



POLICY No.:L-4

DATE ADOPTED: DECEMBER 1, 2005

TOWN OF WEST BOYLSTON BOARD OF SELECTMEN POLICY

Policy on Closing Municipal Buildings For Extreme Hazardous Weather Conditions For the Board of Selectmen and the Town Administrator

- Purpose:** The Board of Selectmen and Town Administrator agree to establish standards and procedures necessary to equitably and publicly discharge their respective duties as local appointing authorities for the municipality of the Town of West Boylston.
- Background:** The provisions of Chapter 23 of the Acts and Resolves of 1995 establishing the Board of Selectmen/Town Administrator form of government for the Town of West Boylston delineates the local appointing powers of both the Board of Selectmen as the chief elected officials and the Town Administrator as the chief administrative officer of the municipality.
- Policy:** When it is deemed that traveling during extremely hazardous weather-related conditions may jeopardize the safety of municipal employees, the following procedures shall take place.
1. The Town Administrator, or designee, shall confer with the Chairman of the Board of Selectmen, or designee to determine whether extreme hazardous weather-related conditions exist.
 2. If it deemed that extreme hazardous weather-related conditions exist prior to the commencement of the workday, a decision shall be made prior to 7:00 a.m. whether to:
 - a. have a delay opening, or
 - b. remain closed.Notification of any such action shall be made to WSRS radio, and to the West Boylston Police Department. A telephone calling list shall be established using the criteria of miles to travel to your work site. The employee living furthest from the work site will be at the top of the list to be called first, and they will contact the next person on the list. This process will continue until the last employee is contacted.
 3. If extreme hazardous weather-related conditions develop during the workday, notification of the decision to close before the normal end of the day closing time shall be communicated to each Department effected.
 4. The procedures under 2 and 3 shall be effective for all employees in the department located at the Municipal Office Building, and all nonessential personnel in the Department of Public Works and the Police Department.

5. If it is determined that the Municipal Office Building shall be closed or that there shall be a delayed opening, employees who work at the Municipal Office Building, and all nonessential personnel in the Department of Public Works and the Police Department shall be paid for those hours that the building is closed for which they would normally work.
6. It is understood that in using the phrase “extreme hazardous weather-related conditions” special emphasis is placed on the words EXTREME HAZARDOUS.