



TOWN OF HANOVER
550 HANOVER STREET, SUITE 29
HANOVER, MASSACHUSETTS 02339
781-826-5000 ext. 1084

Joe Colangelo
Town Manager

Memorandum

To: Board of Selectmen
From: Joe Colangelo, Town Manager
Date: May 14, 2018
Attachment(s): (i) Board of Selectmen Policy #15-03 (ii) FY2018 Appointment List (iii) BoS Reappointment List
(iv) Town Organizational Chart(s)
Re: Board (Re)Organization

In accordance with Policy #15-03, the Board of Selectmen should elect a Chairman. My reading of the policy indicates that Chairman Delaney shall preside until a new Chairman is elected. Section 5 of the policy suggests that the role of Chairman should rotate annually. The responsibilities of the Chairman are described in Section 5 of the policy.

Consider a Motion to Elect _____ as Board Chair.

Policy #15-03 further indicates that the Board shall appoint a Vice-Chairman under the same provisions stated for the Chairman. The responsibilities of the Vice-Chairman are described in Section 6.

Consider a Motion to Elect _____ as the Board's Vice-Chairman

Section 7 states that the Board of Selectmen, on a yearly basis, shall assign liaisons to every Committee, Board, and Commission (CBC). My understanding is the Board has historically done this at the first meeting following the organizational meeting; June 4th in this case.

Section 7(a) states that the Board of Selectmen, on a yearly basis, shall approve overall goals, objectives, and policies for the Town...It seems like these goals would be best developed, established, and approved during/after a retreat (?)

Consider a Motion Setting a 'Workshop Meeting' as Provided for by Section 12 of Policy #15-03 on _____ at _____ to _____ for the Purpose of Setting the Board's Goals, Objectives, and Policies for the Year.

Section 10 suggests that the Board shall establish its regular meeting schedule.

Consider a Motion Adopting a Regular Meeting Schedule of the First and Third Monday of Every Month

Members of the Board of Selectmen should review all of Policy #15-03 and suggest any other motion(s) to be considered during the May 21 meeting or at a later date.

The Board of Selectmen has responsibilities related to the appointment of various commissions, boards, and committees (CBCs). These CBCs are summarized in the attached organizational chart. Like the appointment of BoS members as liaisons to CBCs, my understanding is the Board will review this list on May 21 and make appropriate reappointments at the June 4th meeting.



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Board of Selectmen

Board of Selectmen Operating Policies and Procedures

POLICY 15-03

1. Purpose

The Board of Selectmen of the Town of Hanover, recognizing the need to codify the traditional and accepted working relationships among the members of the Board, between the Board and the Town Manager, and between the Board, other Town Boards, committees, officials, employees, and citizens, hereby creates the Board of Selectmen Operating Policies and Procedures.

2. Election and Qualification

The Board shall consist of five duly elected members. Before assuming official duties, each newly elected member shall be sworn to faithful performance of official duties and responsibilities by the Town Clerk.

3. Organization

The Chairman shall be elected annually at the first regular meeting following the Annual Town Election. The Board at any time may remove the Chairman by a majority vote. The immediate past Chairman shall preside as Chairman pro temp until the Chairman is elected. If there is no immediate past Chairman, the immediate past Vice-Chairman shall preside. If there is no immediate past Vice-Chairman the member with the most seniority on the Board shall preside.

If a vacancy occurs in the office of Chairman, the Board shall elect a successor. The Board shall further appoint a Vice-Chairman under the same provisions stated for the Chairman.

4. Chairmanship

Although the Board of Selectmen retains the right to reorganize at their discretion, this Policy establishes the guideline of an annual rotation of the Chairman position. It is also the intent of this Policy to not have a Board member serve as Chairman in the final year of their term. However, the Board retains the right to elect any member of the Board to serve as Chairman.

5. Responsibilities of the Chairman

The Chairman of the Board shall:

- a. Be responsible for calling regular, emergency and Executive Session meetings of the Board of Selectmen, as needed.
- b. Preside at all meetings of the Board of Selectmen. In doing so, he/she shall maintain order in the meeting room, recognize speakers, call for votes and preside over the discussion of agenda items.

- c. Sign official documents that require the signature of the Chairman.
- d. Represent the Board at meetings, conferences and other events determined by the Board or delegate to another Board member.
- e. Serve as spokesperson of the Board at Town Meetings and present the Board's position unless otherwise determined by the Board or delegated to another member.
- f. Recommend liaison assignments and assigns overview responsibilities for projects and tasks to Board members. The final decision on liaison assignments is by a majority of the Board members.
- g. Nominate Board members to Board Sub-Committees. Final appointment is by a majority of the Board members.

6. Responsibilities of the Vice-Chairman

The Vice-Chairman of the Board shall:

- a. Act in the place of the Chairman during his/her absence at meetings.
- b. Should the Chairman leave office, the Vice-Chairman shall assume the duties and responsibilities of the Chairman until the Board elects a new Chairman.

7. Board of Selectmen Liaisons

The purpose of establishing Board of Selectmen liaisons to the various Departments is to maintain good communication and effective working relationships between other Boards, Committees and Commissions and the Board of Selectmen.

Liaison assignments shall be established by the Board of Selectmen on a yearly basis.

It is the Board of Selectmen's intention that every Board, Committee or Commission will have an assigned Board of Selectmen liaison each year.

Board of Selectmen Liaisons shall:

- a. Attend as many meetings of the Board, Committee and Commission as possible.
 - b. Assist the Board, Committee or Commission where there is a problem with attendance of any member.
 - c. Act as a resource person for the liaison Board, Committee or Commission regarding Selectmen's issues.
-

- d. To particularly understand and communicate to the full Board of Selectmen issues which affect budgets and other areas of concern of the Board, Committee or Commission.

Board of Selectmen as a whole, by majority vote shall:

- a. Approve overall goals, objectives and policy setting for the Town to be discharged by the Town Manager within the constraints of the Hanover Town Manager Act, another applicable local Bylaws and Federal and State statutes and regulations.
 - b. Select the Town Manager and establishes the rate and manner of compensation. The Town Manager serves as the equivalent of the Chief Executive Officer for the Board of Selectmen with the ultimate authority and responsibility for the operation and the management of the Town, under the direction and control of the Board of Selectmen. Except for actions contrary to decisions or written policies made by the Board of Selectmen as a whole, the Town Manager is authorized to take whatever actions are required to operate and manage the Town. The Town Manager is the designated representative for the Board of Selectmen regarding collective bargaining negotiations. The Town Manager may utilize other Town personnel as needed to carry out these responsibilities.
 - c. Serve as an appeal body for residents on matters arising from the Board of Selectmen's operations.
 - d. Approve:
 - 1. The Annual Report of the Board of Selectmen.
 - 2. All correspondence on Board of Selectmen letterhead that is written by the Board to other elected or appointed Boards or Committees.
 - 3. All collective bargaining agreements. Also establishes the goals and objectives for the Town Manager to meet in bargaining new or amended collective bargaining agreements.
 - 4. All presentations made by the Board of Selectmen to other elected Boards or Committees.
 - 5. Initiation of litigation or its settlement.
 - 6. The appointment of members to Boards, Committees or Commissions under the jurisdiction of the Board of Selectmen or as authorized by Town Bylaws or the Town Manager Act.
 - e. Board of Selectmen Subcommittees: Subcommittees serve as a mechanism for the Board to review and consider specific issues. Subcommittees may recommend, but not approve, a course of action to the Board.
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8. Town Manager Evaluation

A comprehensive performance evaluation will take place at least annually. The annual evaluation may be used as the basis in determining any merit based increase or bonus for the Town Manager. However, the result of the annual performance review does not obligate the Board to grant a merit increase or bonus.

- a. The performance evaluation period will run from April 1st to March 31st.
 1. If a Town Manager is hired during the performance evaluation period the evaluation will still be conducted by March 31st provided the Town Manager has been in the position a minimum of six months.
- b. The Board of Selectmen will establish a schedule to complete the Town Manager Evaluation and vote on any salary increase or bonus prior to the annual Town election.
- c. Prior to June 30th, the Board shall:
 1. Review & update the Board of Selectmen and Town Manager goals for the next fiscal year.
 2. Review and update the criteria that the Town Managers performance will be evaluated on for the next fiscal year.

9. General Operating Policies

It is the policy of the Board of Selectmen:

- a. To operate in accordance with the spirit, as well as the letter of all laws affecting its business and its employees.
 - b. All Board members, members of Boards, Committees and Commissions appointed by the Board of Selectmen, Town staff and employees are required to act with the highest level of integrity, business ethics and objectivity in any transaction where a Selectman or employee represents the Board of Selectmen. No Selectman or employee is allowed to misuse the authority or influence of their position.
 - c. To operate in a businesslike and efficient manner in all aspects of operating and managing the Board of Selectmen.
 - d. To be supportive of a good working relationship between management and employees including Unions.
 - e. To hold regular open and public meetings to allow residents to provide direct input on any open session matter before the Board and to offer the opportunity at
-

all regular sessions of the Board of Selectmen for residents to comment upon any issue that is on the agenda for that meeting.

- f. To affirmatively and courteously respond to all requests for public information. All requests will be arranged through the Town Manager.
- g. To advocate for the use of technology, training, personnel and flexible work and administrative processes to maintain an efficient municipal government serving the best interests of residents.
- h. To operate in the best interests of the Town in all matters.
- i. Refrain from the use of texting, emailing, and phone calls during meetings.

10. Regular Board Meetings

Regular Board meetings are held on Mondays. The Board shall not meet on days designated as legal holidays. The Board may establish an alternative schedule by a majority vote.

11. Special Meetings

A meeting called for any time other than the regular meetings shall be known as a "Special Meeting". The same rules as those established for regular meetings will apply. Special meetings may be called provided that a majority of the members agree to meet and all Board members who are available are notified.

12. Workshop Meetings

The Board may conduct informal "workshops" from time to time as the situation warrants. At such meetings, which will be posted in accordance with the Open Meeting Law, no official action will be taken.

13. Executive Session

If practicable, Executive Sessions, other than a few minutes in duration will be scheduled only at the end of the open meeting. Only items clearly allowed under the Open Meeting Law shall be included in Executive Session. The mover must specify in the motion to enter Executive Session the reason the session is sought.

A majority of the members present must vote to enter Executive Session by roll call vote. The Chairman must state whether or not the Board will reconvene into open session.

14. Limit of Hours for Regular Meetings

The regularly scheduled meetings of the Board of Selectmen shall be limited by having discussion limited to agenda items taken up or tabled prior to 11:00 p.m. All remaining items will be deferred to a subsequent meeting. In order to facilitate the above policy efficiently, the Chairman will:

- a. Limit the time of speakers from the floor especially during public hearings.
- b. Call for votes on major issues or policy changes prior to 11:00 p.m., or defer final votes to subsequent meetings.
- c. Request staff to prepare motions for Board action in advance.

15. Minutes

The Selectmen's secretary is responsible for preparing minutes of all Board meetings. Minutes shall contain a full statement of all actions taken by the Board and of the disposition of all proposals for action.

16. Declassifying Confidential Executive Session Minutes

In accordance with the provisions of the Open Meeting Law, Chapter 39, Section 23, the Town Manager, acting as clerk to the Board of Selectmen, will review approved confidential minutes of the Board of Selectmen's Executive Sessions on a regular basis. It is the intent of the Board of Selectmen to withhold minutes only for as long as the publication of the record would defeat the original purpose of a lawfully convened Executive Session.

At least once a month, the Town Manager will review all approved minutes still in confidential status, and will release for publication those segments that need not be confidential any longer.

This action will be part of a report on the "Town Manager Update" of the Board of Selectmen's meeting agenda.

17. Identification of a Person Addressing the Board of Selectmen

Each person appearing before the Board of Selectmen who wishes to speak will, upon recognition by the Chairman of the Board, identify him/herself by name and address of residence. Failure to identify him/herself will result in the Chair withdrawing permission for that individual to speak to the Board of Selectmen.

18. Continuity of Business

It shall be the policy of the Board of Selectmen to conduct the business on its agenda at the meeting for which it is listed, unless a particular member of the Board is essential to the topic of discussion by virtue of special background or expertise, and is not able to be present at the meeting for which that item is listed.

19. Board of Selectmen Communication

It is important to the public and to the Board of Selectmen itself to make it clear when an individual member is speaking for the Board as a whole, or when he/she is speaking for him/herself as an individual. In order to ensure this clarity of communication, the following shall be the policy of the Board of Selectmen:

- a. Members of the Board of Selectmen shall be given a Town email account for their use. Board members shall use their Town email account for correspondence relative to Town business or matters. Correspondence of this type shall be copied to all of the other members of the Board of Selectmen and to the Town Manager. Any such correspondence shall state that the views expressed are those of that member of the Board of Selectmen only.
- b. The Board of Selectmen stationery, naming all five members of the Board, will be used only for correspondence from the full Board of Selectmen. This will be used to communicate positions of the full Board of Selectmen based on consensus of the full Board or based upon actually voted positions of the Board.
- c. The Board of Selectmen may take votes on recommendations on Warrant Articles appearing before Town Meeting, and the Chairman of the Board of Selectmen or his/her designee will be responsible for communicating those recommendations to Town Meeting based on votes of the Board.
- d. If a Board member rises to speak at Town Meeting, he/she shall identify whether he/she is speaking for the full Board or as an individual.

