



1. Public Forum

Enclosures: None

Guests: None

Formal Action is not Anticipated on October 21, 2019

2. Meeting Minutes – October 7, 2019

Enclosures: (1) [October 7, 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 7, 2019

3. Fire Department Update

Enclosures: (1) Presentation Materials from the Fire Chief

Guests: (1) Chief Blanchard

Chief Blanchard will provide a department update. Questions and answer session after the initial presentation is encouraged.

Formal Action is Not Anticipated on October 21, 2019

4. Police Department Update

Enclosures: (1) [Presentation Materials from the Police Chief](#)

Guests: (1) Chief Sweeney

Chief Sweeney will provide a department update. Questions and answer session after the initial presentation is encouraged.

Formal Action is Not Anticipated on October 21, 2019

5. Capital Budget and Five Year Capital Improvement Plan

Enclosures: (1) [Fiscal Year 2021 Capital Budget and Five Year Plan](#)

Guests: (1) Lincoln Heineman, Finance Director

It is anticipated that the Board of Selectmen will recognize the delivery of the Fiscal Year 2021 Capital Budget and Five Year Capital Improvement Plan pursuant to Board of Selectmen Policy 7-1.



6. Accept the Surrendered Liquor License from Wong Enterprises, Inc. dba Siam Cuisine Pursuant to MGL c 138 §77

Enclosures: (1) [Applicable Materials from the Licensing Coordinator](#)

Guests: (1) Janet Tierney, Licensing Coordinator
(2) Attorney representing Siam Cuisine

It is Anticipated that the Board of Selectmen will Accept the Surrendered Liquor License from Wong Enterprises, Inc. dba Siam Cuisine Pursuant to MGL c 138 §77

7. Approve the Reorganization as Initially Presented on October 7, 2019 which (i) Provides for the Position of Assistant Town Manager/Human Resources Director (ii) Restructures the Licensing and Passports Division from CDMI to the Town Manager's Office (iii) Creates the Communication Specialist position

Enclosures: (1) [Proposed Updated Org-Chart – Town Manager's Office](#)
(2) [Proposed Update Org-Chart – Town of Hanover](#)
(3) [Proposed Update Org-Chart – CDMI](#)
(4) [§4\(B\)\(3\), Hanover Town Manager Act](#)

Guests: (1) Ann Lee, Assistant Town Manager/Human Resources Director

Feedback received since October 7th has been positive and complimentary regarding this proposal. The Assistant Town Manager position as provided for here is different in nature than the Assistant Town Manager position from a few years ago in Hanover. This further strengthens our HR function, provides clarity for all who is in charge when the Town Manager is away for a short period of time, it brings the 'Licensing and Passports' function under the Town Manager's Office rather than CDMI, and it creates the position of 'Communication Specialists' which would be in agreement with the Board of Selectmen's goals relayed to the Town Manager during the annual evaluation last March.

It is Anticipated that the Board of Selectmen will Approve the Reorganization as Proposed which (i) Provides for the Position of Assistant Town Manager/Human Resources Director (ii) Restructures the Licensing and Passports Division from CDMI to the Town Manager's Office (iii) Creates the Communication Specialist position, Pursuant to §4(B)(3) of Hanover's Town Manager Act.



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

Enclosures: (1) [Proposed Comments](#)

Guests: None

The public comment period for the Phase III Remedial Action Plan ends on October 25, 2019. Special Counsel, Robin Main, will provide comments for the Board of Selectmen to consider adopting and/or amending on October 21st to be submitted.

It is Anticipated that the Board of Selectmen will pass a motion to Approve and Sign the Letter with Comments to be Submitted for the Phase III Remedial Action Plan

9. Amend Board of Selectmen Licensing Process Pursuant to the Reorganization Proposed Above in Action Item #7 (Board of Selectmen Policy 9-9)

Enclosures: (1) [Board of Selectmen Policy 9-9 \(see page 222\)](#)
(2) [Board of Selectmen Policy 9-9 with Proposed Amendments](#)

Guests: (1) Ann Lee, Assistant Town Manager

With the reorganization and bringing the 'Licensing and Passports' function under the Town Manager's Office this policy needs to be amended appropriately. We also reviewed the policy for any other changes that should be considered.

It is Anticipated that the Board of Selectmen will pass a motion to Amend Board of Selectmen Policy 9-9 as Presented on October 21, 2019

10. Review Draft Policy for Hanover Based Non-Profit(s) Insurance Minimums for Use of Town Facilities

Enclosures: (1) [Draft Policy](#)

Guests: (1) Janet Tierney, Administrative Assistant

Janet Tierney and Joe Colangelo worked with MIIA (town's insurance company) on a possible policy. Before adopting it would be wise to have Town Counsel review. We will also provide the draft policy to community stakeholders for their feedback. It probably makes sense to gather all that feedback before formally adopting the policy. I think we can aim for the first meeting in November for formal adoption.

Formal Action is Not Anticipated on October 21, 2019



11. Review Draft Policy for Sidewalks and Traffic Calming Improvements

Enclosures: (1) [Draft Policy](#)
(2) [Policy from Concord, MA](#)

Guests: (1) Interested residents

This first draft policy is clearly far from complete. Our goal is to have a policy adopted by February 1st; this isn't to say we are not going to do anything between now and then to help the cause. But we should take our time – not too much time – to get the policy right.

Formal Action is Not Anticipated on October 21, 2019

12. Town Manager's Report

Enclosures: (1) Report Embedded Below

Guests: None

Board of Health Public Hearings – The Board of Selectmen may want to comment on the regulations under consideration by the Board of Health.

Myette's Intersection – The major aspects of this project were completed on October 15th.

Build the Boards – Tree removal is complete. The goal still is to have drainage work installed and the concrete pad in before frost.

Hanover Crossing Police Services Agreement – A new four-year agreement between PREP and the Town of Hanover has been executed. This agreement goes from January 1, 2020 – December 31, 2023.