

Policy No. 1.10 **Town Hall Opening and Closures**
Date of Issuance: **April 13, 2017**
Revision Date:

The purpose of this policy is to set for the days the Town Hall is open for business, official closures and the procedures for emergency closures.

The Town Hall shall be open Monday through Friday every week of the year with the following official closures for recognized holidays:

Official Town Holidays

New Year's Day	Friday before Easter Sunday
Memorial Day	Independence Day
Labor Day	Thanksgiving Day
Day after Thanksgiving Day	December 24th
December 25th	

In the event any of the above holidays falls on a Saturday, the preceding Friday shall be considered to be the holiday. In the event a holiday falls on a Sunday, the following Monday shall be the holiday.

Emergency Closures:

It is the fundamental policy that work continues and the Town government exists to serve town residents and visitors. If, due to a severe weather event, an employee feels unable to drive to work, then that employee may use leave as authorized. In the unlikely event there is a reason to close a Town facility, the Town Administrator may, in consultation with the Director of Public Safety and the Public Works Superintendent, close the Town Hall or other Town facilities. Information on facility closures will be disseminated broadly on local media, the town's social media and web site.

If a program held at the Town Hall that is operated by another organization or group cancels due to inclement weather the Town will, as a courtesy, post a notice on the main doors and information on the Town's social media.