

Meeting Minutes of the Special Meeting of Hanover Select Board held remotely via Zoom videoconference on Monday, January 19th, 2022 @ 6:30 PM.

Call meeting to order

At 6:30pm the Chairman called the meeting to order.

Present were Chairman David Delaney, Selectman John Tuzik, Selectwoman Vanessa O'Connor, and Selectman Steve Louko, Vice Chair Rhonda Nyman was unable to attend.

Also present Town Manager Joe Colangelo (TM), Finance Director Chelsea Stevens (FD), Assistant Town Manager/HR Director/CDMI Director Ann Lee (ATM), Director of Licensing and Insurances/ Executive Assistant Janet Tierney (DLI).

Public Comment

The Chair asked for public comments, seeing none.

Licensing and Permitting

Application from Janet I. Eaton dba Grampy's General Store and Coffee Shop – 148 King Street - for a Change of Licensed Hours [Select Board Policy 9-9 - Licensing Process, MGL Chapter 138, §12]

DLI presented the application from Janet I Eaton for a change of licensed hours from 9:00am to 5:30pm Monday through Friday to 8:00am to 7:00pm Monday through Friday to the Board.

The Board voted to approve the application from Janet I Eaton dba Grampy's General Store and Coffee Shop for a change of licensed hours as presented.

Roll Call Vote: Selectman Tuzik, aye, Selectwoman O'Connor, aye, Selectman Louko, aye, Chairman Delaney, aye.

Application from Hanover Auto Service & Sales, LLC for a Transfer of a Class II Auto Dealers License from J.B. Hanover Corporation dba Hanover Autoworks, 1004 Washington Street to Hanover Auto Service & Sales, LLC at the same location. [Hanover General By-Law 6-7 - Car Dealers, MGL Chapter 140, §57 - §59, MGL Chapter 90, §7N 1/4]

Chairman Delaney recused himself from this agenda item as he is in the Automobile business and handed the meeting over to Selectman Tuzik.

Attorney Bob Tombari appeared before the Board via Zoom on behalf of Hanover Auto Service & Sales LLC and presented the application for a transfer of Class II License to the Board. The Board discussed the application with Attorney Tombari. The Board voted to approve the Transfer of a Class II Auto Dealers License from J.B. Hanover Corporation dba Hanover Autoworks at 1004 Washington Street, Hanover, MA 02339 to Hanover Auto Service & Sales LLC at 1004 Washington Street, Hanover, MA 02339, subject to the parameters and conditions set forth by Conservation and the Building Department.

Roll Call Vote: Selectwoman O'Connor, aye, Selectman Louko, aye, and Selectman Tuzik, aye. Selectman Delaney returned to the meeting and Selectman Tuzik handed the meeting back over to Chairman Delaney.

Approved
2/7/2022

Budget/Finance

Review and Discuss FY2023 Initial Finance Department Budget

FD appeared before the Board via Zoom and presented the FY2023 Initial Finance Department Budget to the Board, attached. FD noted that budget requests for additional part time/ per diem help from the Payroll and Benefits Office and the Town Clerk's Office were unable to be accommodated in this year's budget but she wanted to mention it as it may come up again in future budgets and she wanted to make the Board aware that it was requested.

Review and Discuss FY2023 Initial Community Services Department Budget

Community Services Director Tammy Murray (DCS) presented the Initial Community Services Department Budget, attached. Veterans Service Officer James Crosby (VSO) appeared before the Board to discuss the Veterans Services Budget. DCS informed the Board that ARPA funds could be used for Veterans Outreach. The Board discussed the Veterans Services Office budget and possible resources that could be used by the VSO. TM discussed the Housing Coordinator position previously proposed by Vice Chair Nyman, informing the board that DCS agrees there is a need present for this service. TM asked for direction from the Board as to how this should take form, informing the Board that ARPA funds could be used for this and possibly when those funds run out the position could be funded by Trust funds. The Board expressed an interest in more information regarding how the money/fees would be handled if the Recreation Programs merge into the FACE Program. TM mentioned that Superintendent Ferron may be able to speak on this. The Chair asked for any questions or concerns, seeing none.

