

Meeting Minutes of Regular Meeting of Hanover Board of Selectmen held at Town Hall on Monday, April 1, 2019 @ 7:00 PM.

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

At 7:05 p.m. Chairman Dockter opened the meeting noting the Selectmen will conduct a joint meeting with the Bylaw Review Committee to conduct a public hearing.

Public Hearing with the Bylaw Review Committee

The Board conducted a joint meeting with the Bylaw Review Committee on the proposed amended/new General Bylaws on the 2019 Annual Town Meeting Warrant. Bylaw Review Committee members David Ladd, Chairman; Donald White, Robert Quirk and Steven Tucker were present for the hearing. At 7:06 p.m. Mr. Ladd read the Public Hearing Notice ([attached](#)) which was published in the Hanover Mariner on March 20th and March 27th and explained the hearing process. The Committee addressed each proposal as follows:

- **Article #11 - Proposed Amended General Bylaw 6-31:** Joe Colangelo, Town Manager noted due to the re-organization of the former Community Services Department, which was split into three separate departments Community Services, Community Development & Municipal Inspections, and the Library, the spending authority for those revolving funds needed to be corrected to reflect the correct department head. The Committee voted to approve the Article ([attached](#)) as written.
- **Article #12 - Amendment to General Bylaw 6-25: False Alarms:** Lincoln Heineman, Finance Director noted pursuant to the Town's bylaws, the Town charges a fee to the owners of security and fire alarms when the Police and/or Fire Departments respond to more than three false alarms in a fiscal year. Currently, this bylaw requires the Town to send these fee notices by certified mail, which imposes a cost to the Town that it is not able to recoup from the alarm owner. This article would eliminate the requirement that the fee notices be issued by certified mail, but would not eliminate this option if false alarm fees remain unpaid. The Committee recommended to approve the Article ([attached](#)) as written.
- **Article #13 - Amendment to General Bylaw 6-24: Water Use Restrictions:** Joe Colangelo, Town Manager noted this bylaw would prohibit the connection of new automatic irrigation sprinklers to the Town of Hanover's water supply. For the last six years the Town's water usage has exceeded the 1.39 million gallons per day which is what the State Department of Environmental Protection's Water Management Act Permit allows the Town to pump. The Town has a pumping capacity of 2.1 million gallons per day. In order to access this excess pumping capacity, the State is requiring that the Town reduce the unnecessary portion of its water demand. The primary culprit of this unnecessary demand is the irrigation of lawns. This proposed bylaw prohibiting the connection of new automatic irrigation sprinklers is an important step towards limiting unnecessary use. The Committee voted to recommend the Article as written ([attached](#)).

- **Article #14 - Addition of a General Bylaw: Private Fire Hydrant Installation & Maintenance:**

This bylaw seeks to regulate privately-owned fire hydrants in the Town. Specifically, it would require that private hydrants be inspected annually by a qualified individual, and it sets relevant fees for non-compliance with the bylaw. The Town does not currently have the authority to regulate privately-owned fire hydrants; this situation creates a safety hazard in the event of a fire, since it may not be discovered that these hydrants are not functioning until they are needed for fire suppression activities. Jeffrey Blanchard, Fire Chief noted this bylaw came about after a severe Winter where fire hydrants were damaged due to snow removal; inspections were done on private fire hydrants and it was discovered many were inoperable due to lack of activity. The private hydrants were installed as a requirement of the Fire Department and Planning Board as a condition for the building permit being issued for the development and construction of the property and on retreat lots to provide adequate fire suppression to protect residents. As houses change hands the residents are not aware they are responsible to maintain the hydrants. This bylaw is to best serve the Town; we worked with the Fire and Water Departments and other Towns to put the bylaw together. Donald White, 94 Setterland Farm Road noted Chief Blanchard has assured him that the Town's fire hydrants will be maintained to the same standards. Steve Tucker, 66 Grove Street appreciates the efforts of the Fire Department with forwarding the article to the Committee on a timely basis. The Committee voted to recommend the Article as written ([attached](#)).

At 7:18 p.m. Chairman Ladd closed the hearing.

Public Forum: Kevin Zygodlo noted concern with the sewer district in the Rte. 53 area noting that those who benefit from it should be responsible for the costs. Chairman Dockter noted the study was issued years ago and has just been completed. The TM and Selectman Barry both noted the betterment fees are charged to the users.

Meeting Minutes: The Board agreed to hold the vote on the Open Session and Executive Session Meeting Minutes until the next meeting.

