



1. Public Forum

Enclosures: None

Guests: None

Formal Action is not Anticipated on October 7, 2019

2. Meeting Minutes – September 16, 2019

Enclosures: [\(1\) September 16, 2019 Board of Selectmen Meeting Minutes](#)

Guests: None

It is anticipated that the Board of Selectmen will make a motion to approve the Board of Selectmen minutes from September 16, 2019

3. Meeting Minutes – September 24, 2019

Enclosures: [\(1\) September 24, 2019 Board of Selectmen Meeting Minutes](#)

Guests: None

It is anticipated that the Board of Selectmen will make a motion to approve the Board of Selectmen minutes from September 24, 2019

4. Meeting Minutes – October 2, 2019

Enclosures: [\(1\) October 2, 2019 Board of Selectmen Meeting Minutes](#)

Guests: None

It is anticipated that the Board of Selectmen will make a motion to approve the Board of Selectmen minutes from October 2, 2019

5. First Quarter FY2019 – 2020 Budget Status Report from Finance Director

Enclosures: (1) Budget Status Update Will be Provided at the Meeting

Guests: (1) Lincoln Heineman, Finance Director

Lincoln will go over the YTD status of the FY2020 operating budget ending September 30, 2019. He will highlight any areas of concern – if there are any – which we need to be mindful about as we go forward. If there are identified concerns it is better to know them when they arise so there are no surprises at the end of the year.

Formal Action is Not Anticipated on October 7, 2019



6. **Transfer Station Options to Reduce the Property Tax Payer Burden and Control Expenditures**

Enclosures: (1) Presentation will be given at the meeting – *Postponed until 10-21-19*

Guests: (1) Lincoln Heineman, Finance Director

Formal Action is Not Anticipated on October 7, 2019

7. **Self-Storage License: 183 Columbia Road**

Enclosures: (1) Hanover Town Bylaws (§6-7B)

Guests: None

It is Anticipated that the Board of Selectmen will issue the Self-Storage Licensee for 183 Columbia Road with stated conditions pursuant to the Town of Hanover General Bylaws §6-7B

8. **Carol Mattes to the Master Plan Implementation Committee as a Resident At-Large**

Enclosures: (1) Appointment Form for Carol Mattes

Guests: None

It is Anticipated that the Board of Selectmen will Appoint Carol Mattes to the Master Plan Implementation Committee as a Resident at-Large

9. **Appointment to the Council on Aging Board of Directors**

Enclosures: (1) Talent Bank Application
(2) Town Bylaws (see §4-10)
(3) COA Section of Website

Guests: (1) Roblin McLaughlin, Applicant

It is Anticipated that the Board of Selectmen will Appoint Robin McLaughlin to the Council on Aging Board of Directors Pursuant to §4-10 of the Town of Hanover General Bylaws.



10. Capital Budget and Five Year Capital Improvement Plan

Enclosures: (1) Updated DRAFT Capital Improvement Plan
(2) [Board of Selectmen Policies \(See Policy 2-3\)](#)

Guests: (1) Lincoln Heineman, Finance Director

We will look again at a DRAFT capital improvement plan. The final version of this will be presented at the October 21st Board of Selectmen meeting per Board policy at which point the Advisory Committee will schedule meetings to review and ultimately approve the plan, possibly with modifications.

Formal Action is Not Anticipated on October 7, 2019

11. Discuss a Proposal from the Town Manager for Staff Reorganization

Enclosures: (1) [Proposed Updated Org-Chart](#)
(2) Proposed New Job Description
(3) [§4\(B\)\(3\), Hanover Town Manager Act](#)

Guests: None

The Town Manager will briefly discuss the proposed re-organization hopefully to be approved by the Board of Selectmen at a meeting in the near future. While not the only or most important reason for the re-organization, the town will save 1FTE as a result, to go along with the 1FTE savings from the re-organization last summer when Community Services was broken into three (3) separate departments.

The two (2) primary reasons for this reorganization are (i) further strengthen the HR function (ii) simplify/clarify who is in charge when the Town Manager is not available for short periods of time.

Formal Action is Not Anticipated on October 7, 2019

12. Fireworks Site Meeting from September 24, 2019, and Board of Selectmen Comments for the Public Comment Period

Enclosures: (1) Link to Fireworks Project Site on Town webpage

Guests: None

The public comment period for the Phase III Remedial Action Plan ends on October 25, 2019. The Board of Selectmen as a body should provide comments. We can review DRAFT comments on October 3rd and approve official comments at the next meeting.

