

AGENDA
SCARBOROUGH TOWN COUNCIL
TOWN COUNCIL WORKSHOP WITH THE ENERGY COMMITTEE
RE: COMPOSTING REPORT – 6:00 P.M.
WEDNESDAY – FEBRUARY 17, 2016
REGULAR MEETING – 7:00 P.M.

NO NEW BUSINESS SHALL BE TAKEN UP AFTER 10:00 P.M.

- Item 1.** Call to Order.
- Item 2.** Pledge of Allegiance.
- Item 3.** Roll Call.
- Item 4.** General Public Comments.*
- Item 5.** Minutes: February 3, 2016 – Regular Meeting.
- Item 6.** Adjustment to the Agenda.
- Item 7.** Items to be signed: a. Treasurer’s Warrants.

***Procedure for Addressing Council** [Posted in Chambers.]

Resolution 16-002. Act on the request to approve Resolution 16-002, Encouraging Healthy Habits for Adults in Scarborough, Maine.

Resolution 16-003. Act on the request to approve Resolution 16-003, urging the Maine State Legislature to Pass a Significant Supplemental Appropriation for Education (GPA).

Order No. 16-013. Act on the request to adopt the Town of Scarborough Social Media Policy, as recommended by the Rules and Policies Committee.

Order No. 16-014. Act on the request of the annual "Seasonal Road Posting" for weight restrictions, if necessary, from February 25th to May 15th.

- Item 8.** Non Action Items.
- Item 9.** Standing and Special Committee Reports and Liaison Reports.
- Item 10.** Town Manager Report.
- Item 11.** Council Member Comments.
- Item 12.** Adjournment.

AGENDA
SCARBOROUGH TOWN COUNCIL
WEDNESDAY – FEBRUARY 17, 2016
REGULAR MEETING – 7:00 P.M.

Resolution 16-002. Move approval on the request to approve Resolution 16-002, Encouraging Healthy Habits for Adults in Scarborough, Maine.

Town of Scarborough, Maine

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Resolution 16-002

**Proclamation to Encourage Healthy Habits for
Adults in Scarborough, Maine**

BE IT RESOLVED by the Council of the Town of Scarborough, Maine, in Town Council assembled that,

WHEREAS, February, 2016 is National Heart Month, and

WHEREAS, obesity has become a rampant problem in our society, with over 62% of adults considered overweight or obese in Cumberland County, including Scarborough; and

WHEREAS, adults who are overweight or obese have a much higher incidence of chronic health conditions such as heart attacks, diabetes and some cancers; and

WHEREAS, increases in overweight and obesity conditions are stressing our health care system; and

WHEREAS, research has shown that adults can achieve a healthier lifestyle and avoid obesity once they learn about nutrition and the benefits of staying active and are encouraged to take action; and

WHEREAS, OASIS Healthy Habits for Adults is developed from an evidence-based, intergenerational program called OASIS CATCH Healthy Habits and connects peer volunteers, age 50-plus, with older adults to encourage healthier eating and increase physical activity; and

WHEREAS, the SOUTHERN MAINE AGENCY ON AGING is hosting the OASIS Healthy Habits for Adults program here in Scarborough with the support of Anthem Blue Cross and Blue Shield Foundation; and

WHEREAS, in 12 cities across the country, over 7,755 older adults nationally, including over 415 adults in the Scarborough area, have improved their diets, become more active, and shared their healthy habits with friends and family members as a result of the program; and

WHEREAS, OASIS Healthy Habits for Adults is a model program that demonstrates that anyone, at any age, can improve their health and reduce the risks associated with obesity through good nutrition, increased physical activity and wellness education;

NOW, THEREFORE, BE IT RESOLVED, that the Scarborough Town Council does hereby proclaim Wednesday, February 17, 2016, as OASIS HEALTHY HABITS for ADULTS DAY in SCARBOROUGH and congratulates OASIS, Anthem Blue Cross and Blue Shield Foundation, Southern Maine Area Agency on Aging and their volunteers for their innovation and commitment to making a positive and long-lasting difference in the lives of our citizens.

Signed and sealed this the 17th day of February 2016, on behalf of the Scarborough Town Council and the Town Manager of Scarborough, Maine.

Signed by:

William Donovan
Council Chair

Attested by:

Yolande P. Justice
Town Clerk

AGENDA
SCARBOROUGH TOWN COUNCIL
WEDNESDAY – FEBRUARY 17, 2016
REGULAR MEETING – 7:00 P.M.

Resolution 16-003. Move approval on the request to approve Resolution 16-003, urging the Maine State Legislature to Pass a Significant Supplemental Appropriation for Education (GPA).