Recognitions: Chairman Dockter read the recognitions of William Sabin ([attached](#)) and James Wilson Sabin ([attached](#)) as Eagle Scouts. The Board approved the proclamations of William Sabin and James Wilson Sabin by signature on March 27, 2019.

The Board voted to approve the application of the 13th Annual Ride for Habitat to Benefit the South Shore Habitat for Humanity, September 14, 2019 from 7:30 a.m. – 12:00 p.m. pursuant to the Board's Policy 9-5.

MSBA Submission for Cedar School Roof:

The Board met with Dr. Thomas Raab, Superintendent for Business & Finance who reported on March 14, 2019 he received a call from the MSBA requesting a revote of the February 15, 2019 Board of Selectmen vote to authorize the Statement of Interest to the MSBA for the Cedar

Roof Project. MSBA is requesting the Board revote to include priorities 1 and 5, not priorities 1 and 8 as originally stated. MSBA is considering this issue a clerical error and will not hold up the application and has requested the School Committee and the Board of Selectmen revote with the appropriate priorities identified. The School Committee will revote at its regularly scheduled meeting. The Board voted to approve the following; Chairman Dockter read the following into the record:

Resolved: Having convened in an open meeting on February 15, 2019, prior to the SOI submission closing date, the Board of Selectmen of Hanover, in accordance with its charter, by-laws, and ordinances, has voted to authorize the Superintendent to submit to the Massachusetts School Building Authority the Statement of Interest Form dated 2/15/19 for the Cedar Elementary School, located at 265 Cedar Street, Hanover MA, which describes and explains the following deficiencies and the priority categories for which an application may be submitted to the Massachusetts School Building Authority in the future, namely replacement of the school roof, pursuant to SOI Priorities 1 and 5, as pertaining to the unsound structural condition of the roof as well as its energy inefficient thermal properties; and hereby further specifically acknowledges that by submitting this Statement of Interest Form, the Massachusetts School Building Authority in no way guarantees the acceptance or approval of an application, the awarding of a grant or any other funding commitment from the Massachusetts School Building Authority, or commits the Town of Hanover to filing an application for funding with the Massachusetts School Building Authority.

Consider edits to Special Town Meeting Warrant:

The TM noted there are two changes for consideration to amend the Special Town Meeting Warrant. The proposed addition of Article 6; the recommended new article is to pay a \$1,500 fine from fiscal year 2014 when the State fined the Town \$24,000 for lapsed inspection certificates for two (2) lifts in the schools. Through an appeal process several years ago the fines were reduced to a total of \$1,500. The current Finance Director and Town Manager were not aware of the \$1,500 fine that dates back to 2014. Chairman Dockter read the article into the record; *Article 6 - payment of prior year expenditures; to see if the Town will vote to appropriate a sum(s) of money or transfer from any available funds, or to transfer from other accounts, to pay such accounts as may be presented against the Town for which an appropriation does not exist, or take any other action relative thereto. Commonwealth of Massachusetts \$1,500.00; presented by the Finance Director.* The Finance Director was present for the discussion and noted the Advisory Committee's motion will note the source of funds will be free cash.

Amendment to Article 5

Chairman Dockter read the article into the record; *Article 5 - transfer funds – Hanover Public School Budget; to see if the Town will vote to transfer from certified free cash the sum of \$75,990 to the Hanover Public Schools Budget, or take any other action relative thereto; presented by the Finance Director and Town Manager.* Chairman Dockter noted the proposed change is to transfer the funds to the "Special Education Reserve Fund" not to the Hanover Public School Budget. Dr. Thomas Raab, Superintendent for Business & Finance was present for the discussion and

noted the intent of the article is for unanticipated special education expenses which this year totaled \$180,000. The revenue source is additional Chapter 70 funding. Dr. Raab noted he will re-visit the Board later in May to request the funds. The Board inquired if the request is supported by the Advisory Committee and School Committee; Dr. Raab noted they are aware of it.

The Board voted to open the Special Town Meeting Warrant; the Board voted to approve edits to Article 5 in the Special Town Meeting Warrant; the Board voted to approve the addition of Article 6 to the Special Town Meeting Warrant; the Board voted to close the Special Town Meeting Warrant.

Consider edits to Annual Town Meeting Warrant

The TM provided the Board with documents ([attached](#)) for the Sylvester School property regarding Articles 35 and 36 which clearly define the “project area”. Chairman Dockter reviewed the map provided with the Board noting the changes being made to Articles 35 & 36 ([attached](#)).

The Board voted to open the Annual Town Meeting Warrant; the Board voted to approve the changes to Articles 35 and 36 in the Annual Town Meeting Warrant; the Board voted to close the Annual Town Meeting Warrant.

