

Town of Hollis
Office of the Select Board
34 Town Farm Road, Hollis ME 04042
Phone: (207) 929-8552 Fax: (207) 929-3686
Web Address: www.hollismaine.org

Roger Hicks

Mike Seely, Sr.

Rita Perron

POLICY #50
VACATION REQUESTS

All Town of Hollis employees are encouraged to take their earned vacation time on a regular basis so as not to lose accrued time at the end of the fiscal year.

Employees who desire to take vacation time should submit their request to their Department Head/Select Board at least (2) two weeks prior to the requested vacation period for approval. The Vacation Request Form attached, effective on the date of this amended policy will be used for all future vacation requests.

Eligible employees will accrue paid vacation each fiscal year beginning July 1st and ending on June 30th. Vacation time will accrue as prescribed in the Employment, Illness, Disability and Absence Ordinance.

Vacation time may not be carried over to the next fiscal year unless a written request with justification is submitted to and approved in writing by the Select Board.

Employees must request vacation time and approval from the Department Head/Select Board at least two (2) weeks in advance of the requested vacation period to ensure appropriate staff coverage. The Select Board has the authority to deny vacation requests during heavy workload periods.

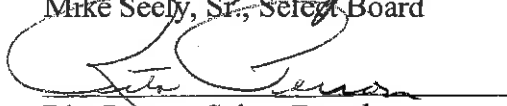
If an employee is absent from work, the appropriate accrued leave time shall be used. In the case of sick time, an employee must comply with the provisions of the Employment, Illness, Disability and Absence Ordinance. Employees may be allowed to take unpaid leave, when approved by the Select Board, in those cases where paid leave time and/or sick leave has been exhausted.

Employees who terminate employment with the Town of Hollis and in good standing giving at least two (2) weeks' notice will receive compensation for their accrued vacation time.

Vacation requests will normally be approved, unless there is a conflict with Town operations coverage or insufficient accumulated vacation hours.


Roger Hicks, Select Board Chair


Mike Seely, Sr., Select Board


Rita Perron, Select Board

Adopted: July 1, 2017
Amended: September 8, 2017

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VACATION REQUEST FORM
(TO BE USED IN SUPPORT OF POLICY #50)

Please submit this form for approval at least two (2) weeks in advance of your requested vacation dates.

DATE: _____

EMPLOYEE NAME: _____

TITLE: _____

DEPARTMENT: _____

VACATION DAYS EARNED: _____

VACATION DAYS REQUESTED FROM:

_____/_____/_____ **THROUGH** ____/____/____

RETURN TO WORK DATE: _____

TOTAL NUMBER OF DAYS REQUESTED: _____

EMPLOYEE SIGNATURE: _____

DATE: _____

SELECT BOARD/DEPARTMENT HEAD APPROVAL:

DATE: _____

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POLICY #51

EMPLOYEE TRAINING

All Town of Hollis employees are encouraged to take full advantage of training offered to improve their skills, maintain up to date information and the better to serve our residents and visitors.

All training, whether one day or more, must be reviewed by the Department Head before scheduling to ensure that funds are available in the budget and that there is adequate coverage for the employee who will be absent for training.

Department Heads and those employees who answer directly to the Select Board are required to submit requests for training to the Select Board for review prior to scheduling to ensure that funds exist in the budget and that coverage in their absence is provided.


Elected Officials will submit their training requests to the Select Board two (2) weeks prior to scheduling the training to ensure that adequate coverage has been considered so as not to close any vital office during their absence.

Employees who attend training, including travel time, for a portion of the regular workday, are expected to return to the workplace for the remainder of the regular work day or take vacation time.

