

**Meeting Minutes of Regular Meeting of Hanover Board of Selectmen held at Town Hall on Monday, February 4, 2019 @ 7:00 PM.**

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Present were Chairman Emmanuel Dockter, Vice-Chair John C. Tuzik, Selectmen: David Delaney and Jocelyn Keegan. Also present: Town Manager (TM) Joe Colangelo and Executive Assistant Ann Lee. Selectman John Barry was unable to attend.

At 7:00 p.m. Chairman Dockter opened the meeting.

The Board met with Joe Colangelo, Town Manager (TM) for a joint meeting with members of the Advisory Committee (Edward Hickey, Gerard O'Hearn, Joan Port-Farwell, Sandra Hayes, Steven Freeman, Gavin Little-Gill, James Hoyes and Nick Morwood) for the presentation of the FY 20 Town Manager's proposed budget. The TM provided and reviewed a PowerPoint presentation ([attached](#)) with the Board. The TM noted that this is his first budget presentation for the Town and the presentation will be available on the Town's website for public access.

Chairman Dockter asked if any member of the audience had any comment or discussion item for the Open Forum portion of the meeting; no response.

The Board voted to approve the Meeting Minutes from 1-22-19.

**Discussion/Action Items:**

The Board reviewed the articles submitted for the 2019 Annual Town Meeting Warrant ([attached](#)) with the TM.

- The Board discussed an article submitted by the Town Clerk "Establish Registration Fees Town Clerk Office"; the Clerk was present for the discussion and provided the background on the fees. The Clerk noted by law she is required to bring this forward but the Board is not obligated to include it in the Warrant. Chairman Dockter noted MGL requires a \$1 fee and this article would increase the fee to \$25. The Board agreed to remove the article from the Warrant.
- The Board discussed the \$500 fee for the "Establish Annual Fee for Farmer-Brewery Alcoholic Beverage License" article; the TM will research the fee for the Board's next meeting.
- The Board discussed the number of phases associated with the "Appropriate Funds – Inventory of Historical and Cultural Resources" article; the Board requested the TM provide the information on the number of phases at the Board's next meeting.
- The Board discussed the article "Amend of Eliminate Zoning By-Law, Section 6.11.0 (VPUD)". Chairman Dockter noted he has concerns with this article in its current state; he would like the new CD&MI Director and the Planning Board to review the article.
- The Board discussed the article titled "43D"; the TM provided information of the Town accepting the provisions of Chapter 43D of the MGL. The Board requested additional information on the article; the TM will have a presentation for the Board at their next meeting.

- The Board met with Ed Callahan, General Manager Hanover Mall who provided a summary on the petition article titled “13 Additional Alcohol Licenses”. Mr. Callahan noted the licenses are needed for the future tenants of the Mall; the licenses would be site specific and are restaurant licenses to pour; the Town currently has six available but those may be used by Merchant’s Row once that project is completed.
- The Board met with Attorney Steve Fiuard regarding a petition article submitted titled “Zoning Map”. Attorney Fiuard provided an overview of the article noting he is scheduled for a full review of the article at the Board’s March 4<sup>th</sup> meeting after the community outreach has been completed.
- The Board met with Tom Raab, Business Manager for the Schools regarding the article titled “Appropriate Funds – Cedar School Security Upgrades”. Mr. Raab noted there was a meeting of the Budget Sub-Committee today and \$300,000 requested in the article is being reduced to \$290,000. Mr. Raab provided a summary of the work that will be done.
- The Board met with Tom Raab, Business Manager for the Schools regarding the article titled “Appropriate Funds – Cedar School Bathroom Renovation”. Mr. Raab noted there was a meeting of the Budget Sub-Committee today and the \$130,000 requested in the article can be reduced to \$70,000.
- The Board met with Lincoln Heineman, Finance Director regarding the article titled “Appropriate Funds – Cemetery Dump Truck”. Mr. Heineman noted the funding for the \$70,000 requested in the article will be paid with half from free cash and half with the sale of cemetery lots.
- The TM reported the article titled “Appropriate Funds – Marked Police Vehicle” is no longer a request of free cash and can be removed from the warrant.
- The Board met with Tom Raab, Business Manager for the Schools regarding the article titled “Appropriate Funds – Town-Wide Data Cabling, Appropriate Funds – School WIFI Upgrades, and Appropriate Funds – School VOIP Phones”. Mr. Raab noted this is part of a three year capital plan for improvements recommended by the Information Technology Committee, this will be year one of the three year plan. Data Cabling will pull the cables to connect all of the School/Town building phones; WiFi upgrades will support the Schools with electronic testing; to purchase VOIP phones for the Middle and Cedar Schools.
- The Board met with Lincoln Heineman, Finance Director regarding the article titled “Low-Value Personal Property Tax Exemption”. Mr. Heineman noted this article is business friendly; it exempts personal property from taxation if less than \$5,000 and establishes the minimum value of personal property subject to taxation as \$5,000.
- The Board met with Lincoln Heineman, Finance Director regarding the article titled “Transfer to OPEB Trust Fund”. Mr. Heineman noted this article has been discussed with the Chairman of the Advisory Committee. Mr. Heineman reported the School Sick Leave Buy-Back has a balance of \$565,556 and the Town has a balance of \$606,670; they are in good shape.