In today's society, much of the correspondence to the Board of Selectmen is electronic, and often is copied to all members of the Board. The Board of Selectmen acknowledges that correspondence in electronic form that is made and/or received by it and its individual members are "public records". Additionally, the Board of Selectmen acknowledges that the manner in which it deals with electronic correspondence may raise concerns relative to the Open Meeting Law. The Board also feels it is important to ensure that a proper response is given to an email request.

Electronic correspondence will be handled in the following manner:

- a. Correspondence about a particular service that needs attention from Town staff. *The Town Manager will respond to this electronic correspondence, with an electronic copy to all members of the Board of Selectmen, and this correspondence will be listed on the next Board of Selectmen agenda.*
 - b. Correspondence addressed to the Board of Selectmen expressing an opinion or comment on a matter before the Board of Selectmen. *The Town Manager will respond to acknowledge this electronic correspondence, with an electronic copy to all members of the Board of Selectmen, and this correspondence will be listed on the next Board of Selectmen agenda.*
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- c. Correspondence addressed to the Board of Selectmen asking the Board for action on a particular matter. *The Secretary to the Board of Selectmen (or designee) will draft a form letter, acknowledging the receipt of the correspondence, outlining that the Open Meeting Law prohibits the Board of Selectmen as a whole from commenting on the matter outside of a public meeting, and that the Board will consider at a future meeting whether to schedule agenda time on that matter.*
- d. Acknowledging that it is possible that private one on one electronic communications may reach a quorum of members without the knowledge of all participants, members of the Board of Selectmen shall only comment in electronic form on any correspondence received by referring the matter to the Town Manager.
- e. Members of the Board of Selectmen may communicate electronically on housekeeping matters such as the scheduling, cancellation and time of meetings and requests to put matters on its agenda.
- f. Documents may be distributed via email from the Board of Selectmen to all members of the Town's boards, commissions and committees to permit advance review of materials to be discussed at upcoming meetings.
- g. The Board shall have as a resource an "Executive Dashboard" which is an electronic repository for all information provided by the Town Manager, including updates on weekly activities, personnel actions, and legal developments.

EFFECTIVE DATE: April 27, 2015

BOARD OF SELECTMEN


Harold L. Dunn, Chairman


Susan M. Setterland, Vice Chairman


Joseph R. Salvucci


Brian E. Barthelmes

Robert S. O'Rourke

2018 - 2019 Reorganization List

The Board of Selectmen agreed upon the following assignments by members of the Board to be effective until reorganization after next year's Annual Town Meeting.

	DD	JK	ED	JK	JB
VOTE TO REORGANIZE AND APPOINT CHAIRMAN					
VOTE TO APPOINT VICE CHAIRMAN					
Advisory Committee Liaison					
Negotiating Representative -- Schools					
Sylvester/Salmond School Redevelopment Committee					
Affordable Housing Trust					
Plymouth County Advisory Board					
Plymouth County Advisory Board - Alternate					
South Shore Coalition Representative					
Plymouth County Selectmen's Association					



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David Delaney, Chairman
John Tuzik, Vice Chair
Emmanuel Dockter
Jocelyn Keegan
John Barry

TO: Tammy Murray

of 665 Center Street, Hanover, MA 02339

We, the Selectmen of Hanover by virtue of the authority in us vested by the laws of the Commonwealth,
do hereby appoint you

***DELEGATE TO THE
OLD COLONY ELDER SERVICES ADVISORY BOARD***

Effective: June 30, 2018

Appointment Expires: June 30, 2019

Given at Hanover, this 21st day of May, 2018

BOARD OF SELECTMEN

David R. Delaney, Chairman

John C. Tuzik, Vice Chairman

Emmanuel J. Dockter

Jocelyn R. Keegan

John S. Barry



Old Colony Elder Services

Providing services to the community since 1974

March 29, 2018

David R. Delaney, Chairman
Board of Selectmen, Town Hall
550 Hanover Street, Ste. 29
Hanover, MA 02339

Dear Mr. Delaney:

On June 26, 2018, Old Colony Elder Services (OCES) will hold its annual election of Board Directors to serve for the next fiscal year (July 1, 2018 – June 30, 2019). In order to facilitate the voting process, we ask that your nomination be chosen no later than at your May Selectmen's meeting. Tammy Murray is the current OCES Board Director from Hanover.

Per OCES' By-Laws, each of the 23 cities and towns in OCES' state-designated service area may be represented by 1 Board Director; the Board of Selectmen is invited to nominate 1 representative to OCES' Board of Directors for 2017-2018 following recommendations from the Council on Aging. **Please notify us by letter on official town letterhead by May 31 or earlier.**

When selecting your nominee please consider carefully the responsibilities of an OCES Board Director as stated in OCES' By-Laws, outlined below.

- All Directors have the duty to act in the best interest of the organization and in accordance with the organization's mission; take reasonable care when making decisions; and, stand aside when there is a conflict of interest.
- All new Board Directors must participate in the annual orientation session.
- Attendance at full board and committee meetings is a very important aspect of fulfilling the role of an OCES Board Director. All Directors are expected to follow the Board attendance policies. If a Board member is absent from three (3) consecutive board meetings, he/she forfeits his/her directorship on the Board.

If you have any questions, please call Barbara Bartone at 508-584-1561 x238 (or email Barbara at bbartone@ocesma.org).

Thank you,

Nicole Long, MSW, LICSW
Chief Executive Officer

CC: Tammy Murray, COA Director



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781-826-5000 ext. 1084

David Delaney, Chairman
John Tuzik, Vice Chair
Emmanuel Dockter
Jocelyn Keegan
John Barry

TO: Joseph Colangelo

of 550 Hanover Street, Hanover, MA 02339

We, the Selectmen of Hanover by virtue of the authority in us vested by the laws of the Commonwealth,
do hereby appoint you

REPRESENTATIVE TO THE METROPOLITAN AREA PLANNING COUNCIL

Effective: June 30, 2018

Appointment Expires: June 30, 2019

Given at Hanover, this 21st day of May, 2018

BOARD OF SELECTMEN

David R. Delaney, Chairman

John C. Tuzik, Vice Chairman

Emmanuel J. Dockter

Jocelyn R. Keegan

John S. Barry

Janet Tierney

From: Janet Tierney
Sent: Thursday, May 10, 2018 10:43 AM
To: Joseph Colangelo
Subject: MAPC

Hi Joe,

I spoke with Heidi over at the MAPC regarding Hanover's Representative appointment. She said that we were mistakenly added to the list of Town's without a Representative however our Representative and Alternate Representative's terms are up on June 30th, 2018. We cannot appoint two Representatives but we can continue to appoint an alternate who will have the same term as the Representative. She mentioned that if the Board can make the appointments in early May, the new Representative can attend MAPC's Annual Meeting on May 30th at the Boston Colonnade Hotel from 9:30 a.m. to 12:00 p.m. This is the meeting where MAPC's Officers and Executive Committee are elected and our Rep. will be able to participate in the vote.

I'll place an appointment slip for your appointment as the Rep in the Board's agenda packet for the next BOS meeting on the 21st.

Thanks,
Janet

Janet Tierney

From: Michaela Shoemaker
Sent: Monday, May 7, 2018 4:24 PM
To: Janet Tierney
Subject: RE: Hanover Rep to MAPC

So doing some research it appears that MAPC likes to have a representative from the municipal governments they represent, they have 101 municipal representatives (some towns have more than one). It looks like some tend to be either the town manager or the town planner.

From: Janet Tierney
Sent: Monday, May 7, 2018 2:43 PM
To: Michaela Shoemaker
Subject: Hanover Rep to MAPC

Hi Michaela,
Attached please find the Letter from MAPC regarding appointing a Rep. from Hanover and the appointment slips for the Representative and the Alternate that are in place until June 30th.
Joe expressed an interest in this. Please let me know if you are able to shed any light on whether or not they are still serving.
Thanks,
Janet

Date

Mr. Marc D. Draisen, Executive Director
Metropolitan Area Planning Council
60 Temple Place, 6th floor
Boston, MA 02111

Dear Mr. Draisen:

Sample:

In accordance with the provisions of Massachusetts General Law, Chapter 40B, section 24, I hereby appoint _____ as the Town of _____'s representative to the Metropolitan Area Planning Council. Said appointment shall be for a term of three years from the above date.

If the Town chooses to also name an Alternate Representative: [note: term of office for Alternate must be for the same 3-year term as the term for the Representative]

Sample:

In accordance with the provisions of Massachusetts General Law, Chapter 40B, section 24, I hereby appoint _____ as the Town of _____'s Alternate representative to the Metropolitan Area Planning Council. Said appointment shall be for a term of three years from the above date.

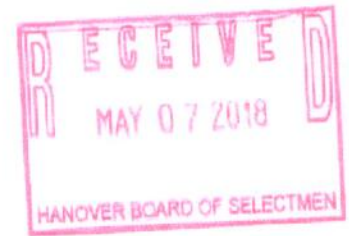
Sincerely,

Chairman, Board of Selectmen/ Town Administrator/ Manager

Bo S
Meets
4/21
under Art. 51



SMART GROWTH AND REGIONAL COLLABORATION



May 3, 2018

David R. Delaney, Chair
Board of Selectmen
550 Hanover Street
Hanover, MA 02339

Dear Mr. Delaney:

The position of the Town of Hanover's representative to the Metropolitan Area Planning Council (MAPC) **is currently vacant**. It is my hope that the Town will participate on the Council by appointing a representative for a three-year term, and I have outlined this process below.

In accordance with the provisions of Massachusetts General Laws, Chapter 40B, Section 24, when the term of an appointed member expires, his/her successor shall be appointed **for a term of three years**. This term should commence on the date of appointment and must comply with the statute in order to be considered valid.

We recommend that the Town select an elected or appointed official or resident who can effectively represent the Town of Hanover's interests in the region, and who will appropriately report back to the Town on MAPC's projects and policy priorities.

In keeping with MAPC's ongoing efforts to diversify our staff and members of the Council, we always appreciate it if an appointing authority can give due consideration to candidates who might help MAPC to reflect more accurately the population of our region, and for those reasons, we especially encourage you to consider appointing a woman or person of color.

Please be aware that in the capacity of Council Representative, individuals hold a statutory office and are considered to be special state employees within the meaning of various statutes, including the Conflict of Interest Law.⁸

This is an exciting time for smart growth and regional collaboration and MAPC is rising to the challenge:

- *MetroFuture: Making a Greater Boston Region*, our long-range regional plan, was adopted in 2008, and the region has changed a great deal in the intervening 10 years. We are now working to update the plan to incorporate the significant changes in demographics, politics, market forces and technologies that are transforming our region. We have had the good fortune to receiving funding resource to help achieve the goals of the *MetroFuture* plan and we are excited to update it and create a vision that will serve as a roadmap for a sustainable and equitable region.
- MAPC provides top-notch technical assistance to its member communities – drafting zoning bylaws, preparing applications to state government, helping communities to prepare for natural or

⁸ Massachusetts General Laws, Chapter 268A

man-made disasters, protecting water supplies, establishing 40R or 43D districts, etc. Often, MAPC can cover all or part of the costs of these efforts.

- MAPC does not stand still. In recent years we have added new programs for our members, covering topics such as clean energy, public health, and arts and culture planning.
- The Council has an active legislative agenda, overseen by its Legislative Committee. Currently, for instance, we are actively engaged in efforts to expand funding for the Community Preservation Act (CPA), to reform the state's antiquated zoning and subdivision laws, and to increase local transportation funding opportunities for cities and towns.
- As vice chair of the region's Metropolitan Planning Organization (MPO), we play an active role in making sure that the voice of our member communities is heard in state deliberations on transportation policies and capital projects.
- We continue to assist communities in the bulk purchase of goods and services - everything from fire trucks to office supplies. Buying as a group keeps the price low and helps to ensure quality products and services. We have added many new products and services that are consistent with our mission, such as smart parking systems that include smart meters and mobile payment applications; local produce, meat and fish for schools; and automated vehicle locator systems for public works vehicles.
- We believe that achieving equity is paramount to the long-term economic and social wellbeing of the Metro Boston region and the Commonwealth. MAPC is committed to advancing equity in the region through our organization policies, planning projects, and public policy positions.

You can learn more about MAPC's ongoing activities by consulting our website, www.mapc.org, or you can follow us on Facebook or Twitter.

MAPC takes pride in playing a critical role to promote sustainable growth and inter-local cooperation across the region. We value the Town of Hanover's involvement in deliberations about the region's physical, social and economic condition, and we need your participation. We look forward to the involvement of your new appointee.

I would also like to point out that the Town has the option of appointing an Alternate member to serve conterminously with the term of the Representative. Details on this process are enclosed with this letter. The Alternate member can vote at all Council meetings on behalf of the Town in the absence of the Representative.

Please address any questions regarding the appointment process to Heidi Anderson, Operations Manager, at (617) 933-0764 or handerson@mapc.org. Or, if you have broader questions about the role of MAPC and its Council members, feel free to call me directly at (617) 933-0701, or contact me by email at mdraisen@mapc.org. Thank you for your attention.

