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**TOWN OF MILFORD BOARD OF SELECTMEN POLICY NO. 2004-01**

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**TO :** ALL DEPARTMENT HEADS, BOARDS, COMMISSIONS, COMMITTEES

**FROM:** KATHERINE E.L. CHAMBERS, TOWN ADMINISTRATOR

**SUBJ :** POLICY REGARDING MATTERS BEFORE THE NH HOUSE OF REPRESENTATIVES OR SENATE

**DATE:** JULY 20, 2004

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At a meeting of the Milford Board of Selectmen held on Monday, July 12, 2004, the Board of Selectmen voted to adopt the following policy regarding Town of Milford employees taking positions on matters before the State of New Hampshire House of Representative or the Senate:

1. No Town of Milford employee shall, without the prior approval of the Board of Selectmen or the Town Administrator, make statements or release for publication any written materials or photographs concerning the operations or administration of the Town to any body of the State Legislature while holding themselves out as representing the Town or the Department in such matters.
2. When an individual is acting as a representative or employee of the Town, the use of discretion regarding public statements on governmental policy shall at all times be consistent with the philosophy, Mission Statement, goals, and objectives of the Town of Milford.
3. Any employee who is found to be in violation of this policy shall be subject to disciplinary procedures as outlined in the current Town of Milford Employee Handbook of Personnel Rules.

There is nothing in the foregoing policy to preclude an employee from taking a personal position on matters before any body of the State Legislature, so long as the employee does so solely as a private citizen and does not hold him/herself out as representing the philosophy, Mission Statement, goals or objectives of the Town of Milford or his/her department.

**EFFECTIVE DATE:** July 20, 2004