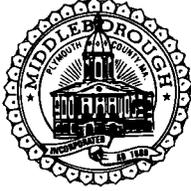


NEW BUSINESS

9-14-15

MIDDLEBOROUGH POLICE DEPARTMENT

99 NORTH MAIN STREET
MIDDLEBOROUGH, MA 02346
(508) 947-1212
Fax (508) 947-1009



Joseph M. Perkins
Chief of Police

September 8, 2015

Board of Selectmen
Town Hall
Middleborough, MA 02346

Re: Lieutenant Promotion

Honorable Board:

In February, 2014 I was promoted to Lieutenant after the January, 2014 retirement of Lt. David Mackiewicz. Since being appointed Chief of Police in September, 2014 the Lieutenant position has remained empty but must be filled to meet the supervisory needs of this Department.

Sergeant Todd Bazarewsky is ranked number one on the Civil Service Promotional Requisition #01988. Sergeant Bazarewsky has been with the Middleborough Police Department for 12 ½ years and before that was a member of the Wareham Police Department. He's done an outstanding job as a Sergeant and there's no doubt he will do the same as Lieutenant.

I recommend the Board vote to promote Sergeant Bazarewsky to Lieutenant effective September 15, 2015 and to authorize the Chairman to sign the Promotional Certification and Promotional List.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "J. Perkins", is written over the typed name.

Joseph Perkins
Chief of Police

cc: Robert Nunes

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TOWN OF MIDDLEBOROUGH Social Media Policy

Social Media Policy

The Town of Middleborough (“Town”) depends on a respectful work environment to achieve its goal of serving the residents of Middleborough. Social media is a global term that combines technology, social interaction and content creation. For purposes of this Policy, current examples include but are not limited to, tools and web sites such as Facebook, Twitter, Instagram, YouTube and blogging. Social media allows departments within the Town of Middleborough to engage with the general public in electronic forums where conversations and interactions already exist. It also allows individuals to share their life and opinions with others. While both uses can be positive and rewarding, the use of social media presents certain risks and carries with it certain responsibilities.

The purpose of this Policy is to assist with making responsible decisions about the use of social media and to help ensure that the social media activities of Town employees and agents, conducted in both their official and personal capacity, conform to applicable laws, industry guidance, legal and regulatory restrictions, and privacy and confidentiality requirements.

This Policy is designed to promote appropriate social media use and avoid uses that: (1) breach confidentiality by revealing protected information about the Town, its residents, or its employees; (2) expose the Town to legal liability for employer or employee behavior that may be harassing, offensive, or maliciously false; or (3) interfere with Users’ productivity and their ability to perform the duties and responsibilities of their positions with the Town.

1. Scope of Policy

This policy applies to all Town employees, board members (elected or appointed), contractors, agents or remote users, engaging or causing others to engage in social media (collectively referred to as “Users”). To the extent that laws and regulations’ applicability are unclear, Town management will make reasonable judgments regarding applying existing print rules to social media forums, and will conform to prevailing industry practices to the greatest extent possible and in all events to the requirements of the law.

Town personnel working with third parties are responsible for assuring that such third parties are properly trained on this policy, and for monitoring their activities to ensure the third parties adhere to this policy.

Effective security, public disclosure, records retention and engagement with citizens are a team effort involving the participation and support of every Town employee who uses

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social media. It is the responsibility of every employee to know these guidelines and to conduct activities accordingly.

This policy shall in no respect apply to preclude, impair or limit the right or ability of Town employees under M.G.L. c. 150E to communicate about terms and conditions of employment, and issues directly related thereto.

2. General Provisions

While Users may use any form of social media for personal use while off-duty, their status as employees or agents of the Town requires that the content of any social media postings not be in violation of existing Town by-laws, policies, directives, rules or regulations.

