

Select Board Policies

October 2020

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Arthur A. Smith Covered Bridge Policy

The Arthur A. Smith Covered Bridge is available for use for parties and other events under the following conditions:

- Requests for usage of the bridge must be made on the **Arthur A. Smith Bridge Usage Form**. All requests must be made at least one month prior to the event. First come, first served.
- There is no fee for usage of the bridge.
- The form should contain the name of the responsible party, address and telephone number.
- All users shall provide the town with a “Special Events Coverage” rider from their insurance company naming the town as a co-insured.
- There is no parking on the private land adjacent to the bridge. Vehicles must be parked so as not to inhibit the flow of traffic.
- All trash and recyclables must be removed at the close of the event, party, etc. Failure to do so will result in a clean-up charge.
- As the bridge is considered town property, no alcoholic beverages are allowed.
- The Board of Selectmen reserves the right to reject any request.

Adopted 6-29-2009

See Appendix A - Arthur A. Smith Covered Bridge Request form

Blackboard Connect Notification Procedure

Policy

It is the Town of Colrain's policy to use the Blackboard Connect Notification System for the Town of Colrain in accordance with the procedures set in this policy to maintain the integrity and usefulness of the system by the Town while limiting overuse of the database received through the emergency system.

Emergency Services Listing

The emergency System is a list of all telephone numbers that have been entered into the database. This is a protected list that may include published and non-published telephone numbers.

Use of the Notification System

The primary use of this system is emergency notification by Departments such as the Emergency Management, Police, Fire, Board of Health etc. for immediate danger to the public.

Non-Emergency Use

There is no pre-approved non-emergency use of the Emergency Services Listing. All non-emergency use must be approved by the Selectboard. Non-emergency use will be restricted to matters the Selectboard deems to be of Town-wide interest. Examples include notification of the closure of Public Facilities or Town Roads, and notification for Special Town Meetings that have been approved by the Selectboard as non-emergency use of the system.

Emergency Use

- When a department requires an emergency notification for life threatening emergencies the activation must be made by a member of the Selectboard, the Emergency Management Director or the Police Chief.
- The person activating the system must send an email informing of the activation to the
 - Chief of Police
 - Emergency Management Director
 - Selectboard Members
 - Town Administrator

Adopted by Board of Selectmen 4-02-18

Rev. 7-23-19

Church Street and Upper Griswoldville Street

Upper Griswoldville Street is currently High Street due to E911 street/road numbering.

At a duly convened meeting of the Board of Selectmen of the Town of Colrain held on the twenty-first day of December 1987, the following was adopted by unanimous vote of said Board:

This Board, acting under the provision of Chapter 40, section 22 of the General Laws of Massachusetts as amended: and by virtue of any and every other power accorded by the bylaws and the said General Laws enabling said Board to make regulations, hereby, adopts the following regulation to be designated as section 3, entitled; "Traffic and Pedestrian Regulations for the Town of Colrain.

The traffic parking on Church Street and Upper Griswoldville Street shall be controlled as follows:

- Church Street: No parking either side of street from the bridge to St. John's Church. Otherwise, parking is allowed on the west side of the street from the church to the end of the street.
- Upper Griswoldville Street: No parking whatsoever on either side of the street.

Violators will be fined the sum of \$25.00 and vehicles shall be towed at the owner's expense.

Adopted 12-21-1987

Electronic Policy

Increasingly, vendors are switching to electronic invoices in order to “go green”. The following are guidelines that will be followed for payment of electronic invoice submissions by department heads/boards and committees:

- If the invoice is in the form of an email, please print the entire correspondence, including any attachments and submit as a whole. The auditors will look at the URL (universal resource locator) on the top or bottom of the document to verify authenticity.
- If it is a PDF (portable document format) document, please submit that along with the announcement email (such as “your invoice is ready and can be accessed from this link”)
- Invoices must still be in the proper format (listing name, address and phone of the vendor, date of service or purchase, amount for each service/purchase less sales tax).

If you have any questions, please contact the Town Accountant.

Adopted 11-13-2011

FILM PERMITS

A film permit must be approved in advance by the Town Board of Selectmen in order to film or photograph any commercial, motion picture or advertisement within the Town of Colrain limits. The applicant must obtain, complete and sign the film permit application, including obtaining all the required approvals, before submitting the application along with the required fee to the Board of Selectmen for consideration. Forms may be obtained at the Town Office.

