Keys/locks for the Town Office:

HISTORICALLY: When staff changes, the locks to the office are re-keyed and as many as 15 keys have been made. The old office had a key board on the wall, and Council members needed access in order to pick up mail. We no longer need to have that many keys made.

OPTIONS:

1. Staff checked into using a coded electronic keypad entry lock with a key override which can cost about $130 and comes with one key in the box with the new lock. The Locksmith (Brian Conboy) could install it on the back door and make (5) five keys.

The keys would be given to the Mayor, the Vice Mayor, the Town Clerk and the Zoning Administrator, and one to McD Fleet for maintenance needs.

With this kind of lock, it is possible to input individual codes (up to 50) for members of the Town Council or the Planning Commission who could enter the back door without a physical key. As members cycle out because of the end of their terms or they resign, their code would be eliminated.

1. Another option would be to simply have the Locksmith re-key the front and backdoor and issue us five new keys.