of Dighton allows the private and public use of town-owned facilities, including the Field behind Town Hall, Old Town Hall meeting room, Town Hall meeting rooms, for use/rental to non-profit and commercial groups or individuals for meetings or programs of an educational, informational or cultural nature, or other events as approved by the Town Administrator.

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## PURPOSE & APPLICABILITY

The purpose of this policy is to establish parameters for use of Town facilities to ensure safety for all and to uphold the integrity of Town property. This policy shall govern the use of Town-owned buildings and parcels including, but not limited to, Town Hall, Old Town Hall, the Pavilion, and the Carl K. Spratt Memorial Field behind Town Hall. This policy does not address school buildings.

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## POLICY

1. Subject to availability, consistent with the needs of the Town and request of the public, and at the discretion of the Town Administrator, the following facilities are available for use/reservation to non-profit organizations, commercial groups and individuals:

Carl K. Spratt Memorial Field  
Town Hall meeting rooms  
Old Town Hall meeting room  
Library meeting space  
Highway Garage (car washes)  
Gazebo  
Pavilion (contact Lion's Club member Carl Stonstrom).

2. Political groups and functions are not eligible for reservation.

3. The use of any of the above-mentioned facilities for municipal purposes will take precedence over all other reservations. If the Town cancels a reservation, every effort will be made to provide as much advance notice as possible. A refund will be issued if a fee has been paid in advance.

4. The Board of Selectmen shall establish a fee schedule for rental of the facilities governed by this policy and shall update and amend as necessary from time to time.

5. Inquiries for reservations may be made in person at the Board of Selectmen's Office or by mail/email to [boardofselectmen@dighton-ma.gov](mailto:boardofselectmen@dighton-ma.gov). The short term use of field or park space in the Town must be approved in advance by the Parks and Recreation Commission subject to any terms or conditions they deem appropriate.

6. An authorized representative of the group or organization must complete a request for use of facility form, enclosed herein, outlining all event details to be signed by designated public officials. The individual signing the form must be 18 years of age or older and shall be responsible for the conduct of the group and the protection of the Town property. Said representative will be required to sign an indemnification agreement with the Town of Dighton for a scheduled event. Said Agreement shall state:

I agree to indemnify and hold harmless the Town of Dighton and its employees, elected and appointed officials, and agents from any and all liability from claims of bodily injury, property damage, or any other nature whatsoever arising out of the use of Town of Dighton properties herein specified. I have received a copy of the Policy on Reservation and Use of Town Property and agree to abide by all the rules and regulations formulated by the Board of Selectmen and its agents for the use of buildings and facilities; and to adhere to all specifications and limits listed.

7. The representative of the group or organization must attend a walk through of the facility being utilized if requested by the Facilities Manager, Town Administrator or other representative of the Town. The walk through shall be attended by an authorized representative of the Town and the user's representative.

8. Applications for permits to conduct permitted activities on Town Property shall be filed no later than thirty (30) days prior to the requested date for said use. Late or incomplete applications will be considered at the discretion of the Board of Selectmen.

9. Applications must be accompanied by a Certificate of Liability Insurance in the amount of \$1,000,000 per occurrence/\$3,000,000 aggregate with the Town of Dighton named as an additional insured valid for the date of the event. The insurance requirement may be waived by a vote of the Board of Selectmen.

10. Police and/or Fire details may be required by the Town, to be paid for by the applicant. Contact the Police Chief and/or Fire Chief for more information.

11. Only service animals shall be admitted on Town property, including outdoor fields. Pets, on or off-leash, are not allowed.

12. Large-scale events (events with 50 or more attendees) require a parking plan.

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## **TERMS AND CONDITIONS OF USE**

1. Users must leave the facility and all furnishings as they found it. Users may be charged fees to cover costs for damages or cleaning. Reimbursement is required for any damage by the user(s) caused other than normal wear.

2. Users must remove all trash and recycling on the same day as the event. The Town does not employ a full time custodian and other events may be scheduled to use the facility shortly after a user's allotted time. **If Town offices are closed**, please contact the Communications Center at 508-669-6711 with any problems.