Respectfully,

A handwritten signature in black ink, appearing to read "Marc D. Draisen". The signature is fluid and cursive, with the first name "Marc" being the most prominent.

Marc D. Draisen
Executive Director

Enclosure

Janet Tierney

From: Janet Tierney
Sent: Monday, May 7, 2018 2:43 PM
To: Michaela Shoemaker
Subject: Hanover Rep to MAPC
Attachments: 9-21-15 - Alt to Rep to MAPC - Kerry Harrison.pdf; 9-21-15 - Rep to MAPC - Thomas Rodick.pdf; 5-3-18 - Ltr from MAPC re Town of Hanover Representative to MAPC.pdf

Hi Michaela,

Attached please find the Letter from MAPC regarding appointing a Rep. from Hanover and the appointment slips for the Representative and the Alternate that are in place until June 30th.

Joe expressed an interest in this. Please let me know if you are able to shed any light on whether or not they are still serving.

Thanks,

Janet



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BOARD OF SELECTMEN
550 HANOVER STREET, SUITE 29
HANOVER, MASSACHUSETTS 02339
781-826-5000 ext. 1084

David Delaney, Chairman
John Tuzik, Vice Chair
Emmanuel Dockter
Jocelyn Keegan
John Barry

TO: Michael O'Connor

of 125 Plymouth Road, Hanover, MA 02339

We, the Selectmen of Hanover by virtue of the authority in us vested by the laws of the Commonwealth,
do hereby appoint you

***A MEMBER OF THE
INFORMATION TECHNOLOGY STUDY COMMITTEE***

Effective: May 21, 2018

Appointment Expires: June 30, 2019

Given at Hanover, this 21st day of May, 2018

BOARD OF SELECTMEN

David R. Delaney, Chairman

John C. Tuzik, Vice Chairman

Emmanuel J. Dockter

Jocelyn R. Keegan

John S. Barry



TOWN OF HANOVER
550 HANOVER STREET, SUITE 29
HANOVER, MASSACHUSETTS 02339
781-826-2261 781-826-5010



SPECIAL ("One-Day") ALCOHOL LICENSE APPLICATION

Check one: Non-profit - Fee \$40.00 () For-profit - Fee \$75.00 ☒

Check one: All Alcohol () Wine & Malt () Malt Only ☒ Wine Only ()

PLEASE PRINT LEGIBLY

*Applicant's Name: Kerry Connolly

* Applicant must be a person (not an entity). For an All-Alcohol License, the applicant must be a person who represents a non-profit organization.

Applicant's Street Address: 200 Webster Street, Hanover

Daytime Contact #: 781-985-9258 Applicant's E-mail Address: Kerry@rawandride.com

Name/Purpose of Event: member appreciation party

Event Date: 6/1/2018 Requested Hours of Sale: 6pm - 8pm

Event Location Street Address: 200 Webster Street, Hanover

Organization sponsoring event: Raw and Ride

Organization's Street Address: 200 Webster Street, Hanover

Number of People Expected to Attend Event (including staff & volunteers): 40

Server/Caterer Name: Burke's Aleworks, Hanover

Name of Liquor License Holder (Attach copy of license): Burke's Aleworks, Hanover

Have servers had training in Alcohol service? Yes If yes, attach copies of proof of training

Do you have liquor liability insurance? No If yes, attach a copy of your certificate of liability insurance

Has permission been received from the property owner to hold this event? Yes

I, the undersigned, understand and agree to the restriction and responsibilities of holding a One-Day Alcohol License and certify that I am not prohibited from holding such license. I agree that the Town of Hanover is in no way responsible for the actions of the applicant.

Kerry Connolly
Applicant's Signature

5/16/18
Date Filed

Chairman - Board of Selectmen

Date Approved



TOWN OF HANOVER
BOARD OF SELECTMEN
550 HANOVER STREET, SUITE 29
HANOVER, MASSACHUSETTS 02339
781-826-5000 ext. 1084

David Delaney, Chairman
John Tuzik, Vice-Chairman
Brian Barthelmes
Emmanuel Dockter
Jocelyn Keegan

ALCOHOLIC BEVERAGES
LICENSE #

03915-BP-0492

THE LICENSING BOARD OF
THE TOWN OF HANOVER, MASSACHUSETTS
HEREBY GRANTS A
Farmer Series Pouring License
(MGL c. 138, §19C(n))
For Malt Beverages Only
For On Premises Consumption

TO: Burke's Brewing Company, Inc. dba **BURKE'S ALEWERKS**, 200 Webster Street, Unit 3, Brian T. Burke, Manager; on the following described premises: One story building, 2,500 square feet, seating capacity of 50, 2 entrances, 2 exits. No patio/deck/outdoor area. (M5, L38)

This license is granted and accepted upon the express condition that the licensee shall, in all respects, conform to all the provisions of the Liquor Control Act, Chapter 138 of the General Laws, as amended, and any rules or regulations made thereunder by the licensing authorities. *This license expires December 31, 2018*, unless earlier suspended, cancelled, or revoked.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signatures this 2nd day of January, 2018.

The Hours during which Alcoholic Beverages may be sold are:

4:00 PM to 8:00 PM Thursday
4:00 PM to 9:00 PM Friday
11:00 AM to 8:00 PM Saturday
12:00 PM Noon to 6:00 PM Sunday

All patrons must be off premises within 15 minutes of Closing Hour and all illuminated advertising signs extinguished.

BOARD OF SELECTMEN
Local Licensing Authority

Lorraine Burgio

From: Walter Sweeney
Sent: Wednesday, May 16, 2018 1:41 PM
To: Lorraine Burgio; Gayle Lowry; Jeffrey Blanchard; Tammy Murray; Victor Diniak (vdiniak@hanoverdpw.org)
Subject: RE: One Day Liq Lic - Row and Ride

HPD has no objection. Based on the fact this is a closed private event and the alcohol is provided by Burke's Aleworks, no detail required.

Larry

From: Lorraine Burgio
Sent: Wednesday, May 16, 2018 12:12 PM
To: Gayle Lowry <gayle.lowry@hanover-ma.gov>; Jeffrey Blanchard <jeffrey.blanchard@hanover-ma.gov>; Tammy Murray <tammy.murray@hanover-ma.gov>; Victor Diniak (vdiniak@hanoverdpw.org) <vdiniak@hanoverdpw.org>; Walter Sweeney <walter.sweeney@hanover-ma.gov>
Subject: FW: One Day Liq Lic - Row and Ride

Oops. You may want the attachment

From: Lorraine Burgio
Sent: Wednesday, May 16, 2018 12:11 PM
To: Gayle Lowry (gayle.lowry@hanover-ma.gov); Jeffrey Blanchard (JBlanchard@hanoverfiredept.com); Tammy Murray (tammy.murray@hanover-ma.gov); Victor Diniak (vdiniak@hanoverdpw.org); Walter Sweeney - Hanover Police Department (wsweeney@hanoverpolice.org)
Subject: One Day Liq Lic - Row and Ride

Good Afternoon,

Attached is an application from Kerry Connolly of Row and Ride located at 200 Webster Street. She is requesting a One-Day Liquor License for Friday, June 1, 2018 for a "Member Appreciation Party" where she anticipates approximately 40 people to attend including staff. Serving hours requested are 6:00 pm – 8:00 pm and Burke's Alewerks, which is in the same location, will be serving the beer.

Please let me know whether or not you have any comments, concerns or requirements for the Board's consideration. This is being placed on the Board's agenda for this coming Monday, May 21, 2018.

Regards,
Lorraine Burgio
Licensing Coordinator
Passport Acceptance Agent
550 Hanover Street, Suite 40
Hanover, MA 02339
(781) 826-5000 x 1006

Lorraine Burgio

From: Jeffrey Blanchard
Sent: Wednesday, May 16, 2018 3:31 PM
To: Lorraine Burgio
Cc: Jason Cavallaro; Fred Freeman
Subject: RE: One Day Liq Lic - Row and Ride

The FD has no concerns with this event. - Jeff

From: Lorraine Burgio
Sent: Wednesday, May 16, 2018 12:12 PM
To: Gayle Lowry; Jeffrey Blanchard; Tammy Murray; Victor Diniak (vdiniak@hanoverdpw.org); Walter Sweeney
Subject: FW: One Day Liq Lic - Row and Ride

Oops. You may want the attachment

From: Lorraine Burgio
Sent: Wednesday, May 16, 2018 12:11 PM
To: Gayle Lowry (gayle.lowry@hanover-ma.gov); Jeffrey Blanchard (JBlanchard@hanoverfiredept.com); Tammy Murray (tammy.murray@hanover-ma.gov); Victor Diniak (vdiniak@hanoverdpw.org); Walter Sweeney - Hanover Police Department (wsweeney@hanoverpolice.org)
Subject: One Day Liq Lic - Row and Ride

Good Afternoon,

Attached is an application from Kerry Connolly of Row and Ride located at 200 Webster Street. She is requesting a One-Day Liquor License for Friday, June 1, 2018 for a "Member Appreciation Party" where she anticipates approximately 40 people to attend including staff. Serving hours requested are 6:00 pm – 8:00 pm and Burke's Alewerks, which is in the same location, will be serving the beer.

Please let me know whether or not you have any comments, concerns or requirements for the Board's consideration. This is being placed on the Board's agenda for this coming Monday, May 21, 2018.

Regards,
Lorraine Burgio
Licensing Coordinator
Passport Acceptance Agent
550 Hanover Street, Suite 40
Hanover, MA 02339
(781) 826-5000 x 1006

Lorraine Burgio

From: Gayle Lowry
Sent: Wednesday, May 16, 2018 12:54 PM
To: Lorraine Burgio
Subject: RE: One Day Liq Lic - Row and Ride

Good Afternoon Lorraine

The Treasurer/Collector's office has no concerns.

Gayle Lowry
Assistant Treasurer
gayle.lowry@hanover-ma.gov
781-826-2316
781-826-5000 ex 1014

From: Lorraine Burgio
Sent: Wednesday, May 16, 2018 12:12 PM
To: Gayle Lowry; Jeffrey Blanchard; Tammy Murray; Victor Diniak (vdiniak@hanoverdpw.org); Walter Sweeney
Subject: FW: One Day Liq Lic - Row and Ride

Oops. You may want the attachment

From: Lorraine Burgio
Sent: Wednesday, May 16, 2018 12:11 PM
To: Gayle Lowry (gayle.lowry@hanover-ma.gov); Jeffrey Blanchard (JBlanchard@hanoverfiredept.com); Tammy Murray (tammy.murray@hanover-ma.gov); Victor Diniak (vdiniak@hanoverdpw.org); Walter Sweeney - Hanover Police Department (wsweeney@hanoverpolice.org)
Subject: One Day Liq Lic - Row and Ride

Good Afternoon,

Attached is an application from Kerry Connolly of Row and Ride located at 200 Webster Street. She is requesting a One-Day Liquor License for Friday, June 1, 2018 for a "Member Appreciation Party" where she anticipates approximately 40 people to attend including staff. Serving hours requested are 6:00 pm – 8:00 pm and Burke's Alewerks, which is in the same location, will be serving the beer.

Please let me know whether or not you have any comments, concerns or requirements for the Board's consideration. This is being placed on the Board's agenda for this coming Monday, May 21, 2018.

Regards,
Lorraine Burgio
Licensing Coordinator
Passport Acceptance Agent
550 Hanover Street, Suite 40
Hanover, MA 02339
(781) 826-5000 x 1006

Lorraine Burgio

From: Tammy Murray <tammy.murray@hanover-ma.gov>
Sent: Wednesday, May 16, 2018 8:48 PM
To: Lorraine Burgio
Subject: Re: One Day Liq Lic - Row and Ride

All set on my end

Tammy

On May 16, 2018, at 1:41 PM, Walter Sweeney <walter.sweeney@hanover-ma.gov> wrote:

HPD has no objection. Based on the fact this is a closed private event and the alcohol is provided by Burke's Alewerks, no detail required.

Larry

From: Lorraine Burgio
Sent: Wednesday, May 16, 2018 12:12 PM
To: Gayle Lowry <gayle.lowry@hanover-ma.gov>; Jeffrey Blanchard <jeffrey.blanchard@hanover-ma.gov>; Tammy Murray <tammy.murray@hanover-ma.gov>; Victor Diniak (<vdiniak@hanoverdpw.org>); Victor Diniak (<vdiniak@hanoverdpw.org>); Walter Sweeney <walter.sweeney@hanover-ma.gov>
Subject: FW: One Day Liq Lic - Row and Ride

Oops. You may want the attachment

From: Lorraine Burgio
Sent: Wednesday, May 16, 2018 12:11 PM
To: Gayle Lowry (<gayle.lowry@hanover-ma.gov>); Jeffrey Blanchard (<JBlanchard@hanoverfiredept.com>); Tammy Murray (<tammy.murray@hanover-ma.gov>); Victor Diniak (<vdiniak@hanoverdpw.org>); Walter Sweeney - Hanover Police Department (<wsweeney@hanoverpolice.org>)
Subject: One Day Liq Lic - Row and Ride

Good Afternoon,

Attached is an application from Kerry Connolly of Row and Ride located at 200 Webster Street. She is requesting a One-Day Liquor License for Friday, June 1, 2018 for a "Member Appreciation Party" where she anticipates approximately 40 people to attend including staff. Serving hours requested are 6:00 pm – 8:00 pm and Burke's Alewerks, which is in the same location, will be serving the beer.