Town of Scarborough, Maine

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Resolution 16-003

Urging the Maine State Legislature to Pass a Significant Supplemental Appropriation for Education (GPA)

BE IT RESOLVED, by the Town Council of the Town of Scarborough, Maine, in Town Council assembled, that,

WHEREAS, the State of Maine is required by law to fund public education at 55% of its cost but has consistently failed to do so; and,

WHEREAS, State education funding for the Town of Scarborough has shrunk over the last 8 years by \$1.9 million dollars; and,

WHEREAS, the most significant cause of the loss in revenue has been the failure of the State to fund education at a pace with the growth in state-wide school costs; and,

WHEREAS, the consequence of this underfunding is to shift the tax burden to property taxpayers; and,

WHEREAS, the State's preliminary projection of State education funding for Scarborough in the 2016-2017 budget year is a further reduction in funding of \$1.6 million dollars, the second largest reduction of any municipality in the State; and,

WHEREAS, the State Legislature is contemplating an increase in school funding which could significantly benefit Scarborough.

NOW, THEREFORE, BE IT HEREBY RESOLVED, by the Town Council in Town Council assembled as follows:

THAT, it is of critical importance that the Legislature pass a substantial supplemental appropriation for education (GPA) so as to avoid further reductions in municipal services and further increases in property taxes; and,

THAT, the Town Council urges our local legislative delegation to support and promote such an increase.

Signed and dated this 17th day of February 2016, on behalf of the Scarborough Town Council and the Town Manager of Scarborough, Maine.

Signed by:

William Donovan
Council Chair

Attested by:

Yolande P. Justice
Town Clerk

AGENDA
SCARBOROUGH TOWN COUNCIL
WEDNESDAY – FEBRUARY 17, 2016
REGULAR MEETING – 7:00 P.M.

Order No. 16-013. Move approval on the request to adopt the Town of Scarborough Social Media Policy, as recommended by the Rules and Policies Committee.

Town of Scarborough

Social Media Policy

[Adopted February 2016]

PURPOSE

The Town Of Scarborough strives to provide, taxpayers, residents, businesses and the public with accurate and timely information, communicated in a professional manner and in accordance with the laws regarding public access. The Town Of Scarborough has several objectives when doing so:

- To effectively inform citizens businesses about the Town Of Scarborough
- To demonstrate, underscore and clarify the role of the Town Of Scarborough, the administration and elected and appointed officials and their profound importance in managing a community.
- To demonstrate the vital services that Scarborough provides.

To address the fast-changing landscape of the Internet and the way residents communicate and obtain information online, Town of Scarborough and its departments may consider using social media tools to reach a broader audience. The Town encourages the use of social media to further the goals of the Town and the missions of its departments, where appropriate.

Social media includes sites such as Facebook, Twitter, YouTube and others. The Town recognizes that taxpayers, residents, businesses and the general public increasingly gather information through these and other electronic sites, sometimes to the exclusion of traditional media. It is necessary to use these tools to communicate effectively and fully.

The Town of Scarborough recognizes that the instantaneous, yet permanent, nature of these electronic tools can pose risk without effective controls. A starting point for discussion is that information and statements posted on websites and through social media reflect directly on the Town Of Scarborough and require great care. In recognition of these needs, the Town will post to its Facebook page in the Facebook member category listed as non-interactive, business/non-profit page on which the Town will limit outside posts. The exception will be the Police Department's social media presence as two-way communication serves a vital purpose in serving the community.

The Town of Scarborough has an overriding interest and expectation in deciding what is "spoken" on behalf of the Town on social media sites. This policy establishes guidelines for the use of social media.

GENERAL

1. All Town of Scarborough social media sites posted by executive departments will be subject to approval by the Town Manager.
2. The Town of Scarborough's official website (<http://www.scarboroughmaine.org>) will remain the Town's primary and predominant internet presence and social media involvement serves to direct attention to the website.
3. The best, most appropriate Town of Scarborough uses of social media tools fall generally into two categories:
 - As channels for disseminating time-sensitive information as quickly as possible (example: emergency information).
 - As marketing/promotional channels which increase the Town's ability to broadcast its messages to the widest possible audience.

