



Office of the Town Administrator

To: All Town Employees

Date: December 11, 2023

Subject: Memorandum Regarding Winter Storm Closures

This memo serves as a reminder of the policy for closing or delaying the opening of our town offices during winter storms or other emergencies:

- The Town Administrator will decide if storm conditions warrant closing or delaying the opening of town offices.
- If the Governor declares a "State of Emergency" (or similar Federal declaration is made), town offices will close.
- Employees will receive text alerts from the Town Administrator (or other designee) notifying you of closures or delays. Please ensure the Town has your current phone number(s). Closures and delays will also be posted on the Town website and social media if possible.
- During closures or delays, essential public safety personnel must still report to work and contact supervisors with questions.
- Closures or delays declared by the Town Administrator will be considered "Administrative Absence" and non-essential employees will not be charged leave. Non-essential employees who voluntarily come into work will not receive compensation or leave time.
- Employees not reporting when offices are open or after a delay must use accrued vacation/personal leave time.
- Pre-approved vacation, personal days, or sick leave will still be charged on storm days with closures/delays.
- The Town Administrator may close buildings with intolerable conditions (e.g. furnace issues). Non-essential employees will receive pay for their regular hours.

I know winter weather can be unpredictable and closures can cause inconvenience. Please reach out if you have any questions or concerns about this policy. I'm happy to clarify or discuss any issues to make things go as smoothly as possible for all of us this winter season. Let's work together to keep Hubbardston running while staying safe and healthy.

Thank you,

A handwritten signature in black ink, appearing to read "N. Boudreau".

Nathan R. Boudreau, MPA
Town Administrator