



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

Joe Colangelo
Town Manager

WORK AGREEMENT
Chelsea Stevens
Finance Director/Town Accountant/Chief Procurement Officer

AGREEMENT made the 1st Day of February 2021, by and between the TOWN OF HANOVER, (herein referred to as the "Town"), a municipal corporation within the Commonwealth of Massachusetts, acting by and through its TOWN MANAGER, and Chelsea Stevens, (herein referred to as "Ms. Stevens") for In consideration of the mutual promises herein contained and for other good and valuable consideration, and pursuant to Chapter 41, section 108N of the Massachusetts General Laws, the parties herein agree as follows:

COMPENSATION: The Town agrees to pay Ms. Stevens per the following:

- Annual Salary Equivalent to \$110,000 from February 1, 2021 – June 30, 2021
- Annual Salary Equivalent to \$125,000 from July 1, 2021 – June 30, 2022
- Annual Salary Equivalent to \$127,500 from July 1, 2022 – June 30, 2023
- Annual Salary Equivalent to \$130,000 from July 1, 2023 – June 30, 2024
- Compensation levels are predicated on Ms. Stevens functioning as the Finance Director, Town Accountant, and Chief Procurement Officer.

TERM: The term of this agreement shall be continued from February 1, 2021 to June 30, 2024 unless sooner terminated in accordance with the Agreement.

CONTINUATION: This contract shall be extended for one (1) year each July 1st starting July 1, 2022 in concert with the an annual evaluation by the Town Manager with a salary increase of not more than 3% starting July 1, 2024, unless otherwise negotiated and approved by the Board of Selectmen.

DUTIES: Ms. Stevens shall perform faithfully, to the best of his ability, the duties of Finance Director/Town Accountant/Chief Procurement Officer in conformance with the job specifications, and the requirements of the Town of Hanover General Bylaws, as they may be amended from time to time, and with the responsibilities assigned her by the Town Manager.

PROFESSIONAL DEVELOPMENT/AFFILIATIONS: The Town will budget the requisite sums for annual membership in applicable professional associations such as but not limited to the Government Finance Officers Association and the Massachusetts Municipal Auditors and Accountants Association (MMAAA) and for Ms. Stevens to attend the annual Government Finance Officers Association conference and the annual MMAAA conference.

TERMINATION: Ms. Stevens may terminate this Agreement at any time by providing sixty (60) days advance written notice of termination to the Town Manager. In the event of termination upon proper notice, the Town will pay for any accrued, but unused, vacation time. The Town Manager may, with just cause, terminate this Agreement. Mr. Stevens may not be terminated unless the Town Manager provides Ms. Stevens with due process and shows just cause with a termination hearing before the Selectmen, as required in the Town Manager Act.

BENEFITS: Ms Stevens shall be provided four (4) weeks of vacation time. No compensatory time will be available under this contract. Up to five (5) days of vacation may be carried over from one year to the next. Any such vacation time carried over must be used within six (6) months of the beginning of the year to which such time was carried over. All unused vacation leave shall be paid in full to you or to your estate upon your death, and upon separation from employment from the Town, unless such separation is due to just cause.

Holidays (included in the annual compensation) as follows: Christmas Day; New Year's Day; Martin Luther King Day; Washington's Birthday; Patriots' Day; Memorial Day; Juneteenth Day; Independence Day; Labor Day; Columbus Day; Veterans' Day; and Thanksgiving Day.

Bereavement leave of four (4) days in the event of death in your immediate family shall be given without loss of pay. For purposes of this paragraph, the term immediate family shall mean and include the following: Mother, Father, Mother/Father-in-law, Sister, Brother, Spouse, Child, Sister/Brother-in-law, Grandchild, and Grandparent. Additionally one (1) day of bereavement shall be granted for the death of an Aunt/Uncle, Grandparent/in-law.

Sick Leave will be earned at the rate of ten (10) days per year with all unused sick leave to accumulate from year to year up to maximum of two hundred fifty (250) days. No buyback of sick leave is permitted under this contract. The Town will provide up to three (3) personal days per calendar year for absence for personal business.

The Town shall also provide you a life insurance benefit of \$5,000 and group health insurance with the premium shared equally (50%-50%) between employer and employee.

This position shall be considered full-time employment and you shall not hold other public office, elective or appointed, or perform any other compensated employment without the consent of the Town Manager.

It is accepted and understood that this position requires 24/7/365 attention, participation at various night meetings, and as such the Finance Director is afforded the flexibility to manage her work day and can take care of necessary personal errands and the like without that time counting against her vacation, sick, and personal time.

NOTICES: Any notices given under the terms of this Agreement shall be sent via first class mail, or hand-delivered to the parties at the following addresses:

Joseph Colangelo, Town Manager
550 Hanover Street
Hanover, MA 02339

Chelsea Stevens
[REDACTED]
[REDACTED]

Signed as a sealed instrument this 1st February Day of January, 2021.


Town Manager


Finance Director/Town Accountant/
Chief Procurement Officer

cc: Accountant
Finance Director
Payroll & Benefits
Personnel File