

Meeting Minutes of Regular Meeting of Hanover Board of Selectmen held at Town Hall on Monday, November 4, 2019 @ 6:00 PM.

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

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

Vice-Chairman Dockter, Selectmen Delaney and Barry attended the Board of Health meeting regarding proposed regulations restricting the sale of tobacco products in Hanover.

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. Chairman Tuzik recognized Hanover resident Eleanor (Ellie) Kimball on the celebration of her 90th birthday.

Meeting Minutes – October 21, 2019

The Board deferred the vote of the October 21, 2019 meeting minutes until the next meeting.

Department of Public Works – Update

The Board met with Victor Diniak, Director of the Department of Public Works for a department update. Mr. Diniak reviewed the activities of the following divisions:

Facilities/Buildings:

- Worked on getting the Schools ready for the September opening.
- Worked on curb appeal over the summer months at the Schools; need to work on the “how to sustain” aspect.
- School Dude receives 200 requests monthly with four employees to respond to requests.
- Over the next 4/5 months work will be done at the Fire Headquarters.
- Will be collaborating with the Schools on re-vamping the building use/scheduling process, new software has been purchased; should be up and running by mid-winter.

Field Operations:

- Supported water main work on Main Street.
- Completed summer roadwork which included crosswalks.
- Over-layed North Street and Russell Road.
- Connected the High School and Cedar School.
- Improvements at the Myette intersection completed.
- The last wind storm caused a lot of tree damage in the Stone Meadow neighborhood which had to be removed.
- Ames Way hours have been extended to allow residents to dispose of brush from the last couple of storms; for the month of November it will be open on Sunday from noon to 4:00 p.m.
- The sander fleet is fully operational for the Winter months; 25 contractor plows have come in with the anticipation of another 20.

Water:

- The Fall flushing is currently in process; south of 139 has been completed.

- The water management act is the State law that governs how much water can be taken out of the ground. Hanover's permit allows 1.39 million per day this year we are below that number; we are at 1.296 for the calendar year.
- Leak detection efforts are working.
- Water restriction enforcement took place this year from June 6th – September 17th issuing 203 1st violation warnings; 18 follow-up tickets to 1st offenders and 3 tickets to 2nd offenders.
- Disinfection by-products is almost complete; plumbing for emergency showers and eye wash stations and start-up testing of the controls needs to be completed; the deadline is December 31st which also includes public notifications. Information has been posted to the website for the public's access. Dialysis patients/facilities and fish owners will also have to be notified.

Selectman Delaney noted the Board, at a prior meeting, voted to support the DPW with preserving the water. There was discussion on water permits and the proposed apartments at the Mall. The Board discussed the grass cutting season at Forge Pond Park and outsourcing; Mr. Diniak reported they are looking into robotic mowers. The Board requested Mr. Diniak look into an RFP for this matter. The Board requested the extended hours for the brush collection be posted to the website. The Board discussed the cost of sidewalks; Mr. Diniak noted it is \$200-\$300 per foot. The Board discussed the fine associated with going over the amount of water allowed in the Town's permit. The Board inquired on the cost of engineering for sidewalks in the Walnut Hill area; Mr. Diniak reported it could be up to \$150,000.

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

The TM reported the proposed reorganization further strengthens our HR function, brings the Licensing and Passports function under the Town Manager's Office rather than CDMI, and creates the position of Communication Specialists which includes supporting public safety during storms, etc. ([job description attached](#)). The TM reported the Communication Specialists position will work with PEG and a portion of salary will be paid by PEG. The Board recognized the effort the TM has made on communications. The Board voted to 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 ([organizational chart attached](#)).

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

The TM reported this policy ([attached](#)) has been reviewed by the Town's insurance company. Selectman Keegan noted she shared the policy with the Board/Committee's that she is a liaison to and the feedback has been positive. Vice-Chairman Dockter thanked the residents in Town that work in the industry that contributed to the policy. The Board voted to adopt

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

Approve Public Gathering for Winter Fest 2019

The TM provided and reviewed with the Board a map ([attached](#)) of the area for the Winter Fest. The TM highlighted the road closure from 3:00 – 9:00 p.m. the residents in the area will be notified via social media and U.S. Mail. The Board voted to approve a Public Gathering on Friday, December 6th and applicable road closures from approximately 3:00-9:00 p.m. for Winter Fest pursuant to the Town of Hanover General Bylaws §6-4.