Please let me know whether or not you have any comments, concerns or requirements for the Board's consideration. This is being placed on the Board's agenda for this coming Monday, May 21, 2018.

Regards,
Lorraine Burgio
Licensing Coordinator
Passport Acceptance Agent
550 Hanover Street, Suite 40

Lorraine Burgio

From: vdiniak@hanoverdpw.org
Sent: Wednesday, May 16, 2018 12:47 PM
To: Lorraine Burgio
Subject: RE: One Day Liq Lic - Row and Ride

No objections from DPW

Victor

-----Original Message-----

From: "Lorraine Burgio" <lorraine.burgio@hanover-ma.gov>
Sent: Wednesday, May 16, 2018 12:11pm
To: "Gayle Lowry" <gayle.lowry@hanover-ma.gov>, "Jeffrey Blanchard" <jeffrey.blanchard@hanover-ma.gov>, "Tammy Murray" <tammy.murray@hanover-ma.gov>, "Victor Diniak (vdiniak@hanoverdpw.org)" <vdiniak@hanoverdpw.org>, "Walter Sweeney" <walter.sweeney@hanover-ma.gov>
Subject: One Day Liq Lic - Row and Ride

Good Afternoon,

Attached is an application from Kerry Connolly of Row and Ride located at 200 Webster Street. She is requesting a One-Day Liquor License for Friday, June 1, 2018 for a "Member Appreciation Party" where she anticipates approximately 40 people to attend including staff. Serving hours requested are 6:00 pm – 8:00 pm and Burke's Alewerks, which is in the same location, will be serving the beer.

Please let me know whether or not you have any comments, concerns or requirements for the Board's consideration. This is being placed on the Board's agenda for this coming Monday, May 21, 2018.

Regards,
Lorraine Burgio
Licensing Coordinator
Passport Acceptance Agent
550 Hanover Street, Suite 40
Hanover, MA 02339
(781) 826-5000 x 1006



TOWN OF HANOVER
550 HANOVER STREET, SUITE 29
HANOVER, MASSACHUSETTS 02339
781-826-5000 ext. 1084

David Delaney, Chairman
John Tuzik, Vice Chair
Emmanuel Dockter
Jocelyn Keegan
John Barry

POLICY 18-05

DIVERSITY POLICY

I. PURPOSE AND SCOPE

The purpose of this document is to outline the Town of Hanover's policy on diversity, setting forth the Town's goal of fostering a culture of diversity and inclusion, and to ensure compliance with applicable federal laws, state statutes, and town by-laws. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training. Nothing in this policy limits or replaces other Town policies that address employee conduct for example the Town's Professional Conduct or Discriminatory Harassment Policy.

II. APPLICABILITY

This policy applies to all employees of the Town of Hanover including full and part time employees, elected or appointed employees and those employees under the supervision and control of the School Committee.

Those employees whose positions are covered by Civil Service Law or a collective bargaining agreement are subject only to the portions of this policy which are not separately regulated by Civil Service Law or a collective bargaining agreement.

This policy is intended to be consistent with any and all applicable laws, and does not replace any and all applicable laws, including Public Employee Ethics Laws.

This policy applies in addition to applicable laws. If any part of this policy is inconsistent with the law, that part of the policy shall be considered invalid, and the remaining provisions of the policy shall be construed so as to be consistent with the law.

III. DEFINITIONS AND EXAMPLES

Diversity: The condition of being composed of different elements or qualities. For example differences in gender, race, color, national origin, ancestry, religion, age, disability, genetics, military status, veteran status, parental leave status, sexual orientation, and/or gender identity within the Town's employees.

Discriminatory Harassment: Discriminatory harassment consists of unwelcome conduct, verbal, physical and / or visual, that is pervasive and severe and is based on a characteristic protected by law, such as gender, race, color, national origin, ancestry, religion, age, disability, genetics, military status, veteran status, parental leave, sexual orientation, gender identity, gender expression, any other group

deemed protected by a government agency and/or against participants in discrimination and or discriminatory harassment complaint-related activities (retaliation).

IV. POLICY

The Town of Hanover embraces and encourages our employees' differences in gender, age, race, religion, disability, ethnicity, family or marital status, gender identity or expression, national origin, physical and mental ability, sexual orientation, veteran status, and other characteristics that make our employees unique. The Town is committed to fostering, cultivating and preserving a culture of diversity and inclusion, and encourages and enforces respectful communication and cooperation between all employees. Discriminatory and harassing conduct which has an adverse effect on employment conditions, interferes unreasonably with an individual's performance, and/or creates an intimidating, hostile and/or offensive work environment is in violation of this policy and will not be tolerated.

V. PROCEDURES

The main goal of the Town of Hanover's hiring practices is to fill vacancies with the most qualified candidates available for the position, based upon the skills required for the most effective performance of the job. The Town provides equal employment opportunities to all employees without regard to gender, age, race, national origin, ancestry, religious creed, disability, genetics, military status, veteran status, sexual orientation, gender identity or gender expression. The Town takes allegations of discrimination and discriminatory harassment seriously. Therefore the Town will promptly investigate all claims of discrimination and or employee discriminatory harassment. Where it is determined that discrimination and or discriminatory harassment has occurred, the Town will act promptly to eliminate the conduct and impose such corrective action as is necessary. Such action shall include, but not be limited to, remedial and/or disciplinary action ranging from mandatory training and/or counseling, up to and including termination of employment.

A. Department heads, hiring managers and appointing authorities are responsible for the following:

- complying with all applicable federal, state, and town policies and by-laws governing nondiscrimination in employment;

B. Each employee is personally responsible for:

- treating others with dignity and respect at all times;
- ensuring that his/her conduct does not discriminate or discriminatorily harass any other employee, applicant for employment, or other individual in the workplace;
- cooperating in any investigation of a report or complaint of alleged discriminatory harassment; and
- cooperating with the Town's efforts to maintain a working environment free from unlawful discrimination.

C. Sanctions

- Any employee found to have engaged in discrimination and or discriminatory harassment or retaliation against participants in discrimination and or discriminatory harassment complaint-related activities in violation of this policy shall be subject to

remedial and/or disciplinary action ranging from mandatory training and/or counseling, up to, and including termination of employment.

POLICY 18-05

DIVERSITY POLICY

Please be advised if you refuse to acknowledge receipt of this policy by signing below, your refusal will be documented and you are still obligated to follow and comply with this policy.

I acknowledge that I have received and read the Town of Hanover's DIVERSITY POLICY.

I understand my responsibilities concerning the goal of the Town of Hanover in promoting diversity among its employees and fostering a workplace that is free of any form of discrimination and or discriminatory harassment.

With your signature below, you represent that you have read this acknowledgement, that you have received a copy of the Town's Policy, and that you have read and understand this policy.

Employee Name (please print)

Employee Signature

____/____/____
Date

☐ Employee _____ was unwilling to sign this document.
(print name of employee)

Department Head _____

____/____/____
Date

EFFECTIVE DATE: May 21, 2018

BOARD OF SELECTMEN

David R. Delaney

John C. Tuzik

Emmanuel J. Dockter

Jocelyn R. Keegan

John S. Barry

DRAFT



TOWN OF HANOVER
550 HANOVER STREET, SUITE 29
HANOVER, MASSACHUSETTS 02339
781-826-5000 ext. 1084

*David Delaney, Chairman
John Tuzik, Vice Chair
Emmanuel Dockter
Jocelyn Keegan
John Barry*

POLICY 18-06

PROFESSIONAL CONDUCT POLICY

I. PURPOSE AND SCOPE

The purpose of this document is to outline the Town of Hanover's policy on professional conduct, indicating conduct expected of the employees of the Town of Hanover while conducting business with residents, vendors, visitors, fellow employees as well as the public at large. Town employees are expected to act honestly, conscientiously, reasonably and in good faith, at all times having regard to their responsibilities, the interests of the Town and the welfare of its residents. Nothing in this policy limits or replaces other Town policies that address employee conduct, such as the Town's Anti-Discriminatory Harassment Policy or Sexual Harassment Policy. This policy extends to employee's private conduct; to the extent the law has additional requirements on public employees.

II. APPLICABILITY

This policy applies to all compensated employees of the Town of Hanover, including full and part time, elected and appointed compensated employees.

Those employees whose positions are covered by Civil Service Law or a collective bargaining agreement are subject only to the portions of this policy which are not separately regulated by Civil Service Law or a collective bargaining agreement.

This policy is intended to be consistent with any and all applicable laws, and does not replace any and all applicable laws, including Public Employee Ethics Laws.

This policy applies in addition to applicable laws. If any part of this policy is inconsistent with the law, that part of the policy shall be considered invalid, and the remaining provisions of the policy shall be construed so as to be consistent with the law.

III. POLICY

The way employees conduct themselves in the workplace, as well as while representing the Town in business meetings and/or on business travel, has an effect on fellow employees, residents, visitors and ultimately the Town of Hanover.

Upon acceptance of employment with the Town of Hanover, among other things, employees have a responsibility to the Town, its employees and residents to:

- act with fundamental honesty and integrity in all Town dealings;
- comply with all laws and regulations that govern the Town;
- maintain an ethical and professional work environment;
- comply with all Town policies;

- treat fellow employees, customers, vendors, and visitors with respect, dignity, honesty, fairness and integrity, respecting the personal space of others, and treating others as you would expect to be treated;
- create and maintain a work environment characterized by cooperation and contribution to the common good of the Town;
- show respect for, and appropriate use of the Town's property and the property of others;
- respect co-workers' ideas, suggestions, and opinions – accepting and valuing differences;
- maintain a professional appearance, appropriate for a business setting, (e.g. clean and neat clothing and personal grooming);
- contribute to a safe and sanitary work environment;
- show enthusiasm, optimism, team spirit and a willingness to assist others in need;
- adhere to Massachusetts General Laws governing Conflict of Interest;
- not disclose any confidential or personal information acquired as part of your employment with the Town; and
- not disclose any confidential or personal information concerning the Town's employees, visitors or residents. This includes, but is not limited to any complaints, medical information, financial information and or the results of internal or external investigations.

Employees of the Town of Hanover are expected to conduct themselves in their official relations with the Public and with their fellow employees in a manner which will enhance public respect for, and confidence in, the employee and the Town of Hanover as a whole. A violation of any aspect of this policy can damage the integrity and harm the reputation of the Town of Hanover and its employees. Additionally, it may place the employee in violation of Massachusetts Law.

Any employee found to have failed in conducting his or herself in a manner consistent with the standards of the Town of Hanover's Professional Conduct Policy may be subject to remedial and/or disciplinary action ranging from mandatory training and/or counseling, up to, and including termination of employment.

EFFECTIVE DATE: May 21, 2018

BOARD OF SELECTMEN

David R. Delaney

John C. Tuzik

Emmanuel J. Dockter

Jocelyn R. Keegan

John S. Barry

POLICY 18-06

PROFESSIONAL CONDUCT POLICY

Please be advised if you refuse to acknowledge receipt of this policy by signing below, your refusal will be documented and you are still obligated to follow and comply with this policy.

I acknowledge that I have received and read the Town of Hanover's PROFESSIONAL CONDUCT POLICY.

I understand my responsibilities concerning the expected professional conduct of the employees of the Town of Hanover when conducting business with residents, vendors, visitors, fellow employees and the public at large.

With your signature below, you represent that you have read this acknowledgement, that you have received a copy of the Town's Professional Conduct Policy, and that you have read and understand this policy.

Employee Name (please print)

Employee Signature

____/____/____
Date

☐ Employee _____ was unwilling to sign this document.
(print name of employee)

Department Head _____

____/____/____
Date



TOWN OF HANOVER
550 HANOVER STREET, SUITE 29
HANOVER, MASSACHUSETTS 02339
781-826-5000 ext. 1084

*David Delaney, Chairman
John Tuzik, Vice Chair
Emmanuel Dockter
Jocelyn Keegan
John Barry*

POLICY 18-04

ANTI-DISCRIMINATORY HARASSMENT POLICY

I. PURPOSE AND SCOPE

The purpose of this document is to outline the Town of Hanover's policy on discriminatory harassment, and to ensure compliance with applicable federal laws, state statutes, and town by-laws. Please note that while this policy sets forth the Town's goals of promoting a workplace that is free of unlawful discrimination and harassment of any type, this policy is neither designed nor intended to limit our authority to discipline or take remedial action for workplace conduct which we deem unacceptable, regardless of whether or not that conduct satisfies the definition of discriminatory harassment. Nothing in this policy limits or replaces other Town policies that address employee conduct, such as the Town's Professional Conduct or Sexual Harassment Policy.

II. APPLICABILITY

This policy applies to all employees of the Town of Hanover including full and part time employees, elected or appointed employees, and those employees under the supervision and control of the School Committee.

Those employees whose positions are covered by Civil Service Law or a collective bargaining agreement are subject only to the portions of this policy which are not separately regulated by Civil Service Law or a collective bargaining agreement.