See Appendix A - Indemnification Agreement

Personal Reimbursements Policy

Department heads and employees are encouraged to utilize established accounts with vendors (i.e. Staples, Baker Office Supply) for the most routine purposes. In the event that an item cannot be procured at the best possible value utilizing established accounts, the following procedures must be followed to ensure prompt reimbursement.

In general, for boards and committees, all expenditures, including reimbursements, must be approved at a duly convened open meeting of the board requesting reimbursement. At least two board/committee members should sign the request for reimbursement. In the alternative, meeting minutes that reflect the approved expense should be provided with the payment request. Auditors perform random tests to ensure this process is followed.

For all reimbursements:

- An original invoice, or one consistent with the outline under the “Electronic Invoice Policy”, must be submitted. This should indicate the good(s)/service(s) purchased and the cost for each without tax.
- Proof of payment should be provided, such as a cancelled check, credit card statement, or bank statement. It is preferred that all personal information is blacked out (such as account numbers). Please sign and date this and indicate the mailing address if mailing is preferred.

If you have any questions, please contact the Town Accountant.

Adopted 5-20-2013

Petty Cash Policy and Procedure

1. Balance of cash and receipts to remain at the amount issued at all times.
2. Cash and receipts are to be kept in a locked box and box is to be kept in a safe or locked filing cabinet.
3. No purchases are to be made in excess of the issued amount.
4. Only the department head (custodian of funds) will have access to the cashbox.
5. Petty Cash slip to be filled out in ink for all disbursements. Slip is to be signed by the person receiving the cash and approved by the custodian in #4. When actual vendor invoice is returned, estimated slip is to be destroyed. All disbursements must be supported by vendor invoices. All invoices and petty cash slips are to remain in the cashbox, so that balance of cash, vouchers and invoices is at all times the amount issued.
6. No commingling of petty cash with departmental receipts is allowed.
7. No cashing of checks is permitted.
8. Cashbox is to be reconciled by the custodian at least once every month. Reconciliation procedures shall include:
 - a. Counting of cash and receipts.
 - b. Submission of the invoices to the Town Accountant for replenishment. Invoices shall be charged to the appropriate expenditure accounts. A check will be made payable to the custodian (or designee in her absence) for the amount of the invoices. The check will be cashed and the cash returned to the cashbox.
 - c. Any shortage shall be immediately reported to the Town Accountant and the Town Coordinator.
9. Cashbox is subject to audit at any time by the Town Accountant or outside auditors.
10. The custodian will return money to Treasurer if ending tenure in position.

Adopted 11-18-2013

Recycled Product Purchasing Policy

Whereas, the town can support recycling activities by purchasing more products made of recycled materials when such products meet quality requirements and are available at reasonable prices and terms;

NOW, THEREFORE, be it resolved that the Town of Colrain adopt the following recycled product purchasing policy;

To the maximum extent practicable and consistent with the demands of efficiency and cost effectiveness, all Town employees with purchasing authority shall adhere to the following standards;

1. All purchases of paper products, including but not limited to copy paper, stationery, envelopes, notepads, and file folders, shall meet a minimum of 30% post-consumer recycled content to meet the current state and federal minimum standards.

The decision not to procure recycled content paper products meeting this standard shall be based solely on a determination that the items are not available within a reasonable time period, or that items fail to meet reasonable performance standards, or are available at an unreasonable price.

2. When purchasing office, custodial, and maintenance products or any other product(s) purchased by Town employees for Town use, due consideration will be given to purchasing said product(s) in a form containing recycled-content material. Said recycled products must be competitively priced and of comparable quality, performance, and availability.
3. Town employees with purchasing authority shall become familiar with and utilize Massachusetts State Contracts for recycled products and make purchases through the state contract whenever feasible.

Adopted 7-27-2016

Solicitation Policy

The Town will allow solicitation (including so-called “boot drives”) in certain areas controlled by the Town with three (3) weeks written notice to the Board of Selectmen (BOS) with a copy for the Colrain Police Department. Notice should include the proposed location, dates, times, name of individual in charge of solicitation event, and contact information for the organization making the request. The BOS will review the request in a timely manner and the organization will be notified whether they will be allowed to solicit in the area requested. The BOS may also suggest a more appropriate area to solicit if one exists. The Board of Selectmen will limit “boot drives” to one per organization, per year.