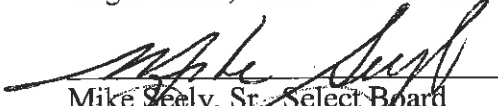
Adopted: July 25, 2017

Amended: March 28, 2018


Sincerely,



Roger Hicks, Select Board Chair



Mike Seely, Sr., Select Board



Rita Perron, Select Board

TOWN OF HOLLIS

POLICY # 52

Mailbox Policy

For convenience and practicality, mailbox installations have been allowed within the right-of-way of Maine's public highways; however, it is important to recognize that such installations have two very important conditions:

- 1) The mailbox must be installed in accordance with applicable standards to ensure that mail can be delivered and that the mailbox does not create an obstacle or safety hazard to those that use or maintain the highway, and
- 2) The mailbox is installed entirely at the owner's risk. In other words, if the mailbox incurs damage during any sort of highway operations or maintenance, the property owner is not entitled to replacement or compensation. In fact, if the mailbox was not installed in accordance with the applicable standards as stated above, the owner may even be held liable for injuries or damages that may have been incurred as a result.

Mailbox design and installation standards are available from several sources, and mailbox owners are expected to consult this information prior to undertaking any mailbox installation or replacement. The following standards have nationwide relevance and were developed in cooperation with one another:

- The United States Postal Service (USPS) Mailbox Guidelines. The USPS defines the standards for mailbox construction, as well as the placement tolerance that must be met to accommodate postal operations. Specifics may be obtained from your local post office or online at: <https://www.usps.com/manage/mailboxes.htm>
- American Association of State Highway and Transportation Officials (AASHTO) Roadside Design Guide. The AASHTO Roadside Design Guide, Chapter 11: *Erecting Mailboxes on Streets and Highways* deals with the safety and construction of privately owned mailboxes, mailbox supports, and mailbox turnout designs and is less focused on postal operations. This publication may be obtained online through the AASHTO Bookstore at: https://bookstore.transportation.org/Item_details.aspx?id=1807

In addition, if the mailbox is to be installed in an area with sidewalks, it is important to recognize that the sidewalks must continue to comply with ADA requirements:

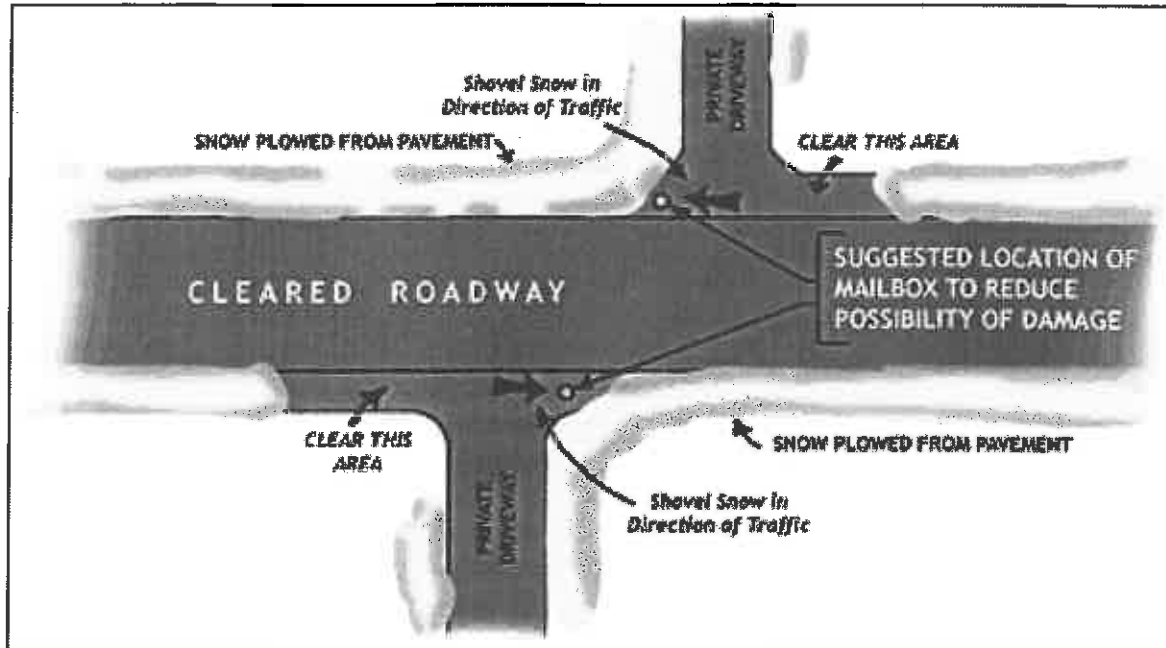
- American Disabilities Act (ADA). The most current version of the ADA Standards for Accessible Design set forth the minimum requirements to ensure facilities are readily accessible to and usable by individuals with disabilities. <http://www.ada.gov/regs2010/2010ADAStandards/2010ADAstandards.htm#c4>

