

**Hanover Advisory Committee**  
**550 Hanover Street**  
**Hanover, MA 02339**  
Meeting Minutes  
Tuesday, January 31, 2017 – 7:00 pm

**Opening:**

The meeting was opened at 7:00 p.m. by Edward Hickey, Chairman.

**Committee Attendees:**

Edward Hickey  
Angela Blanchard  
Emmanuel Dockter  
Joan Port-Farwell  
Wayne Moores  
Sandra Hayes  
Jerry O'Hearn  
Brandon Freeman  
Gavin Little-Gill

**Other Attendees:**

Anthony Marino, Assistant Town Manager

**Review of Meeting Minutes**

Angela Blanchard made a motion to accept the minutes from January 23, 2017 as written. This was seconded by Wayne Moores. All were in favor and the motion passed.

**General Discussion**

Chairman Hickey informed the Committee that he was unable to persuade Town Manager Clarkson to provide the Committee with any advance drafts of his proposed budget. Mr. Hickey expressed frustration with the delay in obtaining this critical information and indicated that he had communicated to Mr. Clarkson his perception that budget process was not off to a good start. Mr. Hickey stated that he will be meeting with Mr. Clarkson in an effort to strengthen the Committee's important working relationship with Mr. Clarkson and the Board of Selectmen.

**Tax Projections – Hypothetical Discussion**

As requested, Gavin Little-Gill presented to the Committee a spreadsheet hypothetical (*see attached*) of estimated taxes and future impact figures based on historical CAGR. Tax figures for prior years were obtained from the Hanover Town Assessor Robert Cole in order to project future tax figures. Mr. Little-Gill's spreadsheet projected increases through the year 2027. Emmanuel Dockter inquired what percentage of past increases can be attributed to capital expenditures. Anthony Marino stated he will obtain those figures. The Committee discussed ways in which the Town could cut operating costs in the future. The Committee asked Anthony Marino what the current free cash balance is. Mr. Marino stated 2.5 million.

**Preliminary Discussions/Review of FY18 Draft Capital Requests**

The Committee discussed many of the capital expenditure requests contained in the draft ATM Warrant. Time was spent reviewing notes and observations collected during prior meetings with Town Department Heads. Chairman Hickey noted that the Committee will hold off on any formal votes until after the presentation by the CPC and the Committee's annual site visit and Department tour to view equipment to be replaced and projects to be considered.

- **High School Auditorium Storage** – The Committee’s preliminary impression of this expenditure request was generally favorable.
- **Kitchen Equipment Middle School & Cedar School** – The Committee’s preliminary impression of this expenditure request was generally favorable with emphasis on possible safety concerns. Emmanuel Dockter will contact Robert Murray to confirm the amount for the project.
- **Paving Cedar School Parking Lot** – The Committee discussed possible ways to reduce the cost of this project.
- **Town Hall HVAC Units** – Emmanuel Dockter will contact Robert Murray to determine the cost of each individual unit required.
- **Retrofit High School Kitchen HV Unit for Cooling** – The Committee noted that Hanover Schools Business Manager Thomas Raab is in favor of this expenditure. The Committee will view this project on their upcoming tour of capital requests.
- **Completion of Veteran’s Memorial Project** – The Committee’s preliminary impression of this expenditure request was generally favorable.
- **Town Hall Cupola Restoration** - The Committee’s preliminary impression of this expenditure request was generally favorable.
- **Large Dump Truck & 4x4 Truck for DPW** – Edward Hickey stated that a more detailed, comprehensive fleet management system needs to be implemented town wide. Emmanuel Dockter suggested that each department should meet with the Committee and submit a detailed list of each piece of equipment in their control.
- **Dam Inspection/Design** - The Committee’s preliminary impression of this expenditure request was generally favorable.
- **Water Treatment Plant Work** – Edward Hickey stated that although he would like to see additional cost estimates from a different firm, he understands that estimates this detailed and lengthy require a commitment to work with a selected firm. Anthony Marino stated that the proposed work has been delayed to long. The Committee’s preliminary impression of this expenditure request was generally favorable.
- **2.5 Ton Vibratory Roller** - The Committee’s preliminary impression of this expenditure request was generally favorable.
- **Stormwater Management** - The Committee’s preliminary impression of this expenditure request was generally favorable.
- **Cemetery Tractor** – Jerry O’Hearn will contact Victor Diniak regarding the possible cost savings of purchasing the next smaller tractor in this same line. However, the Committee’s preliminary impression of this expenditure request was generally favorable and they understand the need for this equipment.
- **Water Main Upgrades & Water Treatment Plant Upgrades** – Jerry O’Hearn will contact Victor Diniak to schedule another meeting with the Committee to discuss these figures in more detail.
- **Fire Department Aerial Ladder Replacement** - The Committee’s preliminary impression of this expenditure request was generally favorable.
- **Police Cruisers** – The Committee had a discussion regarding various ideas to save money on police cruisers. Possibilities such as delaying ordering by a few months, keeping vehicles 4 years instead of 3 years, requiring 125,000 miles before selling vehicles and changing from a 36 month replacement cycle to a 40 month cycle. At Angela Blanchard’s request, the Committee reviewed the minutes from their November 2, 2016 meeting at which the Hanover Police Chief Walter Sweeney detailed his requests for cruiser replacement. Angela Blanchard reminded the Committee that these vehicles are in operation 24/7 with no down time, and the Committee should cut expenses on items that do not directly affect the safety of the community. Wayne Moores and Joan Port-Farwell agreed with Mrs. Blanchard. Gavin Little-Gill stated that the average age for a police cruiser in the United States is 7 years. Emmanuel Dockter inquired if

there is flexible in the timing of ordering new cruisers. Wayne Moores stated he will contact the Police Chief to obtain that information.

- **Town of Hanover Master Plan** - The Committee's preliminary impression of this expenditure request was generally favorable.

*(Please note the Hanover Advisory Committee did not vote or make a final determination of their position on any of the above draft FY18 capital requests.)*

### **General Discussion**

The Committee briefly discussed the current status of the proposed Hanover Dog Park.

Edward Hickey stated that all town committees, including the Advisory Committee, will be meeting with the new Hanover Mall owners at some point.

Anthony Marino stated that when the draft budget is released, he will deliver copies to each Advisory Committee member.

Jerry O'Hearn stated he will contact Victor Diniak to schedule another meeting with the Committee.

### **Town Manager Act Review**

Joan Port-Farwell stated she would like to see the incorporation of the Parks and Recreation Committee into the Town Manager Act included in this review. The Committee agreed and is in favor of this expenditure.

### **Next Meetings**

The Committee's next meeting will be on Monday, February 13<sup>th</sup> and will be a joint meeting with the Hanover Board of Selectmen. The Committee will also meet on Wednesday, February 15<sup>th</sup>.

### **Adjournment**

Joan Port-Farwell made a motion to adjourn. This was seconded by Emmanuel Dockter. All were in favor, and the meeting adjourned at 8:59 pm.

