

Meeting Minutes of Regular Meeting of Hanover Board of Selectmen held at Town Hall on Monday, April 7, 2014 @ 7:00 PM.

Present were Chairman Joseph R. Salvucci, Vice Chairman Susan M. Setterland, John S. Barry, Harold L. Dunn and Brian E. Barthelmes. Also present: Town Manager Troy B.G. Clarkson and Executive Assistant Ann Lee.

At 6:00 PM Chairman Salvucci opened the meeting with a moment of silence for Boston Firefighters Edward Walsh and Michael Kennedy and Plymouth Police Officer Greg Maloney who were killed in the line of duty.

Chairman Salvucci asked if any member of the audience had any comment or discussion item for the Open Forum portion of the meeting; no response.

The Board voted to approve the executive session meeting minutes of 3-3-14 and the meeting minutes of 3-24-14.

The Board voted to open the Special and the Annual Town Meeting Warrants. Chairman Salvucci informed the Board that the Town Clerk does not support Article 10 on the Special Town Meeting Warrant regarding "Accept MGL Chapter 51, § 16A" the Board voted to remove Article 10 from the Special Town Meeting Warrant. Selectman Barry requested a placeholder for an Article regarding the Road Bonds and requested a dollar amount be provided on the Road Bonds to turn back at Town Meeting; to provide rescission of the 2011 (\$8.5 million) Article rescinding the remainder of the \$8.5 Bond. The TM noted if the Board doesn't want the Bond proceeds spent they wouldn't be spent; the TM reminded the Board of the April 28th meeting with the Board of Public Works to discuss a Policy. The Board voted to add Article 10 to the Special Town Meeting Warrant to Rescind Street Construction Bond Authorization. Selectman Setterland made a motion to remove Article 16 (Elected Town Clerk vs. Appointed) for another year and study it; the motion was not seconded. The Board voted to close the Special and the Annual Town Meeting Warrants. The Board signed the both the Warrants.

At 7:18 p.m. the Board met with William Reid from Uno Chicago Grill regarding a Change of Manager. Mr. Reid noted he has been employed with Uno for ten years and has worked in the Brockton, Braintree, Dartmouth and Dedham restaurants. Chairman Salvucci noted the high turnover in Managers at the Hanover location; Mr. Reid indicated that is managements reasoning for placing him at this location further noting his ten years with the restaurant. Chairman Salvucci noted the importance of employees being TIPS certified and that identification be checked when patrons order alcoholic beverages. The Board voted to approve William Reid as Manager of Uno Chicago Grill at 1799 Washington Street.

The Board met with Labor Counsel, Kevin Feeley regarding establishing an Employee Handbook and revising the current Employee Regulations. Mr. Feeley noted the purpose of an Employee Handbook is to put policies, etc. in one place and he would like to identify the Board's priorities.

The Board inquired on a Drug and Alcohol Policy with random testing; Mr. Feeley informed the Board you can only test with reasonable suspicion, random testing can be done on CDL drivers at any time. The Board requested a policy on cell phone use during working hours and cell phone use in Town vehicles noting some employees are required to use a cell phone while in Town vehicles. The Board requested the Department Head to review the Handbook with employees and have the employees sign off on it. Mr. Feeley noted by “at will” employees signing off on the Handbook does not create a work agreement. The Board agreed that all Federal and State Laws be included and that the employees sign off on the Handbook yearly.

The Board amended the Personnel Regulations dated May 6, 2013 by eliminating Section IV.6B Service Awards and replacing it with IV.6B Longevity:

IV.6B Longevity

Effective July 1, 2014, the Longevity Award will be as follows:

5 years of continuous service	\$ 500.00
10 years of continuous service	1,000.00
15 years of continuous service	1,500.00
20 years of continuous service	2,000.00
25 years of continuous service	2,500.00

Employees who had achieved longevity steps (service awards) in place before July 1, 2014 will still be eligible at previous award levels for 2014.

Longevity awards will be awarded in the year of attainment only. In addition, each award will be accompanied by a week of paid vacation in the year of attainment only.

The Board amended Section V.I Sick Leave and Personal Days by deleting paragraph two and replacing it with:

All full-time employees will be given ten (10) days, three (3) to be used as personal, with no cap on accrual. A permanent part-time employee regularly working 20 or more hours per week accrues paid sick time at the rate of ½ paid sick time day for each completed month of work at 20 or more hours per week, up to a maximum of five days per year. Paid sick time may be accrued up to 200 paid days.

