



**GROVELAND  
SELECT BOARD  
POLICIES & PROCEDURES**

**Adopted May 28, 2024**

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# OPERATING POLICIES AND PROCEDURES

## **I. MISSION STATEMENT**

The Select Board is the chief executive board in the town and, as such, members of the Board are expected to arrive at meetings prepared, having reviewed all meeting materials, to engage in civilized debate and discussion and to endeavor at all times to act in the best interests of the town.

## **II. PURPOSE**

The Select Board of the Town of Groveland, recognizing the need to codify the traditional and accepted working relationships among members of the Board, between the Board and the Town Administrator, and between the Board and other Town boards, committees and officials and citizens, as well as the need to consolidate Town policies and procedures, have undertaken to create operating procedures for the Select Board. Acceptance of the policies and procedures embodied herein shall supersede all previous policies and procedures accepted by past Boards of Selectmen. The term "MGLA" shall refer to the Massachusetts General Laws, as amended.

## **III. NATURE OF POLICIES AND PROCEDURES**

The Town Administrator shall be responsible for the maintenance of all policies and procedures, for updating the Policy Manual with new and amended policies, and for ensuring that copies of the Board's policies and procedures are distributed to newly elected Board members. Copies of the Policy Manual shall be made available to the public at the Town Administrator's Office, at the Office of the Town Clerk and shall be posted on the Town's Official Website.

## **IV. POLICIES AND STANDARDS OF CONDUCT**

### **A. Conduct in the Community: A Board member shall...**

- a. Realize that his/her basic function is to carry out mandated responsibilities, develop Town policy related thereto, with administration delegated to the Town Administrator.
- b. Realize that he/she is one of a team and should abide by the Board decisions once they are made.
- c. Accept the office of the Select Board as a means of unselfish service, not benefit personally or politically from his/her Board activities.
- d. Abide by the ethics established by the State.

### **B. Conduct with Administrative Officers of the Town: A Board member shall...**

- a. Endeavor to establish sound, clearly defined policies that will direct and support the administration for the benefit of the people of the community.
- b. Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration.

- c. Give the Town Administrator appropriate responsibility for discharging his/her disposition and solution.
- d. Have access to town legal counsel with the approval of the Chair or the Town Administrator. All other Town official, board members and employees may access town legal counsel with the approval of the Town Administrator.

C. Conduct with Fellow Board Members: A Board member shall...

- a. Recognize that action at official legal meetings is binding and that he or she alone cannot bind the Board outside of such meetings.
- b. Make decisions only after all facts on a question have been presented and discussed.
- c. Uphold the intent of executive session and respect the privileged communications that exists in executive session.
- d. Treat with respect the rights of all members of the Board despite differences of opinion.

D. Conduct of Board Members at Meetings: A Board member shall..

- a. Not be allowed to speak more than once upon any one subject until every other member choosing to speak thereon shall have spoken and no member shall speak for more than five minutes without leave of the Board.
- b. Not be interrupted while speaking, but by call to order for the correction of a mistake.
- c. Speak at Board meetings in a professional manner and shall not make repetitious, slanderous, irrelevant remarks or engage in any other disorderly conduct which disrupts, disturbs or otherwise impedes the orderly conduct of Board meetings.
- d. Be subject to the ejection from the meeting at the discretion of the Chair or a majority of the Board for disrupting the meeting,
- e. Cease debate on being called to order until the point of order is decided unless the Chair decides to allow the member to explain.
- f. Call any member to order by addressing the Chair if the member who is speaking transgresses the rules of the Board.

CODE OF CONDUCT FOR TOWN ELECTED AND  
APPOINTED OFFICIALS

## **I. PURPOSE**

The Town recognizes that all individuals elected and/or appointed by the Town must maintain and enforce respectful discourse with their fellow elected and/or appointed members, with those who work for the Town, those who volunteer their time and services on behalf of the Town and members of the public by striving at every meeting, forum or other official interaction to treat every person fairly and with respect regardless of any differences of opinion.

This policy provides a centralized standard of conduct for all elected and appointed officials in the Town.

## **II. APPLICABILITY**

This policy and all its sections shall apply to all elected and appointed officials acting on behalf of the Town and covers all of their actions and communications whether spoken or written including but not limited to all electronic communications including social media.

## **III. CODE OF CONDUCT**

All Town elected and appointed officials are expected to act honestly, conscientiously, reasonably and in good faith at all times having regard to their responsibilities, the interests of the Town and the welfare of its residents.

The Town elected and appointed officials must refrain from communicating or acting in a disrespectful, abusive and/or threatening manner towards members of the community, other elected or appointed officials, the Town Administrator or Town Staff. Moreover, all elected and appointed officials must fully comply with the Town's Anti-Harassment and Anti-Discrimination Policy.

