

TOWN OF SABATTUS

Code of Ethics

PREAMBLE:

The proper operation of the democratic government of the Town of Sabattus (hereinafter "Town") requires that the Town's Selectmen, Planning Board members, members of appointed boards, members of all town appointed committees (also referred to as Town Officials) and employees be fair, impartial and responsive to the needs of the people and to each other in the performance of their respective functions and duties; that decisions and policy be made in proper channels of the Town's governmental structure; that public office or employment not be used for personal gain; and that Selectmen, Planning Board members, members of appointed boards, members of all town appointed committees and Town employees maintain a standard of ethical conduct that will inspire public confidence in the integrity of the Town's government. In recognition of these goals, this Code of Ethics is hereby adopted as a standard of ethical conduct for all Selectmen, Planning Board members, members of appointed boards, and employees of the Town.

PURPOSE AND OBLIGATION:

The purpose of this Code of Ethics is to establish standards of ethical conduct for all Selectmen, Planning Board members, members of appointed boards, members of all town appointed committees and Town employees by setting forth those acts or actions which are deemed to be in conflict, or which create the appearance of conflict, with the ethical standards of the Town of Sabattus.

Legal Standards: It is the duty of every category of Town official (as described above) and Town employee to support the Constitution of the United States and the Constitution of the State of Maine. There are also certain provisions of the general statutes of the State of Maine, which, while not set forth herein, should be considered an integral part of this Code of Ethics. Accordingly, the provisions of the following sections of the general statutes of the State of Maine, as they may be amended, are incorporated into this Code of Ethics by reference to the extent applicable:

- 17 MRSA § 3104 Conflict of Interest; Purchases by the State
- 17-A MRSA § 456 Tampering with Public Records or Information
- 17-A MRSA § 602 Bribery in Official and Political Matters
- 17-A MRSA § 603 Improper Influence
- 17-A MRSA § 604 Improper Compensation for Past Action
- 17-A MRSA § 605 Improper Gifts to Public Servants
- 17-A MRSA § 606 Improper Compensation for Services
- 17-A MRSA § 607 Purchase of Public Office
- 17-A MRSA § 608 Official Oppression
- 17-A MRSA § 609 Misuse of Information
- 17-A MRSA § 903 Misuse of Entrusted Property
- 21-A MRSA § 504 Persons Ineligible to Serve as Election Officials
- 30-A MRSA § 2605 Conflicts of Interest
- 30-A MRSA § 2606 Prohibited Appointments

30-A MRSA § 2607 Neglect of Official Duty

30-A MRSA § 5122 Interest of Public Officials, Trustees or Employees

A. Fair and Impartial Consideration. It is the goal of this Code of Ethics that every citizen shall receive fair and impartial consideration on any matter coming before the Board of Selectmen, the Planning Board, the Town's appointed boards, all town appointed committees and any Town employee. No Town Official or Town employee shall make any promise or pledge to any person concerning any matter to be considered by that Town official, Town Committee member(s) or Town employee in an official capacity except upon a fair and impartial consideration of the relevant facts in the appropriate forum.

Fair and impartial consideration means that Town officials and Town employees should make their decisions in the appropriate public forum and should not take official action until they have given a careful and objective consideration to the facts pertaining to a particular issue coming before them. They should not prejudge matters coming before them in their official capacity and should not make promises or commit to a course of action until all of the relevant facts have been considered.

B. Avoidance of Appearance of Improper Influence. Town Officials and Town employees should conduct their official and personal affairs in such a manner as to avoid any appearance of improper influence in the performance of their official duties. The conduct of public business shall be free from any undisclosed financial or personal interests on the part of any Town Official or Town employee and from any appearance of conflict. No Town Official or Town employee shall advocate in any public meeting or in his/her official capacity on any matter in which that Town Official or Town employee has a financial or personal interest, or where there is any appearance of conflict, except upon full and timely disclosure of that interest.

C. Compliance with Rules. Town officials and employees shall perform their duties in accordance with the rules and order of business established by the Board of Selectmen or their respective boards or committees. They shall also act at all times in an ethical and honorable manner in all aspects of their duties including but not limited to the deliberation of public policy issues, meaningful engagement with community members, and the implementation of policy decisions by Town staff.

D. Enforcement.


1. **Inappropriate Staff Behavior:** The Town Manager shall discipline staff in accordance with applicable human resources procedures for violations of the Code of Ethics in their dealings with the public, Board of Selectmen, and other boards and committees.

2. **Appointed Officials:** The chairs of appointed boards and committees have the additional responsibility to intervene when actions of members that appear to be in violation of the Code of Ethics or other Town policies are brought to their attention. If the behavior continues, the chairperson may notify the Board of Selectmen. The Board may impose sanctions on appointed board and committee members whose conduct does not comply with the Town's policies, up to and including removal from office, following appropriate due process procedures.


3. **Elected Officials:** Elected Town officials who repeatedly or intentionally do not follow the Code of Ethics or other applicable rules or policies may be reprimanded or formally censured by the Board of Selectmen or other elected board to which they belong.

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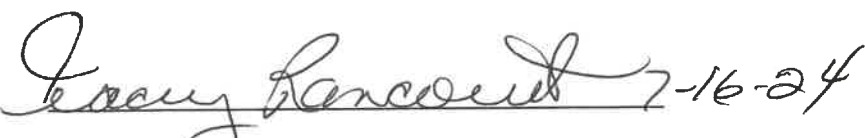
Selectboard Chair Jean-Paul Curran Date



Selectboard Vice Chair Richard Lacombe Date

Selectwoman Noel Hinkley Date

Selectman JP Normand LaPlante Date



Selectwoman Tracey Rancourt Date