



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

Board of Selectmen

**POLICY #14-03**

**ALTERNATE PUBLIC MEETING POSTING POLICY**

**PURPOSE:**

The purpose of this policy is to set forth the guidelines under which Town Boards/Committees most effectively inform the public of a meeting of a local public body. In 2009, the Attorney General's Office approved alternative posting methods for meeting notices for local public bodies. According to 940 CMR 29.03 (2) (b), public bodies may post notices of meetings on the municipal website if the Selectmen designate the website as an "alternate posting location".

**APPLICABILITY:**

The provisions of this policy apply to all "public bodies" in the Town of Hanover, as defined by Massachusetts General Laws. The current definition within the Attorney General's Open Meeting Law guide reads in part, "While there is no comprehensive list of public bodies, any multi-member board, commission, committee or subcommittee within the executive or legislative branches <sup>1</sup> of state government, or within any county, district, city, region or town, if established to serve a public purpose, is subject to the law."

**GENERAL PROVISIONS:**

In keeping with the provisions of 940 CMR 29.03 (2) (b), public bodies may post notices of meetings on the municipal website as an "alternate posting location". In conjunction with this practice, a computer kiosk will be made available outside the Town Clerk's Office so that members of the public without access to a computer may view notices during normal business hours. The Board directs the Town Manager to allocate approximately \$500 to provide a dedicated public computer outside the Town Clerk's Office for the purpose of viewing meeting notices during normal business hours beginning January 1, 2015. All public bodies within the Town of Hanover must post meetings in accordance with the Open Meeting Law, M.G.L. Ch. 30A, Sec. 19 (a).

- With this policy, the Board of Selectmen now directs, effective January 1, 2015 that the Town of Hanover's website be designated an alternate posting location.
- It no longer will be necessary for public bodies to post paper notices outside the Town Clerk's Office for public body meetings, the computer outside the Clerk's Office will meet the needs of those without home computer access.
- Upon the enactment of this policy, the Town Clerk will inform the Division of Open Government of the Selectmen's vote implementing the new notice posting method.
- Beginning January 1, 2015 all public bodies shall consistently use the most current notice posting method on file with the Division.

- A description of the alternative posting method must also be posted on or adjacent to the main and handicapped accessible entrances to the building where the Town Clerk's Office is located.
- Instructions regarding how to upload meeting notices/agendas so they meet the requirements of the Open Meeting Law will be provided by the Town Clerk's office.
- Department Heads will inform their respective Boards and Committees of this policy.

### **EXEMPTION**

The only exemption to this policy will be regional public bodies (such as GATRA or South Shore Vo-Tech) which do not have access to the Town of Hanover's website; those notices shall still be posted by the Town Clerk's Office on the inside bulletin board as allowed by the Open Meeting Law.

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### **CONFIRMATION RECEIPT:**


I \_\_\_\_\_ have received a copy of the Town of Hanover,  
(Department Head Name)  
Alternate Posting Location Policy, as adopted by the Board of Selectmen on August 4, 2014 and have distributed it to my respective Boards/Committees as directed in the Policy.


\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**EFFECTIVE DATE:** January 1, 2015

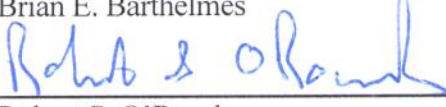
### **BOARD OF SELECTMEN**

  
\_\_\_\_\_  
Harold L. Dunn, Chairman

  
\_\_\_\_\_  
Susan M. Setterland, Vice Chairman

  
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Joseph R. Salvucci

  
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Brian E. Barthelmes

  
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