



TOWN OF HANOVER
BOARD OF SELECTMEN
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David Delaney, Chairman
John Tuzik, Vice-Chair
Brian Barthelmes
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TOWN-WIDE UPDATE POLICY
POLICY 18-01

I. Purpose:

The purpose of this policy is to improve transparency and communication among Town employees, boards, committees, volunteers, and residents by providing ongoing publicly-available Town-wide activity updates. The goal is to provide interested persons with the ability to stay updated on Town-wide activity through a quick review of a single report. This Policy is effective immediately.

II. Policy:

The Town Manager shall assign an employee Liaison to each Board and Committee. The Town Manager shall obtain a monthly report from each Liaison by the end of each calendar month for the assigned Board or Committee. Each Liaison Report shall summarize activity of the Board or Committee since the last Report, activity expected over the next thirty calendar days, and expected upcoming major issues or projects. The Liaison Reports are intended to be an executive summary, are not intended to be as detailed as meeting minutes, and shall not be a substitute for meeting minutes.

The Town Manager shall obtain a monthly report from each Department Head by the end of each calendar month. Each Department Head Report shall summarize major activity in the Department since the last Report, major activity expected over the next thirty calendar days, and expected upcoming major issues or projects. Major activity is not considered to be daily activity, i.e. a police log or a list of fire department call volume, but instead is meant to be a summary of projects, initiatives, upcoming training, etc.

The Town Manager shall prepare a monthly report by the end of each calendar month. The Town Manager Report shall summarize the major activity in the Town Manager's office since the last Report, major activity expected over the next thirty calendar days, and expected upcoming major issues or projects.

The Town Manager shall compile the Liaison, Department Head, and Town Manager Reports into a single Town-wide Report and shall upload the Town-wide Report to the Town website in a searchable format no later than thirty days from the date of the last Town-wide Report.

EFFECTIVE DATE: This policy was approved by the Board of Selectmen on January 22, 2018 and is effective immediately.

David Delaney, Chairman

John Tuzik, Vice-Chairman



Brian Barthelmes, Selectman



Emmanuel Dockter, Selectman



Jocelyn Keegan, Selectman