

*Towns of Mapleton, Castle
Hill, and Chapman*

*Office of the Town Manager
(207) 764-3754
townmanager@mapletontownoffice.com*

MEMORANDUM


TO: All Staff

FROM: Jon Frederick, Town Manager

DATE: February 18, 2014

SUBJECT: Town Office Weather Closure Procedure

The following procedure outlines the steps necessary to close the Town Office due to inclement weather:

1. Notify all non-essential employees and the Road Commissioner.
2. Notify media sources:
 - a. WAGM – 764-4461
 - b. 96.9 Big Country – <http://bigcountry969.com/> - Contact Us – Closings/Delays. User Name townmanager@mapleton.me, password Mapleton04757
 - c. WCXU 97.7FM (The X) – 1-800-660-9298
 - d. WFST 600AM – 492-6000
3. Post on Facebook. User Name mchc@mf.net, password Mapleton1.
4. Post on web site www.mapleton.me . User Name Town Manager, password Mapleton04757. Edit the article from the icon .
5. Change the office phone Night Message.
 - a. Press V-Mail from any phone.
 - b. Press 72. Option 4 when prompted.
 - c. Press 802 for Night Message.
 - d. Listen to directions and press 7.
 - e. Record message, “Today is *Month Day*, the Mapleton, Castle Hill and Chapman town office is closed due to weather.”
6. Post a closure message on the front door.