

TOWN HALL BUILDING

99-02

I. PURPOSE AND SCOPE

The purpose of this policy is to establish consistent procedures throughout the building for maintaining Town Hall in pristine condition.

II. POLICY

A. KEYS

1. Keys to the Town Hall cannot be duplicated without authorization from the Selectmen's office. Town Hall staff will have whatever keys their department may need. Board and Committee members may obtain a key to the Town Hall from the Town Clerk when they schedule a meeting.

B. DOORS, WALLS AND COUNTERS

1. The doors, walls and counters should be treated with great care to protect the plaster and paint. Every workstation will have a bulletin board for employees to use. Form racks will be installed for permit applications and other materials. Other things should be framed and hung on the walls with proper fixtures as specified by the Selectmen's office. Push pins and tape are not to be used on the doors, walls, and counters.

C. STORAGE AREA

1. The storage area on the third floor will be used for outdated files and records. These records and files should be in filing cabinets. Storage in cardboard boxes is not allowed. The storage area should be kept neatly organized for everyone's benefit.

D. FOOD

1. The Town Hall has a lunchroom and limited kitchen facility. All breaks and lunch times should be taken in the lunchroom on the second floor, with exceptions for special occasions.

E. FURNISHINGS

1. Most of the furniture was purchased from KI through a State contract with MassCor. Any additional file cabinets and other furnishings should be purchased from the same vendors if possible to keep everything coordinated.

F. INTERIOR OR EXTERIOR CHANGES

1. There shall be no changes to the interior or exterior of the building without consent from the Board of Selectmen. In addition, the approval of the Historic Districts Commission is required for any changes to the exterior. This includes installation of utility lines because all lines have been placed underground as part of the historic renovation.