The municipality has developed this policy to promote compliance with these national standards and to help further clarify the expectations and responsibilities of Maine mailbox owners. Such compliance helps us ensure that we continue to provide safe, efficient and accessible highways for all. The following pages further specify the details associated with mailbox height, location, offset, and post type to minimize the potential hazards and conflicts associated with mailbox installations and to reduce the opportunities for damage to mailboxes.

Mailbox Installation Standards

General Location:

Whenever possible, your mailbox should be located after your driveway opening. This location placement improves visibility, minimizes the amount of snow that comes off of the snow plow, and improves the approach for your mail carrier. The diagram below further clarifies this preferred placement:



Mailbox Support Design:

In many cases, it is best to use an extended arm type of post with a free-swinging suspended mailbox. This allows snowplows to sweep near or under boxes without damage to supports and provides easy access to the boxes by carrier and customers. The following picture shows a free-swinging suspended mailbox:



In addition, note the strategic placement of the red reflector on the point closest to the road. This will help your local snow fighter see and avoid your mailbox during winter storms.

Offset:

Mailboxes should be set back from the edge of the shoulder – regardless of whether the shoulder is gravel or paved. In other words, the face of the mailbox should be at least **one foot (1')** back from the edge of **the normally plowed surface** of the highway or the face of curb. Greater offset distances are encouraged whenever possible to allow the mail carrier to get further out of traffic and to further minimize potential damage to your mailbox. The following picture shows a mailbox with a reasonable offset:

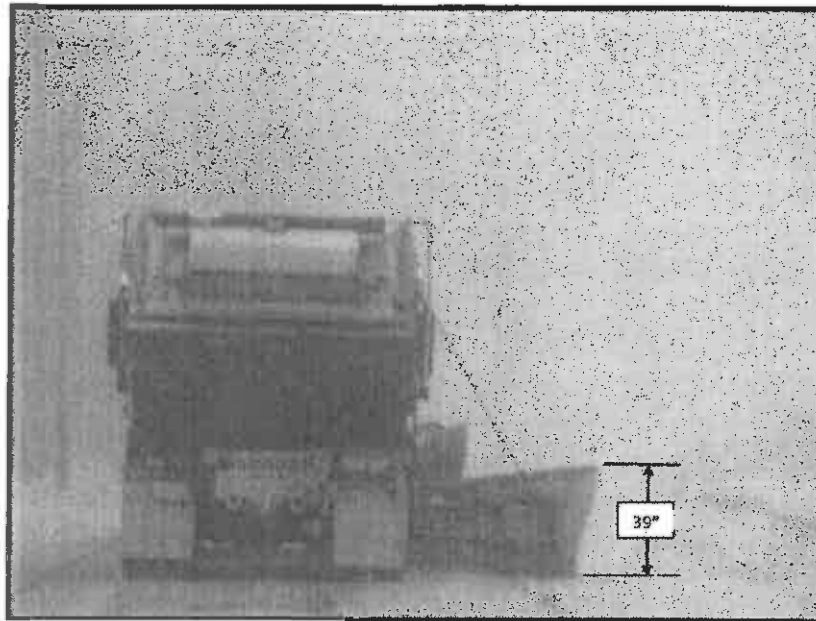


Mailboxes in sidewalk areas should leave at least 36" behind the back of the box or the post, whichever is located the furthest from the road.