This policy is intended to be consistent with any and all applicable laws, and does not replace any and all applicable laws, including Public Employee Ethics Laws.

This policy applies in addition to applicable laws. If any part of this policy is inconsistent with the law, that part of the policy shall be considered invalid, and the remaining provisions of the policy shall be construed so as to be consistent with the law.

III. DEFINITIONS AND EXAMPLES

Discriminatory Harassment: Discriminatory harassment consist of unwelcome conduct, verbal, physical and / or visual, that is pervasive and severe and is based on a characteristic protected by law, such as gender, race, color, national origin, ancestry, religion, age, disability, genetics, military status, veteran status, parental leave, sexual orientation, gender identity, gender expression, any other group deemed protected by a government agency and/or against participants in discriminatory harassment complaint-related activities (retaliation).

Discriminatory Harassment includes, but is not limited to:

- display or circulation of written materials or pictures that are degrading to a person or group as described above;
- sexual harassment;
- workplace bullying; and
- verbal abuse, slurs, derogatory comments, and/or insults about, directed at, or made in the presence of an individual or group as described above.

Sexual Harassment: That conduct which includes unwelcome sexual advances; requests for sexual favors; and other verbal or physical conduct of a sexual nature which may be considered sexual harassment when:

- submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating or sexually offensive learning or working environment.

General examples of such behavior may include:

- unwelcome sexual flirtations, advances, propositions, cornering or physical contact;
- verbally abusive comments about a person's body;
- graphic verbal comments about a person's body;
- sexually degrading words used to describe a person;
- the display in the workplace of sexually suggestive objects, pictures, cartoons;
- inquiries into one's sexual experiences;
- discussions of one's sexual activities; and,
- unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments.

While it is not possible to list all circumstances that may constitute discriminatory harassment, the lists above are examples of conduct which violates our policy and may also constitute sexual harassment under the law.

IV. POLICY

The Town of Hanover embraces and encourages our employees' differences in age, gender, race, religion, disability, ethnicity, family or marital status, gender identity or expression, national origin, physical and mental ability, sexual orientation, veteran status, and other characteristics that make our employees unique. The Town is committed to fostering, cultivating and preserving a culture of diversity and inclusion, and encourages and enforces respectful communication and cooperation between all employees. Discriminatory and harassing conduct is in violation of this policy and will not be tolerated.

All employees should take special note that retaliation against an individual for having complained about discriminatory harassment, and or retaliation against individuals for cooperating with an investigation of a discriminatory harassment complaint will not be tolerated by the Town of Hanover.

V. PROCEDURES

The Town takes allegations of discriminatory harassment seriously. Therefore the Town will promptly investigate all claims of employee discriminatory harassment. Where it is determined that discriminatory harassment has occurred, the Town will act promptly to eliminate the conduct and impose such corrective action as is necessary. Such action shall include, but not be limited to, remedial and/or disciplinary action ranging from mandatory training and/or counseling, up to and including termination of employment.

A. Department heads, hiring managers and appointing authorities are responsible for the following:

- complying with all applicable federal, state, and local laws governing nondiscrimination in employment;
- designating at least two employees to function as Harassment Complaint Officers;
- ensuring that all Harassment Complaint Officers receive training, and that they adopt and implement the Town of Hanover's procedures for receiving, investigating, and resolving allegations of discriminatory harassment;
- disseminating this policy to employees under their supervision;
- ensuring new employees receive a copy of the policy;
- informing employees that discriminatory harassment is prohibited conduct which will not be tolerated or condoned, and that disciplinary action will be taken against any person who engages in discriminatory harassment;
- advising employees of their right to complain to one of the Town's Harassment Complaint Officers, the Massachusetts Commission Against Discrimination (MCAD), and the U.S. Equal Employment Opportunity Commission (EEOC) (See Attachment A);
- informing employees that it is advisable to report conduct which the employee believes to be discriminatory harassment in a timely manner (The Massachusetts Commission Against Discrimination, under Employment Rights, defines timely manner to be within six (6) months of alleged discrimination.); and
- assisting all parties in the complaint resolution process.

B. Each employee is personally responsible for:

- ensuring that his/her conduct does not discriminatorily harass any other employee, applicant for employment, or other individual in the workplace;
- treating others with dignity and respect at all times;
- cooperating in any investigation of a report or complaint of alleged discriminatory harassment; and
- cooperating with the Town's efforts to maintain a learning or working environment free from such unlawful discrimination.

C. Sanctions

- Any employee found to have engaged in discriminatory harassment or retaliation against participants in discriminatory harassment complaint-related activities in violation of this

policy shall be subject to remedial and/or disciplinary action ranging from mandatory training and/or counseling, up to, and including termination of employment.

VI. COMPLAINT RESOLUTION PROCESS

- Any employee who believes that he/she has been discriminated against in violation of this policy should file a complaint in writing or orally to one of the Town's Harassment Complaint Officers. The addresses and telephone numbers of these people are listed on Attachment A. An employee who does not feel comfortable with bringing a complaint to one of the Harassment Complaint Officers is always free to bring such a complaint to the attention of his/her supervisor or any other supervisory/ managerial employee of the Town who in turn will ensure that the complaint is processed appropriately. Regardless of whether the complaint is brought to a Harassment Complaint Officer or to the employee's supervisor, or any other managerial position of the Town, all complaints will be reviewed by a second, or possibly a third Harassment Complaint Officer to ensure that the complaint is processed appropriately.
- All such complaints shall be kept as confidential as possible, subject to review by the Chief Executive Officers of the Town. At the discretion of the person(s) conducting the investigation, the Department Head(s) will be notified that an investigation is taking place. Documents pertaining to such complaint will not be included in the personnel file of the employee filing the complaint. It may not be possible to withhold the complainant's identity from the alleged harasser.
- The Harassment Complaint Officer(s) shall keep a complete record of all complaints, their supporting documentation and their resolution in files separate from official personnel files.
- Once a complaint is received, it shall be put in writing by either the complaining party, one of the Harassment Complaint Officers, or the supervisor to whom it was reported. The individual, who received the complaint, or Harassment Complaint Officer, shall initiate a prompt investigation of the complaint of discriminatory harassment in a fair and expeditious manner. Such investigation may include interview(s) with the alleged harasser, further interviews with the complainant, interviews with the employees, former employees or other individuals identified by either the complainant or the alleged harasser as possessing information about the matter, review of documentation and/or any other actions necessary to thoroughly investigate the complaint.
- The investigation shall be completed as soon as possible given the circumstances. When the investigation is completed, the person(s) conducting the investigation shall draft a full report. The complainant's allegations of harassment, including a record of the date of the report and the date of occurrence(s) and outlining the following:
 - the response of the alleged harasser to the complaint
 - the details of the investigation, including all witness statements
 - supporting documentation
 - finding and recommended resolution

Possible findings include but are not limited to: a substantiated complaint, an unsubstantiated complaint, or a knowingly false claim.

- The Harassment Complaint Officer(s) shall inform the complainant and the alleged harasser of their conclusions.

- If the Harassment Complaint Officers determines that the allegations, or any part of the allegations, are credible, the Department Head shall be notified with any recommended disciplinary action (warning, reprimand, demotion, suspension, up to and including discharge). The Department Head and/or appointing authority shall take prompt disciplinary/remedial action designed to end the harassment and prevent future harassment. Imposition of discipline shall not preclude other courses of action in addition to the discipline; such other courses of action may include mandatory counseling, training and the like.
- If the Harassment Complaint Officer(s)' finding is that no discriminatory harassment has occurred, then the file will be closed and not be a consideration in any other employment decisions relative to any of the parties involved.
- An employee who is unwilling to make a complaint to the Town's Harassment Complaint Officers may file a complaint directly with the MCAD or EEOC. These agencies may investigate the situation and may or may not issue a complaint. The addresses and telephone numbers of these agencies are included on Attachment A.

VII. CONSIDERATIONS

The Town's view of discriminatory harassment includes, but is not limited to, the following considerations:

- A man or a woman may be the victim of discriminatory harassment, and a man or a woman may be the harasser;
- The harasser does not have to be the victim's supervisor. He or She may be a supervisory employee who does not supervise the victim, a co-worker, an employee, or even a non-employee, such as a board member;
- The victim does not have to be of the opposite sex from the harasser;
- The victim does not have to be the person at whom the unwelcome conduct is directed. He or She may also be someone who is affected by such conduct when it is directed toward another person. The discriminatory harassment of one employee may create an intimidating, hostile, or offensive learning or working environment for another employee, or may unreasonably interfere with the co-worker's performance.
- Discriminatory harassment does not depend on the victims having suffered a concrete economic injury as a result of the harasser's conduct. Improper conduct which does not result in the loss of a promotion by the victim, or the discharge of the victim, nonetheless may constitute discriminatory harassment by unreasonably interfering with the victim's work or by creating a hostile or offensive work environment.

POLICY 18-04

ANTI-DISCRIMINATORY HARASSMENT POLICY

Please be advised if you refuse to acknowledge receipt of this policy by signing below, your refusal will be documented and you are still obligated to follow and comply with this policy.

I acknowledge that I have received and read the Town of Hanover's ANTI-DISCRIMINATORY HARASSMENT POLICY.

I understand my responsibilities concerning the goal of the Town of Hanover in promoting a workplace that is free of any form of discriminatory harassment.

With your signature below, you represent that you have read this acknowledgement, that you have received a copy of the Town's Policy, and that you have read and understand this policy.

Employee Name (please print)

Employee Signature

____/____/____
Date

☐ Employee _____ was unwilling to sign this document.
(print name of employee)

Department Head _____

____/____/____
Date

EFFECTIVE DATE: May 21, 2018

BOARD OF SELECTMEN

David R. Delaney, Chairman

John C. Tuzik, Vice Chairman

Emmanuel J. Dockter

Jocelyn R. Keegan

John S. Barry

DRAFT

ATTACHMENT A

Harassment Complaint Officers - Appointed by the Town Manager

Joseph Colangelo
Town Manager
Town Hall
(781) 826-5000 ext. 1084

Thomas Raab
Business Manager
Hanover Schools
(781) 878-0786

Gregory Nihan
Police Lieutenant
Police Station
(781) 826-5000 ext. 2026

Ann Lee
Executive Assistant
Town Hall
(781) 826-5000 ext. 1033

Deborah St. Ives
Assistant Superintendent
for Curriculum
Superintendent's Office
(781) 871-1122

Janet Tierney
Administrative Assistant
Town Hall
(781) 826-5000 ext. 1032

Chelsea Stevens
Town Accountant
Town Hall
(781) 826-5000 ext. 1037

Massachusetts Commission Against Discrimination (MCAD)

Boston Office: One Ashburton Place, Room 601
Boston, MA. 02108
(617) 994-6000

Springfield Office: 424 Dwight Street, Room 220
Springfield, MA 01103
(413) 739-2145

United States Equal Employment Opportunity Commission (EEOC)

Boston Office: One Congress Street, 10th Floor
Boston, MA 02114
(617) 565-3200



TOWN OF HANOVER
BOARD OF SELECTMEN
550 HANOVER STREET, SUITE 29
HANOVER, MASSACHUSETTS 02339
781-826-5000 ext. 1084

John S. Barry
David R. Delaney
Emmanuel J. Dockter
Jocelyn R. Keegan
John C. Tuzik

THE BOARD OF SELECTMEN
OF THE TOWN OF HANOVER
HEREBY GRANTS A LICENSE TO CONDUCT A

CARNIVAL

TO: *HAROLD FERA, OWNER*

OF: *ROCKWELL AMUSEMENT & PROMOTIONS, INC.*

AT: *B. EVERETT HALL FIELD, 495 HANOVER STREET, IN SAID TOWN OF HANOVER*

ON: *Friday, June 22, 2018 from 5:00 pm – 10:00 pm and Saturday, June 23, 2018
from 10:00 am – 11:00 pm and Sunday, June 24, 2018 (rain date if needed)*

The license fee is \$500.00.

Terms, Conditions and Descriptions are listed on page two of this license.

This license is granted in accordance with the provisions of M.G.L. c. 140, § 181 and all amendments and additions thereto, and the Town of Hanover Bylaws.

IN TESTIMONY WHEREOF, the undersigned have hereunto affixed their official signature.

ISSUE DATE: **May 21, 2018**

BOARD OF SELECTMEN as
Local Licensing Authority

John S. Barry

David R. Delaney

Emmanuel J. Dockter

Jocelyn R. Keegan

John C. Tuzik

**THIS LICENSE IS NOT TRANSFERABLE & MUST BE POSTED IN A
CONSPICUOUS PLACE ON THE PREMISES**

TO: HAROLD FERA, OWNER

OF: ROCKWELL AMUSEMENT & PROMOTIONS, INC.

