

**POLICY FOR WHEN THE TOWN MANAGER IS
ABSENT OR DISABLED**

ABSENCE OR DISABILITY OF THE TOWN MANAGER - THE TOWN MANAGER WILL DESIGNATE A QUALIFIED ADMINISTRATIVE OFFICIAL OF THE TOWN TO PERFORM THE TOWN MANAGER'S DUTIES DURING A TEMPORARY ABSENCE OR DISABILITY, SUBJECT TO CONFIRMATION BY THE BOARD OF SELECTMEN. IF THE TOWN MANAGER DOES NOT MAKE THIS DESIGNATION, THE DEPARTMENT HEADS SHALL BE RESPONSIBLE TO ADDRESS ANY PROBLEMS THAT MAY OCCUR. IF THE DEPARTMENT HEAD FEELS HE/SHE IS UNSURE HOW TO HANDLE THE PROBLEM OR SIMPLY WANTS TO CONSULT WITH SOMEONE BEFORE MAKING A SERIOUS DECISION, HE/SHE SHOULD CONTACT THE CHAIRMAN OF THE BOARD OF SELECTMEN AND REQUEST A MEETING BETWEEN THE BOARD OF SELECTMEN AND THE DEPARTMENT HEAD FOR THE PURPOSE OF RESOLVING THE PROBLEM.

DATE ADOPTED: May 8, 2000

Arthur Bordeaux
ARTHUR BORDEAU, CHAIRMAN

Robert Lyons
ROBERT LYONS

Louise Waterhouse
LOUISE WATERHOUSE

John A. Arsenaault
JACK ARSENAULT

James McDonald
JAMES MCDONALD
BOARD OF SELECTMEN,
TOWN OF MEXICO