Height:

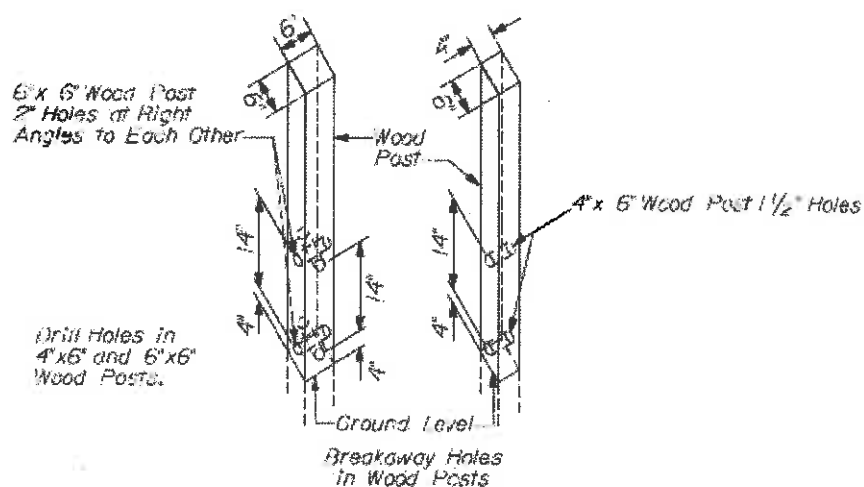
According to USPS standards, a mailbox must be installed with the bottom of the mailbox located between 41" and 45" high above the surface of the highway shoulder. We recommend that this height be closer to the 45" measurement to minimize conflict with the height of the plow truck wing when snow is being pushed back during, or between, winter storms. The following picture further clarifies the height considerations:



Post Size, Type and Embedment:

Mailbox posts must be sturdy enough to hold up the mailbox in all types of weather conditions, however they cannot be so rugged that they present a hazard to vehicles that inadvertently leave the road. If a mailbox support is struck by a vehicle, it must easily break away. Therefore, the following types of posts are deemed acceptable:

- **4" x 4" wooden posts** embedded **2 feet** into the ground. Larger wooden posts (4" x 6" or 6" x 6") may be used only if the post is drilled through with an appropriate spade bit to create a shear plane. The following diagram indicates the necessary holes and spacing.



- **1" to 2" round diameter steel or aluminum pipe or standard U-channel post** embedded **2 feet** into the ground.

- Unacceptable mailbox supports include: anything that is filled with concrete, masonry and stone structures, heavy steel structures, and most objects that were intended for other uses (e.g. antique plows, I-beams, and various other household tools and objects).

NOTICE: Mailboxes, attachments or support systems not consistent with this policy are considered "Deadly Fixed Objects" (aka. "DFOs") and are in violation of 23 MRSA §1401-A on state and state aid roads. On local roads, they can be considered as "obstructions" and a number of statutes relate to these obstructions. As such, when these installations are recognized by the municipality, the owner will be informed of the hazard and immediate removal will be requested. If the property owner does not comply with this request, the municipality may elect to remove the installation and seek reimbursement from the property owner for all costs incurred.

ADOPTED: 2-27-18

Roger Hill
Select Board

Mike Ayler
SELECT BOARD

Rita Ferron
Select Board

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Roger Hicks

Mike Seely, Sr.

Rita Perron

POLICY #53

TOWN OF HOLLIS, MAINE **POST ISSUANCE COMPLIANCE POLICY**

The Town of Hollis, Maine (the "Town") issues tax-exempt bonds from time to time to finance various capital improvements. As an issuer of such tax-exempt bonds, the Town is required by the Internal Revenue Code of 1986, as amended, (the "Code") and regulations promulgated by the United States Treasury Department to take certain actions subsequent to the issuance of such bonds to ensure the continuing tax-exempt status of the bonds.

