

TOWN OF HUBBARDSTON  
BOARD OF SELECTMEN POLICY

SIGN BOARD USAGE POLICY (App: 2/29/2016)

- Town Business only — not for private or corporate functions
- Town Business includes but is not limited to:
  - Traffic Routing, Road Closures and Public Safety issues and notices
  - Elections/Town Meetings/Public Hearing Notices
  - Welcome Home to Military Personnel
  - Town Events ( Field Day/Parades and other sponsored town events)
  - Fundraising Events (related to town functions such as Library. COA or Scholarships)
  - Health Related Issues
- Priority will be given to emergencies, as may be determined by Public Safety Officials
- In cases when there are multiple requests Departments/Boards will take precedence.
- Postings for events need to be approved by the Chairman of the Board of Selectmen at least 1 weeks prior to the event, except in the case of emergency. Upon approval of the Selectboard/Town Administrator, some town departments may have a standing approval.
- Town maintains, insures and registers sign board, as required by Homeland Security
- Person requesting use will submit the attached form for electronic posting
- Town agrees to loan sign board to another community for use during an emergency

# Sign Board Template

Note- Messages will be limited to 8 Characters per line, 3 lines per page and 3 page maximum.

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Page 2

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