TOWN OF WEST BOYLSTON
BOARD OF SELECTMEN POLICY

Use of the Town Common Signboard Policy

Purpose

The purpose of this policy is to outline the care and use of the Town Common signboard.

General

The Town Common signboard's primary purpose is to communicate timely news about items of community interest. In addition, the signboard may be used to communicate emergency or other important information when deemed appropriate by the Town Administrator (or their designee) to be in the public interest.

The Office of the Board of Selectmen/Town Administrator (or their designee) shall be responsible for the care, maintenance and serviceability of the Town Common signboard to insure its availability whenever needed.

All requests for use of the signboard shall be made to the Office of the Board of Selectmen/Town Administrator, or their designee, who will coordinate the posting of information on, and placement location of, the signboard.

Software for programming the signboard will be installed on the computer in the Office of the Board of Selectmen/Town Administrator and on the computer for the Emergency Management Director. The Emergency Management Director will be allowed to post messages during emergency situations only.

Policy

1. With respect to the use of the Town Common signboard, first priority shall be given to post relevant official Town related information (example, elections, town meeting schedule, brush dump schedule, etc.)

2. At the discretion of the Office of the Board of Selectmen/Town Administrator, or their designees, the signboard may be used to post information for non-profit and civic/community groups when deemed to be in the public interest.

3. All requests to post information on the signboard shall be made in writing to the Office of the Board of Selectmen/Town Administrator, or their designee.

4. If at any time the signboard is needed to post emergency information, the signboard message shall be changed for said posting of emergency information.