

**Meeting Minutes of Regular Meeting of Hanover Board of Selectmen held at Town Hall on Monday, September 16, 2019 @ 7:00 PM.**

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

The Board voted to approve the Meeting Minutes from September 3, 2019.

Chairman Tuzik announced the agenda items will be taken out of order to accommodate the audience members who are present to meet with the Board.

**Conservation Commission Associate Member Appointment.**

The Board met with Steven Louko regarding his interest in serving as an Associate Member on the Conservation Commission. The Board voted to ratify the Town Manager's appointment of Steven Louko to the Conservation Commission as an Associate Member pursuant to §4-12(3) of the Town of Hanover General Bylaws.

**Oktoberfest – Forge Pond Park**

The Board met with Maura Longueil who provided details ([attached](#)) on the Oktoberfest celebration planned for Saturday, October 5<sup>th</sup> from 3:00 -6:00 p.m. at Forge Pond Park. The TM reported the event has been vetted and approved by Department Heads; the event will not conflict with HYAA soccer games and will end prior to dusk to avoid the EEE threat. The Board voted to authorize the Oktoberfest celebration pursuant to the Town of Hanover General Bylaws §6-4 (public gatherings).

**Appointment of Mahendra Patel to the Conservation Commission as a Full Member**

The TM reported at a recent meeting the Board appointed Mahendra Patel to the Conservation Commission as an associate member, due to an unanticipated resignation of a full-member, Mr. Patel is now being recommended for an appointment as a full member. The Board voted to ratify the Town Managers appointment of Mahendra Patel to the Conservation Commission as a Full Member pursuant to §4-12(1) of the Town's General Bylaws.

**Initial Capital Budget & Five Year Capital Plan**

The Board met with Finance Director Lincoln Heineman and Town Manager Joe Colangelo to review the "draft" Capital Budget and Five Year Capital Plan ([attached](#)). The TM noted pursuant to the BOS's policy (7-1), the first draft capital budget/plan is not due until October. Per the policy, the final document will be presented to the Board and the Advisory Committee at the Board's second meeting in October. The Board requested information on Town Meeting funds that were approved for a new Fire Station. The Board inquired about the Walnut Hill sidewalks; the TM reported the cost in the plan is an estimated cost from the DPW Director for two miles of sidewalks. The Board requested additional information on the water storage tank. The Board inquired about the well replacement at Pond Street; the TM will provide additional information at a future meeting. The Board inquired on the vape detectors; the TM reported it is similar to a smoke detector and will provide additional information at a future meeting.

**Transfer Station Options to Reduce Property Tax Payer Burden and Control Expenditures**

The TM reported the Transfer Station presentation will be provided at the Board's October 7<sup>th</sup> meeting.

**Approve Recommendation from the Board of Trust Fund Commissioners**

The Board met with Lincoln Heineman, Finance Director who provided and reviewed a memo ([attached](#)) regarding "Delegation of Authority to Disburse Monies from the Roswell Gardner Trust Fund and Proposed Distribution from the Fund". Mr. Heineman noted at the September 4<sup>th</sup> meeting of the Board of Trust Funds Commissioners the Commissioners voted to delegate the authority to the Town's Treasurer/Collector to disburse amounts of \$5,000 or less to needy Hanover residents in his or her sole discretion without further approval of the Commissioners. The Commissioners further voted to recommend the disbursement of \$5,327.13 from the Roswell Gardner Trust Fund to pay the outstanding currently owed real estate taxes of a Hanover resident in financial distress. Mr. Heineman reported the current process is the Commissioners review and vote on the request then the Commissioners make a recommendation to the Board and the Board votes to approve or deny the request. The Board inquired on the historical amounts disbursed; Mr. Heineman reported the last couple of disbursements were a couple of hundred dollars. Selectman Barry noted he prefers the process currently in place with the Commissioners reviewing requests and further inquired if the Auditors have concerns with the new process; Mr. Heineman will obtain input from the Auditors. Selectman Barry noted the Finance Director should be removed from direct interaction from deciding who receives funds. The Board agreed not to vote on authorizing the Town's Treasurer Collector/Finance Director to disperse funds until they obtain clarification on their concerns. The Board voted to approve the disbursement of \$5,327.13 as recommended by the Board of Trust Fund Commissioners from the Roswell Gardner Trust Fund to pay the outstanding currently owned real estate taxes of a Hanover resident in financial distress.

