



MANCHESTER-BY-THE-SEA

SELECT BOARD



TOWN HALL

Manchester-by-the-Sea, Massachusetts 01944-1399

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TO: All Town Employees, Volunteers, and Board Members
FROM: Debbie Powers, Executive Assistant to the Town Administrator
DATE: April 10, 2025
SUBJECT: Outstanding Municipal Employee/Volunteer of the Year

The Select Board is pleased to announce the reestablishment of the annual Outstanding Municipal Employee of the Year and Outstanding Municipal Volunteer of the Year awards.

The Board established these two awards to recognize the exceptional contributions made to the Town by its many employees and volunteers. The awards will be given to the employee and volunteer who have consistently shown a commitment to improving the operations of Town government during **2024**.

Who is eligible?

Any paid municipal employee is eligible for the Employee award, and any *non-elected* board member or volunteer is eligible for the Volunteer award.

How will nominees be judged?

Nominees will be judged on their length of service to the Town, significant achievements made within the scope of their regular job, and any special contributions made outside of their routine responsibilities which demonstrate outstanding initiative, perseverance, and/or dedication.

Who will judge?

The Select Board, in conjunction with the Town Administrator, will review nominations. The Select Board will select the recipients of the awards.

Who may nominate?

Any employee, volunteer, or citizen of Manchester-by-the-Sea, including the Select Board and Town Administrator, may make nominations. Employees and volunteers may not nominate themselves.

How are nominations made?

Nominations should include:

1. Nominee's name
2. Nominee's present position and other positions held
3. Length of service in present position and total length of service to the Town
4. A brief statement explaining why you are nominating this person; please site-specific achievements.

Include your name and telephone number. Also, please indicate if your nomination is for the Employee or Volunteer award. Send nominations to: Select Board, Town Hall Manchester-by-the-Sea, Massachusetts 01944-1399 or email to powersd@manchester.ma.us

The deadline for all nominations is April 30, 2025.