



1. Public Forum

Enclosures: None

Guests: None

Formal Action is not Anticipated on September 16, 2019

2. Meeting Minutes – September 3, 2019

Enclosures: [\(1\) September 3, 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 3, 2019

3. Appointment of Mahendra Patel to the Conservation Commission as a Full Member

Enclosures: (1) [Mahendra Patel Talent Bank Application](#)
(2) [Town of Hanover General Bylaws](#)

Guests: (1) Mahendra Patel, Applicant

At the Board of Selectmen's previous meeting – September 3rd – Mr. Patel was appointed to the Conservation Commission as an 'associate member'; due to an unanticipated resignation since that time, Mr. Patel is now before you for appointment as a 'full member'.

Appointments to the Conservation Commission are made by the Town Manager with ratification required from the Conservation Commission and Board of Selectmen.

It is anticipated that the Board of Selectmen will make a motion to approve the Appointment of Mr. Mahendra Patel to the Conservation Commission as a Full Member pursuant to §4-12(1) of the Town of Hanover General Bylaws.

4. Appointment of Steve Louko to the Conservation Commission as an Associate Member

Enclosures: (1) [Steve Louko Talent Bank Application](#)
(2) [Town of Hanover General Bylaws](#)

Guests: (1) Steve Louko, Applicant

Mr. Louko made an appointment a few weeks ago to see me to learn more about the Fireworks Site. Not only did he (hopefully) learn a little more about that topic but he spent about two (2) full hours at Town Hall with me and the Conservation Agent learning about the Conservation Commission. I know that the Conservation Agent was quite impressed with Steven's knowledge, enthusiasm, and desire to serve his community.



Appointments to the Conservation Commission are made by the Town Manager with ratification required from the Conservation Commission and Board of Selectmen.

It is anticipated that the Board of Selectmen will make a motion to approve the appointment of Mr. Steven Louko to the Conservation Commission as an Associate Member pursuant to §4-12(3) of the Town of Hanover General Bylaws.

5. Initial Capital Budget & Five Year Capital Plan

Enclosures: (1) Draft Capital Budget & Five Year Plan will be provided at the meeting
(2) [Board of Selectmen Policies & Procedures \(see BOS policy 7-1 on pg. 108\)](#)

Guests: (1) Lincoln Heineman, Finance Director

Due to the Finance Director on Friday, September 13th are initial capital budget requests for the 2020 Annual Town Meeting and a five (5) year capital improvement plan from all department heads – including school department(s). The plan is to review the ‘initial’ requests at the Selectmen’s meeting on September 16th. Pursuant to the BOS’s policy, the first draft capital budget/plan is not due until October. Reviews of the capital budget either already have been or will be before the month of September is over scheduled with all commissions, boards, trusts, committees, etc. Ideally members of the BOS will provide some feedback either at the meeting Monday night or privately to the Town Manager and Finance Director before mid-October when we will finalize the capital requests and (re)present them to the Board of Selectmen and the Advisory Committee at the second Board of Selectmen meeting in October, per the policy.

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

Enclosures: (1) [Excerpt from the 2019 Annual Town Meeting Warrant](#)
(2) Further information will be provided for at the meeting

Guests: (1) John Barthelmes, Intern
(2) Lincoln Heineman, Finance Director

The highlighted paragraph from the Advisory Committee’s comments in the 2019 Annual Town Meeting Warrant state the issue pretty clearly. This will likely be the biggest issue we tackle when developing the FY2020 operating budget later this year.

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7. Approve Recommendation from the Board of Trust Fund Commissioners

Enclosures: (1) [Memorandum from Lincoln Heineman](#)
(2) [Board of Trust Fund Commissioners Webpage](#)

Guests: (1) Lincoln Heineman, Finance Director

*It is anticipated that the Board of Selectmen will make a motion to approve the two (2) recommendations from the Board of Trust Fund Commissioners (i) Authorize the Town's Treasurer Collector/Finance Director to disperse amounts of \$5,000 or less to needy Hanover residents at his or her sole discretion without further approval of the Board (ii) Approve the disbursement of \$5,327.13 as recommended by the Board of Trust Fund Commissioners from the Roswell Gardner Trust Fund to pay the outstanding currently owned real estate taxes of a Hanover resident in financial distress***