The Board voted to approve the Personnel Policy dated April 7, 2014 as written.

The Board voted to ratify the Moderator’s Appointment of Edwin Alicea to the Parks & Recreation Committee, term to expire 2016.

The Board voted to approve the 2014 Junk Dealer Licenses as presented (list attached) subject to all fees and taxes being current.

The Board voted to approve the 2014 Boston Bowl Bowling Alley License as presented noting the fees and taxes are current. Chairman Salvucci and Selectman Dunn abstained from the vote.

The Board voted to approve a \$1,500 License fee refund to David Fresina & James Frasier – Rocco’s on Broadway.

The Board received the proposed design for the Bandstand. TM informed the Board there may be a cupola added on top and the location will be on the grass area in front of Sylvester School. If the Board votes to approve the design the South Shore Vocational Technical School will move forward on; the only cost to the Town will be with materials. The Board voted to approve the Bandstand Design as presented (attached).

The Board reviewed the Articles on the Special Town Meeting Warrant:

Article 7 – The TM explained this Article adopts the State statute regarding motor vehicle license fees. The Board supports this Article.

Article 8 – The TM noted the motion at Town Meeting will be “up to five years”. The Board supports this Article.

Article 9 – The TM noted the Lease regarding this Article will require Board approval. The Board supports this Article.

The Board reviewed the Articles on the Annual Town Meeting Warrant:

Article 13 – The Board questioned the number of new positions included in this Article. The TM reported two Fire, two Community Services, two DPW (Project Manager and Junior Engineer) and there were two positions eliminated one in the Assessor’s Office and one clerical position in Community Services. The Board agreed to meet April 14th to further discuss the proposed positions. Selectman Setterland requested the TM provide the Board with the proposed positions and the dollar amount of each position.

Article 28 – (Breathing Apparatus) The Board supports this Article.

Article 41 – (Privatization of Transfer Station) Selectman Dunn will speak on this Article at Town Meeting.

Article 42 – (Ames Way Project) Selectman Barry does not support this Article.

Article 50 – (Repair Cupola at Town Hall) the TM reported an engineer will be on site April 10th and will make a determination.

Article 51 – (Improvements-Selectmen’s Hearing Room) the TM noted this Article can be passed over and a request for emergency funds could be used. Chairman Salvucci requested to wait for the Advisory Committees recommendations.

The Board received and discussed the proposed Sidewalk Policy provided by the Board of Public Works, Victor Diniak, Director of Public Works was present for the discussion. The Board agreed to continue the discussion at the next meeting.

The TM updated the Board on the proposed Open Data Policy; progress is being made, the Policy will include weekly updates to be provided with invoices, and include the call data from the Police and Fire Departments. The Department Heads have been tasked with what they can add to get this Policy to a point where the Board can vote the Policy. The Board directed the TM to prepare the Policy for the Board's vote at the April 28th meeting.

The Board received a request from Habitat for Humanity to waive any and all Town project fees relative to 645 & 655 Center Street; Selectman Barthelmes noted he doesn't support the request because of Habitat for Humanity's prior actions relative to the property. The Board voted to approve (Selectman Barthelmes voted nay) the Habitat for Humanity request to waive any and all Town project fees relative to 645 & 655 Center Street.

The Board received a memo from the Finance Director regarding the Department of Revenue Technical Review (attached). The Board voted to authorize the Finance Director to engage the Department of Revenue's Technical Assistance Division in a review of financial operations.

Chairman Salvucci asked if any member of the audience had any comment or item for discussion for the Open Forum portion of the meeting; no response.

At 8:56 PM Chairman Salvucci requested a Roll Call Vote of the Board to go into Executive Session in accordance with MGL 30A, Section 21, Subsection 2, to conduct strategy sessions in preparation for negotiations with nonunion personnel or to conduct collective bargaining sessions or contract negotiations with nonunion personnel and MGL 30A, Section 21, Subsection 3 to discuss strategy with respect to collective bargaining or litigation that an open meeting may have a detrimental effect on the bargaining or negotiating position of the body. The Board will not reconvene in Open Session. Roll Call Vote: H. Dunn, aye; Chairman J. Salvucci, aye; S. Setterland, aye; and B. Barthelmes, aye. Town Manager Troy B.G. Clarkson and Executive Assistant Ann Lee were also present. Any discussion relative to Police or Fire Chairman Salvucci will recuse himself.

Meeting ended and adjourned at 9:50 PM.