Under no circumstances will solicitation be allowed within the gates of the Colrain Transfer Station.

Adopted 11-11-2013

Surplus Fill Policy

The following policy is to be used when:

Surplus fill is generated from municipal projects conducted by the Town Highway Department in the Town of Colrain. Surplus fill shall be taken to mean all clean and uncontaminated excavated materials from trenches, timber, and vegetable matter, pipe offcuts and other deleterious materials that is in excess to the Town's own requirements for such materials.

The determination of surplus fill shall be made by the Highway Superintendent after consultation with and approval of the Town Administrator. The distribution of surplus fill will be made in the most cost efficient manner and always in the best interest of the Town.

Any property owner in Colrain shall make his/her interest for surplus fill known to the Town by completing a Request for Surplus Fill Material Permit, which may be found at the Town Highway Garage facility located at 9 Jacksonville Road.

Note: the above policy will not apply in emergency situations created by natural or manmade disasters that require hiring outside contractors for timely removal and disposal of surplus fill.

Adopted 09/22/20

Traffic Flow around Common in Colrain Center Bylaw

At a duly convened meeting of the Board of Selectmen of the Town of Colrain held on the 6th day of November, 1972, the following was adopted by unanimous vote of said Board:

This Board, acting under the provisions of Chapter 40, Section 22 of the General Laws of Massachusetts as amended, and by virtue of any and every other power accorded by the By-Laws and the said General Laws enabling said Board to make regulations, hereby adopts the following regulation to be designated as Section 1. entitled: "Traffic and Pedestrian Regulation for the Town of Colrain".

The traffic flow around the Common in Colrain Center shall be controlled as follows:

The traffic shall be permitted in a northerly and southerly direction on the easterly side of the permitted of the common along Route 112 and the connecting route therefore: one-way traffic only shall be permitted in a westerly direction on the northerly side of the Common where route 112 connects with Mountain Road. Signs relating to the one-way traffic described above shall be erected and maintained at each of the one-way thoroughfare so that at least one (1) sign will be clearly visible for a distance of at least seventy-five (75) feet for approaching drivers.

Adopted 11-6-1972

Web Content and Link Posting

Purpose

The Town of Colrain recognizes the Internet (the “Web”) as yet another opportunity to extend a wide variety of services and information to the citizens of Colrain and those who engage in business with the Town – as well as those who visit the Town, either in person or simply over the Web. The posting of new and informative content to the official Town of Colrain Web site is common practice for the Town. The Town also occasionally adds links to non-Town Web sites that may be of interest or assistance to residents. The overarching goal of all Web site content and link posting is to forward the stated goals and objectives of the Town of Colrain in terms of providing relevant information and resources via the Web.

This policy has been developed in order to streamline the Web site content submission and posting process, to keep the quality of the Web site high, and to protect the Town from claims of copyright infringement.

Scope

This policy applies to all employees, elected officials, board and committee members of the Town of Colrain, as well as all Web pages owned and/or managed by the Town.

Policy

1. The following groups and/or individuals are allowed to submit content for posting and may be granted permission to post:
 - Town employees
 - Elected officials
 - Board and Committee Chairs or their designees
2. Every effort should be made within the staffing resources of each Department, Board, and Committee, to post, on a regular basis, as soon as new content is available, and to delete outdated material as soon as it is no longer timely or important to maintain as an archive of information. The following types of content are allowed to be submitted for posting:
 - Department operational information
 - Board and committee meeting agendas
 - Final, approved, board and committee meeting minutes
 - Draft minutes may be acceptable, particularly when there may be a significant delay in posting of final, committee-approved minutes. But careful consideration must be given before posting draft minutes because of the inherent risk in distributing information that has not been checked for errors by the full membership of the relevant committee. Draft minutes must be clearly dated and marked as “DRAFT” if posted, and must be removed from the Web site as soon as finalized.

- The General and Zoning Bylaws, Selectmen’s Policies, Annual Town Reports, budget materials, town meeting information and materials, plans, studies, reports, town-wide policies and procedures, and other documents of town-wide interest.
- News, notices or significant events of town-wide interest.
- Links to non-town Web sites that have been determined to forward the goal of the Town to offer residents and other Web site visitors useful information that is complementary to the Town’s Web site and related objectives. The information provided by external Web sites shall represent a logical nexus and consistency with the goals and objectives of the Town’s Web site.

