

Board of Selectmen

MEETING TUESDAYS AT 7:00 P.M. • UPPER TOWN HALL • 1 MAIN STREET • AYER, MASSACHUSETTS 01432



Tel. (978) 772-8220
Fax. (978) 772-3017

Town Administrator
(978) 772-8210

MEMORANDUM

DATE: December 19, 2013

TO: All Town Boards, Commissions, Committees, and Employees

FROM: Robert A. Pontbriand, Town Administrator

SUBJECT: New Town Hall After-Hours Access/Security Policy

Please be advised that effective December 20, 2013, the following Access/Security Policy will apply to the Ayer Town Hall:

1. At 5:15pm Monday thru Friday, the front doors of Town Hall (Main Street Side) will be locked.
2. All Boards, Commissions, Committees, and Employees are to use the side doors of Town Hall (Columbia Street Side) to access the Town Hall after 5:15pm to attend meetings.
3. The last individual(s) to leave the Town Hall at night are responsible for ensuring the proper locking of the side doors (Columbia Street Side) and are asked to also check the front doors when leaving. If you do not know how to lock the Town Hall, please contact Janet Lewis, Selectman's Secretary at (978) 772-8220 or at jlewis@ayer.ma.us to receive instructions.
4. The last individual(s) to leave the Town Hall must ensure that all lights are turned off except for the two lights on the first floor hallway and the lobby of the Columbia Street entrance. **Please check the stairwell to make sure that the lights are off.** All lights in the Great Hall must be turned off.
5. The Ayer Town Hall is a public building and is for the purposes of the General Public to conduct municipal business (Mon. thru Fri. 8:30am to 5:00pm) and/or to attend municipal meetings and/or public meetings and/or public events during the day or after hours as authorized by the Town of Ayer. If you notice anything suspicious you are to notify the Town Administrator immediately and/or the Ayer Police Department (especially after hours).
6. Failure to adhere to the terms of this policy may result in the revocation of privileges to use the Ayer Town Hall for after hours purposes.

If you have any questions or concerns regarding this policy, please do not hesitate to contact the Town Administrator at (978) 772-8210 and/or at ta@ayer.ma.us. Thank you for your immediate attention and cooperation to ensure the safety and preservation of the Ayer Town Hall.