The same basic principles and guidelines found in the Town's policies apply to employee activities online. Ultimately, Users are solely responsible for what they post online. Before creating an online account or profile, Users should consider some of the risks and rewards that are involved. Users should keep in mind that any conduct that adversely affects job performance, the performance of other Town employees or otherwise adversely affects co-workers, residents, officials, suppliers, people who work on behalf of the Town or the Town's legitimate business interests may result in disciplinary action up to and including discharge, in accordance with applicable collective bargaining agreements. While Town employees have the First Amendment right to free speech, that right is not absolute and extends only to matters of public concern.

3. Social Media Usage

The Town of Middleborough's Information Technology Network/Systems Acceptable Responsible Use Policy prohibits the use of Town equipment for personal social networking purposes. Users should refrain from using social media while on work time or on equipment provided by the Town, unless it is work-related as authorized by your manager or consistent with the Town's Information Technology Network/Systems Acceptable Responsible Use Policy.

4. Know and Follow the Rules

Carefully read this Policy and review the Town's Information Technology Network/Systems Responsible Use Policy and the Town's Harassment Policies, and ensure your postings are consistent with these policies. Inappropriate postings that include discriminatory remarks, harassment, and/or threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including discharge, in accordance with applicable collective bargaining agreements. All Users shall comply with the following:

- Online postings that harass or threaten other Town employees or officials are expressly prohibited. Harassing or discriminatory posts or comments may be

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deemed inappropriate in violation of this Policy, even if the Town or the names of any of its employees are not posted or “tagged” in the comment.

- Online postings that disparage others based on race, national origin, sex, sexual orientation, age, disability or religion are not permitted under any circumstances, regardless of the time, place, form or manner in which the information is posted or transmitted.
- Maintain the privacy of confidential information. Do not post internal reports, policies, procedures or other internal confidential communications. Users are prohibited from posting nonpublic items that are gained as a result of their position with the Town.
- Users may not use social media to engage in any activity or conduct that violates federal, state, or local law. Examples include, but are not limited to, software piracy or child pornography.
- Users may not use the Town’s trademarks, logos, or any other Town intellectual property in connection with any personal social media activity.

5. Town Sponsored Social Media

The Town has an overriding interest and expectation in deciding what is “said” or present on its behalf on the Town’s Social Media sites and accounts. The Town’s Social Media shall be used only for Town purposes to serve Town interests. This section outlines the acceptable use of social media for Town purposes, which include but are not limited to, engagement, promotion and public outreach.

5.1 The Town Manager with support from the Information Technology Department shall have responsibility for defining the social media tools used for Town purposes, which includes approving acceptable forms of social media, and creating and archiving Town Social Media accounts.

5.2 Department managers shall have responsibility for the social media tools used for Town purposes in their department and for developing internal department policies and procedures which address: creating and maintaining social media accounts, posting content, training for account custodians, coordinating responses to questions and comments, and keeping the social media sites current and active. The following may have additional requirements found in their social media policies. They are:

Middleborough Gas and Electric Department Policy #43
Middleborough Police Department Policy #322

5.3 Social media content and responses to questions and answers for the Town’s Departments shall be reviewed by each Department manager, or designee, prior to posting.

5.4 Town Social Media sites or accounts should make clear that they are maintained by the Town and that they follow the Town’s Social Media Policy.

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5.5 Comments or other content on topics or issues not related to Town Business or within the purview of the Town may be removed.

5.6 Employees representing the Town via Town Social Media sites or accounts shall conduct themselves at all times as representatives of the Town in accordance with all Town rules, regulations and policies.

5.7 The Town reserves the right to deny access to Town Social Media sites to any person who violates the Town's Social Media Policy, at any time and without prior notice.

