



Town of Hubbardston Policies

Sign Board Usage Policy

The Sign Board is available for official town business only. It is not available for corporate functions.

Town business includes, but is not limited to:

- Traffic routing, road closures and public safety notices
- Elections, town meetings and public hearing notices
- Welcoming home military personnel
- Town events
- Fundraising events related to town functions
- Public health issues and notices

Priority will be given to emergencies as determined by the town's public safety officials.

In cases when there are multiple requests, town departments and boards will take precedence.

Posting for events need to be approved by the Chairman of the Board of Selectmen at least one week prior to the posting, except in the case of the emergency. Upon approval of the Board of Selectmen, some town departments may have standing approval.

- The Police Chief currently has the authority from the Board of Selectmen to approve messages for the town sign board that comply with this policy

The town maintains, insures and registers the sign board as required by Homeland Security.

Persons requesting use will submit the attached form (no exceptions).

The Town agrees to loan its sign board to another community for use during an emergency.

Adopted: February 29, 2016

Revised: December 16, 2019

Sign Board Template

Note – Messages will be limited to 8 characters per line, 3 lines per page and 3 pages maximum.

Page 1

Line 1: _____

Line 1: _____

Line 1: _____

Page 2

Line 1: _____

Line 1: _____

Line 1: _____

Page 3

Line 1: _____

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