		2006		2007		2008		2009		2010
Actual	\$	5,008	\$	5,122	\$	5,171	\$	5,267	\$	5,746
Projected at Historical CAGR (4.8%)	\$	5,008	\$	5,122	\$	5,171	\$	5,267	\$	5,746
Projected at Historical - \$100k /Yr	\$	5,008	\$	5,122	\$	5,171	\$	5,267	\$	5,746
Projected at 2.5%	\$	5,008	\$	5,122	\$	5,171	\$	5,267	\$	5,746
2% increase - \$100K / Yr Cost Eliminatio	\$	5,008	\$	5,122	\$	5,171	\$	5,267	\$	5,746
2% inc, 1 time \$1M - \$100K / Yr Cost Elirr	\$	5,008	\$	5,122	\$	5,171	\$	5,267	\$	5,746
Average Salary (SSI)	\$	38,651	\$	40,405	\$	41,334	\$	40,711	\$	41,673
Average Inflation				1.70%		1.61%		2.68%		3.39%
Est. Growth in Hanover HH Income	\$	87,000	\$	88,479	\$	89,904	\$	92,313	\$	95,442
% of Income spent on taxes		5.76%		5.79%		5.75%		5.71%		6.02%
% projected income on taxes run rate										

YEAR	# OF HOMES	TOTAL VALUE	AVE COST PER TAX RATE
2017	4176	\$ 1,975,543,800	\$473,071 16.52
2016	4172	\$ 1,875,933,700	\$449,649 16.86
2015	4159	\$ 1,812,488,800	\$435,799 16.15
2014	4143	\$ 1,713,881,600	\$413,681 16.21
2013	4124	\$ 1,744,124,600	\$422,921 15.55
2012	4118	\$ 1,717,342,100	\$417,033 15.00
2011	4110	\$ 1,710,335,300	\$416,140 14.18
2010	4090	\$ 1,752,721,300	\$428,538 13.41
2009	4075	\$ 1,825,216,500	\$447,906 11.76
2008	4061	\$ 1,979,584,500	\$487,462 10.61
2007	4050	\$ 1,951,668,100	\$481,893 10.63
2006	4029	\$ 1,853,127,000	\$459,947 10.89

	2011		2012		2013		2014		2015		2016		2017		2018
\$	5,901	\$	6,255	\$	6,576	\$	6,705	\$	7,038	\$	7,581	\$	7,815		
\$	5,901	\$	6,255	\$	6,576	\$	6,705	\$	7,038	\$	7,581	\$	7,815	\$	8,190
\$	5,901	\$	6,255	\$	6,576	\$	6,705	\$	7,038	\$	7,581	\$	7,815	\$	8,166
\$	5,901	\$	6,255	\$	6,576	\$	6,705	\$	7,038	\$	7,581	\$	7,815	\$	8,010
\$	5,901	\$	6,255	\$	6,576	\$	6,705	\$	7,038	\$	7,581	\$	7,815	\$	7,947
\$	5,901	\$	6,255	\$	6,576	\$	6,705	\$	7,038	\$	7,581	\$	7,815	\$	7,731
\$	42,979	\$	44,321	\$	44,888	\$	46,481	\$	48,098						
	1.55%		2.38%		1.88%		3.26%		3.42%		2.54%				
\$	96,922	\$	99,228	\$	101,094	\$	104,390	\$	107,960	\$	110,702	\$	113,724	\$	116,829
	6.09%		6.30%		6.50%		6.42%		6.52%		6.85%		6.87%		
															7.01%

#### AVERAGE BILL

\$7,815.13  
 \$7,581.07  
 \$7,038.16  
 \$6,705.77  
 \$6,576.42  
 \$6,255.50  
 \$5,900.86  
 \$5,746.70  
 \$5,267.37  
 \$5,171.98  
 \$5,122.53  
 \$5,008.82

	2019		2020		2021		2022		2023		2024		2025		2026
\$	8,583	\$	8,995	\$	9,427	\$	9,880	\$	10,354	\$	10,851	\$	11,372	\$	11,917
\$	8,534	\$	8,920	\$	9,324	\$	9,747	\$	10,191	\$	10,656	\$	11,144	\$	11,655
\$	8,211	\$	8,416	\$	8,626	\$	8,842	\$	9,063	\$	9,290	\$	9,522	\$	9,760
\$	8,082	\$	8,220	\$	8,360	\$	8,503	\$	8,650	\$	8,799	\$	8,951	\$	9,106
\$	7,862	\$	7,995	\$	8,131	\$	8,270	\$	8,411	\$	8,555	\$	8,702	\$	8,852
\$	120,018	\$	123,295	\$	126,661	\$	130,118	\$	133,671	\$	137,320	\$	141,069	\$	144,920
	7.15%		7.30%		7.44%		7.59%		7.75%		7.90%		8.06%		8.22%

2027 Total

		\$ 64,055	past 10 Years
\$ 12,489		\$ 102,058	Next 10 Years
\$ 12,190		\$ 100,528	Next 10 Years
\$ 10,004		\$ 89,743	Next 10 Years
\$ 9,264		\$ 85,881	Next 10 Years
\$ 9,006		\$ 83,516	Next 10 Years

\$ 148,876

8.39%



**Town Manager**

# Memo

**To:** Board of Selectmen, Advisory Committee

**From:** Troy B.G. Clarkson, Town Manager *TB4C*

**CC:** All Departments

**Date:** 1/30/2017

**Re:** Fiscal Year 2018 Budget

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It is with great pleasure and enthusiasm that I hereby submit to you my proposed operating budget for Fiscal Year (FY) 2018 for the Town of Hanover. This is the fifth time I have the honor to submit our proposed revenues and expenses as our communities' CEO. It continues to be a professional privilege to work with the Board of Selectmen in setting a positive course and building a better Hanover.

According to the Hanover Town Manager Act, the Town Manager must, "prepare and submit at a public meeting to the board of selectmen and advisory committee, not later than 90 days prior to the annual town meeting, a written proposed balanced budget for town government, including the school department, for the ensuing fiscal year." This budget is indeed balanced, and, as in past years, honors the Board of Selectmen's theme and mandate of a conservative approach to both revenues and expenses, while continuing our multi-year commitment to consolidation, honoring a long-standing commitment to education, public safety and public works, all of which fit within the Board's strategic goals and still maintain a commitment to responsible spending.

The Act also requires that the budget submission "detail all estimated revenues from all sources, and all expenditures, including debt service for the previous, current, and ensuing year." This budget message fulfills those requirements, and goes well beyond, honoring the Selectmen's goal of improving communication with the public. In addition to those required sections, this budget message also looks forward, providing insight into our long-term budget planning, and identifies emerging issues that may impact spending and municipal operations in the coming years.



Therefore, this budget is separated into five major categories: Revenues, Expenses, Capital Spending, Long-Term Financial Planning, and Emerging Issues. It represents a collaborative effort of all departments. Particular recognition goes to Project Manager Art Ceurvels, whose leadership, attention to detail, and commitment to quality are represented throughout this volume of information. As you know, last year's budget was our inaugural award winner as a 'Distinguished Budget' from the Government Finance Officers' Association (GFOA). We are proud to submit another budget that is of equal caliber and quality.

## **REVENUES**

Projected revenues for FY18 include a continuation of the recent trend of austere growth and plentiful reserves. Revenues are forecasted responsibly and conservatively, including local receipts, which are estimated at levels designed to support continuous free cash. Revenue projections are provided in a detailed manner in this budget proposal, including multi-year trending, and an explanation and analysis of each revenue category. Our staff and Department Heads meet annually before the revenue estimates are finalized and review each category and local receipt individually, discussing market trends, past performance, and anticipated activity, making each year's revenue projections both a collaborative effort and a true organic and distinct estimate. Decision makers and the public continue to have a window through which to review, analyze, and question all categories of revenues and local receipts, continuing the practice of providing detail and 'numbers behind the numbers'. This budget is also posted and indexed on the town's website, providing further access to our projected spending of the peoples' resources.