- The Board met with Ben Quelle, Veterans Agent regarding the article titled “Hanover Veterans Garden”. Mr. Quelle reported he researched the minutes of the Veterans Memorial Committee and met with members of the American Legion and they voted on the name to be presented to Town Meeting.
- Chairman Dockter discussed an article for the Warrant for the Special Education Reserve Fund which would put \$210,000 into the fund. Tom Raab, Business Manager was present for the discussion noting the funds are not in the original Schools operating budget but come from free cash, which makes the funds available immediately in fiscal 2020. The funds would be used for unanticipated special education needs. The unanticipated needs budget was reduced by \$140,000 the other \$70,000 comes from the reduction of Town Meeting articles.

The Board voted to open the Warrant for the Annual Town Meeting. The Board voted to remove the article titled “Establish Registration Fees Town Clerk Office” from the Annual Town Meeting Warrant. The Board voted to remove the article titled “Amend or Eliminate Zoning By-Law, Section 6.11.0 (VPUD)” from the Annual Town Meeting Warrant. The Board voted to remove the article titled “Appropriate Funds – Marked Police Vehicle” from the Annual Town Meeting Warrant. The Board voted to add the article titled “Appropriate Funds - Special Education Reserve Fund” to the Annual Town Meeting Warrant. The Board voted to close the Warrant for the Annual Town Meeting. Chairman Dockter requested the articles be numbered for the next meeting and match titles, amounts and add articles to the Warrant.

Chairman Dockter noted the Policy for the process for Town Meeting motions and commentary will be done at a meeting in March. Chairman Dockter feels it would be helpful to provide commentary, in support of or not, on more articles than less and to have printed commentary available at Town Meeting.

The Board received a memo regarding Debt Restructuring Proposal ([attached](#)). The TM reviewed the options with the Board and recommends Option 1 as outlined; as it works with this years budget. With Option 2 we would have to find another \$200,000 for this years budget. Finance Director Lincoln Heineman was present for the discussion noting with Option 1 there is a \$200,000 savings for this year; the principal payments will come later. The risk with Option 1 is that the interest rate could spike. Chairman Dockter noted he prefers Option 2 but defers to the professionals. The Board voted to support Option 1 and motioned that we move in that direction to step forward. Selectman Keegan voted nay.

The Board voted to accept the Electioneering Policy ([attached](#)).

**Updates:**

The TM reported he continues to work with the Traffic Safety Committee; the TM would like to work with the Board on a Policy for the Committee; the Committee currently meets every month and is working towards meeting every other month. Chairman Dockter requested the TM work on a Policy for the Committee for the next agenda.

Robert Murray, Director of Facilities met with the Board for an update on the Facilities Department. Mr. Murray provided and reviewed a PowerPoint presentation (attached) with the Board. Chairman Dockter inquired on the renovations planned for the Hearing Room; Mr. Murray noted it should be completed by the Summer.

**Liaison Reports:**

- Selectman Delaney inquired on the vacancy in the Assessors Office; Lincoln Heineman, Finance Director reported the position was filled today.
- Selectman Keegan reported the Rails to Trails may be a potential project for next year.

**Town Manager Report:**

- During the month of January there were eight or none water line breaks.
- There was a joint meeting of the Planning Board and the Zoning Board of Appeals on January 28<sup>th</sup> a developer presented a 90 unit assisted care facility.
- The vacant position in the Assessors office has been filled.
- We missed the possibility of a grant for the Rail to Trails project for this year.
- The Council on Aging building is being considered for the Volunteer Appreciation event sometime in April.
- The State of the Town breakfast is coming up soon.

**Selectmen Forum:** None

Meeting ended and adjourned at 9:20 PM.