Vote Motions and Commentary for Special Town Meeting Warrant Articles – no action taken.

Vote on Motions and Commentary for Annual Town Meeting Warrant Articles

Chairman Dockter reviewed and discussed the Board’s commentary ([attached](#)) for Article 35 - Transfer Sylvester School Property on the Annual Town Meeting Warrant. The Board voted to approve the commentary for Article 35.

Chairman Dockter reviewed and discussed the Board’s commentary ([attached](#)) for Article 36 - Dispose, Lease, Sell Sylvester School Property on the Annual Town Meeting Warrant. The Board discussed removing “without further consideration for housing” from the commentary. The Board voted to approve the commentary for Article 36 as written.

The Board voted to approve and signed the Special and Annual Town Meeting Warrants.

Approve Volunteer Recognitions:

The Board voted to approve the roster of recognitions for the Volunteer Recognition event on April 11th subject to further edits and clarifications by the TM.

Edits to Board of Selectmen Policy 2-2 (Warrant Articles):

Chairman Dockter noted the addition of paragraph 4 and 5 to the Selectmen’s Warrant Articles Policy (2-2) ([attached](#)). Further noting the Bylaw Committee requested and approved the edits. The Board voted to approve the edits to the Board of Selectmen Policy 2-2.

Approve Board of Selectmen’s Annual Report:

The Board voted to approve the Board of Selectmen’s Annual Report.

Finance Department Update:

The Board met with Finance Director Lincoln Heineman for a Department update:

- The 2018 audit is about to be finalized; the Board is scheduled to meet on May 20th for the final presentation. The Auditors recommendations went from 10 items to 3 this year.
- Today was the last day to accept standard and enhanced relief for tax exemptions.
- The Advisory Committee continues to meet; motions for the 2019 Town Meeting Warrant will be finalized at their April 4th meeting.
- With the approval of the Taxation Aid Committee 12 taxpayers will receive aid this year.
- The selection process for an OPEB Investment Manager continues; the intent is to bring a recommendation to the Board at the May 20th meeting.
- Friday was the last day in the Treasurer/Collectors Office for the collection of auto excise taxes; 13,700 bills were mailed.
- The fourth quarter real estate taxes are due on May 1st; there has been an uptake with on-line payments.
- Working with the Project Manager on the issuance of new debt for the Center School.
- The Assessing Technician started in the Assessor's Office in February he is getting out and capturing the new growth with building permits. The Assessor's Office continues to work on abatements.
- The Payroll/Benefits Office will hold the Annual Employees Benefits Fair tomorrow.
- The Registrar's Office is finalizing the certification of signatures on election papers submitted; finalizing the Town census and working on the resident's street listing book.
- The five new Optical Scanning machines have been delivered and the Town Clerk is working on training election workers. The last day to register to vote in the Annual Town Meeting and the Town Election is April 16th. Absentee ballots will be available soon.
- The Finance Director provided and reviewed with the Board a memo titled "Fiscal Year 2019 Budget Update" ([attached](#)).
- The Board discussed the shortfall of the pension budget and requested the Finance Director provide a report on the last ten years showing the trajectory of obligations to the pension fund.

Liaison Reports:

- Vice-Chairman Tuzik reported he spoke with the Library Director and they recently held a program at the Library on the Iditarod Dog Sled Races.

Town Manager Report

- Town Hall Basement Cleaning – The basement of Town Hall will be cleaned out this week documents and items will be transferred to the vacant Sylvester building for the time being.
- Hydrant Flushing – Hydrant flushing will begin this week. To get around to all of the hydrants in Town it will take approximately six weeks. It will be advertised when and where flushing will take place.
- Fireworks Site – The munitions clean-up continues; the Phase 3 report will be completed by May 17th which will detail the extent of the clean-up efforts required at Factory Pond.

- Briarwood Kennel License - The original article posted in the Patriot Ledger was incorrect; the TM contacted the newspaper to have it corrected. Briarwood was issued a personal kennel license which is a different license from what they previously held.

Selectmen Forum:

- Selectman Keegan reported she attended the D.A.R.E. graduation and thanked the Police Department and VNA for their input.
- Selectman Barry thanked the Chamber of Commerce for the State of the Town Breakfast and noted he gained a better understanding of some of our local businesses.
- Chairman Dockter thanked the Hanover and Pembroke Police Departments and the Plymouth County Sherrieff's Department for their quick response to a family matter.
- Vice-Chairman Tuzik thanked all those involved with the recent Junior Prom.

The meeting ended and adjourned at 8:58 p.m.