

**Meeting Minutes of Regular Meeting of Hanover Board of Selectmen held at Town Hall on Monday, October 7, 2019 @ 7:00 PM.**

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Present were Chairman John C. Tuzik, Vice-Chair, Emmanuel Dockter, Selectmen: David Delaney, and Jocelyn Keegan. Also present: Town Manager (TM) Joe Colangelo and Executive Assistant Ann Lee. Selectman John Barry was unable to attend.

At 7:00 p.m. Chairman Tuzik opened the meeting and asked if any member of the audience had any comment or discussion item for the Open Forum portion of the meeting; no response.

**Meeting Minutes:**

- The Board voted to approve the Board's meeting minutes from September 16, 2019.
- The Board voted to approve the Board's meeting minutes from September 24, 2019.
- The Board voted to approve the Board's meeting minutes from October 2, 2019.

Chairman Tuzik announced the Transfer Station topic on the agenda has been moved to the Board's October 21<sup>st</sup> meeting.

**First Quarter FY2019 – 2020 Budget Status Report from Finance Director**

The Board met with Finance Director Lincoln Heineman who provided a memo ([attached](#)) to the Board. Mr. Heineman reviewed the first quarter (September 30, 2019) FY2019 – 2020 budget status report with the Board.

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

The TM reported the license for the Board's consideration is for eight storage buildings at 183 Columbia Road. The license requested is for the purpose of storing furniture, and is subject to conformance by the licensee to all Federal, State and Local Laws, Bylaws and Regulations including any enforcement activities authorized by the Board of Selectmen. The Board inquired on the Water Compliance Certificate noting the site is in the Aquafer District; the TM reported the license addresses storage with the notation on the license noting "storing furniture"; the TM further noted the storage containers are subject to inspections by the Building Commissioner. The Board voted to approve the Self-Storage License for 183 Columbia Road with stated conditions pursuant to the Town of Hanover General Bylaws §6-7B.

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

Vice-Chairman Dockter noted prior to being an employee of the Town Mrs. Mattes was the Council on Aging Advisory Board liaison to the Committee. The Board voted to appoint Carol Mattes to the Master Plan Implementation Committee as a Resident at-Large.

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

The Board voted to appoint Robin McLaughlin to the Council on Aging Board of Directors pursuant to §4-10 of the Town of Hanover General Bylaws.

**Capital Budget and Five Year Capital Improvement Plan**

The Board met with Finance Director Lincoln Heineman for a review of the "draft" Capital Budget and Five Year Capital Improvement Plan ([attached](#)). The final version will be presented at the October 21<sup>st</sup> meeting per the Board's policy. Resident Michael Ciancola

inquired on the \$400,000 being requested for “Pavement Management” the TM noted the previous \$8.5 million voted at Town Meeting brought the roads to where they are now; to keep the roads in the shape they are in now \$400,000 is needed each fiscal year. Mr. Heineman noted the possibility of having one Article on the Annual Town Meeting Warrant for all of the capital items with each item numbered rather than having numerous Articles.

**Discuss a Proposal from the Town Manager for Staff Reorganization**

The TM provided the Board with a revised organization chart ([attached](#)) which changes the current Executive Assistant/Human Resources Manager job title to Assistant Town Manager/Human Resources Manager. The duties that would fall under the Assistant Town Manager would be Human Resources; Communications; Passports; Licensing and Insurance. Currently the Passport Agent falls under CDML. Selectman Keegan noted some thoughts on the reorganization that she will forward to the TM. The Board inquired if the Communication Specialist position is currently funded; the TM noted it is a position that may be repurposed or new funding may be required. This reorganization will not increase the FTE’s. The Board agreed to have this topic added to the October 21st agenda.

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

The TM reported the public comment period for the Phase III Remedial Action Plan ends on October 25, 2019. The Selectmen as individuals and any member of the public has the right to provide comment. The TM noted the Board as a body should provide official comments; our Counsel will draft comments for the Selectmen. Board members agreed to the support of an Option 3 plus so that what is left behind is the best for the community; the TM noted Board members can reach out to Counsel to discuss the language for inclusion in the commentary.

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

The TM reported at the request of the Planning Board and Town staff, the Selectmen are being asked to discuss and ultimately adopt a policy related to the construction of new sidewalks, traffic calming measures. 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 consistency in our approach throughout the entire Town. Staff will work on a draft policy and we expect to have a policy in early 2020. The TM further noted there is an issue with an intersection, and pedestrian and vehicle safety in the neighborhood. Michael Cianciola, Josh Donovan, Vanessa Sullivan and Kelly Gilroy residents of Walnut Hill were present and contributed their concerns to the discussion.

**Upcoming Collective Bargaining Agreement Negotiations**

The TM reported the Police, Fire, AFSCME and HMEL union agreements come due on June 30, 2020. The initial meetings with all of the groups are scheduled to start in November with the Finance Director, Human Resources Manager and the TM.

### Upcoming Department Head Employment Agreements

The TM reported Work Agreements for the Police Chief and Fire Chief will be presented to the Board in the next six weeks or so.

### Town Manager's Report:

- **Previtics:** the Building Commissioner reported the project is moving forward.
- **Vaping:** Governor Baker declared a public health emergency in the State regarding vaping products. The Tobacco Coordinator and the CDMI department are working with establishments in Town to ensure they are in compliance with the Governor's declaration.
- **(Proposed) Board of Health Regulations:** The Board of Health continues to review State and local regulations to restrict the sale of flavored tobacco products to 21 and over establishments. In addition, they are looking at Body Works regulations. They are reviewing concepts with Town Counsel on both. The Board of Health will hold public hearings in early November.
- **Cottage Cluster Zoning:** CDMI is working on proposals to continue public hearings in the near future.
- **Bylaw Review Committee:** Proposals on bylaw changes are due to the Bylaw Review Committee by December 1<sup>st</sup>.
- **Myette's Intersection:** Intersection work has commenced on this project and looks great; possibly the same concept could work in the Walnut Hill area.
- **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.
- **Build the Boards:** The goal is to remove trees, install drainage, and pour the slab this year.
- **Kathleen Murray Land Donation:** The Conservation Commission voted to accept the land donation for conservation purposes which is their authority per the Town Bylaws. The Board will also have to vote to accept the property at a future meeting.
- **OPEB Bylaw Change Approved at Town Meeting:** there is a hearing next week regarding meals tax being designated to OBEB for the next 3-5 years which will help our credit rating because it is secure funding.
- **Mall Liquor Licenses:** there was a hearing with House and Senate members on the 13 liquor licenses that were approved at Town Meeting; the licenses are still pending.

The Board requested the Town Manager provide the following information on insurance for non-profits at the next meeting:

- Number of Hanover based non-profits
- Number of events these organization have per year
- Cost per event for the higher insurance
- Information on their organizational budgets
- Information on risk, MIIA recommendations are high
- Prepare a "draft" policy and include an option "if" the Board waived the higher limits

The TM noted there are a number of communities that strictly enforce the minimum requirements set by MIIA. The TM further noted he has reached out to the Board at MIIA to be added to an agenda.

Selectman Keegan reported the Affordable Housing Trust is meeting with PREP on October 11<sup>th</sup> at 6:30 p.m.

Chairman Tuzik thanked the Town Manager's Office, DPW, Police and Fire employees for all their efforts for making the Community Cookout a success.

Meeting ended and adjourned at 8:52 p.m.