



POLICY No.: L-23  
DATE ADOPTED: JANUARY 4, 2017

## **TOWN OF WEST BOYLSTON BOARD OF SELECTMEN POLICY**

### **Policy on Locking Town Hall at the end of the Business Day**

**Purpose:** The Board of Selectmen and Town Administrator agree to establish standards and procedures necessary to safely and securely unlock and lock the Town Hall every business day.

**Policy:**

#### **LOCKING PROCEDURES**

- 1) At the beginning of each day, the Building Department/Health Department will be required to unlock the door adjacent to their office. On days where no one will be in the office in the morning, they are required to notify the Town Administrator's office at least 48 hours in advance.
- 2) At the beginning of each day, the Treasurer-Collector's Office or the Town Accountant's office will be required to unlock the door on the porch by the Treasurer-Collector's office.
- 3) At the end of the business day, the Town Administrator/Board of Selectmen's office is required to lock the door adjacent to the Building Department/Health Department and will ensure that the door in the rear of the building is also locked. If for some reason their office will not be staffed at the end of the business day, they are required to coordinate some other person to lock these doors.
- 4) At the end of the business day, the Treasurer-Collector's office is required to lock the entry door adjacent to their office. If for some reason the office will not be staffed at the end of the business day, they are required to coordinate some other person to lock that door.
- 5) On nights where evening meetings are to be held, it is the responsibility of the Chairman, or their designee, to unlock the door by the Building Department/Health Department for public access to the building for the meeting. The entry door adjacent to the Treasurer/Collector's Office is not to be reopened at night. At the conclusion of the last meeting held in the Town Hall, it is the responsibility of the Chairman of that board, or their designee, to lock the door adjacent to the Building Department/Health Department.
- 6) The Public Access employees and volunteers are required to keep the outside entryway to their control room and studios locked at all times.
- 7) Individuals who access to the Town Offices on weekends, holidays and other non-business times assume the responsibility of locking the doors upon their departure.
- 8) The Town Administrator/Board of Selectmen's office is responsible for the distribution and inventory of keys and access codes for the Town Hall.