



1. Board of Health Public Meeting (6:00pm, 2nd Floor, Town Hall)

Enclosures: (1) [Board of Health Public Hearing Materials](#)

Guests: (1) Public

Based on my conversations with Board of Selectmen members it seems plausible that a quorum plans to attend the Board of Health's public hearing on proposed regulations restricting the sale of tobacco products

Formal Action (by the Board of Selectmen) is not Anticipated on November 4, 2019

2. Call the Regular Board of Selectmen Meeting to Order (at 7pm, BOS Meeting Room, Town Hall)

Enclosures: None

Guests: None

It is anticipated that the Chairman Tuzik will call the meeting to order.

3. Public Comment

Enclosures: None

Guests: None

Formal Action is Not Anticipated on November 4, 2019

4. Meeting Minutes – October 21, 2019

Enclosures: (1) Draft Meeting Minutes from October 21, 2019

Guests: None

It is anticipated the Board of Selectmen will adopt the October 21, 2019 Board of Selectmen meeting minutes.



5. Department of Public Works – Update

Enclosures: None

Guests: (1) Victor Diniak, DPW Director

Director Victor Diniak will review the activities of DPW. Hanover's Department of Public works consists of the following divisions:

- Water
 - Operations
 - Distribution
 - Treatment
- Buildings & Facilities
 - Engineering
 - Maintenance
 - Custodial
- Field Operations
 - Highway
 - Public Grounds
 - Solid Waste

Formal Action is Not Anticipated on November 4, 2019

6. 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](#)
(5) [Proposed Job Description for Communications Specialist](#)

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

This proposed reorganization (i) further strengthens our HR function (ii) provides clarity for all who is in charge when the Town Manager is away for a short period of time (iii) brings the 'Licensing and Passports' function under the Town Manager's Office rather than CDMI, and (iv) creates the position of 'Communication Specialists'.

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.



7. Consider Adopting Board of Selectmen Policy 7-16: Insurance Minimums for Hanover Based Non-Profits and Community Groups for the Use of Town Facilities

Enclosures: (1) [Proposed BOS Policy 7-16](#)

Guests: None

I think we're finally ready to put this topic to bed and move forward with a useful, sound policy as our guide.

It is Anticipated that the Board of Selectmen will Adopt Board of Selectmen Policy 7-16: Insurance Minimums for Hanover Based Non-Profits and Community Groups for the Use of Town Facilities.

8. Approve Public Gathering for Winter Fest 2019

Enclosures: (1) Town Bylaws (see §6-4)

Guests: None

Town staff is meeting on Monday, November 4th to review plans for Winter Fest - scheduled for the evening of Friday, December 6th. We should have details to provide the Board of Selectmen at the meeting for official action.

It is Anticipated that the Board of Selectmen will Approve a Public Gathering and applicable road closures for Winter Fest on Friday, December 6th pursuant to the Town of Hanover General Bylaws §6-4.

9. Approve Donations/Sponsorship for Winter Fest (BOS Policy 7-1)

Enclosures: None

Guests: None

Formal Action is not anticipated on November 4, 2019.

10. Litigation Settlement *Town of Hanover v. Casey*

Enclosures: None

Guests: None

It is Anticipated that the Board of Selectmen will Accept the Proposed Agreement for Judgement in the Matter of the Town of Hanover v. Stephen and David Casey, Pursuant to the Advice of Counsel, and Pursuant to the Board of Selectmen's Authority Under §4-3(3) of the Town of Hanover General Bylaws.



11. Fiscal Year 2021 and Five Year Capital Plan

Enclosures: (1) [Advisory Committee Documents](#)

Guests: None

Official Action is not Anticipated on November 4, 2019

12. Policy for Sidewalks and Traffic Calming Improvements

Enclosures: (1) [Draft Policy](#)
(2) [Traffic Safety Committee Agenda – November 4](#)

Guests: None

Official Action is not Anticipated on November 4, 2019

13. Town Manager's Report

Enclosures: (1) Report Embedded Below

Guests: None

Build the Boards – Project status can be reviewed on [website](#).

Union Negotiations – Negotiations with HMEL and AFSCME start officially Tuesday morning. Police start November 15; Fire start December 4th.

Veteran's Day Breakfast – At Council on Aging Friday, November 8th