As in past years, our projection for state aid will not increase, and is estimated level with this year's actual aid figure. This practice serves to insulate the town and our municipal operations from any undulations in the state budget and local aid changes. Recently, Governor Baker committed to increasing local aid by at least 3.9%. However, our budget projection will remain constant, staying true to our fiscally conservative values.

Overall property tax revenue is projected to increase by the allowable 2 ½ percent in FY18, with a reasonable estimate for new growth, the tax revenue will come from new construction. The new growth estimate of \$340,000 is consistent with last year's modest allocation. Consistent with the goals of the Board of Selectmen, we conducted a review of the potential of raising the levy limit by only 2%, but determined that such a reduction in available funding for services, given the high demand, and the ambitious goals of the Board and Advisory Committee to continue to embark on new and bold initiatives, would stymie our ability to fulfill those goals. The next three years will see some of the most prolific commercial growth since Route 53 was laid out as a state numbered route, with over \$100 million of private investment slated to take place in the coming months. This new growth will result in an estimated increase of more than \$1 million in new tax revenue, fulfilling the Selectmen's goal of the commercial properties in town assuming a greater share of the overall tax burden. I plan to form a "Growth Task Force" during this fiscal year

comprised of residents and financial professionals to help guide our efforts in investing and wisely appropriating this additional revenue.

Ambulance receipt transfers to support operating expenses are projected to increase slightly in FY18. Our collections now exceed \$1 million annually, and we are working with the Board of Selectmen to examine current insurance reimbursements and potential additional adjustments to this figure. These collections continue to enable us to take a long-term approach to capital replacement. This year's ambulance receipt allocation to the operating budget is projected to increase nominally over last year's number (\$17,800) reflecting a slight increase in required debt service payments. We will continue to work together to examine and perhaps adjust rates to keep insurance reimbursements consistent with market trends and averages. The projected figure of total transfers from this reserve account, \$933,095, will cover both debt and a portion of the Fire and Rescue operating expenses, while leaving enough to continue to accumulate cash in the reserve account for future capital purchases.

Local receipts are projected to remain relatively consistent in most categories, with a slight decrease in automobile excise taxes, reflecting a moderation of recent trends and an uptick in collections the past several years. These figures are developed in detailed consultation with our department heads and reflect an analysis of industry trends as well as historic performance here in Hanover. They will continue to be forecast well below actual proceeds, providing a large portion of the cushion that helps create a sustainable annual free cash figure.

This budget captures and fulfills the goals and requirements of the conservative policies approved by the Board of Selectmen in December of 2011 for both revenues and expenses. It continues the practice of eschewing free cash as a funding source for the operating budget, an approach that has drawn praise from both our auditor and financial advisor. This practice ensures a balanced budget that is funded with recurring and not one-time revenues, and is lauded by analysts and municipal finance professionals alike.

## **EXPENSES**

This budget reflects the Selectmen's policy of a budget that, "preserve(s) our quality of life by providing and maintaining adequate financial resources necessary to sustain a sufficient level of municipal services, and to respond to changes in the economy, the priorities of governmental and non-governmental organizations, and other changes that may affect our financial well-being." It fulfills the core values of supporting education, public safety, and public works, while working toward a balance between fiscal responsibility and fulfillment of the Board's strategic goals.

The FY18 budget:

- Continues to work within sustainable revenue sources and is balanced;

- Keeps legal spending static at \$125,000 per year. Although demands for legal opinions continue to increase with significant permitting and construction on Rte. 53, continued labor law demands persist with the settlement of union contracts, and several ongoing cases challenge our legal resources, we continue to utilize professional and capable in-house resources to reduce the burden on our legal budget;
- Provides funding for settlement of the town's collective bargaining agreements, keeping the Selectmen's goal of a fair but conservative approach to collective bargaining, while recognizing the importance of a well-educated and well-trained workforce;
- Reflects a new solid waste disposal contract that combines transportation and disposal into one contract, eliminating the need for separate appropriations for this important public service;
- Increases proposed funding for the town's annual audit, with a goal to add to the GFOA success by having our annual financial review become a Certified Annual Financial Report (CAFR);
- Continues to provide unwavering support to public education through fulfilling the funding request of our partners at the Hanover School Department, including continuing to address the pressures of special education funding and continuing support for technology improvements;
- Reflects savings in our debt payments based on the refunding (re-financing) of some of our debt, resulting in significant cost reductions in this category;
- Fulfills the goal of the Board of Selectmen in seeking efficiency and fiscal restraint by consolidating leadership positions in the Department of Community Services. This merging of the Conservation Agent and Town Planner into a single Director of Planning and Conservation will provide broader regulatory oversight and reduce our spending in Community Services;
- Reduces Fire Department overtime spending, continuing the commitment to an efficient and nimble department once full staffing is achieved;
- Includes a modest increase for health insurance through the Mayflower Municipal Health Group, providing funding for the 'benchmark' and 'rate saver' plans offered through MMHG via a memorandum of understand negotiated with the town's unions steering employees to lower-cost plans; and
- Provides more detailed salary information than previous budgets, enhancing the transparency of this award-winning effort, and further fulfilling the transparency goals of the Board of Selectmen.

## **CAPITAL SPENDING**

Included in this proposal are the capital requests for FY18, as required in the Act, as well as the updated five-year capital plan. Each capital proposal includes a detailed project sheet outlining the specifics of each proposed purchase. This year's capital items are routine operational items and are requested to be funded mostly with free cash (available due to the lack of free cash spent on the operating budget), along with borrowing, and other available sources such as water rates and ambulance receipts. With the eliminated reliance on free cash to support the operating budget, the undesignated fund balance is projected to remain at healthy levels.

The capital plan continues to invest in our buildings and infrastructure, continuing a commitment that began when the town commissioned the DRA study years ago.

Planned capital improvements for the new Fire Station continue to be in our plans, but have been postponed to provide the citizens and staff members working on this important project more time to develop detailed and thoughtful proposals, and to finalize the tax title acquisition of the proposed property.

## **LONG-TERM FINANCIAL PLANNING**

Through the adoption of financial policies, the Board of Selectmen continues to make long-term financial stability and sustainability a priority. In addition to their updated strategic goals, the board has made great strides in drafting and voting policies to tighten the town's oversight of its financial practices and reduce fraud, waste, and abuse. Here is a sampling of their recent policy achievement:

- Donations and Sponsorships - The Board has drafted, considered, and approved an extensive policy on donations and sponsorships that will provide guidance to non-profit organizations wishing to partner with the town and setting forth clear policy guidelines on the acceptance of donations that may have long-term operational or maintenance costs;
- Ambulance Billing – The Board has approved a policy updating the town's approach to ambulance billing, now a critical financial underpinning of our capital program for the Fire Department, generating more than \$1m in annual revenue. This policy provides clear guidelines on the collection and abatement of ambulance fees, and establishes a committee of professionals to consider abatement requests, thus widening the circle of accountability for this function; and
- PILOT – The Board set as a clear and measurable goal for the Town Manager the development of a Payment in Lieu of Taxes (PILOT) program and policy, seeking deeper partnership with and financial contributions from our non-profit partners in the community.