4. Wherever possible, content posted to Town of Scarborough's social media sites will also be available on the Town's official website.
5. Wherever possible, content posted to Town of Scarborough social media sites should contain links directing users back to the Town's official websites for in-depth information, forms, documents or online services necessary to conduct business with the Town.
6. As is the case for website, departmental public information staff will be responsible for the content and upkeep of any social media sites their department may create.
7. This guideline does not usurp or replace existing policies or guidelines relating to computer usage. Wherever possible, all Town of Scarborough social media sites shall comply with all appropriate and applicable Town of Scarborough policies and standards, including but not limited to:
 - a) Employee Handbook
 - b) Personnel Ordinance, Chapter 303
 - c) Computer and Internet Acceptable Use Policy
8. Town of Scarborough social media sites shall comply with State of Maine Ethics and Elections code and administrative rules.
9. Town of Scarborough social media sites are subject to State of Maine Freedom Of Information Act requirements. Any content maintained in a social media format that is related to Town business is a public record. All requests for public records request for public records on social media shall be referred to the Public Information Officer; however the Department responsible for maintaining any social media site is responsible for maintaining public records shall maintain such public records in an accessible format so that it can be produced in response to a request. Wherever possible, such sites shall clearly indicate that any articles and any other content posted or submitted for posting are subject to public disclosure. Users shall be notified that public disclosure requests must be directed to the Public Information Officer.
10. State of Maine records retention schedules apply to social media formats and social media content. Unless otherwise addressed in a specific social media standards document, the Department maintaining a site shall preserve records required to be maintained pursuant to a relevant records retention schedule for the required retention period on a Town server in a format that preserves the integrity of the original record and is easily accessible.
11. Though most social media presence will be designed around one-way communication from the Town, the Police Department Facebook page will be open to allow for communication with the public. When interaction with the public is allowed, users and visitors to social media sites shall be notified that the intended purpose of the site is to serve as a mechanism for communication between the Town and members of the public. In these circumstances, the general rules of decorum shall apply and all participants shall strive to be accurate in their statements and avoid making personal, rude or provocative remarks.

Specifically, Town of Scarborough social media site articles and comments containing any of the following forms of content shall not be allowed:

- a) Comments intended or perceived as bullying;
- b) Comments not topically related to the particular social medium article being commented upon;
- c) Comments in support of or opposition to political campaigns or ballot measures;
- d) Profane language or content;

- e) Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
- f) Sexual content or links to sexual content;
- g) Solicitations of commerce;
- h) Conduct or encouragement of illegal activity;
- i) Information that may tend to compromise the safety or security of the public or public systems; or
- j) Content that violates a legal ownership interest of any other party.

These guidelines must be displayed to users or made available by hyperlink. Any content removed based on these guidelines must be retained, including the time, date and identity of the poster when available.

The Town reserves the right to restrict or remove any content that is deemed in violation of this social media policy or any applicable law.

12. The Town will approach the use of social media tools as consistently as possible, enterprise wide.

13. For each social media tool approved for use by the Town the following documentation will be developed and adopted:

- Operational and use guidelines
- Standards and processes for managing accounts on social media sites
- Town and departmental branding standards
- Enterprise-wide design standards
- Standards for the administration of social media sites

AGENDA
SCARBOROUGH TOWN COUNCIL
WEDNESDAY – FEBRUARY 17, 2016
REGULAR MEETING – 7:00 P.M.

Order No. 16-014. Move approval on the request of the annual "Seasonal Road Posting" for weight restrictions, if necessary, from February 25th to May 15th.



MEMO

TO: Tom Hall, Town Manager
FROM: Mike Shaw, Director of Public Works *Mike Shaw*
DATE: February 11, 2016

RE: **2016 ROAD POSTING**

To prevent heavy vehicle damage to the town's road network it is in Scarborough's best interest to post roads each year during the annual spring thaw,

Therefore, I am requesting permission to post the roads on the attached list as well as additional roads, as necessary due to weather conditions.

The posting period will be from **February 25 – May 15, 2016.**

/jpb

Town of Scarborough

POSTED ROADS

2016

The following roads will be posted through Friday, May 15, 2016 or until posting is lifted by the Scarborough Public Works Dept.

Access to posted roads may be granted as weather permits.
Road conditions are evaluated on a daily basis during this time period.

To check on a road's status: Call 730-4400 & *Press 2*

Any Day of the Week AFTER 6:00 a.m.

Ash Swamp Road	
Bridges Drive	
Burnham Road	
Chamberlain Road	
Commerce Drive	
Coulthard Farms Road	
Dresser Road	
Fogg Road	
Hanson Road	
Hearn Road	
Hidden Creek Drive	
Highland Avenue	Chamberlain Rd to So. Portland Line
Holmes Road	Beechridge Speedway to Saco Line
Jasper Street	
Jones Creek Drive	
King Street	
Kylie Avenue	
Landmark Road	
Longmeadow Road	
Milliken Mills Road	
Mitchell Hill Road	
Ocean Avenue	
Old Blue Point Road	
Pineledge Road	
Ross Road	
Sawyer Road	
Seavey Landing Road	
Tamarack Lane	
Tapley Road	
Tenney Lane	
Two Rod Road	Payne Rd to Holmes Rd
Woodfield Drive	
