

Town of Lamoine
Policy Regarding E-Mail Services
1st Presentation – February 27, 2003
Approved March 13, 2003

I. TITLE & EFFECTIVE DATE

This policy shall be known as the “Policy Regarding E-Mail Services” offered by the Lamoine Town Office. It is effective beginning on the date indicated above, which coincides with adoption and signature by the Board of Selectmen

II. AUTHORITY

The Board of Selectmen adopt this policy as an operating policy of the Lamoine Town Office. It is NOT an ordinance. It is a guideline for Town Office Staff and the General Public to follow, and shall become part of the General Policy Manual for the Town of Lamoine. This policy is made pursuant to 30-A MRSA § 2001 Et Seq and Article VII of the Maine Constitution. Other pertinent state statute reference can be found in 1 MRSA § 401 et seq. (the Right to Know Laws)

III. SCOPE

This policy shall apply to electronic mail data and programs (commonly referred to as “e-mail”) contained on computers located within the municipal buildings of Lamoine, including the Town Hall and Fire Station. It does not apply to the Lamoine Consolidated School which is governed by the Lamoine School Committee, nor does it apply to the home computers of employees of the Town of Lamoine.

IV. POLICY

- A. Services Offered – The Lamoine Town Office will notify subscribers who indicate they wish to be notified about automobile registrations that come due, town board meeting agendas, town meeting information, voting dates, dog license dates, hunting and fishing license information, boat registration information, electronic delivery of The Lamoine Quarterly, Community Events and other town related business.
- B. Subscription Required – Each recipient must fill out a form or otherwise indicate they wish to receive such services from the Town of Lamoine. There is no charge for the service. The subscriber shall provide the Town Office staff with the e-mail address to which they would like notification sent.

- C. Public Information – All messages sent from and received by the Lamoine Town Office are considered public information, and copies of such messages shall be available to the general public upon request. The e-mail address of each subscriber is NOT to be considered public information, and therefore is not to be disseminated. To protect the integrity of these addresses, the Town Office shall send its bulk e-mail using the “Blind Carbon Copy” option on its subscriber groups. E-mail messages received by the town computers are considered public information and may be disseminated to any member of the public on request. The Town Office Staff shall electronically store pertinent messages received for up to 1-year. From time to time the town office receives mass e-mail messages (also known as “spam”). Staff will determine whether there is any town function served by such “spam” and shall delete such message from the electronic files.
- D. Un-subscribing – Any subscriber may ask to be removed from the e-mailing lists by requesting it in writing, via e-mail reply, or by a telephone call. The Town Office Staff will then remove the address from its master list and inspect all groups in an effort to make sure the subscription is removed. The Town Office Staff shall remove any subscriber whose mail is returned electronically as undeliverable after no less than 3-attempts to send such communication. It shall be up to the subscriber once their subscription has been removed to re-subscribe for service.
- E. Limiting Liability – The Town of Lamoine assumes no liability for any messages delivered by e-mail or for messages that should have been delivered according to the subscription but were not. The service provided by the Town of Lamoine is considered a courtesy, and shall not be a substitute for required notice to be made by other means.
- F. Outside Access – Groups requesting publicity for specific events shall supply such information electronically to the Town Office for distribution. Town Office Staff will attempt to distribute such messages as time allows. The Town of Lamoine assumes no responsibility in dissemination of such information, and should state that it is up to the recipient to decide whether they should attend the event. Messages of a political nature – i.e. supporting a candidacy, a particular political position, or otherwise attempting to influence subscribers on how to decide, will NOT be disseminated.

V. APPEALS

Decisions by the Town Office Staff regarding electronic mail policies may be appealed to the Lamoine Board of Selectmen who shall have the final say regarding a policy interpretation. If there is disagreement with the Board of Selectmen’s decision, the appellant may seek a remedy from the State of Maine Court System.

VI. SIGNATURE SECTION

This policy is effective on March 13, 2003 following public discussion by the Lamoine Board

Signed

/s/ Thomas Spruce

/s/ Glenn Crawford

/s/ S. Josephine Cooper

Attest: A true Copy

/s/ Stuart Marckoon, Deputy Clerk