In addition, the senior management team continues to work toward long-term financial viability through the pursuit of expansion of the commercial tax base and development of the town's commercial corridor on Rte. 53, another stated strategic goal of the town.

In the last year, the growth in activity on Rte. 53 has increased significantly, with both commercial and residential construction activity at unprecedented levels, ensuring tax stability for years to come.

### **EMERGING ISSUES**

Over the next year, several emerging issues will impact the town's ability to continue on the firm and sustainable financial path upon which it currently rests. These include:

- Commercial development – As noted earlier in this memo, the anticipated increase of commercial tax revenue in the coming years, conservatively estimated at more than \$1 million, demands a measured and careful approach to this new revenue source, resulting in the formation of the 'Growth Task Force' noted earlier;
- Balancing development and costs – With the commercial development increasing at its greatest pace in memory, the pressures of providing roadways, clean water, and other municipal services, including education, will become more acute. It will be important to have a funding and service delivery program and plan to insulate the town from rising service delivery costs;
- Infrastructure – with rising populations, the planning and implementation of infrastructure amenities like sidewalks, walking trails, and other non-traditional methods of transportation, including expanding bus service, will be a critical planning issue.
- Transparency – The town's ambitious effort to open its books and provide detailed, accessible information, along with the state's requirement to have an open checkbook in the coming years, will continue to test our ability to provide information in the most accessible way, challenging our technology and our staff to be at their best;
- Continued Green Communities commitment – the Town of Hanover has become one of the Commonwealth's premier 'Green Communities,' implementing over \$2 million in improvements resulting in lower energy costs and more sustainable practices. The town's continued commitment to this state-funded improvement program should yield further and ongoing benefits.

## **CONCLUSION**

This budget represents many hours of hard work by several dedicated public servants and volunteers. Many thanks to our department heads, finance staff, and numerous volunteers who collaborated on this important work.

I look forward to detailed and engaging discussions with the Board of Selectmen and Advisory Committee.

## Estimated Revenues

TAX LEVY			
	FY18	FY17	FY16
FY Levy Limit	38,161,303	36,980,861	35,747,973
Add 2.5%	954,033	924,522	893,699
Add Estimated FY New Growth	340,000	340,000	340,000
	39,455,336	38,245,383	36,981,672
<b>FY Excluded Debt</b>			
Scheduled Net Excludable principal and interest payments	4,036,135	4,352,976	4,577,189
<b>Adjusted Levy Limit</b>	<b>43,491,471</b>	<b>42,598,359</b>	<b>41,558,861</b>
STATE AID			
	FY18	FY17	FY16
Net of Public Libraries/School Lunch Direct Expenditure	9,054,539	8,817,141	8,705,980
MSBA School Project	888,582	888,582	888,582
<b>Total State Aid</b>	<b>9,943,121</b>	<b>9,705,723</b>	<b>9,594,562</b>
LOCAL RECEIPTS			
	FY18	FY17	FY16
Motor Vehicle	2,330,000	2,350,000	1,982,228
Other Excise - Boat	750	835	860
Penalties & Interest on Taxes and Excises	130,000	90,000	90,000
Fees	291,640	285,823	313,043
Rentals/Leases	36,150	35,000	35,000
Licenses and Permits	448,420	415,485	417,886
Fines and Forfeits	91,870	90,775	87,570
Investment Income	58,725	50,000	35,000
Miscellaneous - Recurring	-	-	-
<b>Total Local Receipts</b>	<b>3,387,555</b>	<b>3,317,918</b>	<b>2,961,587</b>
OTHER FINANCING SOURCES			
	FY18	FY17	FY16
Indirect Costs - Water Enterprise	463,395	358,739	358,739
Cemetery Graves & Foundations Account	16,000	65,000	65,000
Sale of Cemetery Lots	10,000	10,000	10,000
Title V Receipts Reserved Account	38,947	39,810	40,865
Ambulance Receipts Reserved Account	933,095	915,295	815,295
Community Preservation Fund - Debt Service	-	-	-
Undesignated Fund Balance/Free Cash	-	-	-
<b>Total OFS</b>	<b>1,461,437</b>	<b>1,388,844</b>	<b>1,289,899</b>
<b>TOTAL ESTIMATED REVENUES</b>	<b>58,283,584</b>	<b>57,010,844</b>	<b>55,404,909</b>

## Appropriations

OTHER AMOUNTS TO BE RAISED			
	FY18	FY17	FY16
Assessor's Annual Overlay Reserve	350,000	350,000	350,000
<b>Total Other Amounts</b>	<b>350,000</b>	<b>350,000</b>	<b>350,000</b>
STATE & COUNTY CHARGES			
	FY18	FY17	FY16
County Assessments	52,707	51,422	49,656
State Assessments	77,668	71,404	69,868
Transportation Assessments	94,167	93,592	92,280
Tuition Assessments	411,184	370,755	389,219
<b>Total Assessments</b>	<b>635,726</b>	<b>587,173</b>	<b>601,023</b>
GENERAL GOVERNMENT			
	FY18	FY17	FY16
Town Manager	338,935	315,792	294,838
Legal Services	125,000	125,000	125,000
Central Office Supply - Town Hall	30,000	30,000	30,000
<b>Total General Government</b>	<b>493,935</b>	<b>470,792</b>	<b>449,838</b>
FINANCE DEPARTMENT			
	FY18	FY17	FY16
Accounting	177,018	113,893	164,318
Assessors	136,015	153,916	136,839
Treasurer/Collector	358,938	316,505	328,584
Payroll/Benefits	182,732	177,498	0
Advisory Committee	3,025	4,564	4,254
Town Clerk	116,762	111,627	103,416
Elections & Town Meeting	20,130	52,765	25,155
Registrars	42,500	35,800	29,000
<b>Total Finance Department</b>	<b>1,037,120</b>	<b>966,568</b>	<b>791,566</b>
COMMUNITY SERVICES			
	FY18	FY17	FY16
Municipal Inspections	656,009	715,295	715,219
Visiting Nurse Association	144,629	121,868	105,509
Council on Aging	219,824	204,969	195,936
Veterans Services	152,266	150,778	149,360
John Curtis Library	574,886	563,011	520,305
Parks & Recreation	153,561	152,140	0
<b>Total Community Services</b>	<b>1,901,175</b>	<b>1,908,061</b>	<b>1,686,329</b>
POLICE			
	FY18	FY17	FY16
Police	3,190,117	2,997,304	2,936,195
Animal Control	4,761	4,761	28,551
Communications	651,819	632,773	594,900
<b>Total Police</b>	<b>3,846,697</b>	<b>3,634,838</b>	<b>3,559,646</b>
FIRE			
	FY18	FY17	FY16
Fire	2,990,739	2,868,179	2,735,840
Emergency Management	5,000	8,500	5,000
<b>Total Fire</b>	<b>2,995,739</b>	<b>2,876,679</b>	<b>2,740,840</b>
EDUCATION			
	FY18	FY17	FY16
Hanover Public Schools	26,665,115	25,765,115	24,920,443
South Shore Vocational School	725,406	794,915	741,712
<b>Total Education</b>	<b>27,390,521</b>	<b>26,560,030</b>	<b>25,662,155</b>



