

**TOWN OF PITTSFIELD, N.H.**  
**POLICY REGARDING TOWN HALL ACCESS**

In accordance with the provisions of the New Hampshire RSA 41:11-a, authorizing the Board of Selectmen to manage town property, the following policy is adopted by the Board of Selectmen for the Town Hall.

**Section 1. Prohibited**

No person shall enter the selectmen's office without signing into a log book to be kept at the door, with the following information to be entered; signature, printed name, date & time, reason for visit. When exiting the office the same person shall log time leaving and enter any physical item being removed. In addition to the public, every town employee shall be included and subject to this provision, and this Policy and Section shall be immediately added to the Personnel Policy of the Town, and become subject to disciplinary action for non-compliance.

**Section 2. Notice**

Notice shall be posted at Town Hall regarding this policy.

**Section 3. Waiver**

The Board of Selectmen shall have the power to grant exceptions to this policy upon written request, which includes a statement of the reasons for such request. The Board of Selectmen shall give notice of granting or denying such requests in writing.

**Section 4. Penalty**

Whoever violates any provisions of this Policy shall be issued a warning for the first offense and shall be guilty of a violation for each subsequent offense.

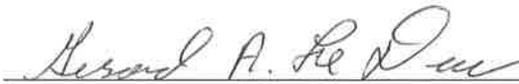
**Section 5. Effective**

This act shall take effect upon its passage.

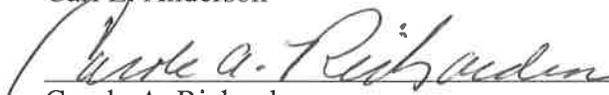
**Section 6. Passage**

Adopted on February 21, 2007

Amended on June 14, 2016

  
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Gerard A. LeDuc, Vice Chairman

  
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Carl E. Anderson

  
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Carole A. Richardson  
Pittsfield Board of Selectmen

June 14, 2016 amendments:

Rewording of Section 1

Section 4, replace Ordinance with Policy

Section 6, note existing Passage section as Section 6