***staff thought it was appropriate to withhold the name and address of the individual being assisted in the attached memorandum or in these notes. Certainly that information is a matter of public record if requested.*

8. Employee Recognition

Enclosures: (1) [List of Employees to be recognized at Community Cookout](#)
(2) [Board of Selectmen Policies \(see BOS policy 2-3\)](#)

Guests: None

It is anticipated that the Board of Selectmen will approve the employee recognitions in accordance with Board of Selectmen Policy #2-3 for recognition at the Community Cookout scheduled for Wednesday, October 2, 2019.

9. Set Licensing Renewal Deadline for November 26, 2019 at Noon

Enclosures: (1) [Note from Licensing Coordinator](#)
(2) [Board of Selectmen Policies \(see BOS policy 9-9\)](#)

Guests: None

It is anticipated the Board of Selectmen will set the Licensing Renewal Deadline as November 26, 2019 in accordance with Board of Selectmen policy 9-9(b)(i)



10. Oktoberfest – Forge Pond Park

Enclosures: (1) [Staff Notes](#)
(2) [Town of Hanover General Bylaws](#)

Guests: (1) Maura Longueil

Maura Longueil will be in attendance to provide information on the planned Oktoberfest celebration. We are planning for Saturday, October 5th from 3-6pm. Maura and I can share more detailed information at the meeting.

It is anticipated the Board of Selectmen will authorize Oktoberfest pursuant to the Town of Hanover General Bylaws §6-4 (public gatherings)

11. HHS Boosters 7th Annual Turkey Trot Race, November 28th 7:30am – 8:30am

Enclosures: (1) [Completed Application](#)
(2) [Board of Selectmen Policies \(see BOS Policy 9-5\)](#)

Guests: None

It is anticipated the Board of Selectmen will approve the application for the HHS Boosters 7th Annual Turkey Trot Race on November 28th from 7:30am – 8:30am pursuant to the completed application which was reviewed and vetted by all appropriate town departments and officials.

12. Approve VNA's Visiting Nurses Week Proclamation

Enclosures: (1) [Proclamation](#)

Guests: None

It is anticipated the Board of Selectmen will read the Proclamation and make a motion to sign.

13. Amend Board of Selectmen Policy #5-17 (Internet Access & Use)

Enclosures: (1) [Proposed Amendments to Board of Selectmen Policy #5-17](#)

Guests: None

It is anticipated the Board of Selectmen will approve the amended Board of Selectmen policy #5-17



14. Amend Board of Selectmen Policy #5-18 (Electronic Mail)

Enclosures: (1) [Proposed Amendments to Board of Selectmen Policy #5-18](#)

Guests: None

It is anticipated the Board of Selectmen will approve the amended Board of Selectmen policy #5-18

15. Hanover Based Non-Profit, Community Services Group, Use of Town Facilities

Enclosures: None

Guests: None

The problem we are trying to solve is that the Town of Hanover's insurance carriers recommended coverage minimums are greater than what most small, grassroots, community based not-for-profits. In my opinion there are two (2) possibilities. (i) we can relax our minimums as a Board of Selectmen policy (ii) we can provide these Hanover based, community service focused non-profits, some financial assistance via special and/or annual town meeting. This is a discussion item for September 16th

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16. Schedule the Review of all Board of Selectmen Policies, Regulations, and Procedures

Enclosures: None

Guests: None

This will be a discussion item.

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17. Salmond and Sylvester Appraisals

Enclosures: None

Guests: None

The Town Manager will provide the Board of Selectmen with an update on this.

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18. Liaison Reports

Enclosures: None

Guests: None

This is the time during the meeting when Board members update the public on interactions they have had with various boards, committees, trusts, in town.

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19. Town Manager's Report

Enclosures: (1) The Town Manager's Report will be provided as a hyperlink prior to the meeting

Guests: None

The Town Manager will go over his report.

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20. Selectmen Forum

Enclosures: None

Guests: None

This is the part of the meeting when Board members can say whatever they would like.

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