The Town recognizes that compliance with applicable provisions of the Code and Treasury Regulations is an on-going process, necessary during the entire term of a bond issue, and is an integral component of the Town's overall debt-management responsibilities. These requirements apply equally to capital leases. Accordingly, the implementation of these requirements will require on-going monitoring and consultation with Bond Counsel.

Issuance.

The Select Board shall approve the terms and structure of bonds issued by the Town. Such bonds shall be issued in accordance with United States Treasury Department Regulations, the Internal Revenue Code of 1986, as amended, State statutes and the Town's ordinances. Specific post-issuance compliance procedures are addressed below.

General Procedures.

The following guidelines will be used to monitor compliance with post-issuance requirements:

1. The Town's Treasurer shall serve as the Compliance Officer and shall be the person primarily responsible for ensuring that the Town successfully carries out its post-issuance responsibilities. The Treasurer shall be assisted by the following persons or entities:

- a. Bond Counsel
- b. Financial Advisor

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- c. Paying Agent
- d. Rebate Specialist

The Treasurer shall be responsible for assigning post-issuance responsibilities to other staff, Bond Counsel, the Financial Advisor, the Paying Agent and the Rebate Specialist, and shall utilize such other professional services as are necessary to ensure compliance with all post-issuance requirements.

2. The Treasurer shall verify that the following post-issuance actions have been taken on behalf of the Town with respect to each issue of tax-exempt bonds:

- a. Ensure that a full and complete record for the principal documents of each the issue has been completed by Bond Counsel and the Financial Advisor;
- b. Ensure that the Internal Revenue Service (IRS) forms 8038 are properly filed with the IRS by Bond Counsel within the time limits imposed by Section 149(e) of the Code;
- c. Account for the allocation of the proceeds of the tax-exempt bonds to expenditures as required by the Code;
- d. Coordinate receipt and retention of relevant books and records with respect to the investment and expenditures of the issue proceeds;
- e. Identify proceeds of tax-exempt obligations, in consultation with Bond Counsel and the Financial Advisor, that are yield-restricted and monitor the investments of any yield-restricted funds to ensure that the yield on such investments does not exceed the bond yield to which such investments are restricted;
- f. Determine, in consultation with Bond Counsel and the Financial Advisor, whether the Town is subject to the rebate requirements of Section 148(f) of the Code and related Treasury Regulations with respect to each issue of the Town. The Treasurer shall contact a Rebate Specialist, as required, prior to the fifth anniversary of the date of issuance of each issue and each fifth anniversary thereafter until the obligation has matured to arrange for calculation of the rebate requirements, as needed, to be paid by the Town. If any rebate is required to be paid to the IRS, the Town Treasurer will file Form 8038-T, along with the required payment.
- g. Shall monitor the use of all financed facilities in order to determine whether private business uses of financed facilities have exceeded the de minimus limits set forth in Section 141(b) of the Code (generally a value or benefit equal to 10% of issue proceeds) that provide special legal entitlements to non-governmental persons.
- h. With the assistance of professional services as needed, shall ensure that any and all nonqualified bonds are remediated according to the requirements of the Code and relevant regulations.

3. The Treasurer shall collect and retain the following records with respect to each issue of tax-exempt obligations and with respect to the facilities financed with the proceeds of such Obligations:

- a. Audited financial statements of the Town;
- b. Appraisals, surveys, feasibility studies, if any, with respect to the facilities to be financed with issue proceeds;
- c. Trustee or Paying Agent statements;
- d. Records of all investments and the gains (or losses) from such investments;
- e. Expenditures reimbursed with the issue proceeds;
- f. Allocation of issue proceeds to expenditures (including cost of issuance) and the dates and amounts of each expenditure (including requisitions, draw down schedules, invoices, bills and cancelled checks as related to each expenditure);
- g. Construction or renovation contracts for financed facilities or projects;
- h. Maintain an asset list of all tax-exempt financed depreciable property and sales of tax-exempt financed assets;
- i. Arbitrage rebate reports and records of rebate and yield reduction payments, if any;
- j. Orders, Resolutions and other actions, if any, adopted by the Town subsequent to the date of issue of the obligations; and
- k. Relevant correspondence relating to such bonds.