Formal Action is Not Anticipated on October 7, 2019



13. Discuss Traffic Calming, Sidewalk, and Related Policies as Recommended at the Planning Board Hearing on September 23, 2019

Enclosures: None

Guests: None

At the request of the Planning Board and town staff, the Board of Selectmen are being asked to discuss and ultimately adopt a policy related to the construction of new sidewalks, traffic calming measures, and the like. This has come up as a result of the Walnut Hill neighborhood as it relates to the Hanover Crossing project and the understanding that we need to have some consistency in our approach throughout the entire town. Applicable staff is scheduled to meet and start work on a draft policy later in the week so we will revisit this topic again on October 21; I don't think there is a rush to hurry up and adopt a policy but it should be considered a priority – so maybe we can give ourselves a February 1st 'deadline' for Board of Selectmen action.

Formal Action is Not Anticipated on October 7, 2019

14. Upcoming Collective Bargaining Agreement Negotiations

Enclosures: (1) [CBA Agreement – Police](#)
(2) [CBA Agreement – Fire](#)
(3) [CBA Agreement – AFSCME](#)
(4) [CBA Agreement – HMEL](#)

Guests: None

These four (4) contracts come due on June 30, 2020. Initial meetings with all of the groups are scheduled.

Formal Action is Not Anticipated on October 7, 2019

15. Upcoming Department Head Employment Agreements

Enclosures: (1) [Employee Work Agreements](#)

Guests: None

The Town Manager will briefly discuss the employment agreements that are coming due just as FYI. At some point in the future, the Board of Selectmen will likely be presented with employment agreements for a few department heads that require BOS approval.

Formal Action is Not Anticipated on October 7, 2019



16. **Town Manager's Report**

Enclosures: (1) Report Embedded Below

Guests: None

Previties – Joe Stack, Building Commissioner, has been in regular contact with the property owner. There is no new information on a proposed start date but CDMI staff recently met with Prevites' engineering team to discuss minor modifications that may serve to expedite the construction timetable. Revised plans have not been submitted, but the discussed changes may include a building footprint reduction from approximately 31,000 sqft to 27,000 sqft to accommodate a septic system design change, transitioning from an onsite treatment facility to a conventional Title 5 system.

Vaping – On September 24th, Governor Baker declared a public health emergency in the Commonwealth due to severe lung disease associated with e-cigarettes and vaping products and the epidemic of e-cigarette use among youth. Town staff has since performed regular visits to all nineteen (19) tobacco sales establishment to check compliance with the State Order banning retailers from selling vaping products and the requirement to remove all vaping products from public display. These inspections will continue throughout the ban, which will be in place until January 25, 2020. Please visit the Hanover Health Department Website for additional information:

<https://www.hanover-ma.gov/health-department/pages/smoking-vaping-tobacco-and-other-nicotine-products>).

(Proposed) Board of Health Regulations – The Board of Health (BoH) has continued to be proactive in reviewing State and local regulations in order to protect the youth in this community. Two years ago Hanover increased the age to twenty-one (21) for purchase of tobacco products, and with vaping at the forefront, the timing is right for updating these standards. In addition, the BoH has created a first draft for Body Work regulations, in step with other local communities, to ensure these establishments maintain proper licensing and adhere to public health standards. Town Counsel is completing reviews of both documents in anticipation of a BoH public hearing in early November.

Cottage Cluster Zoning – The Planning Office, in consultation with the Metropolitan Area Planning Council (MAPC), has worked since July 2018 to draft an Open Space Residential Design (ORS) / Cottage Cluster Bylaw with the end goal to propose said Bylaw at Town Meeting 2020. The draft Bylaw was presented in a public forum on May 22nd, 2019 where valuable insight was received from the public. Though the contract with MAPC ended in June 2019, staff is exploring ways to modify the code to better meet the needs of Hanover. Planning Staff will be working with the Cottage Cluster Committee to host additional public forums for community feedback prior finalizing the draft Bylaw.



Bylaw Review Committee – Any proposed bylaw changes are due to the [Bylaw Review Committee](#) – at least an initial draft – by December 1st. Working with the Bylaw Review Committee, the Board of Selectmen adopted a policy last year to give the BRC more time to properly review proposed bylaw changes.

Myette's Intersection – Work has commenced on this project. More information about this project is available on the town [website](#).

Tennis Courts – Construction on the tennis courts is expected to take place next spring during the high school tennis season. Arraignments have been made so that the tennis team can use the YMCA for practices and home matches. More information about this project is available on the town [website](#).

Build the Boards – We're working to get this project moving forward this fall. The goal is to remove trees, install drainage, and pour the slab. More information about this project is available on the town [website](#).

Kathleen Murray Land Donation – The Conservation Commission voted to accept the donation from for conservation purposes which is their authority per the Town Bylaws.