## Appropriations

FACILITIES DEPARTMENT			
	FY18	FY17	FY16
Facilities Department	3,733,150	3,802,686	3,635,096
<b>Total Facilities</b>	<b>3,733,150</b>	<b>3,802,686</b>	<b>3,635,096</b>
PUBLIC WORKS DEPARTMENT			
	FY18	FY17	FY16
DPW Administration	285,593	279,946	273,370
Highway	612,700	594,615	570,833
Snow & Ice	387,000	387,000	387,000
Street Lighting	64,000	61,000	61,000
Public Grounds	407,853	399,311	398,303
Transfer Station	1,011,208	983,445	931,519
Town Gas Pump	226,650	266,400	282,000
<b>Total Public Works Department</b>	<b>2,995,004</b>	<b>2,971,717</b>	<b>2,904,025</b>
DEBT			
	FY18	FY17	FY16
Long Term Principal	3,570,568	3,795,568	3,790,568
Long Term Interest	1,393,051	1,651,551	2,027,411
Short Term Interest	40,000	17,411	44,726
Issuance Costs	10,000	10,000	10,000
<b>Total Debt</b>	<b>5,013,619</b>	<b>5,474,530</b>	<b>5,872,705</b>
TOWN WIDE			
	FY18	FY17	FY16
Pension/Retirement	3,544,053	3,404,748	3,279,033
Workers Compensation	190,000	195,314	177,558
Unemployment	85,000	125,000	125,000
Health Insurance	3,506,384	3,188,288	3,092,532
Life Insurance	10,000	5,480	5,480
Education Benefits	6,500	3,000	3,000
Employee Medical	25,000	25,000	25,000
Risk Management	238,800	233,440	217,352
Town Audit	41,750	37,500	34,500
<b>Total Town wide</b>	<b>7,647,487</b>	<b>7,217,770</b>	<b>6,959,455</b>
TRANSFERS			
	FY18	FY17	FY16
Advisory Committee Reserve Fund	240,100	190,000	190,000
<b>Total Transfers</b>	<b>240,100</b>	<b>190,000</b>	<b>190,000</b>
<b>TOTAL APPROPRIATIONS</b>	<b>58,280,273</b>	<b>57,010,844</b>	<b>55,402,678</b>

Commonwealth of Massachusetts

## Town of Hanover

### Warrant for **Annual** Town Meeting

Plymouth, SS

Greetings: To any Constable of the Town of Hanover in said County.

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify and warn the inhabitants of said town who are qualified to vote in Elections and Town Affairs to meet in the Hanover High School, 287 CEDAR STREET, HANOVER, on

**MONDAY THE 1<sup>st</sup> DAY OF MAY, 2017 AT 7:30 P.M.**



*Pursuant to the Americans with Disabilities Act, the Town will make every effort to assure that Town Meeting is accessible to individuals with disabilities. Should any assistance be desired in this regard, please contact the Board of Selectmen's Office at (781) 826-5000 ext. 1084.*

**ARTICLES FOR ANNUAL TOWN MEETING WARRANT**  
Monday, May 1, 2016

**ARTICLE 1. ACCEPT REPORTS IN ANNUAL TOWN REPORT**

To see if the Town will vote to accept the reports of the Officers and Committees as printed in the Annual Town Report, or take any other action relative thereto.

Advisory Committee

**ARTICLE 2. HEAR/ACCEPT REPORTS OF COMMITTEES & STATE OFFICIALS**

To see if the Town will vote to hear reports of the Committees and State Officials and act thereon, or take any other action relative thereto.

Advisory Committee

**ARTICLE 3. AUTHORIZE TREASURER TO ACCEPT TRUST FUNDS**

To see if the Town will vote to authorize its Treasurer to accept such trust funds as may be placed in his or her hands during the Fiscal Year ending June 30, 2017, or take any other action relative thereto.

Treasurer/Collector  
Finance Director

**ARTICLE 4. AUTHORIZE TREASURER TO DISPOSE OF TAX TITLE LAND**

To see if the Town will vote to authorize its Treasurer, with the approval of the Board of Selectmen, to dispose of such parcels of real estate as may have been, or may be taken by the Town under Tax Title foreclosure proceedings, or take any other action relative thereto.

Treasurer/Collector  
Board of Selectmen

**ARTICLE 5. ENTER INTO COMPENSATING BALANCE AGREEMENTS**

To see if the Town will vote to authorize its Treasurer/Collector to enter into compensating balance agreements for the Fiscal Year ending June 30, 2017, pursuant to Chapter 44, Section 53F of the Massachusetts General Laws, or take any other action relative thereto.

Treasurer/Collector

**ARTICLE 6. ASSUME LIABILITY TO ALLOW STATE DEP WORK**

To see if the Town will vote to assume liability in the manner provided by Section 29 and 29A of Chapter 91 of the Massachusetts General Laws, as most recently amended, for all damages that may be incurred by work to be performed by the Department of Environmental Protection, or take any other action relative thereto.

Board of Selectmen

#### **ARTICLE 7. SET PAY FOR ELECTIVE OFFICERS**

To see if the Town will vote to fix the pay of its elective officers as required by law as follows, or take any other action relative thereto.

Town Clerk: \$63,189.00 annually  
Moderator: \$100 for Annual Town Meeting  
\$100 for Special Town Meeting

Advisory Committee  
Town Manager

#### **ARTICLE 8. SCHOOL SICK LEAVE BUYBACK FUND**

To see if the Town will vote to raise and appropriate, or appropriate from available funds, a sum of money to the School Sick Leave Buyback Fund, or take any other action relative thereto.

Advisory Committee  
Town Manager

#### **ARTICLE 9. TOWN SICK LEAVE BUYBACK FUND**

To see if the Town will vote to raise and appropriate, or appropriate from available funds, a sum of money to the Town Sick Leave Buyback Fund, or take any other action relative thereto.

Advisory Committee  
Town Manager

#### **ARTICLE 10. APPROPRIATE CPC REVENUES FOR FY2017**

To see if the Town will vote as recommended by the Community Preservation Committee to appropriate the Town's Community Preservation Revenues for Fiscal Year 2017 as follows:

- I. 10% of the said revenues to be set aside for future appropriation for open space (other than open space for recreational use);
- II. 10% of the said revenues to be set aside for future appropriation for historic resources;
- III. 10% of the said revenues to be set aside for future appropriation for community housing;
- IV. 5% of the said revenues to be set aside for administrative expenses; and
- V. the remainder of said revenues to be set aside for future appropriation for any purposes permissible under the Community Preservation Act, Chapter 44B;

said funds to be expended for the purposes stated herein within the scope proposed and approved by the Community Preservation Committee and for the purposes approved by this Town Meeting, by the Town Manager, or take any other action relative thereto.

Community Preservation Committee

# **ARTICLE 11. ESTABLISH REVOLVING FUND – LIBRARY**

To see if the Town will vote to accept the provisions of Massachusetts General Laws, Chapter 44, Section 53E½, or any other enabling statute to establish and define the terms of a revolving fund for the John B. Curtis Library for funds collected, or take any other action relative thereto.

Board of Selectmen  
Town Manager

# **ARTICLE 12. REVOLVING FUND AUTHORIZATIONS**

Finance Director

# **ARTICLE 13. GENERAL FUND OPERATING BUDGET**

To see if the Town will vote to appropriate \$57,294,547 for a total General Fund Operating Budget, to provide for a reserve fund and to defray the expenses of the Town, and for the purposes listed in the budget document, and to meet said appropriation transfer the sum of \$16,000 from the Cemetery Graves & Foundations account, and transfer the sum of \$10,000 from the Sale of Cemetery Lots account, and transfer the sum of \$38,947 from the Title V Betterment Program, and transfer the sum of \$933,095 from the Ambulance Receipt Reserved account and raise \$56,296,505 from the 2018 Tax Levy.