Further, all elected and appointed officials of the Town must assume the following responsibilities:

### **A. Conduct Generally and in Relation to the Community**

- Be well informed concerning the local and state duties of a board/committee member.
- Never purport to represent the opinion of your board/committee except when specifically authorized by a recorded vote to do so.
- Accept your position as a means of unselfish public service, not to benefit personally, professionally or financially from your board/committee position.
- Recognize that the chief function of local government at all times is to serve the best interests of all of the people.
- Demonstrate respect for the public that you serve.
- Safeguard confidential information.
- Conduct yourself so as to maintain public confidence in our local government.

- Conduct official business in such a manner that you cannot be improperly influenced in the performance of your official duties.
- Unless specifically exempted, conduct the business of the public in a manner that promotes open and transparent government.
- Comply as fully as possible with all Town policies, including, without limitation, the following:
  - Anti-harassment and Anti-discrimination Policy
  - Anti-fraud Policy
- Comply as fully as possible with all applicable laws, including, without limitation, the following:
  - The Open Meeting Law
  - Procurement Laws
  - The Ethics/Conflict of Interest Statute (G.L. c.268A).

## **B. Conduct in Relation to other elected and appointed officials**

- Treat all members of the board/committee to which you belong with respect despite differences of opinion; keeping in mind that professional respect does not preclude honest differences of opinion, but requires respect within those differences.
- Participate and interact in official meetings with dignity and decorum fitting those who hold a position of public trust.
- Recognize your responsibility to attend all meetings to assure a quorum and promptly notify the chairman should you for any reason be unable or unwilling to continue to serve. Formal notice to resign from a board/committee requires written notification to the Town Clerk.
- Recognize that action at official legal meetings is binding and that you alone cannot bind the board/committee outside of such meetings.
- Refrain from making statements or promises as to how you will vote on quasi-judicial matters that will come before the board/committee until you have had an opportunity to hear the pros and cons of the issue during a public meeting.
- Uphold the intent of executive session and respect the privileged communication that exists in executive session.
- Make decisions only after all facts on a question have been presented and discussed.

## **C. Conduct in Relation to the Town Administrator**

- Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration.
- Give the Town Administrator full responsibility for discharging their disposition and/ or solutions.
- Refrain from giving orders or directions to the Town Administrator for action as an individual board/committee member.



#### **D. Conduct in Relation to Town Staff**

- Treat all staff as professionals and respect the abilities, experience, and dignity of each individual.
- Refrain from giving instructions to or requesting assistance from Town staff but rather channel all such activities through the Town Administrator.
- Never publicly criticize an individual employee or a department. Concerns about staff performance should only be made to the Town Administrator through private communication.
- Officials who interact with Town staff must do so in a respectful manner and understand employees should not be expected to take direction from any individual official on any matter.

#### **IV. DISTRIBUTION AND EDUCATION**

- The Town Clerk shall provide a copy of this policy, the Town's Anti-Harassment and Anti Discrimination policy and the Anti-fraud policy to all elected and appointed officials upon its issuance and upon the subsequent appointment or re-appointment of any individual.
- Each individual shall sign a statement that they have read this policy and will comply with all requirements set forth in this policy.

#### **V. ENFORCEMENT**

In addition to any other remedies or enforcement options available under the law, each board/ committee may vote to censure any elected member and the appointing authority may decline to reappoint an individual who violates any provision of this Code of Conduct.

If any elected or appointed official is accused of violating the Town's Anti-Harassment and Anti Discrimination Policy, the Town Administrator shall refer the matter for investigation to the contact named in the Anti-harassment and Anti-Discrimination policy or a disinterested outside firm or individual qualified to investigate the alleged conduct. The Town Administrator shall not be obliged to obtain any additional authority; this Code shall be sufficient authority. The firm or individual to whom the matter is referred shall promptly investigate the matter and report back findings of fact and recommendations to the Town Administrator. The Town Administrator shall share the reported findings and recommendations with the elected official's board/ committee. The board/committee shall then take such action as is authorized by law and as it deems fit in response to the matter.

If an elected or appointed official is accused of violating any other provision of this Code of Conduct, the board/committee that the official represents or if applicable the appointing authority may take such action as is authorized by law and as it deems fit or it may vote upon request of the Town Administrator or on its own to refer the matter to a disinterested outside firm or individual qualified to investigate the alleged conduct. This

firm or individual shall promptly investigate the matter and report back findings of fact and recommendations to the Town Administrator. The Town Administrator shall share the reported findings and recommendations with the board/committee. The board/committee shall then take such action as is authorized by law and as it deems fit in response to the matter. These remedies shall be in addition to, and not in substitution for, any other remedies that may be available by law.

## OTHER POLICIES

# VISITORS - CODE OF CONDUCT

Adopted by the Select Board on April 21, 2015

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The Town of Groveland strives to provide a workplace that is conducive to personal safety and security and is free from intimidation, threats or violent acts. The Town maintains a zero tolerance policy toward workplace violence, including the threat of violence by the general public and/or anyone who conducts business with the Town.

The Town will not tolerate harassing conduct that affects employment conditions, that interferes unreasonably with an individual's performance or that creates an intimidating, hostile or offensive work environment.

Following this Code of Conduct is required by all people doing business with Town employees. Violators who do not comply with this policy may be asked to leave the premises.