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

The TM reported there are some organizations involved with Winter Fest; there will be more to come on this topic.

Litigation Settlement *Town of Hanover v. Casey*

The TM reported this item will be on the Board's next agenda in executive session.

Fiscal Year 2021 and Five Year Capital Plan

The TM reported the Advisory Committee started to meet last week. All documents that are made available to the Advisory Committee are made public on the Town's website. The TM has encouraged Department Heads and the Boards and Committees that report to Department Heads to have a standing agenda item going forward.

Policy for Sidewalks and Traffic Calming Improvements

The TM reported the Policy is in draft form ([attached](#)); the Safety Committee meets tomorrow at 11:00 a.m. Mike Cianciolo was present for the discussion and solicited guidance from the Board on surveying the residents and the process for the Walnut Hill project. Chairman Tuzik noted the Safer Grant was not appropriated at this time but those that were awarded were closer to starting their projects.

Town Manager's Report

- **Build the Boards** project is going exceptionally well; the area will be fenced in during the Winter months.
- **Union Negotiations** with HMEL and AFSCME start officially Tuesday morning. Police negotiations start November 15; Fire negotiations start December 4th.
- **Veteran's Day Breakfast** is at the Council on Aging Friday, November 8th at 9:30 a.m.
- **The Fireworks Focus Committee** met tonight at 6:00 p.m.; Bill Cass is the Chairman and will attend the NRD meeting hosted by DEP being held at Town Hall. The task of the Committee is to recommend to the Board projects that should be done.
- **Assessors' Office** is being recognized by the State to other communities for the great work they do.
- **The FY21 budget:** the Department Heads initial draft is due by Thanksgiving; the TM will provide the initial budget to the Board on January 6th; the official budget will be presented on February 1st. The TM further noted the FY22 will be without \$1 million of non-property tax revenue; further noting we're working this year to set is up for next

year. Finance Director Lincoln Heineman was present and added to the discussion the Town has been receiving payments (\$888,000) related to the pre-MSBA re-imbursement program for the High School which is ending. In addition, the Safer Grant monies for Firefighters are ending in FY21.

Selectman Barry inquired on a Selectmen policy allowing a Selectman to sit in on union negotiations; the TM noted the Board does have a policy and if the Board wants to exercise that right they can. The TM noted his preference would be that the Board not exercise that in the beginning of the negotiations. Chairman Tuzik agreed noting the Board's charge to the TM is to negotiate the agreement and bring them to the Board; Selectman Barry and Vice-Chairman Dockter agreed.

Vice-Chairman Dockter requested the information provided by PREP on the affordable housing aspect of the housing option at the Mall be made available to the Planning Board prior to the November 18th meeting. The TM noted there is a letter from PREP to the Affordable Housing Trust and a public meeting with PREP which was recorded. Vice-Chairman Dockter discussed the Town's SHI and concern with risk of going below the Town's 10%. Selectman Keegan added the Affordable Housing Trust Committee discussed unhappiness with the \$400,000 vs. the benefit PREP is getting with no affordability component; CDMI is putting together slides for the Affordable Housing Trust to present at the meeting they will be provided to the Board prior to the meeting on the 18th; Selectman Keegan further noted her surprise with the lack of negotiations and the stance PREP has taken. Selectman Barry noted from the Zoning perspective our VPUD does not have inclusionary housing as a component; when the proposal was brought forward by PREP they represented they would have 10% inclusionary housing; at some point a discussion was had with the Affordable Housing Trust and a former member of the Board of Selectmen that a payment in lieu of was more appropriate than inclusionary housing; numbers much higher were presented; the Affordable Housing Trust is at a number much higher than \$400,000. Vice-Chairman Dockter requested the Zoning be reviewed to protect the Town for the future.

Selectman Keegan inquired on the donations for Build the Boards; the TM will provide a response after talking to Town Counsel.

The Board inquired if the scope of the Fireworks Site Committee needs to be reviewed; the TM noted it does not.

The TM reported the Board's next meeting is scheduled for 6:00 p.m. to set the Tax Rate the Board can then move to the High School for the Planning Board meeting.

Chairman Tuzik recognized the passing of Hanover resident and school teacher Courtney Neville. Vice-Chairman Dockter thanked the members of the Fire/Police Departments for the contribution of their personnel time to the services for Courtney Neville.

Meeting ended and adjourned at 9:13 p.m.