



POLICY No.: L-3  
DATE ADOPTED: MAY 5, 2004

## TOWN OF WEST BOYLSTON BOARD OF SELECTMEN POLICY

### Policy on Public Notices within Town Hall

**Purpose:** The Board of Selectmen wishes to establish standards and procedures for the posting of public notices, as required by law and practice, and the posting of advertisements, other public announcements, and community notices within Town Hall.

**Background:** There is need to control the public bulletin board within the Town Hall for the purposes of: (1) ensuring that formal public notices are properly posted and controlled by the municipal custodian of public records, the Town Clerk, (2) providing a public bulletin board for announcements and notices from community groups and non-profit agencies and organizations that serve the residents of the Town of West Boylston, and (3) providing a public bulletin for local businesses, service providers, and other for-profit entities advertisements and announcements.

**Policy:**

### PUBLIC NOTICE PROCEDURES

1. The Town Clerk, as the custodian of public records, shall maintain a **Public Notice Bulletin Board** to be located in the Main Entryway of town hall adjacent to the Office of the Town Clerk. The Town Clerk shall have full control of the **Public Notice Bulletin Board**. The **Public Notice Bulletin Board** shall be used to post formal public notices as required by law, including, but not limited to Massachusetts General Laws, Chapter 39, Section 23B, the so-called Open Meeting Law. No official, employee, or person shall post or remove notices from this bulletin board without the permission of the Town Clerk. All public officials, and members, as well as representatives of municipal boards, commissions and committees shall submit public meeting and other formal notices to the Office of the Town Clerk during the regularly scheduled business hours of the Office of the Town Clerk in advance of any deadline for the public notice required by law.

2. The Town Clerk shall maintain a **Public Announcement Bulletin Board** to be located in the Entryway town hall adjacent to the Office of the Town Clerk. The Town Clerk shall have full control of the **Public Announcement Bulletin Board**. The **Public Announcement Bulletin Board** shall be used to post announcements and notices from community groups and non-profit agencies and organizations that serve the residents of the Town of West Boylston. The Town Clerk shall be responsible for ensuring that outdated notices and advertisements are removed in a timely manner, and that all postings are appropriate and family-oriented in nature.
3. The size of public notices, announcements and advertisements shall be limited to a single sheet with a maximum size of 8 ½ inches by 11 inches, or a single sheet with an area not-to-exceed 93.5 square inches.
4. This policy shall not be applicable for bulletin boards and posting for the individual departments and offices of town hall. Department managers and officials charged with oversight of departments, boards, commissions and committees shall maintain departmental and office bulletin boards and departmental public postings to ensure that postings are prudent and appropriate.