



TOWN OF
HAVERHILL
New Hampshire

TOWN OFFICE CLOSING POLICY

The Haverhill Board of Selectmen hereby adopt the following revised policy on the closing of Town offices. Outlined below are examples of when the Town Manager, or assignee, may close administrative offices or excuse some or all employees from service.

1. During federal holidays observed by the Town.
2. When driving conditions are unsafe for employees.
3. When there is an extended power outage at one or more of the Town's facilities.
4. When there is an extended internet outage at one or more of the Town's facilities.
5. When there is an excessive number of employees ill in any office.
6. When the Town holds an all-staff meeting or training.
7. When all staff from one office attends a meeting or training.
8. When a project necessitates the closure of an office.
9. When there is a safety concern for employees or the public.

There may be other occasions that necessitate the closure of one or more Town offices, which will be at the discretion of the Town Manager.

If the James R. Morrill building has a catastrophic power failure, where the main power goes out, and the building's back-up power generator does not come on, the Haverhill Police Department may relocate temporarily to the Grafton County Sheriff's Department and notice shall be given to Grafton County Dispatch of the relocation details.

When an office or offices are closed, a sign shall be placed upon each door of any closed office explaining the closure, to include dates and times of the closure. Likewise, when possible, the closure, or closures, will be posted on the electronic message board in front of the James R. Morrill Building.

This Town Office Closing Policy has been adopted and approved by the Haverhill Board of Selectmen to be effective immediately hereafter, at a duly posted, public meeting held on the 26 day of September, 2022.



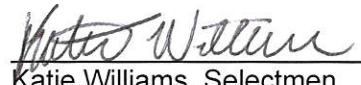
Fred Garofalo, Chair



Steve Robbins, Vice-Chair



Michael Graham, Selectmen



Katie Williams, Selectmen



Kevin Knapp, Selectmen

Adopted: April 30, 2007
Revised: September 26, 2022