

**- PUBLIC MEETING –
Hope Board of Selectmen
Selectmen’s Meeting at 6:00 PM
Tuesday, February 13, 2018
Hope Town Office**

AGENDA

- Call to Order - Board of Selectmen:
- Public Comment:
- Minutes from 2/6/2018 meeting:
- Budget Presentation:
 - Cemetery – Jan Campbell & Bernie Holmes:
 - Roads – John Monroe:
- New Business:
 - Hazard Mitigation Update – Clarence Keller:
 - Permission to use Posted Roads – Interstate Septic:
 - Accept Donation from Camp Bishopswood:
 - Foreclosed Property:
- Old Business:
 - Municipal Building Use Policy – Review and Adoption of Policy: *(See Attached)*
- Other Business:
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- Executive Session:
 - Contract Negotiations - Pursuant to 1-M.R.S.A. 13(1) §405(6)(D):
- Adjournment:

Town of Hope Municipal Building Use Policy

The purpose of this policy is to ensure the orderly functioning of Hope Town government, the safety of Town employees, and the safety of the general public. This policy will also act to establish clear guidelines on the uses of Town owned municipal buildings including but, not limited to: Hope Town Office, Hope Corner Fire Station, South Hope Fire Station, Sand/Salt Shed, and Hope Elementary School.

1. All municipal buildings are to be used primarily for municipal purposes.
 - a) The Town Office will be used for the day-to-day functions of the Town government during normal business hours when the building is open to the public. This includes meetings of Town Boards, Commissions, Committees and Sub-Committees held at any time which the public may or may not be entitled to attend, as well as work by Town employees, Town officials and Town contractors outside of normal business hours.
 - b) The Hope Corner Fire Station and the South Hope Fire Station will be used for the fire and rescue functions of the Town Public Safety Department during regularly scheduled Hope Volunteer Fire Department meetings and trainings. All municipally owned fire safety and rescue apparatus will be properly maintained at each Fire House.
 - c) The Sand/Salt Shed will be used for the sole purpose of storage for sand and salt to be used on roads within the Town of Hope during inclement weather for the safety of the general public driving on the roadways. The Sand and Salt Shed is not open for public use.
 - d) The Hope Elementary School will follow rules, procedures, and policies as set forth by School Union 69 and the Department of Education.
2. The Town Office building houses the Hope Library. All functions related to the Hope Library are permitted in the space insured by the Library. Town business such as meetings, elections, and bid openings will take precedence over Library functions. The conference room and the meeting room in the Town office building may be used by federal, state, regional, county, town, quasi-municipal, and town affiliated organizations including but not limited to the Hope Historical Society and the American Red Cross, with the prior approval of the Town Administrator.
3. The South Hope Fire Station is not open to the public. The Hope Corner Fire Station is the home of the Hope Volunteer Fire Department. Hope Fire Department business such as meetings, trainings, and emergency calls will take precedence over other functions. The Hope Corner Fire Station may be used by federal, state, regional, county, town, quasi-municipal, and town affiliated organizations including but not limited to the Hope Volunteer Fire Department Inc., the Hope Volunteer Fire Department Inc.'s Annual Chicken Barbeque, and the Hope Volunteer Fire Department with prior approval of the Town Fire Chief. The Meeting Room only at the Hope Corner Fire Station may be used by non-governmental related individuals and entities so long as all of the provisions of paragraph 4 of this policy are met.
4. It shall be the responsibility of any group or organization to arrange for access. The group or agency organization will be responsible for all costs associated with any need for a town employee (outside of regular duties) to be present either before, during or after use. Additionally, granting permission to use the municipally owned facility is subject to the following:
 - a.) Facility use request forms must be submitted with a \$50.00 security deposit. Security deposit are returnable by mail within 30 days once facility has been cleared by the department head of the facility.
 - b.) 3rd party liability insurance is required by any individual, group, organization, agency, and/or entity that is not listed above in paragraph 2 and 3, naming the Town of Hope as an additional insured. The proposed use may not interfere with the ability of Town employees to carry out their responsibilities. The proposed use of the municipally owned facility will not conflict with the use of same facility for official Town business.
 - c.) No smoking or vaping of any substances, use of illegal drugs, or consumption of alcoholic beverages is permitted.
 - d.) The group agrees to leave the facility in a clean condition.

Any request to use a facility must be made to the Town Administrator or the Town Fire Chief at least one week in advance of proposed use. An application is available at the Town Office.