5.8 Unacceptable Use of Town Sponsored Social Media

The following list is by no means exhaustive, but attempts to provide a framework for activities that fall into the category of unacceptable use of the Town's Social Media sites or accounts. These are in addition to and should be read in conjunction with the rules governing all social media use stated above (Section 4). Users with questions regarding these unacceptable uses should contact the Town Manager. The following activities are strictly prohibited, with no exceptions:

- Engaging in any actions that violate the State of Massachusetts Public Employees ethics code.
- Engaging in any actions that may harm or tarnish the image, reputation and/or goodwill of the Town and/or any of its employees.
- Posting or release of proprietary, confidential, sensitive, or personally identifiable information.
- Engaging in any activity that is illegal under local, state, federal or international law while using the Town-owned resources.
- Violating laws pertaining to the handling and disclosure of copyrighted or export-controlled materials.
- Violating the rights of any person or organization protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations.
- Using a Town Social Media account to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws.
- Making fraudulent offers of products, items, or services originating from any Town account.
- Making statements about warranty, expressly or implied, unless it is a part of normal job duties, from any Town account.
- Taking actions that could cause security breaches, including, but not limited to, sharing data that is restricted from public disclosure.

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6. Be Respectful

Always be respectful of fellow co-workers, residents, suppliers and vendors. Also, remember that you are more likely to resolve work-related disputes by speaking directly with your co-workers than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that might constitute harassment or bullying, or that disparages fellow co-workers, residents, suppliers or vendors.

7. Be Honest and Accurate

Always post honest and accurate information or news, and if you make a mistake, correct it quickly. Be honest about any previous posts you have altered or edited. Remember that the Internet archives almost everything; therefore even deleted postings can be searched. Never post any information or rumors you know to be false about the Town, Town officials, fellow co-workers, residents, suppliers or vendors.

8. Do Not Post on Behalf of the Town Without Prior Authorization

Do not use your Town email address to register on social networks, blogs or other online tools utilized for personal use.

Do not create a link from a social networking site, blog, or other website to a Town website without identifying yourself as a Town employee.

Express only your personal opinions. Unless clearly authorized to do so, never represent yourself as a spokesperson for the Town. If you are writing about the Town, make it clear that you are not speaking on behalf of the Town. Specifically express that while you are an employee of the Town, your views do not represent those of the Town, fellow co-workers, citizens, suppliers, vendors, or anyone working on behalf of the Town. Include a disclaimer, such as “The postings on this site express my own views, positions and opinions, and do not necessarily reflect the views of the Town of Middleborough.”

9. Expectation of Privacy

Users should presume that all social media postings, regardless of privacy settings, are public and use their best judgment when participating in social media. Users of social media are cautioned that they should have no expectation of privacy while using the Internet. Online postings can be reviewed by anyone, including the Town.

Pursuant to the Town’s Information Technology Network/Systems Responsible Use Policy, the Town may monitor a User’s Town provided equipment and all electronic communications and records, at any time, with or without notice, including individual user folders, browser history and other information stored on the Town’s electronic communications systems.

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10. Retaliation is Prohibited

The Town prohibits taking adverse action against any employee for reporting a possible violation of this Policy or for cooperating in an investigation. Any employee who retaliates against another for reporting a possible violation of this Policy or for cooperating in an investigation will be subject to disciplinary action, up to and including discharge, in accordance applicable collective bargaining agreements.

11. Acknowledgement

Town employees must sign a written acknowledgement that they have received, read, understand, and agree to comply with the Town of Middleborough's Social Media Policy.

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ACKNOWLEDGEMENT FORM

I have received a copy of the Town of Middleborough's Social Media Policy.

I understand that this Policy replaces any and all prior verbal and written communications regarding Town policies relating to the use and access and Town monitoring of the use of social media, as defined in the Social Media Policy.

I have read and understand the contents of the Social Media Policy and agree to abide by its terms.

I understand that if I have questions or concerns at any time about the Social Media Policy, I will consult my immediate supervisor, my supervisor's manager or the Information Technology Department for clarification.

I understand that the contents of the Social Media Policy may change at any time.

Declaration

I have read, understand and acknowledge receipt of the Town of Middleborough's Social Media Policy. I will comply with the guidelines set forth in this policy and understand that failure to do so may result in disciplinary or legal action.