AT: B. EVERETT HALL FIELD, 495 HANOVER STREET, IN SAID TOWN OF HANOVER

ON: Friday, June 22, 2018 from 5:00 pm – 10:00 pm and Saturday, June 23, 2018
from 10:00 am – 11:00 pm and Sunday, June 24, 2018 (rain date if needed)

Terms, Conditions and Descriptions:

- Rockwell Amusement & Promotions, Inc. ("vendor") shall provide up to date CORI reports to be coordinated with and approved by the Chief of Police.
- There shall be two police officers assigned to security duty inside the carnival during all hours of operation; paid for by the vendor. The vendor shall schedule police details with the Police Chief.
- On Friday and Saturday evening there shall be two police officers and appropriate lighting at the two crosswalks to satisfy the parking requirements. One officer will be stationed at the St. Mary's crosswalk and one officer at the crosswalk at the John Curtis Library. The vendor shall schedule police details with the Police Chief.
- There shall be one firefighter assigned to detail duty during all operating hours of the carnival. The vendor shall schedule firefighter details with the Fire Department.
- The Hanover Cultural Council shall contact St. Mary's regarding parking on Friday.
- The load-in of the carnival shall take place Tuesday, June 19th after 5:00 pm and no carnival personal shall be on site before 6:00 pm Wednesday, June 20th or Thursday, June 21st.
- No work is authorized at any time while school is in session.
- No overnight stays are allowed on the site.
- Appropriate lighting shall be required at all times during carnival operations.
- An 18 foot wide corridor is to be maintained to allow for emergency access to the carnival area.
- The specific placement of the carnival shall be coordinated with the Facilities Manager.
- Food vendors present on Friday are required to notify the Health Department and Department of Public Works for trash pick-up.

Lorraine Burgio

From: Walter Sweeney
Sent: Tuesday, May 15, 2018 3:21 PM
To: Lorraine Burgio; Jeffrey Blanchard
Subject: RE: Hanover Carnival

I have read the conditions of the permit and they satisfy the requirements of HPD. You may want to check the actual license to be signed, former BOS member Barthlemes is still on the license. Thanks

Larry

From: Lorraine Burgio
Sent: Tuesday, May 15, 2018 3:17 PM
To: Walter Sweeney <walter.sweeney@hanover-ma.gov>; Jeffrey Blanchard <jeffrey.blanchard@hanover-ma.gov>
Subject: FW: Hanover Carnival

Good Afternoon Gentlemen,

The application for the Carnival is being scheduled for the Board's review on **Monday, May 21, 2018**. Can you please review the attached license and application package and let me know if there's anything you would like changed or added to the license.

If you have any questions please call me.

Lorraine

From: Lorraine Burgio
Sent: Friday, April 20, 2018 1:08 PM
To: Anthony Marino (anthony.marino@hanover-ma.gov); Gayle Lowry (gayle.lowry@hanover-ma.gov); Jeffrey Blanchard (JBlanchard@hanoverfiredept.com); Victor Diniak (vdiniak@hanoverdpw.org); Walter Sweeney - Hanover Police Department (wsweeney@hanoverpolice.org)
Cc: Arthur L. Ceurvels Jr. (arthur.ceurvels@hanover-ma.gov); Robert Murray (robert.murray@hanover-ma.gov); Tammy Murray
Subject: Hanover Carnival

Good Afternoon,

Attached is a copy of the application filed by Rockwell Amusements for the upcoming June 22nd and 23rd Hanover Carnival. This year the Carnival will be held on the B. Everett Hall Field, not Sylvester Field due to the ongoing construction, and will not include fireworks. I've also attached a draft copy of the license for your review.

Please review the license to ensure that all your interests and requirements are met before this matter is submitted to the Board of Selectmen for their review and approval. If there is anything you would like changed or added to the license please let me know.

Regards,
Lorraine Burgio
Licensing Coordinator
Passport Acceptance Agent
(781) 826-5000 x1006

Lorraine Burgio

From: Gayle Lowry
Sent: Tuesday, April 24, 2018 11:26 AM
To: Lorraine Burgio
Subject: RE: Hanover Carnival

Good Morning Lorraine

The Treasurer/Collectors office has no concerns with this.

Gayle Lowry
Assistant Treasurer
gayle.lowry@hanover-ma.gov
781-826-2316
781-826-5000 ex 1014

From: Lorraine Burgio
Sent: Friday, April 20, 2018 1:08 PM
To: Anthony Marino; Gayle Lowry; Jeffrey Blanchard; Victor Diniak (vdiniak@hanoverdpw.org); Walter Sweeney
Cc: Arthur Ceurvels Jr.; Robert Murray; Tammy Murray
Subject: Hanover Carnival

Good Afternoon,

Attached is a copy of the application filed by Rockwell Amusements for the upcoming June 22nd and 23rd Hanover Carnival. This year the Carnival will be held on the B. Everett Hall Field, not Sylvester Field due to the ongoing construction, and will not include fireworks. I've also attached a draft copy of the license for your review.

Please review the license to ensure that all your interests and requirements are met before this matter is submitted to the Board of Selectmen for their review and approval. If there is anything you would like changed or added to the license please let me know.

Regards,
Lorraine Burgio
Licensing Coordinator
Passport Acceptance Agent
(781) 826-5000 x1006



Lorraine Burgio

From: Anthony Marino
Sent: Friday, April 20, 2018 2:11 PM
To: Lorraine Burgio
Subject: RE: Hanover Carnival

Looks good, thanks Lorraine!

Tony

From: Lorraine Burgio
Sent: Friday, April 20, 2018 1:08 PM
To: Anthony Marino; Gayle Lowry; Jeffrey Blanchard; Victor Diniak (vdiniak@hanoverdpw.org); Walter Sweeney
Cc: Arthur Ceurvels Jr.; Robert Murray; Tammy Murray
Subject: Hanover Carnival

Good Afternoon,

Attached is a copy of the application filed by Rockwell Amusements for the upcoming June 22nd and 23rd Hanover Carnival. This year the Carnival will be held on the B. Everett Hall Field, not Sylvester Field due to the ongoing construction, and will not include fireworks. I've also attached a draft copy of the license for your review.

Please review the license to ensure that all your interests and requirements are met before this matter is submitted to the Board of Selectmen for their review and approval. If there is anything you would like changed or added to the license please let me know.

Regards,
Lorraine Burgio
Licensing Coordinator
Passport Acceptance Agent
(781) 826-5000 x1006



Lorraine Burgio

From: Arthur Ceurvels Jr.
Sent: Wednesday, April 25, 2018 4:05 PM
To: Lorraine Burgio
Subject: RE: Hanover Carnival

Lorraine,

HYAA Baseball has been notified, there should be no conflict.

Thanks,
Art

From: Lorraine Burgio
Sent: Monday, April 23, 2018 10:56 AM
To: Arthur Ceurvels Jr.
Subject: FW: Hanover Carnival

Art,

Do you see any conflict with the Carnival schedule as shown on the license with the dates as outlined by Victor below. The license doesn't allow load-in until Tuesday, June 19th which was Victor's concern. He must not have noted your name on the original e-mail.

Lorraine

From: Lorraine Burgio
Sent: Monday, April 23, 2018 10:53 AM
To: 'vdiniak@hanoverdpw.org'
Subject: RE: Hanover Carnival

Victor,

Thanks for the feedback. I'll make sure I run these dates by Art.

Lorraine

From: vdiniak@hanoverdpw.org [<mailto:vdiniak@hanoverdpw.org>]
Sent: Monday, April 23, 2018 9:45 AM
To: Lorraine Burgio
Subject: RE: Hanover Carnival

Hi Lorraine,

It shouldn't be an issue, but the Center School field day is June 15 (Friday) with a rain date of June 18 (Monday). The carnival can't do setup until Tuesday (June 19). In addition, Art Ceurvels should weigh in on scheduling of the field as there might be a prior commitment.

Victor

-----Original Message-----

From: "Lorraine Burgio" <lorraine.burgio@hanover-ma.gov>

Sent: Friday, April 20, 2018 1:08pm

To: "Anthony Marino" <anthony.marino@hanover-ma.gov>, "Gayle Lowry" <gayle.lowry@hanover-ma.gov>, "Jeffrey Blanchard" <jeffrey.blanchard@hanover-ma.gov>, "Victor Diniak" (vdiniak@hanoverdpw.org) <vdiniak@hanoverdpw.org>, "Walter Sweeney" <wsweeney@hanoverpolice.org>

Cc: "Arthur Ceurvels Jr." <arthur.ceurvels@hanover-ma.gov>, "Robert Murray" <robert.murray@hanover-ma.gov>, "Tammy Murray" <tammy.murray@hanover-ma.gov>

Subject: Hanover Carnival

Good Afternoon,

Attached is a copy of the application filed by Rockwell Amusements for the upcoming June 22nd and 23rd Hanover Carnival. This year the Carnival will be held on the B. Everett Hall Field, not Sylvester Field due to the ongoing construction, and will not include fireworks. I've also attached a draft copy of the license for your review.

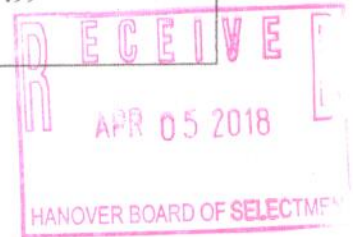
Please review the license to ensure that all your interests and requirements are met before this matter is submitted to the Board of Selectmen for their review and approval. If there is anything you would like changed or added to the license please let me know.

Regards,
Lorraine Burgio
Licensing Coordinator
Passport Acceptance Agent
(781) 826-5000 x1006





Town of Hanover
Licensing Coordinator
550 Hanover Street, Suite # 40
Hanover, MA 02339
Telephone: 781-826-5000 x 1006 FAX: 781-826-7499
lorraine.burgio@hanover-ma.gov



APPLICATION FOR CARNIVAL LICENSE
License Fee \$500.00

State Inspection Certificates must be submitted before License is issued

Applicant/Owner Rockwell Amusement & Promotions Inc.

Company/Carnival Name Same as above

Company Address 10 Red Oak Drive Johnston, RI 02919

Telephone 401-934-1560 FAX 401-934-3090 E-Mail Rockwellamusements@gmail.com

Social Security #: _____ Federal ID #: 05-0354837

Total number of ride(s) 9 Name/Type of Carnival ride(s) Kiddie/Family/spectacular

Location of Event 495 Hanover Street Hanover, MA
(Site Plan must be submitted with application)

Date(s) of event June 22 to 23, 2018 Hours of event Fri 5 to 10 Saturday 10:00 am - 11:00 pm

Approximate number of people expected 300

Food Permits - Board of Health - 781-826-5000 x 1077

Fire Details-Permits - Fire Department - 781-826-5000 x 3203

Tents-Wiring-Signage - Building Department - 781-826-5000 x 1078

Police Details- Police Department - 781-826-5000 x 2807

Copy of License to Operate Amusement Devices issued by the Department of Public Safety (State License) must be submitted with the application.

Workers Compensation Affidavit, Certificate of Insurance (Liability & Workers Compensation) must be submitted before license is issued.

The event(s) shall be conducted in accordance with the provisions of the 520 CMR 5.00 and all amendments thereof, the By-Laws of Hanover and the terms and conditions imposed by the Board of Selectmen.