The records collected by the Town shall be stored in any format deemed appropriate by the Treasurer and shall be retained for a period equal to the life of the tax-exempt obligations, including the life of any obligations issued to refund obligations, plus three (3) years.

4. In addition to its post-issuance compliance requirements under the Code and Treasury Regulations, the Town has agreed to provide Continuing Disclosure, such as annual financial information and material event notices when required. The continuing disclosure obligations are governed by the Continuing Disclosure Documents and by the terms of Rule 15c2-12 under the Securities and Exchange Act of 1934, as amended and officially interpreted from time to time.

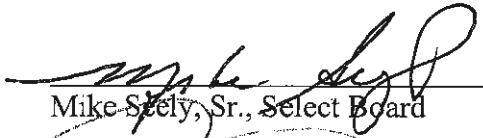
5. Prior to the change in use, sale, lease, or rent of any bond-financed asset, the Compliance Officer shall be consulted in order to ensure compliance with applicable Code provisions and Treasury Regulations. In the event that an action is found to cause an issue to meet the private business tests or the private loan financing tests, the Compliance Officer and other necessary Town officials, in consultation with Bond Counsel, may undertake the remedial action steps listed in 26 C.F.R. § 1.141-12.

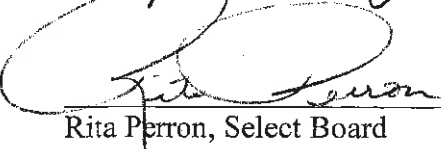
6. In the event of a violation of the applicable rules for tax-exempt bonds, the Compliance Officer, and other necessary Town officials, in consultation with Bond Counsel, may participate in the Tax Exempt Bonds Voluntary Closing Agreement Program in order to conclusively resolve the violation as expeditiously as possible.

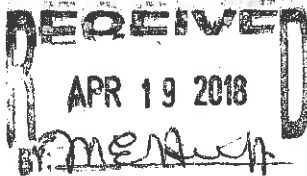
Date Adopted: April 18, 2018

me

Roger Hicks, Select Board Chair


Mike Seely, Sr., Select Board


Rita Perron, Select Board



Hollis Town Clerk

Policy # 53

Town of Hollis main

Post Issuance Compliance Policy (4 pages)

ATRee Attached Copy

Martha E. Hunt

Hollis Town Clerk

Town of Hollis
Office of the Select Board
34 Town Farm Road, Hollis ME 04042
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Web Address: www.hollismaine.org

David McCubrey

Rita Perron

John Rogala

POLICY #54

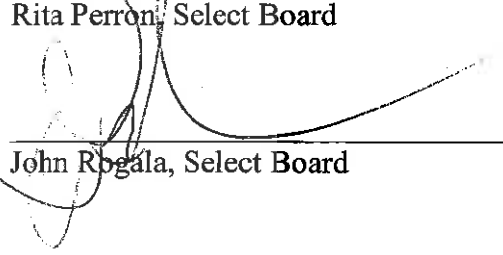
Public Sand and Salt/Sand Shed

There will be a pile of winter sand for Hollis residents located behind the Town Hall. Quantity allowed is limited to 2-3 five gallon buckets at a time. This sand is for household use only and not for commercial applications.

The Salt and Sand Shed building area is restricted to authorized Town employees and Contractors only.


David McCubrey, Select Board Chair


Rita Perron, Select Board


John Rogala, Select Board