SIGNATURE

DATE

PRINTED NAME

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Town of Middleborough **Information Technology Network/Systems Responsible Use Policy**

As adopted by Selectmen:

1. Scope of Policy

The Board of Selectmen of the Town of Middleborough hereby adopt the following Information Technology Network/Systems Responsible Use Policy ("Policy"). The Town of Middleborough ("Town") provides information network/systems in order to allow Town of Middleborough government and its officers and employees to serve the public more efficiently and effectively.

This Policy is intended to provide rules and guidelines concerning appropriate use of the Town's information technology network ("network") and information technology systems ("systems"), collectively ("network/systems"). The Town's network/systems includes but is not limited to, computers, laptops, printers, copiers, scanners, software applications, email, telephones, cellular telephones, facsimile (fax) machines, servers, network infrastructure devices, including switches and routers, the Internet, and any Town related content generated or accessed remotely from outside of the Town's network/systems.

Any person who uses or otherwise manipulates or operates any component or feature of the Town's network/systems shall be a user ("user") of the network/systems for purposes of this Policy. Use of the Town's network/systems shall constitute acceptance of the terms set forth in this Policy, and as it may be amended from time to time. The Board of Selectmen reserves the right to amend this Policy at any time.

Managers, supervisors and department heads are responsible for ensuring that all of their employees using any component or feature of the network/systems have read this Policy and understand its applicability to their activities.

2. User Responsibilities

This Policy applies to every employee, board member (elected or appointed), volunteer, contractor or remote user who is provided access to the Town's network/systems. It is the responsibility of any person using the Town's network/systems to read, understand and follow this Policy. In addition, users are expected to exercise reasonable judgment in interpreting this Policy and in making decisions about the use of information technology resources. Any unauthorized, deliberate action, which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction, is a violation, regardless of the system location or time duration.

3. Unacceptable Uses

The following are examples of unacceptable and therefore prohibited uses of the Town's network/systems. This list is by no means exhaustive, and questions regarding whether a particular activity or use is acceptable should be directed to a supervisor, network or systems administrator, or the Information Technology Department.

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Unacceptable uses of the Town's network/systems shall include, but are not limited to, use:

- For any political purposes
- For any private, personal, or commercial use or purpose unrelated to the user's Town office or employment.
- To send threatening or harassing messages, whether sexual or otherwise
- To access or share sexually explicit, obscene, or otherwise inappropriate materials
- To infringe any intellectual property rights
- To gain, or attempt to gain, unauthorized access to any computer or network for any use that causes interference with or disruption of network users and resources, including propagation of computer viruses or other harmful programs
- To intercept communications intended for other persons
- To misrepresent either the Town of Middleborough or a person's role at the Town
- To play computer games or gamble
- To participate in Social Networking
- To libel or otherwise defame any person
- To use any unauthorized third party utilities to copy or delete information, format any hard drive, or otherwise delete or damage any data on PC's, laptops, servers, etc.

If any of the above unacceptable uses are required for a legitimate business reason related to a user's employment with the Town, an exception may be granted. Such requests should be made in writing to management. Management will review the request and grant an exception at its discretion.

4. Privacy

Any information stored, accessed, browsed and/or created on the Town's network/systems should not be considered private by the user. This includes, but is not limited to, any and all electronically stored information and electronic files, electronic mail communications, Internet website history, text messages, telephone call history, and voicemail. All aspects of Town network/systems usage by a user is subject to monitoring (see Monitoring – Section 5), the Massachusetts Public Records Law (see Public Records Requirement – Section 7), and legal discovery, as applicable.

Subject to certain exceptions in the law, electronic mail, telephone call history, voice mail messages, text messages, and other electronically stored information and electronic files are considered public records subject to potential disclosure under the Massachusetts Public Records Law and its record retention policies. Employees should NOT expect that electronic mail messages (even those marked "Personal") are private or confidential.

5. Monitoring

The Town may monitor a user's activity on Town provided network/systems at any time and the user consents that such monitoring shall not constitute an invasion of his or her privacy.