Hawald Fine
Signature of Applicant

4-2-2018
Date

POLICE DEPARTMENT _____
Date

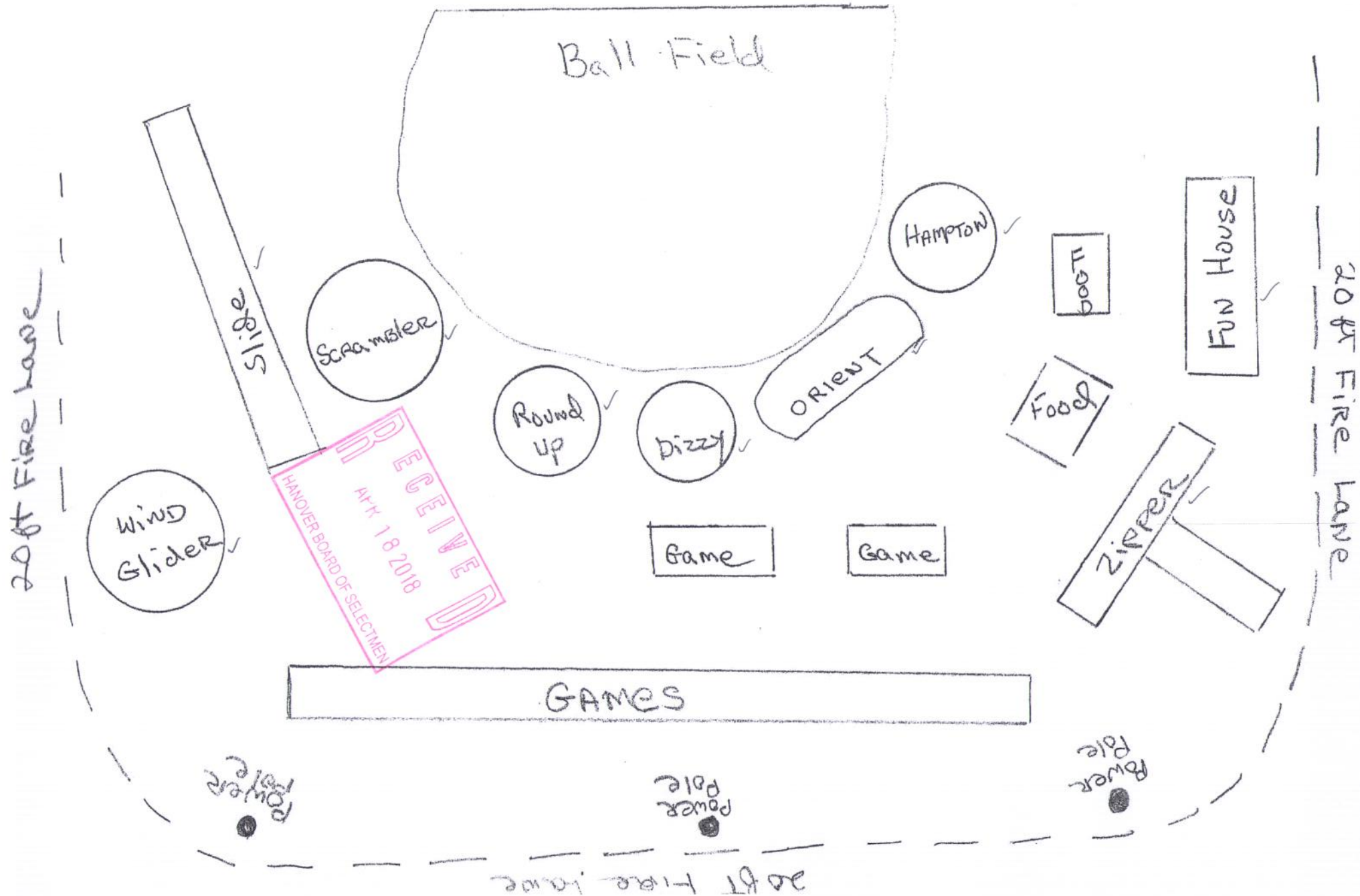
BOARD OF HEALTH _____
Date

BUILDING DEPARTMENT _____
Date

FIRE DEPARTMENT _____
Date

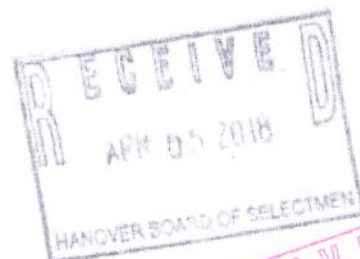
Parking lot

Fence



List of Rides for Hanover Days June 22 and 23, 2018

Zipper	US ID 10388 ✓
Round Up	US ID 10372 ✓
Scrambler	US ID 13634 ✓
Wind Glider	US ID 10702 ✓
Slide	US ID 13434 ✓
Hampton	US ID 10384 ✓
Dizzy Dragon	US ID 10385 ✓
Orient Express	US ID 10352 ✓
Fun Side Fun House	US ID 10094 ✓





The Commonwealth of Massachusetts

Department of Public Safety

License to Operate Amusement Devices

License #: MA-009

Expiration Date: 6/15/2018

Certified Maintenance Mechanic

David Fera

Rockwell Amusements & Promotions, Inc.

(401) 934-1560

Harold Fera

Rockwell Amusements

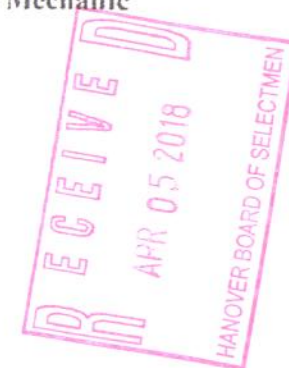
10 RED OAK DRIVE

JOHNSTON

RI

02919

Talia Fera



U.S. I.D. # Device

U.S. I.D. # Device

U.S. I.D. # Device

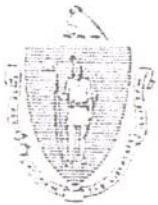
00562 Tiki Town Fun House
08170 Orbiter
08249 Cliff Hanger
08439 Rock N Tug
09560 Pharaoh's Fury
10083 Dragon Wagon
10084 Tempest
10087 Rio Grande Train
10089 Hampton Combo
10092 Gondola Wheel
X 10094 Fun Side Fun House
10114 Euro Bungee
10120 Super Slide

10121 Mini Jets
10132 Yo Yo
10219 Mardi Gras Glasshouse
X 10352 Orient Express
X 10372 Round Up
10373 Scooters
X 10384 Hampton Combo
X 10385 Dizzy Dragon
10386 Merry Go Round
10387 Renegade
X 10388 Zipper
10395 Gondola Wheel
10419 Merry Go Round
10504 Bumble Bees

10509 Zipper
10561 Circus Train
10599 Gravitron
10600 Fly Surf
X 10702 Wind Glider
10870 Himalaya
10874 Tornado
13035 Vertigo
13356 Tilt A Whirl
13360 Euro Bungee
13363 Wacky Worm Coaster
X 13434 Fun Slide
13441 Rock Star
13442 Scrambler

Matthew Moran
Matthew Moran
Commissioner of Public Safety

6/7/2017
Issued Date



The Commonwealth of Massachusetts

Department of Public Safety

License to Operate Amusement Devices

License #: MA-009

Expiration Date: 6/15/2018

Certified Maintenance Mechanic

David Fera

Rockwell Amusements & Promotions, Inc.

(401) 934-1560

Harold Fera

Rockwell Amusements

10 RED OAK DRIVE

JOHNSTON RI

02919

Talia Fera

U.S. I.D. # Device

U.S. I.D. # Device

U.S. I.D. # Device

13452 Wave Runner
13453 Puppy Roll
13632 11y5 Ferris Wheel
13633 Rainbow
X13634 Scrambler
13635 Round Up
13677 Scrambler
13678 Wild Cat Coaster
13730 Samba Balloon
13760 Scrambler
13797 Frog Hopper
14744 Tea Cupss



Matthew Moran

Matthew Moran
Commissioner of Public Safety

6/7/2017

Issued Date



Hanover Parks & Recreation

550 Hanover Street
Hanover, MA 02339

Website: <http://www.hanoverparkandrec.com/>
Telephone (781)826-5000 ext 1057



REQUEST FOR USE OF FACILITIES

SUBMIT COMPLETED FORM (PAGES 1 & 2) TO THE PARKS & RECREATION OFFICE
INCOMPLETE APPLICATIONS WILL NOT BE APPROVED

Note: All fields required

Melinda Bertoni
NAME OF APPLICANT
Hanover Cultural Council/Hanover Day
NAME OF ORGANIZATION / SPORT or ACTIVITY
Hanover Town Hall 550 Hanover Street
COMPLETE MAILING ADDRESS
(508) 942 - 0004
BEST PHONE #

FIELD(S) REQUESTED: Briggs <input type="checkbox"/> Ceurvels <input type="checkbox"/> Ellis <input type="checkbox"/> Forge Pond <input type="checkbox"/> Gallant <input type="checkbox"/> Hall <input checked="" type="checkbox"/>	
(PLEASE CHECK OFF ON PAGE TWO (2) ALL AREAS OF INTENDED FOR USE)	
DATE(S) REQUESTED: 6/19/2018-6/24/2018 Please list all dates (attach list if needed)	DAY(S) OF WEEK: Tuesday after 5pm through Sunday evening Please list all (attach list if needed)
ENTRANCE TIME TO FACILITY: 5pm	EXIT TIME FROM FACILITY: Sunday PM (if raindate needed)
TIME ACTIVITY STARTS:	TIME ACTIVITY ENDS:
DESCRIBE NATURE OF ACTIVITY: Hanover Day carnival FridayPM-SaturdayPM raindate Sunday	
ESTIMATED NUMBER OF PEOPLE ATTENDING: 2500	

DEPARTMENT DETAIL for this event will be at the discretion of the Department Head. The following Departments Heads (or their designees) have been notified of this event and have determined that a detail is required:

DPW (Superintendent V. Dimick):	Yes <input type="checkbox"/>	No <input type="checkbox"/>
FACILITIES (Eng. Manager R. Murny):	Yes <input type="checkbox"/>	No <input type="checkbox"/>
FIRE (Chief J. Blanchard):	Yes <input type="checkbox"/>	No <input type="checkbox"/>
POLICE (Chief W. Sweeney):	Yes <input type="checkbox"/>	No <input type="checkbox"/>

I have read the "Rules and Regulations for Reservation and Use of Fields, Equipment, and/or Concession Stand" and accept the responsibility for the group/organization, for payment of bills and the observation of all regulations, terms and conditions of such use and compliance with any and all Massachusetts General Laws. Incomplete applications will not be approved.

Melinda Bertoni
SIGNATURE OF AUTHORIZED APPLICANT

2/8/18
DATE

melinda.bertoni1@gmail.com
e-MAIL

6/8/17



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/30/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Allied Specialty Insurance, Inc. 10451 Gulf Blvd Treasure Island, FL 33706-4814	CONTACT NAME:	
	PHONE (A/C, No, Ext):	FAX (A/C, No):
INSURED Rockwell Amusements & Promotions, Inc. / New England Rides P O Box 338 North Scituate, RI 02857	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: T.H.E. Insurance Company	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
INSURER F:		
NAIC # 12866		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	WCP0004372-018	03/29/2018	03/29/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Coverage is afforded in the State(s) of: CT, FL, MA, ME, NH & RI

Excluded from coverage: Harold & Deborah Fera

June 22 ad 23, 2018



CERTIFICATE HOLDER

CANCELLATION

Town of Hanover 550 Hanover Street Suite #29 Hanover, MA 02339	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Carol A. Serra</i>
--	--

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Rockwell Amusements & Promotions, Inc.

10 Red Oak Drive

Johnston, RI 02919

**MODEL PROCEDURE FOR OWNERS OF AMUSEMENT DEVICES FOR
CONDUCTING CRIMINAL HISTORY INQUIRIES IN ACCORDANCE WITH
520 CMR 5.04.16 and 520 CMR 5.09(H)**

I. Policy Purpose

Pursuant to the regulations pertaining to the operation of amusement devices contained in 520 CMR 5.04.16 and 5.09.2(h), owners of companies who operate amusement devices are required to conduct criminal history inquiries on certain applicants for employment. The procedure described below has been adopted by Rockwell Amusements for Criminal Offender Record Inquiries.
(INSERT COMPANY NAME)

II. Scope

1. The procedure shall apply to all applicants 18 years of age or older for the position of:
 - a. Certified maintenance mechanic;
 - b. Maintenance technician;
 - c. Ride operator;
 - d. Operator assistant; and
 - e. Certified inflatable device mechanic.

III. Procedure

1. Rockwell Amusements will register annually for iCORI service, a secure web-based service through which organizations will request and receive Criminal Offender Record Information ("CORI"), at www.mass.gov/cjis. iCORI training documents can be found at <http://www.mass.gov/eopss/crime-prev-personal-sfty/bkgd-check/cori/icori-training-documents.html>.
(INSERT COMPANY NAME)



2. Upon application for any of the above positions, an applicant shall provide to Rockwell Amusements a completed CORI Acknowledgement Form provided by the (INSERT COMPANY NAME) Department of Criminal Justice Information Services (DCJIS). CORI checks will only be conducted as authorized by the DCJIS and M.G.L. c. 6, § 172, and only after a CORI Acknowledgement Form has been completed. CORI will only be accessed for applicants who are otherwise qualified for the position for which they have applied. If a new CORI check is to be made on an applicant within one year of his/her signing of the CORI Acknowledgement Form, the applicant shall be given 72 hours notice that a new CORI check will be conducted.

3. The applicant shall be informed in writing either on the face of the application or in an attached written document that by completing the CORI Acknowledgement Form, the applicant is consenting to a criminal background inquiry which shall be used to determine suitability for employment. The applicant shall be further informed on the face of the application or in an attached written document that consideration for employment will only be granted upon completion of both the application and the CORI Acknowledgement Form.

4. All CORI obtained from the DCJIS is confidential, and access to the information is limited to those individuals who have a "need to know." This may include, but not be limited to, hiring managers, staff submitting the CORI requests, and staff charged with processing job applications. Rockwell Amusements (INSERT COMPANY NAME) will maintain and keep a current list of each individual authorized to have access to, or view, CORI. This list will be updated every six months and is subject to inspection upon request by the DCJIS and/or the Department of Public Safety at any time.

5. Rockwell Amusements (INSERT COMPANY NAME) shall maintain a secondary dissemination log to record any dissemination of CORI outside of Rockwell Amusements (INSERT COMPANY NAME), including at the request of the applicant.

6. All personnel authorized to review or access CORI at Rockwell Amusements (INSERT COMPANY NAME) will review, and will be thoroughly familiar with, the educational and relevant training materials regarding CORI laws and regulations made available by the DCJIS.

7. Once the applicant provides consent to conduct a criminal background inquiry, Rockwell Amusements (INSERT COMPANY NAME) shall submit a CORI request using the iCORI service. In most cases, results will be returned instantaneously.

11. In the case of a negative employment decision, the applicant shall be notified immediately and shall be provided with:

- a. A copy of Rockwell Amusements 's CORI policy;
(INSERT COMPANY NAME)
- b. A copy of the CORI;
- c. . A copy of *Information Concerning the Process in Correcting a Criminal Record* as provided by DCJIS.

The applicant shall have the opportunity to dispute the accuracy of the CORI.

