

**Town of Mashpee  
Board of Selectmen**

**Policy No: 007**

**Closing of Town Facilities During Winter Storms**

**I. PURPOSE**

It is the policy of the Board of Selectmen to maintain regularly-scheduled work hours at Town facilities to accommodate public needs except for conditions that would unreasonably and adversely affect the safety of Town employees.

**II. CONDITIONS AND SERVICES**

1. When severe weather conditions are being reported, department heads and staff should seek updated information relative to the predicted impact of any winter storm.
2. Essential services (Police, Fire and DPW) are expected to provide uninterrupted services. Other mission critical services may be required depending upon the circumstances.
3. Non-essential services may be suspended based upon careful consideration of the necessity to remain operational versus the unreasonable risk involved in travel by the motoring public.

**III. PROCEDURES**

1. When adverse conditions are caused by a winter storm, the Town Manager shall weigh service to the public and the hazards of road conditions. It must be recognized that the closure of Town non-essential services disrupts convenience to the public, in addition to a loss of productivity at taxpayer expense. It must be further recognized that the Town does not want to place any employee at unreasonable risk by maintaining regularly scheduled hours during a snowstorm that is causing hazardous road conditions.
2. The Town Manager shall consult with the DPW Director or any other sources in order to consider reliable, accurate and updated information regarding the impact of the snowstorm.
3. After reviewing all available relevant information and weather data, the Town Manager shall determine if the non-essential services shall be closed and temporarily suspended or subject to a delayed opening or early closing. Such elements include current road conditions or projected road conditions in terms of snow or ice; weather conditions such as snow, wind or rain; visibility; anticipated treatment of roads, and completed treatment of roads.

4. When the Town Manager decides to close Town operations or order a delayed opening or early closing, the Town Manager shall immediately inform all department heads and the Selectmen of such action. It shall be the responsibility of the department heads or assistant department heads to communicate the decision to their employees. The Town Manager or his/her designee will also make reasonable efforts (Facebook; website; electronic media; print media) to inform the public of such action.
  
5. If a Town non-essential employee desires to take time off during a winter storm when Town operations remain open, the non-essential employee may apply for appropriate leave consistent with their collective bargaining agreement or the Personnel Administration Plan or Personal Service contract. The Town will endeavor to grant such requested time provided it does not unreasonably disrupt operational efficiency. If the Town employee has no leave time available but his/her absence will not unreasonably disrupt operational efficiency, the Town Manager may grant unpaid leave to such person.

**Adopted: February 11, 1993**

**Revised: December 3, 1996**

**Amended: September 14, 2009**

**Amended: March 14, 2011**

**Revised: December 21, 2020**