The Town Coordinator reserves the right to reject any content or link that is determined to be not in the best interests of the Town of Colrain or not aligned with the Goals and Objectives of the Town and Board of Selectmen.

3. All Web content submitted must be approved prior to posting. The following individuals retain the right to edit, request changes, approve, or deny submitted content: Town Coordinator, department heads elected officials, board and committee chairs or the designees of all of the aforementioned.
4. All posting to the front page of the Town’s Web site, including the News & Notices section of that page, shall be approved by the Town Coordinator’s office prior to posting. For routine News & Notices submittals, the Office Clerk and/or Town Clerk will serve as Town Coordinator’s designees.
5. Whenever submissions are time sensitive, they should be forwarded as far as possible in advance of the requested posting date allowing for any changes that may be deemed necessary to the content.
6. The following file formats are most preferable for posting: .rtf, .pdf, .doc, .ppt and .jpg. Formatting changes may be made at the discretion of those responsible for posting. All postings must be checked for spelling, grammar, and factual accuracy. This check is to be completed or arranged for by the individual submitting the content.

Submission of Copyrighted Work

No employee of the Town of Colrain may reproduce any copyrighted work in violation of the law. Copyrighted works include, but are not limited to: text (e.g. articles), images (e.g. photographs), graphics (e.g. logos), sound recordings (e.g. MP3s), video, recordings (e.g. movies), or software programs. If a work is copyrighted, there must be express written permission of the copyright holder to reproduce the copyrighted work in order to avoid violation.

Adopted 11-26-201

Appendix A

Arthur A. Smith Covered Bridge Usage Request Form

Date Received: _____

Requested By _____
(Responsible Party and Organization)

Address: _____

Telephone Number: _____

Date of Event: _____

Type of Event: _____

Number of People attending: _____

Name of Insurance Company: _____

Date Approved: _____

Rev. 7-16-19

INDEMNIFICATION AGREEMENT

The Applicant (Production Company), _____ acting through its authorized agent, _____, agrees to defend, protect, indemnify and hold the Town of Colrain harmless from any and all suites, claims, damages, liabilities, or losses, including attorney fees and costs, for injury to or death of any person(s) or for damage to any property arising from the Applicant’s acts or omissions under the film permit or resulting from the filming/photography to be held on the locations, times and dates (Premises) named in the attached film permit.

In addition, the Applicant specifically agrees to defend, protect, indemnify and hold the Town of Colrain harmless from any and all suits, claims, damages, demands, liabilities, or losses, including attorney fees and costs, brought, made, or claimed by the owner of the Premises, or the owner’s heirs, successors, or assigns, arising from the Applicant’s use of the Premises.

Authorized Production Company Agent:

Print Name

Signature

Film Permit Guidelines

Town of Colrain Location Filming Permit

Thank you for choosing the Town of Colrain for your upcoming film project. The Office of the Board of Selectmen will help make your job as easy as possible while you are visiting. This page is designed to assist you with the Film Permitting process for the Town of Colrain. Per the Town of Colrain Selectmen's policies, a permit is required to film or photograph any commercial, motion picture or advertisement within the Town limits. In this document, the filming entity may be referred to as, "The Production Company." The Production Company is responsible for a permitting fee of \$ 25.00 per day. Changes to an approved permit require proper local approvals with updated information.

The following types of filming are exempt from the permitting and/or fee process and structure:

The filming of news events concerning persons, scenes or occurrences of general public interest, filming and still photography by a 501(c)3 non-profit organization and/or a project with on-site personnel numbering 5 persons or less.

Requirements for a Film Permit:

Please complete the following forms, being as specific as possible, and return them to the Town Coordinator at the Colrain Town Office, 55 Main Road Colrain, MA 01340.

- Obtain General Liability Insurance in the amount of at least one million dollars per occurrence naming the Town of Colrain as an additional insured.
- The Production Company is responsible for paying any other required fees, damage deposits for services and for obtaining police, fire department, and/or other approvals. (Separate fees may be due to the Town Police Department for such services as providing traffic control, security work, etc. The Town of Colrain will bill the Production Company for any cost for town equipment, labor, and / or materials used as a result of the production. Labor will be paid at the benefited wage rate.