**Employee Recognition**

The Board voted to approve the employee recognitions in accordance with Board of Selectmen Policy #2-3 for recognitions at the Community Cookout scheduled for Wednesday, October 2, 2019.

**Set Alcohol Licensing Renewal Deadline for November 26, 2019 at Noon**

The Board received a request from the Licensing Coordinator regarding the Alcohol licensing renewal deadline. The Board voted to set the Licensing renewal deadline as November 26, 2019 at noon in accordance with Board of Selectmen policy 9-9.

**HHS Boosters 7<sup>th</sup> Annual Turkey Trot Race, November 28<sup>th</sup> 7:30am – 8:30am**

The TM reported the Annual Turkey Trot Race application has been reviewed by Department Heads and everything is in order. The Board voted to approve the application for the HHS Boosters 7<sup>th</sup> Annual Turkey Trot Race on November 28<sup>th</sup> from 7:30am – 8:30am pursuant to the completed application which was reviewed and vetted by all appropriate town departments and officials.

**Approve VNA's Visiting Nurses Week Proclamation**

The Board received and reviewed the VNA's Visiting Nurses Week Proclamation ([attached](#)) and voted to approve the proclamation as presented.

**Amend Board of Selectmen Policy #5-17 (Internet Access & Use)**

The Board noted employees with the devices mention in the policy should receive a copy of the policy ([attached](#)). The Board voted to approve the amended Board of Selectmen policy #5-17.

**Amend Board of Selectmen Policy #5-18 (Electronic Mail)**

The TM reported the Library employees use an OCLN email address and further noted Town Counsel has reviewed and approved the policy ([attached](#)). The Board voted to approve the amended Board of Selectmen policy #5-18.

**Hanover Based Non-Profit, Community Services Group, Use of Town Facilities**

The TM reported the Town's insurance carriers recommended coverage minimums are greater than what most small, grassroots, community based not-for-profits. The TM noted there are two possibilities: (i) we can relax our minimums as a Board policy (ii) we can provide these Hanover based, community service focused non-profits, some financial assistance via Special and/or Annual Town Meeting Warrant Articles. Finance Director Lincoln Heineman was present for the discussion and added he spoke with Town Counsel and if Hanover based groups, for a Municipal purpose, knowing what the dollar amounts would be for each group and appropriating the amount for each group. The TM noted this will affect approximately six non-profit groups who would have to purchase a one-day rider at the cost of \$300-\$900; the Town cannot purchase this for the groups. The Board requested the cost to fund this be provided. The Board discussed setting up a Trust Fund to fund the costs.

**Schedule the Review of all Board of Selectmen Policies, Regulations, and Procedures**

The TM reported the TM's office will be working with Department Heads to have a schedule in place to review policies by December 1<sup>st</sup> and to form a plan to have scheduled reviews of policies.

**Salmond and Sylvester Appraisals**

The TM reported he met with the appraisers and they are updating the appraisals which should be completed in four weeks.

**Liaison Reports:**

- Selectman Delaney reported the Assessor's Office is getting additional office help; the Vision software in the office has been updated to be more user-friendly. The exemptions mailed out in July are currently being processed.

**Town Manager's Report**

- The Community Cookout has been scheduled for Wednesday, October 2<sup>nd</sup> from 2:00 p.m. – 6:00 p.m.
- The Planning Board's next meeting regarding Hanover Crossing is scheduled for Monday, September 23<sup>rd</sup> at 6:45pm at Hanover High's media room.

- CDMI is anticipating submitted plans in the near future for a memory care facility between the Coastal Heritage building and Target. Planning Board review is tentatively scheduled to start in mid-November.
- The Fireworks Site meeting is scheduled for Tuesday, September 24<sup>th</sup> at 7:00 p.m. in the High School Auditorium. The agenda has been posted and is available online.
- DPW Director Victor Diniak is preparing information on Chloramines that will be made available on the Town website regarding questions, statements, issues with Chloramines being added to the Town water as a treatment method.
- There is a new 4-way stop sign being planned at Myette's; work is slated to commence within a month at the "Myette's intersection". The TM and DPW Deputy Superintendent met with the businesses in the area.

**Selectmen Forum**

- Chairman Tuzik congratulated Hanover's newest Firefighter Tomasz Numrych.
- Chairman Tuzik congratulated the Hanover Firefighters for the success of the Touch-a-Truck event.
- Selectman Delaney recognized the success of Touch-a-Truck.

Meeting ended and adjourned at 8:18 p.m.