Review and Discuss FY2023 Initial CDMI Department Budget

ATM presented the FY2023 Initial CDMI Budget presentation, attached. ATM informed the Board that the Town Planner position can be funded by ARPA funds, and also that the new permitting system had not been recording the Board of Health permits and therefore the number of completed inspections for the Board of Health in tonight's presentation were noted as zero as opposed to the actual numbers. The Chair asked for any questions or comments, seeing none.

Review and Discuss FY2023 Initial Library Department Budget

Library Director Virginia Johnson, (LD), presented the FY2023 Initial Library Department Budget to the Board, highlighting the need to meet the criteria for State Certification and funding. LD informed the Board that the Library is currently open 51 Hours a week. TM noted that at a budget meeting with LD they had discussed swapping \$20,000 over to the personnel side of the Library budget from the expenditure side if the positions were the priority. The Board discussed the Library budget with TM and LD. Resident and Member of the Board of Library Trustees Jean Cianciola raised her virtual hand and stressed the importance of maintaining the certification of the Library and of bringing the current part time librarian up to full time. LD confirmed that she would prefer to take the budget cut, if necessary, from the materials/expenditure side and not the personnel side of the Library budget. The Chair asked for any questions or comments, seeing none.

Review and Discuss FY2023 Initial Town Manager Department Budget

TM presented the FY2023 Initial Town Manager Department Budget to the Board. The Board discussed the Town Manager Budget with TM. TM agreed to provide a detailed breakdown of the legal expenditures to the Board.

The Chair asked for any questions or comments, seeing none.

Review and Discuss FY2023 Initial Hanover Budget – Updated for January 19

TM presented the FY2023 Initial Hanover Budget presentation to the Board.

The Board discussed the proposal of developing a Municipal Finance Free Cash Policy with FD and TM. FD noted that such a policy would ensure that an adequate amount of free cash is carried forward to achieve the goals of the following year. FD suggested the policy direct that 2% of the total budget be left in free cash, that way if there is a year where the Town does not raise as much free cash, the Town will only need to generate another 1%.

The Board discussed the budget and available “Levers”, (Service Level, Property Taxes, and Free Cash), that could be used to arrive at the final budget with TM and FD. FD clarified for the Board that capital items paid for from free cash will not impact the taxpayer at all, any debt capital items will eventually impact the taxpayer once the amount is actually borrowed.

Annual Town Meeting

Review and Discuss Draft Annual Town Meeting Warrant

TM presented the Draft Annual Town Meeting Warrant to the Board noting that Ambulance Article had been added and also that a petition article had been received by the Town Clerk regarding the naming of the Middle School. The names had not yet been certified by the Town Clerk but once that is done TM assumes that will be added to the Warrant. TM further noted that depending on what the Board decides, some capital items may come off or be added to the Warrant. TM reminded the Board that they will meet at least one more time before the Annual Town Meeting Warrant Closes on January 25th. After that the Board will need to vote to open the warrant to make any changes and then vote to close it again. The Board discussed the Warrant with TM. TM informed the Board that in discussions with Fire Chief Cavallaro and the Director of Public Works, it was agreed that it may make sense to take the Article regarding a new Generator for the High School off of the Warrant, and wait a year, in order to take some time and better study the options.

Executive Session

At 8:54pm, In accordance with MGL Chapter 30A Section 21(a)2, at the request of the Chair, Selectman Tuzik on behalf of the Chair requested a roll call vote to enter into Executive Session to conduct a strategy session in preparation for negotiations with non-union personnel, namely the Police Chief and the Fire Chief. Selectman Tuzik announced that the Board will not be returning to open session.

Roll Call Vote: Selectman Louko, aye, Selectwoman O'Connor, aye, Chairman Delaney, aye, Selectman Tuzik, aye. At 8:55pm the Board entered into Executive Session.

Adjourn

The meeting ended and adjourned at 9:44 pm.