<i>Summary of Vote</i>	
<b>General Government:</b>	
Salaries	\$ 275,035
Expenses	\$ 218,900
<b>Finance Department:</b>	
Salaries	\$ 831,667
Expenses	\$ 205,453
<b>Community Services:</b>	
Salaries	\$ 1,426,047
Expenses	\$ 475,128
<b>Police:</b>	
Salaries	\$ 3,591,810
Expenses	\$ 254,887
<b>Fire:</b>	
Salaries	\$ 2,724,985
Expenses	\$ 270,754
<b>Hanover Public Schools</b>	\$ 26,665,115
<b>Other Education - South Shore Vocational</b>	\$ 725,406
<b>Public Works:</b>	
Salaries	\$ 1,251,699
Expenses	\$ 1,356,305
<b>Facilities:</b>	

Salaries	\$ 2,002,274
Expenses	\$ 1,730,876
<b>Snow &amp; Ice</b>	\$ 387,000
<b>Debt</b>	\$ 5,013,619
<b>Town Wide Expenses</b>	\$ 7,647,487
<b>Transfers</b>	\$ 240,100
<b>Total General Fund Operating Budget</b>	\$ 57,294,547
Free Cash	\$ -
Indirect Costs	\$ -
Cemetery Graves & Foundations	\$ 16,000
Sale of Cemetery Lots	\$ 10,000
Title V Receipts Reserved Account	\$ 38,947
Ambulance Receipt Reserved Account	\$ 933,095
<i>Less Total Transfers</i>	\$ 998,042
To be raised by the 2018 Tax Levy	\$ 56,296,505

Advisory Committee  
Town Manager

#### ARTICLE 14. WATER ENTERPRISE BUDGET

To see if the Town will vote to appropriate \$3,242,470 from Water Enterprise receipts to defray Water Enterprise direct costs and that \$463,395 as appropriated in the General Fund Operating Budget, be used for Water indirect costs, all to fund the total costs of operations of the Water Enterprise as follows, or take any other action relative thereto.

Personal Services	\$ 1,564,918
Other Expenses	\$ 1,334,000
Debt Service	\$ 343,552
<b>Appropriate for Direct Costs</b>	<b>\$ 3,242,470</b>
Indirect Costs - Reimburse General Fund for Shared Expenses	\$ 463,395
Total Cost - Water Enterprise	\$ 3,705,865

Advisory Committee  
Town Manager

#### ARTICLE 15. SPECIAL EDUCATION EXPENSES

To see if the Town will vote to appropriate a sum of money for School Special Education Expenses to be expended by the School Committee for this purpose, or take any other action relative thereto.

Town Manager  
School Committee

**ARTICLE 16. SCHOOL DEPARTMENT MEDICAID REIMBURSEMENTS**

To see if the Town will vote to raise and appropriate, or transfer a sum of money from available funds to fund a contract to assist the School Department in recovering Medicaid reimbursements, or take any other action relative thereto.

Board of Selectmen

**ARTICLE 17. APPROPRIATE FUNDS - BUILDINGS INSURANCE FUND**

To see if the Town will vote to raise and appropriate, or appropriate from available funds a sum of money to the Municipal Buildings Insurance Fund, or take any other action relative thereto.

Town Manager

**ARTICLE 18. PUBLIC SAFETY EMPLOYEE TRAINING**

To see if the Town will vote to raise and appropriate or appropriate from available funds a sum of money, for public safety employee training, or take any other action relative thereto.

Town Manager

**ARTICLE \_\_. APPROPRIATE FUNDS – TRIENNIAL REVALUATION**

To see if the Town will vote to raise and appropriate, or transfer from available funds, or borrow, the sum of \$70,200 to fund the triennial revaluation that is required by the Department of Revenue in order for the Commissioner of Revenue to certify that the Town is assessing property for local tax purposes in a way in which meets legal standards for FY18, or take any other action relative thereto.

Town Manager  
Finance Director

**ARTICLE \_\_. ESTABLISH PEG ACCESS & CABLE RELATED FUND**

To see if the Town will vote to accept General Laws Chapter 44, Section 53F3/4, which establishes a special revenue fund known as the PEG Access and Cable Related Fund, to reserve cable franchise fees and other cable-related revenues for appropriation to support PEG access services and oversight and renewal of the cable franchise agreement(s), the fund to begin operation for fiscal year 2018, which begins on July 1, 2017, or take any other action relative thereto.

Town Manager  
Finance Director

**ARTICLE \_\_. SUPPLEMENT BOND/NOTE COSTS**

To see if the Town will vote to supplement each prior vote of the Town that authorizes the borrowing of money to pay costs of capital projects to provide that, in accordance with Chapter 44, Section 20 of the General Laws, the premium received by the Town upon the sale of any bonds or notes thereunder, less any such premium applied to the payment of the costs of issuance of such bond or notes, may be applied to pay project costs and the amount authorized to be

borrowed for each such project shall be reduced by the amount of any such premium so applied, or take any other action relative thereto.

Town Manager  
Finance Director

**ARTICLE . APPROPRIATE FUNDS – HIGH SCHOOL AUDITORIUM STORAGE**

To see if the Town will vote to raise and appropriate, appropriate from available funds, or borrow in accordance with Massachusetts General Laws or any other enabling act, the sum of \$27,000 or any other sum, by creating a storage area of approximately 2,000 square feet in the High School by installing access into the void area beneath the Auditorium seating and installing associated systems for use, including fire sprinkler and alarm, electrical, and shelving, or take any other action relative thereto.

Facilities Engineering Manager  
Town Manager

**ARTICLE . APPROPRIATE FUNDS – CAPITAL MODERNIZATION PLAN FOR KITCHEN EQUIPMENT MIDDLE & CEDAR SCHOOLS**

To see if the Town will vote to raise and appropriate, appropriate from available funds, or borrow in accordance with Massachusetts General Laws or any other enabling act, the sum of \$64,000 or any other sum, for replacement of capital kitchen equipment, including refrigeration, dishwashers and ovens, at the Middle and Cedar Schools, or take any other action relative thereto.

Facilities Engineering Manager  
Town Manager

**ARTICLE . APPROPRIATE FUNDS – REPAVE PARKING AREAS CEDAR SCHOOL**

To see if the Town will vote to raise and appropriate, appropriate from available funds, or borrow in accordance with Massachusetts General Laws or any other enabling act, the sum of \$110,000 or any other sum, for Phase 1 of plans to repave the parking lots and travel ways at Cedar School, or take any other action relative thereto.

Facilities Engineering Manager  
Town Manager

**ARTICLE . APPROPRIATE FUNDS - TOWN HALL HVAC UNITS**

To see if the Town will vote to raise and appropriate, appropriate from available funds, or borrow in accordance with Massachusetts General Laws or any other enabling act, the sum of \$68,000 or any other sum, to replace and install 13 office and conference room HVAC units in the 1977 section of Town Hall, or take any other action relative thereto.