3. No alcohol is permitted.

4. No open flames, i.e. candles, torches, etc. are allowed. Chafing trays with sterno are allowed.

5. Exits and entrances must be kept clear. Tables must be a minimum of six (6) feet from exits and entrances.

6. Suggested decorations include: table centerpieces, plants/flowers, and/or balloons. All decorations must be fire resistant. Decorations, banners, signs, and other similar items shall not be affixed to walls. Rice, confetti, mylar cutout shapes and other similar items may not be used as decorations in or outside the building. A \$25.00 fee shall apply if those items are used. The use of duct tape and tacks to affix decorations is prohibited. A \$50.00 fee shall apply for painting/repair in case of the use of duct tape or tacks.

7. No live trees or shrubs are allowed, including Christmas trees.

8. There is no smoking or vaping inside the buildings. Smoking must be at least ten (10) feet away from all entrances and exits so as to prevent smoke from entering buildings. Butts shall be disposed of properly.

9. No fog machines or fake smoke machines are allowed. Pyrotechnic displays or sparking devices are prohibited unless prior authorization has been granted by the Fire Chief and the Board of Selectmen.

10. Permits are required for temporary signs and in some cases tents. No signs are allowed on public property without prior approval by the Board of Selectmen.

11. Children must be directly supervised at all times.

12. When booking a D.J. for party functions, music and entertainment must be kept at a reasonable level. In some cases, an entertainment license will apply which requires additional permitting.

13. The Town is not responsible for the loss or damage to any personal property of any user, or of any individual attending the event.

14. No views expressed by private individuals or groups using public property shall be considered the view of the Town and the permit holder shall post a sign stating so if any position or statement is being made to the public during the licensed period.

15. No drones are allowed unless a separate specific request is made at time of booking. The Town reserves the right to deny permission for drone(s) or revoke such permission at its discretion.

16. Parking shall be in designated areas only.

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#### FEES

All fees are payable in advance. Town Employees pay the resident rent per the schedule of reservation fees. The Board of Selectmen may waive any reservation fee at its discretion. See attached fee schedule for reservation rates.

There shall be a \$25.00 fee for returned checks.

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#### CANCELLATION

A cancellation fee may apply if a group cancels within one-week of the event.

\$15.00 with notice of cancellation one-week in advance

\$75.00 with notice of cancellation less than one-week in advance

Full rental fee if notice received less than 24 hours in advance of the event, or  
“no-show”

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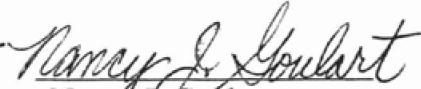
#### SIGNATURES



Kenneth J. Pacheco  
Chairman



Brett R. Zografos, Ph.D.  
Clerk



Nancy J. Goulart  
Member



**Town of Dighton**  
979 Somerset Avenue  
Dighton, MA 02715  
(508) 669-6431

### **SCHEDULE OF RENTAL FEES**

<b>Old Town Hall</b>	Resident	\$75.00
	Non-Resident	\$100.00
<b>Town Hall</b>	Resident	\$75.00
	Non-Resident	\$100.00
<b>Library</b>	Resident	\$25.00
	Non-Resident	\$50.00
<b>Gazebo</b>		No Fee
<b>Pavilion</b> <i>(Coordinated by the Lions Club)</i>		No Fee
<b>Karl K. Spratt Memorial Field</b>		No Fee
<b>Athletic Playing Fields</b> <i>(per season/sport determined by the Parks and Recreation Commissioners)</i>		



Town of Dighton  
979 Somerset Avenue  
Dighton, MA 02715  
(508) 669-6431

## Facility Reservation Request Form

**Facility Requested:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_ **Start Time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

**Applicant/Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City/Zip:** \_\_\_\_\_

**Phone: Home/Cell:** \_\_\_\_\_ **Work:** \_\_\_\_\_

**E-Mail Address:** \_\_\_\_\_ **Contact:** \_\_\_\_\_

**Type of Event:** \_\_\_\_\_ **# of Attendees:** \_\_\_\_\_

**Event Details:** *Please be specific i.e. Alcohol\*, food, music, entertainment, etc.*

*\*If alcohol is being served a Liquor Liability Policy must be provided (\$1,000,000.00) see insurance for more details.*