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6. Public Records Retention

Under the Public Records law, all communications made or received by a government employee or entity is a public record and subject to disclosure depending on the purpose, use, and content of the record. This includes email correspondence and communications made via social media. (See Massachusetts General Laws, Chapter 4, Section 7, and Chapter 66, Section 10, for the definition of a "Public Record"). In almost every instance, communication involving a matter pending before a deliberative body is a public document that must be produced upon request.

In addition, the Massachusetts Public Records law requires that public records be retained and maintained in an accessible format for the duration of the record's retention period.

Consider very carefully what your obligations are under the above noted statutes. Repeated instances of failing to save email correspondences or other communications on substantive matters places you at risk for violating the Public Records Laws of Massachusetts, and subjecting you to a fine by the Attorney General's office.

For more information on how to avoid Public Records Law violations as it relates to email communication, please refer to the Commonwealth of Massachusetts Municipal Records Retention Manual www.sec.state.ma.us/arc/.

7. Internet Access and Use

Internet access through the Town-provided network is intended for business use, including finding vendor information, government information, research, and communicating with colleagues and residents for government-related purposes.

Town owned network/systems may be used for personal purposes on a limited basis, providing the following requirements are met:

- No marginal cost to the Town.
- No interference with work responsibilities.
- No disruption to the workplace.

At no time may the Internet be used for any type of commercial use, or to transact non-governmental business. The use of the Internet to solicit or recruit others for commercial ventures, religious or political causes or outside organizations or for personal gain is prohibited. At no time may users access inappropriate websites, such as those hosting pornography, obscene materials or gambling enterprises.

The use of any element of the Town's network/systems, including Internet access, for the receipt or transmission of information disparaging to others based on race, national origin, sex, sexual orientation, age, disability, or religion is not permitted under any circumstances.

Users are not permitted to download executable files from the Internet unless previously approved by the Information Technology Department.

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8. Social Media

The Town of Middleborough prohibits the use of Town network/systems for personal social networking purposes. Users should refrain from using social media while on work time or on equipment provided by the Town, unless it is work-related as authorized by your manager or consistent with the Town's Social Media Policy.

For more information regarding the Town's policy on the use of social media please refer to the Town's Social Media Policy available at [add website or document location].

9. Enforcement

Any employee found to have violated this Policy may lose certain privileges related to the use of the Town's network/systems and be subject to disciplinary action, up to and including discharge, in accordance with applicable collective bargaining agreements.

Any employee who retaliates against another for reporting a possible violation of this Policy or for cooperating in an investigation regarding a possible violation of this Policy, will be subject to discipline, up to and including discharge, in accordance with applicable collective bargaining agreements.

10. Acknowledgement

Town employees must sign a written acknowledgement that they have received, read, understand, and agree to comply with the Town of Middleborough's Information Technology Network/Systems Responsible Use Policy.

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**TOWN OF MIDDLEBOROUGH
Information Technology Network/Systems Responsible Use Policy**

ACKNOWLEDGEMENT FORM

I have received a copy of the Town of Middleborough's Information Technology Network/Systems Responsible Use Policy.

I understand that this Policy replaces any and all prior verbal and written communications regarding Town policies relating to the use and access of the Town's network/systems, and Town monitoring of these activities as defined in the Policy.

I have read and understand the contents of the Policy and agree to abide by its terms.

I understand that if I have questions or concerns at any time about the Information Technology Network/Systems Responsible Use Policy, I will consult my immediate supervisor, my supervisor's manager, or the Information Technology Department for clarification.

I understand that the contents of the Information Technology Network/Systems Responsible Use Policy may change at any time.

Declaration

I have read, understand and acknowledge receipt of the Town of Middleborough Information technology Network/Systems Responsible Use Policy. I acknowledge the rules and guidelines set forth in this Policy and understand that failure to abide by them may result in disciplinary or legal action.

SIGNATURE

DATE

PRINTED NAME

All questions regarding this Policy should be directed to the Information Technology Department.

