

**TOWN OF PATTEN
MUNICIPAL BUILDINGS PERSONAL USE POLICY**

ARTICLE I - Preamble

- A. The Select Board hereby adopts the following policy for the utilization of buildings owned by the Town of Patten for personal use by employees and designated others.
- B. The Select Board may delete, amend, modify or change any or all of the provisions contained in this policy without prior notice. The provisions set forth are not contractual but rather written standards for those individuals to follow who are authorized to have access to any owned buildings by the Town of Patten.

ARTICLE II - Purpose

- A. The purpose of this policy is to define and establish standards regarding certain activities in the Town of Patten-owned buildings. This policy is established to ensure the health, welfare, and safety of Town of Patten employees, and designated others having access to Town buildings.

ARTICLE III - Description

- A. The Town of Patten-owned buildings are; The Town Office, The Town Garage Building, The Ambulance Service Building, and The Fire Department Building. Any and all future buildings owned by the Town of Patten are covered by this policy.

ARTICLE IV - Maintenance

- A. The buildings owned by the Town of Patten shall be maintained by the Town of Patten. This includes inside and outside lighting, electricity, heating, and bathroom facilities.

ARTICLE V - Standards of Use

- A. The use of any Town of Patten tools or equipment for personal use in any owned buildings by the Town of Patten is prohibited. This includes, but is not limited to, computers, printers, power and hand tools, vehicles, mowers, grass trimmers, or snowplows.
- B. The only vehicles allowed in the garages are owned vehicles by the employee, or designated others. Vehicles belonging to friends, family, or others are prohibited. The Town of Patten garages is not considered a public vehicle repair station.

ARTICLE VI - Smoking and Illegal Drugs


- A. Smoking of tobacco products in any owned buildings by the Town of Patten is prohibited. Use and/or possession of illegal drugs, beer, wine, hard liquor, spirits, or any other alcoholic beverages, are prohibited. Medical marijuana is permitted upon a physician's statement defining the frequency of use. The physician's statement must be presented to the Town Clerk and placed in the employee's personnel file. Any employee suspected of

being under the influence of either alcohol or illegal drugs will be asked to leave the premises and will be placed on immediate suspension.


ARTICLE VII - Violations

- A. Violations of any provision of this policy may be subject to a verbal warning, a written warning, suspension, or termination of employment. The degree of action will be determined by the Board of Selectpersons, the Department Director, and the Town Manager.

Signed: April 18th, 2023



Chairman Cody Brackett



Vice Chair Gregg Smallwood



Dennis Kelly



Rae Bates



Janice Dancer