



# Town of Andover

Town Offices  
36 Bartlet Street  
Andover, MA 01810  
978-623-8200  
[www.andoverma.gov](http://www.andoverma.gov)

## MEMORANDUM

TO: Department/Division Heads  
Board of Selectmen  
Committee/Board Chairs  
Sheila Doherty, Town Moderator  
Sheldon Berman, Superintendent of Schools  
Stefani M. Traina, Andover/North Andover League of Women Voters

FROM: Andrew P. Flanagan, Town Manager

SUBJ: Virginia Cole Community Service Award

DATE: January 21, 2016

Attached is a copy of the Virginia Cole Community Service Award nomination form and criteria information. This annual award will be presented at the Annual Town Meeting. If you or a member of your department, division, committee or board wishes to nominate someone, kindly submit the enclosed nomination form to my office no later than March 15th. A copy of the nomination form will also be posted on the Town's webpage at [www.andoverma.gov](http://www.andoverma.gov).

Thank you.

APF/waa

Attachment



# Town of Andover

## 2016

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VIRGINIA COLE COMMUNITY SERVICE AWARD  
In gratitude for outstanding contributions to the Town of Andover

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### CRITERIA:

Outstanding, long-term contributions to the Town in elected, appointed or volunteer roles or a combination of these.

### PROCESS:

Nominations: To be received annually in Feb/March prior to the Annual Town Meeting. The Board of Selectmen and School Committee will announce at their meeting that nominations will be welcomed from any Andover resident. Nominations will also be solicited from Town committees, boards and volunteer groups.

Screening Committee: Nominations will be screened by the Town Manager, Superintendent of Schools and President of the League of Women Voters. At least six names will be forwarded to the Selection Committee.

Selection Committee: The Selection Committee will be comprised of the Chairman of the Board of Selectmen (or his/her designee), Chairman of the School Committee (or his/her designee) and the Town Moderator.

### PRESENTATION OF THE AWARD:

The award will be presented at the Annual Town Meeting. It may not be given annually but should be awarded as truly exceptional individuals are identified. An award will be presented to the recipient.

