

Memo

To: All Employees

From: Janice C. Conlin, Town Administrator

Date:

Re: Smoking Regulations

Cc: Board of Selectmen

On July 25, 2001, the Board of Health adopted new smoking regulations. These regulations prohibit the use of any tobacco product inside and within 15 feet of the entranceway of all public facilities within the Town of Southborough. The regulation also prohibits smoking in all municipal vehicles. There are fines imposed if a manager in charge of the Town building permits a violation of this regulation.

The Board of Selectmen at its September 4, 2001 meeting endorsed this regulation. Therefore, the prior policy of this Board is voided and replaced with this regulation. You may obtain a copy of the regulation from either the Board of Health or the Town Clerk's Office.