ADDITIONAL NOTE: It is the responsibility of the Production Company to notify all business and residential tenants who will be affected in anyway by filming. Permission to use private property must be granted in writing by property owners/landlords/property management companies before filming commences.

The Applicant acting through its authorized agent, agrees to defend, protect, indemnify and hold the Town of Colrain harmless from any and all suits, claims, damages, liabilities, or losses, including attorney fees and costs, for injury to or death of any person(s) or for damage to any property arising from the Applicant's acts or omissions under the film permit or resulting from the filming/photography to be held on the locations, times and dates (Premises) named in the film permit. The bylaws of the Town of Colrain and the laws of the Commonwealth of Massachusetts shall govern this permit.

Along with your application, please submit:

- Proof of General Liability Insurance naming the Town of Colrain as an additional insured, in the amount of at least one million dollars.
- A completed and signed Indemnification Agreement.
- A check made payable to the Town of Colrain for the permitting fee.

Should you have any questions regarding permits, fees, or jurisdictions, please call the Town Coordinator at 413-624-6306.

Once the Selectmen approve the permit, the Town will appoint individuals for the following roles:

- **Municipal Contact:** a town representative that has the authority to make impromptu decisions if needed.
- **Municipal Point Person:** a person within the municipality that works for the town that can help with permits, connect with police, fire, and other departments.
- **Film Liaison:** a person who can assist as described above but also helps with locations, hotels, logistics, etc.

Town of Colrain Film Permit

Production: Company: _____

Production Title: _____

Applicant Name & Title: _____

Permanent Company Address: _____

Applicant Phone: _____

Company Phone: _____

Cell Phone: _____

Email: _____

Local Address: _____

Local Phone: _____

Local Fax: _____

Location's Manager's Name: _____

Telephone: _____

Cell Phone: _____

Email: _____

Production Type:

Feature Film

Television Film

Documentary

Commercial

Industrial

Still Photography

Music Video

Other (please specify): _____

Location: Please be as specific as possible. Provide street addresses, building names, etc. *The Town recognizes that these locations, dates, and times are subject to change. ALL changes must be made in coordination with the necessary town officials.*

Location 1: _____

Dates: _____

Times: _____

Location 2: _____

Dates: _____

Times: _____

Location 3: _____

Dates: _____

Times: _____

Will streets be used? Circle Yes or No If yes, please indicate below.

For filming

Parking

Will streets need to be closed / blocked to traffic? If yes, please indicate date(s) and time(s) below

If appropriate, attach separate sheet with diagram and map to illustrate. Streets and cross streets:

Date: _____ Time: _____

Will any scenes involve the use of fire, smoke, rain, explosives, aircraft, or firearms? If yes, please describe. _____

Date: _____ Time: _____

Will this Production involve extraordinary noise (over 55 decibels)? Circle Yes or No If yes, please describe:

Date: _____ Time: _____

Will this Production require turning off street lights for any length of time Circle Yes or No If yes, please describe and provide date(s) and time(s).

Please attach a copy of your general liability insurance coverage in the amount of one million dollars naming the Town of Colrain as an additional insured party.

The applicant agrees to comply with the applicable laws and to maintain town premises in good condition, and to return said premises to the same conditions before use for this film project.

Production Company Agent: (Print): _____ Title: _____

Signature: _____ Date: _____

FOR TOWN USE ONLY

Approved by:

Board of Selectmen, Chair Date: _____

Board of Selectmen Member Date: _____

Board of Selectmen Member Date: _____

Chief of Police Date: _____

Highway Superintendent

Date: _____

Colrain Fire Chief

Date: _____

TOTAL FEES: _____ DATE FEES PAID: _____ PAYMENT TYPE: _____ CHECK # _____

DATE DEPOSIT PAID: _____ PAYMENT TYPE: _____ CHECK#; _____

Request for Surplus Fill Material Permit

I, _____, being the owner of a certain parcel of land located in Colrain, Massachusetts and having acquired all the necessary permits to dump fill material on said parcel of land, do hereby accept all responsibilities for said fill material dumped there by the Town of Colrain. It will be the sole responsibility of said land owner to level, grade, ditch, drain, or otherwise shape and rehabilitate said fill material and comply with the general conditions adopted for fill material. I will not hold the Town of Colrain responsible for property damages that may be incurred while depositing the fill material.

Signature of property owner

Date

09/22/20