Facilities Engineering Manager  
Town Manager



**ARTICLE . APPROPRIATE FUNDS – RETROFIT KITCHEN HV UNIT FOR COOLING - HIGH SCHOOL**

To see if the Town will vote to raise and appropriate, appropriate from available funds, or borrow in accordance with Massachusetts General Laws or any other enabling act, the sum of \$25,000 or any other sum, to retrofit the kitchen HV unit at the High School to add components to enable cooling, or take any other action relative thereto.

Facilities Engineering Manager  
Town Manager

**ARTICLE . ADDITIONAL “HANOVER MALL” LIQUOR LICENSES**

To see if the town will agree to petition the Great and General Court of the Commonwealth to allow for three (3) off-premises liquor licenses, notwithstanding Section 17 of Chapter 138, as follows: two (2) beer & wine licenses, and one (1) all-alcoholic license, said licenses to be restricted and site-specific to particular businesses situated at the property known as the “Hanover Mall”, or to take any other action relative thereto.

Board of Selectmen

**ARTICLE \_\_\_\_ . ZONING BOARD APPOINTMENT (ONLY ONE APPOINTMENT???)**

To see if the Town will authorize the Board of Selectmen, pursuant to Massachusetts General Laws Chapter 268A, Section 21A, to appoint two of its members to perform Zoning Board Authority duties, whose duties are uncompensated; or take any other action relative thereto.

Board of Selectmen

**ARTICLE . ESTABLISH EMPLOYEE’S LIFE INSURANCE TRUST – PLACEHOLDER**

**ARTICLE . APPROPRIATE FUNDS – COMPLETION OF THE VETERAN’S MEMORIAL PROJECT - PLACEHOLDER**

To see if the Town will vote to transfer the sum of \$XXX.XX from Article XX of the 201X Annual Town Meeting, for the purposes of completing the Veteran’s Memorial project at B. Everett Hall Field, or take any other action relative thereto.

Town Manager

**ARTICLE . AMEND ZONING MAP - PLACEHOLDER**

To see if the Town will vote to amend the Zoning Map of the Town of Hanover to rezone a property located at **INSERT MAP AND LOT FOR ST. MARYS** from Residence A to Commercial, or take any other action relative thereto.

Town Manager

**ARTICLE . TRANSFER FROM INSURANCE PROCEEDS ACCOUNT TO WIND TURBINE REVOLVING FUND - PLACEHOLDER**

To see if the Town will vote to transfer the sum of \$153,515 (from the settlement) from the Insurance Proceeds Account to the newly created wind turbine revolving fund, for the purposes of ongoing maintenance on Hanover's wind turbine, or take any other action relative thereto.

Town Manager

**ARTICLE . TRANSFER FUNDS FOR RE-USE STUDY - PLACEHOLDER**

To see if the Town will vote to transfer the sum of \$30,000 from certified free cash for the purpose of conducting a re-use study, said funds to be expended by the Town Manager under the direction of the Sylvester School Re-use Committee, or take any other action relative thereto.

Town Manager

**ARTICLE . TRANSFER FUNDS FOR TOWN HALL CUPOLA RESTORATION - PLACEHOLDER**

To see if the Town will vote to transfer the sum of 179,XXX from the Insurance proceeds account to complete the repair and restoration of the Town Hall cupola, said funds to be expended by the Town Manager, or take any other action relative thereto.

Town Manager

**ARTICLE . LARGE DUMP TRUCK - PLACEHOLDER**

**Large dump Truck \$190,000**

**ARTICLE . 4X4 PICKUP TRUCK WITH PLOW – PLACEHOLDER**

**4x4 pickup truck with plow (public grounds) \$41,000**

**ARTICLE . DAM INSPECTION/DESIGN – PLACEHOLDER**

**Dam inspection/design \$30,000**

**ARTICLE . MEDIA REPLACEMENT AND RELATED WORK – BROADWAY WTP – PLACEHOLDER**

**Media replacement and related work - Broadway WTP \$80,000**

**ARTICLE . 2.5 TON VIBRATORY ROLLER – PLACEHOLDER**

**2.5 ton vibratory roller \$40,000**

**ARTICLE . STORMWATER MANAGEMENT – PLACEHOLDER**

**Stormwater management \$75,000**

**ARTICLE . TRACTOR – PLACEHOLDER**

**Tractor (cemetery) \$40,000**

**ARTICLE . WATER MAIN UPGRADES – PLACEHOLDER**

**Water main upgrades \$200,000**

**ARTICLE . WTP UPGRADES – PLACEHOLDER**

**WTP Upgrades \$4,000,000**

**ARTICLE . AERIAL LADDER REPLACEMENT – PLACEHOLDER  
AERIAL LADDER REPLACEMENT \$317,619**

**ARTICLE . IV INFUSION PUMPS – PLACEHOLDER  
IV INSURION PUMPS \$24,000**

**ARTICLE . REPLACE-EQUIP POLICE CRUISERS  
REPLACE-EQUIP POLICE CRUISERS \$132,000**

**ARTICLE . TRANSFER FUNDS FOR SELECTMEN’S MEETING ROOM AND  
SECOND FLOOR MEETING ROOM RESTORATION - PLACEHOLDER**

To see if the Town will vote raise and appropriate from available funds, borrow or transfer from certified free cash, the sum of \$35,000 to complete renovations to the Selectmen’s meeting room and the second floor meeting room in the Hanover Town Hall, or take any other action relative thereto.

Town Manager

**ARTICLE . TRANSFER FUNDS TO THE HANOVER PUBLIC SCHOOLS BUDGET  
- PLACEHOLDER**

To see if the Town will vote to transfer from certified free cash the sum of **\$141,xxx** (amount of excess Ch. 70 aid – **Matt has the figure**) to the Hanover Public Schools budget, or take any other action relative thereto.

Town Manager

**ARTICLE . RAISE AND APPROPRIATE OR TRANSFER FUNDS TO COMPLETE  
THE TOWN OF HANOVER’S MASTER PLAN - PLACEHOLDER**

To see if the Town will vote to raise and appropriate from available funds, or transfer from certified free cash, the sum of \$30,000 to complete the Town of Hanover’s Master Plan, or take any other action relative thereto.

Town Manager

**ARTICLE . TOWN MANAGER ACT (BY-LAW REVIEW COMMITTEE???) PLACEHOLDER**

**ARTICLE . ADOPT AS LOCAL OPTION MGL CH. 90 § 193, 17C, §194 188B.  
PLACEHOLDER (SPEED LIMITS)**

**ARTICLE . AGGREGATION VOTE 1 – PLACEHOLDER**

To see if the Town will vote to initiate the process to aggregate electrical load, pursuant to M.G.L. c. 164, § 134, and further, to adopt the following resolution:

Whereas, the Commonwealth of Massachusetts is engaged in a process to establish a competitive market place through deregulation and restructuring of the electric utility industry;

Whereas, citizens of Hanover have a substantial economic and social interest at stake, and;

Whereas the Town of Hanover hereby finds that it may be in the interest of

the electric ratepayers, both residential and commercial/industrial, to enter into an aggregation agreement,

Be it therefore resolved that the Town of Hanover hereby:

Publicly declares its intent to become an aggregator of electric power on behalf of its residential and business communities, and;

Will negotiate and enter into a contract for power supply independently. If such a contract is affected, individual consumers would retain the option not to participate and to choose any alternatives they desire, or take any other action relative thereto.