Jacqueline Shanley

From: glenn montapert <gmontapert1@yahoo.com>
Sent: Sunday, August 09, 2015 6:59 PM
To: Selectman Allin Frawley; Selectman Leilani Dalpe; Selectman Stephen J. McKinnon; Selectman John M. Knowlton; Selectman Diane C. Stewart; Jacqueline Shanley; Robert G. Nunes
Cc: Sherri Swindle; Glenn Montapert
Subject: Glenn Montapert - Tourism Committee Reappointment Request

Dear Honorable Board,

I request to be reappointed to the Middleborough Tourism Committee for a three year term. My appointment, through no fault of my own, was rescinded due to an administration error by the Board of Selectmen.

For my committee background: I was elected to the Middleboro Gas & Electric Board of Commissioners from 2012-2015. I am one of the founding members from September 2013 of the 'Friends of the Middleboro / Lakeville Herring Run Festival' and stayed a member when it joined the Middleborough Tourism Committee. I am also a founding member of the Middleborough Tourism Committee when that was started in January 2014. For each I have been secretary and volunteers coordinator, recently for Tourism Committee I have also taken on the role as Public Relations when a committee member left the Committee and I stepped up when that task needed to be accomplished. I am well versed and committed to the actual work that it takes to be on this committee and dedicated to Middleboro. This committee is so much more than just a monthly meeting committee and I have proven my resiliency to the task with many long hours of service.

Professionally, my background is Corporate, working as a project manager selling multimillion dollar deals with large teams of diverse personalities at such companies as AT&T, IBM, Merrill Lynch, Chase Manhattan Bank and Johnson & Johnson. I have a Bachelor's degree in Finance from Bernard M. Baruch College, New York, NY as well as having taken the typical courses for certification for Project Management, Six Sigma (is a management philosophy that emphasizes setting extremely high objectives, collecting data, and analyzing results to a fine degree as a way to reduce defects in products and services) & ITIL (formerly known as the Information Technology Infrastructure Library, is a set of practices for IT Service Management (ITSM) that focuses on aligning IT services with the needs of business). I am currently working on certification in both Mobility Networks and Network Software Security.

I feel that both my committee background and my professional background has and will continue to be an asset to this committee and to this town. Thank you for your time and consideration on this matter.

Glenn Montapert
(Married to Selectman Leilani Dalpe)
[Gmontapert1@yahoo.com](mailto:gmontapert1@yahoo.com)
Cell: 508-221-3977

Jacqueline Shanley

From: Robert G. Nunes
Sent: Thursday, September 10, 2015 1:43 PM
To: Jacqueline Shanley
Subject: FW: Horseshoe Pit at the Pierce Playground.

Here it is.

From: Michael Inglese [<mailto:inglesemichael122711@gmail.com>]
Sent: Tuesday, July 21, 2015 9:24 PM
To: Robert G. Nunes; Selectman Allin Frawley
Subject: Re: Horseshoe Pit at the Pierce Playground.

To Whom it may Concern,

I have been minus 8 years a life long resident of both Middleboro and Lakeville. I have seen many a business come and go from the town. I fully support the Tourism Committee and would like to have my name considered for a position. I have some ideas I feel would not only benefit the Tourism Committee but the Town as well. I think I would be a great asset to the Tourism Committee and would work side by side with each and every member to insure that the Tourists who visit this Town get ALL the information they need to visit all of our Tourist Attractions.

Sincerely

Michael Sean Inglese

55 Oak St

Middleboro MA 02346

On Wed, Jul 15, 2015 at 10:40 AM, Michael Inglese <inglesemichael122711@gmail.com> wrote:
Good Morning Mr. Nunes,

As part of our discussion the other day I am sending the email you asked me to send regarding the possibility of turning the shuffle board area of pierce playground into a horseshoe pit area. This could be a bring your own horseshoe's and clean as you go type of area. If done this could be something else that the tourism committee could use to advertise to bring in more people to the town. You could have leagues if big enough or even hold horseshoe tournaments with say a championship tournament to be held on the 4th of July.