I, Harold Fera, certify that the above procedure has been adopted by

Rockwell Amusements

(INSERT COMPANY NAME)

Harold Fera

Signed under the penalties of perjury

Dated: April 2, 2018

2018 -2019 - BOARD OF SELECTMEN RE-APPOINTMENT LIST

APPOINTED BY BOS	TITLE	COMMITTEE/POSITION	LAST NAME	FIRST NAME	TERM LENGTH
	A MEMBER OF THE	TAXATION AID COMMITTEE (BOARD OF ASSESSORS CHAIR)	Delaney	Dave	One Year
	A MEMBER OF THE	AFFIRMATIVE ACTION COMMITTEE	Blanchard	Jeffrey	One Year
	A MEMBER OF THE	AFFIRMATIVE ACTION COMMITTEE	Nihan	Gregory	One Year
	TRUSTEE OF THE	AFFORDABLE HOUSING TRUST BOARD OF TRUSTEES	Dyer	Kevin	One Year
	TRUSTEE OF THE	AFFORDABLE HOUSING TRUST BOARD OF TRUSTEES	Setterland	Susan	Two Years
	TRUSTEE OF THE	AFFORDABLE HOUSING TRUST BOARD OF TRUSTEES	Quirk	Denise	Two Years
	A MEMBER OF THE	BOARD OF REGISTRARS	DiSabato	Katherine	Three Years
	A MEMBER OF THE	BOARD OF TRUST FUND COMMISSIONERS	Norris	Joan	Three Years
	A MEMBER OF THE	COMMUNITY ACCESS & MEDIA COMMITTEE	Tedeschi	James	One year
	A MEMBER OF THE	COMMUNITY ACCESS & MEDIA COMMITTEE	Lipman-White	Amy	One year
	A MEMBER OF THE HANOVER	COUNCIL ON AGING ADVISORY BOARD	Buckley	Donald	One Year
	A MEMBER OF THE HANOVER	COUNCIL ON AGING ADVISORY BOARD	Farwell	Richard	One Year
	A MEMBER OF THE HANOVER	COUNCIL ON AGING ADVISORY BOARD	Flynn	Claire	One Year
	A MEMBER OF THE	COUNCIL ON AGING ADVISORY BOARD	Molyneaux	Leslie	One Year
	A MEMBER OF THE	COUNCIL ON AGING ADVISORY BOARD	Kimball	Eleanor	One Year
	A MEMBER OF THE	COUNCIL ON AGING ADVISORY BOARD	Mattes	Carol	One Year
	A MEMBER OF THE	COUNCIL ON AGING ADVISORY BOARD	Leslie	Roger	One Year
	A MEMBER OF THE HANOVER	CULTURAL COUNCIL	Cass	Karen	Three Years
	A MEMBER OF THE	CULTURAL COUNCIL	Schipper	Derek	Three Years
	A MEMBER OF THE	CULTURAL COUNCIL	Walsh	Meghan	Three Years
	A MEMBER OF THE	CULTURAL COUNCIL	Haraden	Christopher	Three Years
	A MEMBER OF THE	DESIGN REVIEW BOARD	Dooley	William	Three Years
	A MEMBER OF THE	DESIGN REVIEW BOARD	Nordstrom	Bruce	Three Years
	A MEMBER OF THE	DESIGN REVIEW BOARD	Clapsaddle	Peter	Three Years
	A MEMBER OF THE	FIREWORKS SITE FOCUS COMMITTEE	Barry	John	One Year
	A MEMBER OF THE	FIREWORKS SITE FOCUS COMMITTEE	Mallard	George	One Year
	A MEMBER OF THE	FIREWORKS SITE FOCUS COMMITTEE	MacFarlane	Sandra	One Year
	A MEMBER OF THE	FIREWORKS SITE FOCUS COMMITTEE	Cass	Wiliam	One Year
	A MEMBER OF THE	FIREWORKS SITE FOCUS COMMITTEE	Zygadlo	Kevin	One Year

2018 -2019 BOARD OF SELECTMEN RE-APPOINTMENT LIST (CONT.)					
APPOINTED BY BOS	TITLE	COMMITTEE/POSITION	LAST NAME	FIRST NAME	TERM LENGTH
	A MEMBER OF THE	HISTORICAL COMMISSION	Goldthwait	John	Three Years
	CITIZEN AT LARGE	INFORMATION TECHNOLOGY STUDY COMMITTEE	White	Donald	One Year
	LIAISON TO THE	STATE ETHICS COMMISSION	Harder-Bernier	Catherine	One Year
	HANOVER'S	MBTA ADVISORY BOARD	Lewis	Gerald	One Year
Joe Colangelo Expressed an interest in being Appointed	REPRESENTATIVE TO THE	METROPOLITAN AREA PLANNING COUNCIL	Rodick	Thomas	Three Years
	ALTERNATE REPRESENTATIVE TO THE	METROPOLITAN AREA PLANNING COUNCIL	Harrison	Kerry A.	Three Years
	DELEGATE TO	OLD COLONY ELDERLY SERVICES	Murray	Tammy	One Year
Waiting for recommendation from the Planning Board	ASSOCIATE MEMBER OF THE	PLANNING BOARD	Campbell	Bernie	Two Years
Waiting for recommendation from the Planning Board	ASSOCIATE MEMBER OF THE	PLANNING BOARD	Fornaro	Giuseppe	Two Years
	HANOVER'S REPRESENTATIVE TO THE	SOUTH SHORE RECYCLING COOPERATIVE	Diniak	Victor	One Year
	REPRESENTATIVE TO THE	SOUTH SHORE REGIONAL SCHOOL DISTRICT COMMITTEE	Heywood	Robert	Three Years
	Resident at Large	SYLVESTER / SALMOND SCHOOL REDEVELOPMENT COMMITTEE	Thomson	Douglas	One Year
	Resident at Large	SYLVESTER / SALMOND SCHOOL REDEVELOPMENT COMMITTEE	Sweeney	Andrea	One Year
	Resident at Large	SYLVESTER / SALMOND SCHOOL REDEVELOPMENT COMMITTEE	Rull	Joseph	One Year
	Resident at Large	SYLVESTER / SALMOND SCHOOL REDEVELOPMENT COMMITTEE	Galluzzo	John	One Year
	1 - Representative School Building Committee	SYLVESTER / SALMOND SCHOOL REDEVELOPMENT COMMITTEE	Raab	Thomas	One Year

2018 -2019 BOARD OF SELECTMEN RE-APPOINTMENT LIST (CONT.)					
APPOINTED BY BOS	TITLE	COMMITTEE/POSITION	LAST NAME	FIRST NAME	TERM LENGTH
	Interim Town Planner - Liaison - non-voting	SYLVESTER / SALMOND SCHOOL REDEVELOPMENT COMMITTEE	Shoemaker	Michaela	One Year
On Recommendation of Advisory Ctee	1 - Representative Ad. Com.	SYLVESTER / SALMOND SCHOOL REDEVELOPMENT COMMITTEE	Port-Farwell	Joan	One Year
Lincoln Heineman	A MEMBER OF THE	TAXATION AID COMMITTEE (Town Treasurer)	Stevens	Chelsea	One Year
	A MEMBER OF THE	TAXATION AID COMMITTEE (Citizen at-large)	Port-Farwell	Joan	One Year
	A MEMBER OF THE	TAXATION AID COMMITTEE (Citizen at-large)	Cooke	Maureen	One Year
		TOWN CONSTABLE IN THE TOWN OF HANOVER	Hayes	Thomas	One Year
		TOWN CONSTABLE IN THE TOWN OF HANOVER	Sweeney	Walter	One Year
		TOWN MANAGER ACT REVIEW COMMITTEE	Martin	Christopher	One Year
		TOWN MANAGER ACT REVIEW COMMITTEE	Setterland	Susan	One Year
		TOWN MANAGER ACT REVIEW COMMITTEE	Cianciola	Michael	One Year
		TOWN MANAGER ACT REVIEW COMMITTEE	Walter	Sweeney, Jr.	One Year
	MEMBER OF THE	ZONING BOARD OF APPEALS	Connolly	David B.	Three Years
	ASSOCIATE MEMBER OF THE	ZONING BOARD OF APPEALS	Bernard	Christopher	Three Years

2018 -2019 - TM REAPPOINTMENTS WITH BOS APPROVAL					
APPOINTED BY TM WITH BOS APPROVAL	TITLE	COMMITTEE/POSITION	LAST NAME	FIRST NAME	TERM LENGTH
	A MEMBER OF THE	CONSERVATION COMMISSION	Vaile	James	Three Years
	A MEMBER OF THE	CONSERVATION COMMISSION	Satterwhite	Lisa	Three Years
	BOS LIAISON - MEMBER	CONSERVATION COMMISSION	McLoone	Brian	One Year



TOWN OF HANOVER
BOARD OF SELECTMEN
550 HANOVER STREET, SUITE 29
HANOVER, MASSACHUSETTS 02339
781-826-5000 ext. 1084

Brian Barthelmes, Chairman
Susan Setterland, Vice-Chair
Robert O'Rourke
David Delaney
John Tuzik

FY2017 GOALS

WATER QUALITY

- ☐ Improve quality
- ☐ Inform Public
 - Reports
 - Timeframe
- ☐ Continue infrastructure progress
- ☐ Master Plan for Distribution Center
- ☐ Administrative Consent Order (ACO) Timeline
- ☐ Town Meeting Articles
- ☐ Compliance with Consent Order
- ☐ Timeline for water department infrastructure improvements with regular updates by Town Manager or Department Head with at least one appearance before the Board to provide the public with a chance to learn about progress and ask questions.

DEVELOP PROJECT PAGES – *Provide Report to Board Monthly*

- ☐ Water
- ☐ Sylvester School Project
- ☐ Town Hall Project
- ☐ Fireworks Site

FIREWORKS SITE

- ☐ Inform Public
- ☐ Provide Timeline
- ☐ Provide Updates

EMPLOYEE TRAINING

- ☐ Schedule & Report to Board
- ☐ Human Resource
- ☐ Administration
- ☐ Better Communication
- ☐ Log Hours
- ☐ Develop On-Line Training Program

WEBSITE

- ☐ Develop Project Outline
 - Schedules
 - Updates
 - Documents
 - Drawings

BUDGET

- ❑ Health Insurance Costs
- ❑ Capital
 - Planning & Prioritization
- ❑ Joint Meeting with Board of Selectmen, Advisory Committee and Facilities Director prior to February
- ❑ Impact of Levy Limit Reduced to 2% (September Agenda)
 - Spending Reduction
 - Budget Scenarios
 - True Impact Analysis
 - Benefits
 - Total Impact
- ❑ Explore ways to reduce spending and/or increase revenues. Solicit suggestions from residents and Town employees.

REGIONALIZATION PLAN

- ❑ Identify Fire
- ❑ 911 Communication Center
- ❑ Regulatory
- ❑ Finance
- ❑ Identify and prioritize areas for regionalization of services including but not limited to: Veterans services, Regional Dispatch, etc.
- ❑ Explore available grant opportunities
- ❑ Explore support services available through DLS
- ❑ Expectation is that Town Manager would provide mid-year report on opportunity and Board to provide feedback on options for further investigation...i.e. feasibility studies, grant applications, or securing services of DLS.

HOUSING

- ❑ Senior Options
- ❑ Board Communication/Collaboration
- ❑ Determine Need
- ❑ Plan and Timeline

ROUTE 53

- ❑ Sewer
- ❑ Zoning Changes
- ❑ Plans – Cost Estimates
- ❑ Review & Decide
- ❑ Develop Mixed Use Plan
 - Present to Board of Selectmen, Zoning Board of Appeals, Planning Board, and Affordable Housing Trust

PLAN SYNERGY

- ❑ Master Plan and Parks and Recreation Plan

TAXES

- ❑ Develop Payment in Lieu of Taxes (PILOT) program/Policy.
- ❑ Objective of the program is to offset the costs of providing services to entities that are tax exempt from paying property taxes. The program would encourage these groups to make voluntary donations of money or services back to the community.
- ❑ As part of the goal the Town Manager would:
 - Develop a report that would contain, at a minimum:
 - ❖ listing of all tax exempt properties with assessed value and estimated taxes if properties were non-exempt.
 - ❖ current benefits Town of Hanover receives, if any, from these entities
 - examples of other Pilot Programs within the Commonwealth

COMMUNICATION

- ❑ Enhance Communication with Board by Developing & Implementing Monthly Department Head Reports. Intended to supplement Town Manager weekly updates.
- ❑ Develop format, and how communicated.
- ❑ Educate residents on the Town Meeting process.

TOWN WIDE STRATEGIC INFORMATION TECHNOLOGY PLAN

- ❑ Develop a Town-wide Strategic Information Technology Plan, which will include:
 - an inventory and assessment of the existing technology infrastructure and related organizational structure of all Town of Hanover departments, including the School System;
 - an assessment of each department's current and future technology related needs, identifying various challenges, emerging issues, and potential approaches;
 - a review of the current organizational structure of centralized IT with recommendations in regards to staffing requirements for effective and efficient operations;
 - recommendations for areas of process improvement; and
 - a five-year strategic implementation plan based on results of above assessments/reviews, including projected costs and recommendations on various options for capital and operational funding.

FINANCE

- ❑ The Finance Department be organized in an optimal way to maximize efficiency and that all functions meet generally accepted accounting practices and business standards. This goal could be measured by next years audit report.