**Live Band/DJ?** No \_\_\_\_\_ Yes \_\_\_\_\_  
*If yes, contact Board of Selectmen for permit.*

**Concession Sales?** No \_\_\_\_\_ Yes \_\_\_\_\_  
*If selling food, contact Health Department for permit.*

**Tents larger than 10 X 20?** No \_\_\_\_\_ Yes \_\_\_\_\_  
*If yes, contact Building Department for permit.*

**Mechanical Rides/Inflatables?** No \_\_\_\_\_ Yes \_\_\_\_\_  
*If yes, a certificate of insurance must be provided.*

**Open to the General Public?** No \_\_\_\_\_ Yes \_\_\_\_\_ **Admission Fee:** \_\_\_\_\_

**Check Appropriate Field:**

Fund Raising Group    Non-Profit    Commercial In-Town  
 Commercial Out-of-Town    Resident    Other

Fee Paid by Cash/Check    Fee Waived

Board of Selectmen Vote

**Terms and Conditions of Use:**

1. Users must leave the facility as they found it. Users may be charged fees to cover costs for damages or cleaning.
2. Users must remove all trash and recycling on the same day as the event. The town does not employ a custodian and other events may be scheduled to use the facility after you. Please contact Dighton Police with any issues if the town offices are closed.
3. No open flames, i.e. candles, torches, etc. are allowed. Chafing trays with sterno are allowed.
4. Exits and entrances must be kept clear. Tables must be a minimum of six (6) feet from exits and entrances.
5. All decorations must be fire resistant.
6. No live trees or shrubs allowed, including Christmas trees.
7. The Town of Dighton is a tobacco-free facility. There is no smoking inside or outside the buildings.
8. No fog machines or fake smoke machines are allowed.
9. Permits are required for temporary signs and in some cases tents. No signs are allowed on public property without prior approval of the Board of Selectmen.
10. The town is not responsible for the loss or damage to any person or the property of any user, or of any individual attending the event.
11. No views expressed by private individuals or groups using public property shall be considered the view of the Town.

**Insurance:** The organization's representative or the individual requesting the space will be required to sign an indemnification agreement (below) with the Town of Dighton for a scheduled event. A General Liability Policy (\$1,000,000 per occurrence/\$3,000,000 aggregate) is required as part of the rental agreement, and a certificate of insurance naming the Town of Dighton as additional insured must be provided with the submission of the application. The insurance requirement may be waived by a vote of the Board of Selectmen. If alcohol is being served, a Liquor Liability Policy must be provided (\$1,000,000) in addition to the general liability coverage.

**Indemnification Agreement:** I/We, \_\_\_\_\_ group, agree to pay for any damage to the facility incurred during the term of rental by our organization. I/We understand that I/we must leave the area in the same condition that it was found. Furthermore, I/we agree to indemnify and hold harmless the Town of Dighton and its employees, elected and appointed officials, and agents from any and all liability from claims of bodily injury, property damage, or any other nature arising out of the use of Town of Dighton properties herein specified. I have received a copy of the Policy on Reservation and Use of Town Property and agree to abide by all the rules and regulations formulated by the Board of Selectmen for the use of buildings and facilities; and to adhere to all specifications and limits listed.

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**Signature**

**Individually/Authorized Signature for the Group**  
*(Applicant must be 18 years of age or older)*

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**Date**



**Town of Dighton**  
Office of the Town Administrator  
979 Somerset Avenue  
Dighton, MA 02715  
Tel: (508) 669-6431  
Fax: (508) 669-5667

MEMORANDUM

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To: All staff  
From: Town Administrator Mallory Aronstein *Meer*  
Re: Change in Procurement Policy  
Date: July 12, 2018

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Please be advised that at their meeting of July 11, 2018, the Board of Selectmen discussed the \$1,000 limitation on purchasing supplies or services without prior authorization. The Board voted to lift this threshold to \$5,000.

Should you be purchasing a single item or service amounting to \$5,000 or more, you will be required to fill out and file with the Town Accountant the Procurement Approval Form. This form requires that you list three quotes for the item or service being purchased.

Should you have any questions, please do not hesitate to contact me.

## **ACKNOWLEDGEMENT OF RECEIPT**

### **TOWN OF DIGHTON, MASSACHUSETTS POLICY AND PROCEDURE MANUAL**

I hereby acknowledge receipt of a copy of the Town of Dighton Policy and Procedure Manual on the date written below.

I further acknowledge and understand that it is my responsibility to read and understand the Policies and Procedures included in this administrative regulation.

By way of signature below, I acknowledge that I have been informed that the Town of Dighton may add to, revoke, and/or modify the Policies and Procedures from time to time.

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Date

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Employee Signature

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Employee Printed Name

\*Updated July 1, 2020