



Office of the
BOARD OF SELECTMEN
272 Main Street Townsend, Massachusetts 01469

Veronica Kell, *Chairman*

Joseph Z, Shank, *Vice-Chairman*

Chaz Sexton-Diranian, *Clerk*

Ross Perry
Interim Town Administrator

Office: (987) 597-1701
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POLICY #2-2021

REPLACE POLICY: N/A

Purpose: The Board of Selectmen and Interim Town Administrator agree to establish a consistent policy regarding the Electric Sign Board.

Policy: Sign Board Usage Policy (Electronic Trailer Mounted Sign)

The following is policy as directed by both the Interim Town Administrator and the Board of Selectmen:

- Sign Board is for Official Town Business only – not for private, corporate, or religious functions
- Town business includes but is not limited to:
 - Traffic Routing and road/business closures
 - Elections, Town Meetings, Public Hearing notices
 - Water bans
 - Welcome home to military personnel
 - Town wide events
 - Fundraising events related to town functions such as the Library, COA etc.
 - Health related information
- Precedence will be given to emergencies as determined by Public Safety officials. This could mean interrupting a previously approved sign posting. NOTE: Public Safety officials do not need approval to post messages related to any emergency
- Requests for positions should be submitted at least two weeks prior to event, except in cases of emergencies
- Using the attached form, sign requests should be approved by the Selectboard Chair
- The Town further agrees to loan the sign at the Highway Superintendent's discretion to other communities for use during an emergency

First Reading: August 17, 2021
Second Reading: August 31, 2021
Adopted: August 31, 2021



Townsend
MASSACHUSETTS

Request for use of the Town Electric Sign Board

Name: _____ Date: _____

Address: _____

Phone: _____ Email: _____

Reason: _____

Message to be displayed: (max 8 characters per line, including spaces, max 3 lines per screen, max 2 screens) (Shorter is better)

_____	_____
_____	_____
_____	_____

Requested dates: _____
Start End

Every effort will be made to honor the requested sign dates. However, emergency uses and scheduling of other requests may result in limits to the number of days for each message.

Submit the form to the Select Board office at the Town Hall or selectmen@townsendma.gov

Official Use

Chair's decision: Approved Denied

Chair's signature: _____

Approved request sent to: _____ date: _____