## **Expected Conduct**

- Avoid causing disturbances or disruptions.
- Show respect for others, building facilities and personal property of others.
- Use common courtesy when interacting with others.
- Do not engage in any lewd or offensive behavior.
- Any form of violence is prohibited.
- Smoking, drinking alcohol or appearing to be under the influence of any illegal substance is prohibited.

Repeated violations may result in permanent suspension of facility privileges.

## DISPOSITION OF SURPLUS GOODS & EQUIPMENT VALUED AT LESS THAN \$10,000

Adopted by Select Board on November 21, 2016 with a unanimous vote; Amended on August 16, 2021

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1. If the surplus goods or equipment has no resale or salvage value, the department shall dispose of such property at the least cost to the town. In the case of electronic or computer equipment the items must be sent to a certified recycling company who will provide proof of data destruction where appropriate.
2. If the surplus property is determined to have resale or salvage value less than \$10,000, and it is determined that no other department has an interest in the property, the respective department head must request the Select Board authorize the disposition of such surplus goods and equipment, then the goods may be disposed of pursuant to the procedure set forth below in subsection A, B, C or D.
  - A. Solicit bids from at least 2 companies that deal in such property, maintaining a written record of the names and addresses of the companies from which a bid was solicited;
  - B. Use the surplus property as a trade-in credit toward a purchase;
  - C. Advertise the surplus property for sale on the town website or on any internet site that offers such property for sale at least 14 calendar days prior to the sale. Any such advertisement shall state the sale date, the date by which a sealed bid shall be submitted to the town, and shall prescribe a format in which a sealed bid shall be submitted (written and delivered to a prescribed address).
  - D. Auction the surplus goods off on Municibid.com. Municibid is an online auction website for government agencies, schools, authorities and utilities to sell their surplus and forfeitures directly to the public. All auctions take place online and are available to bid 24 hours a day.
3. If the surplus property is determined to have resale or salvage value greater than \$10,000, it must first be declared as surplus by the Select Board, and then may be disposed of in conformance with procedures of Massachusetts General Laws Chapter 30B.

## RESIDENT/PUBLIC COMMENT

Adopted by Select Board on February 9, 2015 with unanimous vote; Amended on November 13, 2017 with a vote of 3-2-0; Amended on May 28, 2024 with unanimous vote

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Resident/Public Comment is not a discussion, debate, or dialogue between or among citizens and the Select Board. Rather, it is intended to offer citizens an opportunity to express their opinion on issues of Town business. While the Board will not typically respond to citizen comments or questions posed at Resident/Public Comment, the Chair, as presiding officer of the meeting, may answer or request an answer to a question if s/he deems it expeditious. Further, should the Chair believe that an issue or question falls outside the purview of the Select Board, s/he may request that citizens direct it to the appropriate person or body so that the matter is given proper consideration.

The following process will govern the Resident/Public Comment participation at the Select Board meetings.

### Resident/Public Comment

The Select Board will have a 15-minute Resident/Public Comment section at each meeting, which shall generally follow the opening of the meeting, according to the following guidelines:

M.G.L. c. 30A, § 20 state “no person shall address a meeting of a public body without permission of the chair, and all persons shall, at the request of the chair, be silent. No person shall disrupt the proceedings of a meeting of a public body. If, after clear warning from the chair, a person continues to disrupt the proceedings, the chair may order the person to withdraw from the meeting and if the person does not withdraw, the chair may authorize a constable or other officer to remove the person from the meeting.” The Select Board Chair, as presiding officer, will invite those speakers who follow the procedure specified below.

1. Anyone who wishes to participate in the RESIDENT/PUBLIC COMMENT portion of the Select Board Meetings must notify the Chair in writing prior to the start of the scheduled meeting, with the specific interest for wishing to speak. The Chair will then approve or re-direct the citizen / presenter.
2. Any person invited to speak must identify him or herself by name and address, prior to addressing the Board.
3. There will be a time limit of 5 minutes per person, which will be enforced by the Chair of the meeting. If the number of people wishing to speak exceeds 3, the Chair may, at his/her discretion, limit individual comments.

4. The amount of time allocated for the session will be a maximum of 15 minutes.
5. The session will be held at the beginning of each regularly scheduled Select Board meeting.
6. Topics presented must be relevant to the business of the Select Board as a whole. Items addressed to individual members will not be allowed.
7. Discussion of individual personnel issues will be strictly prohibited.
8. Negative remarks or disparaging comments directed towards public employees will not be allowed and any such behavior will immediately terminate the discussion.
9. Votes by the Board will not be taken during Public Comment.
10. Responses to concerns will be made at the Chair's discretion.
11. If the Board would like to further discuss the petitioner's issue, a future agenda item may be scheduled.
12. The Chair of the meeting may terminate any individual's privilege of address for inappropriate conduct or statements.
13. Public comment shall not be used by Departments Heads/Staff, Boards and Committees to discuss departmental issues, day-to-day administration, finance, and budgetary issues. Those topics shall be added as an agenda item to allow for discussion.