Town Manager

#### **ARTICLE . AGGREGATION VOTE 2 – PLACEHOLDER**

To see if the Town will vote, in accordance with G.L. c. 164, §134, to initiate the process to aggregate electrical load for interested electric utility customers in the Town of Hanover; and authorize the Board of Selectmen to enter into an agreement or agreements for services to facilitate the sale and purchase of electric energy and other related services, for terms of more than three years, which independently, or through inter-municipal agreements with other municipalities or other political subdivisions of the Commonwealth on such terms and conditions as the Board of Selectmen deem in the best interest of the Town; and to authorize the Board of Selectmen to take all actions necessary to administer and implement such agreements; provided, however, that if the Board of Selectmen determines that such an arrangement is in the best interest of the Town, its residents and businesses, any agreement for such purposes shall include a provision securing individual consumers the ability to "opt out" at their discretion so as to be able to choose from among any available alternative power supply service; or take any other action relative thereto.

Town Manager

#### **ARTICLE . TEMPORARY MORATORIUM.**

To see if the Town will vote to amend the Town's Zoning Bylaws by adding the following new section:

"6.16.0 TEMPORARY MORATORIUM." and further to amend the Table of Contents to add Section 6.16. "Temporary Moratorium" and the ensuing parts as proposed herein.

"6.16.0 Temporary Moratorium on the Sale and Distribution of Recreational Marijuana

##### **A. Purpose**

By vote at the State election on November 8, 2016, the voters of the Commonwealth approved a law regulating the cultivation, distribution, possession and use of marijuana for recreational purposes. The law provides that it is effective on December 15, 2016 and the Cannabis Control Commission is required to issue regulations regarding implementation by March 15, 2018.

Currently under the Zoning Bylaw, Recreational Marijuana Establishments and Marijuana Retailers are not a permitted use in the Town and any regulations promulgated by the State Cannabis Control Commission are expected to provide guidance to the Town in regulating Recreational Marijuana Establishments and Marijuana Retailers. Further, the ballot measure establishes an important provision that requires ballot action by the Town prior to the adoption of zoning.

The regulation of Recreational Marijuana Establishments and Marijuana Retailers raise novel and complex legal, planning, and public safety issues and the Town needs time to study and consider the regulation of Recreational Marijuana Establishments and Marijuana Retailers and address such novel and complex issues, as well as to address the potential impact of the State regulations on local zoning and to undertake a planning process to consider amending the Zoning Bylaw regarding regulation of Recreational Marijuana Establishments and Marijuana Retailers and other uses related to the regulation of recreational marijuana. The Town intends to adopt a temporary moratorium on the use of land and structures in the Town for Recreational Marijuana Establishments and Marijuana Retailers so as to allow the Town sufficient time to engage in a planning process to address the effects of such structures and uses in the Town and to adopt provisions of the Zoning Bylaw in a manner consistent with sound land use planning goals and objectives.

B. Definitions

"Manufacture", to compound, blend, extract, infuse or otherwise make or prepare a marijuana product.

"Marijuana accessories", equipment, products, devices or materials of any kind that are intended or designed for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, ingesting, inhaling or otherwise introducing marijuana into the human body.

"Marijuana cultivator", an entity licensed to cultivate, process and package marijuana, to deliver marijuana to marijuana establishments and to transfer marijuana to other marijuana establishments, but not to consumers.

"Marijuana establishment", a marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana-related business.

"Marijuana product manufacturer", an entity licensed to obtain, manufacture, process and package marijuana and marijuana products, to deliver marijuana and marijuana products to marijuana establishments and to transfer marijuana and marijuana products to other marijuana establishments, but not to consumers.

"Marijuana products", products that have been manufactured and contain marijuana or an extract from marijuana, including concentrated forms of marijuana and products composed of marijuana and other ingredients that are

intended for use or consumption, including edible products, beverages, topical products, ointments, oils and tinctures.

"Marijuana testing facility", an entity licensed to test marijuana and marijuana products, including certification for potency and the presence of contaminants

"Marijuana retailer", an entity licensed to purchase and deliver marijuana and marijuana products from marijuana establishments and to deliver, sell or otherwise transfer marijuana and marijuana products to marijuana establishments and to consumers.

C. Temporary Moratorium

For the reasons set forth above and notwithstanding any other provision of the Zoning Bylaw to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for Recreational Marijuana Establishments and Marijuana Retailers. The moratorium shall be in effect through December 31, 2018. During the moratorium period, the Town shall undertake a planning process to address the potential impacts of recreational marijuana in the Town, consider the Cannabis Control Commission regulations regarding Recreational Marijuana Establishments and Marijuana Retailers and related uses, once issued, determine whether the town shall, if in its power, restrict any, or all, licenses for Recreational Marijuana Establishments and Marijuana Retailers, determine whether the town will prohibit on-site consumption at Recreational Marijuana Establishments and Marijuana Retailers and shall consider adopting new provisions of the Zoning Bylaw to address the impact and operation of Recreational Marijuana Establishments and Marijuana Retailers and related uses.

D. Severability

The provisions of this by-law are severable. If any provision, paragraph, sentence, or clause of this By-law or the application thereof to any person, establishment, or circumstances shall be held invalid, such invalidity shall not affect the other provisions or application of this bylaw."

or take any action relative thereto.

**SPONSOR???**

**ARTICLE . APPROPRIATE FUNDS – FOR FORMAL STUDY OF SYLVESTER SCHOOL AND/OR SALMOND SCHOOL REDEVELOPMENT OPTIONS -  
PLACEHOLDER**

To see if the Town will vote to appropriate a sum of money for the Sylvester School Redevelopment Committee to conduct a formal study of redevelopment options for the Sylvester School and/or the Salmond School, or take any other action relative thereto.

Sylvester School Redevelopment Committee

**ARTICLE . APPROPRIATE FUNDS – PHASE II OF HANOVER 300 MASTER PLAN**



To see if the Town will vote, to appropriate \$30,000.00 U.S. dollars, from “Certified Free Cash” to “conduct phase II of Hanover 300 Master Plan, which will be directed with the Metropolitan Area Planning Council (MAPC), to promote a vision for Hanover’s future development and preservation.” Within the scope approved, and for the purposes approved by this Town Meeting, said funds to be expended for the purposes stated herein by the Town Manager, under the direction of the Community Preservation Committee, or to be taken for any other action relative thereto.

Planning Board

**ARTICLE . APPROPRIATE FUNDS – HANOVER TOWN CENTER CIVIC CAMPUS**

To see if the Town will vote, to appropriate \$436,113.00 dollars U.S., from the Certified Free Cash for the “restoration and development of the proposed landscaping plan creating a civic campus within the historical Hanover town center”. Within the scope approved by the Board of Selectmen and Hanover Town Hall Task Force for the purposes approved by this Town Meeting, said funds to be expended for the purposes stated herein by the Town Manager, or take any other action relative thereto.

Community Preservation Committee  
Historical Commission

**ARTICLE . APPROPRIATE FUNDS - VIOLENCE INTERVENTION AND PREVENTION PROGRAMS**

Health Imperatives’ VIOLENCE INTERVENTION AND PREVENTION PROGRAMS request \$1,500 from the Town of Hanover for services provided to survivors of sexual assault and domestic violence in Fiscal Year 2017.

By Petition: Jonathan Adams  
Denis Blais  
Kim Leigh  
Margaret Knight  
David Downes

**ARTICLE . DISSOLUTION OF THE ROUTE 53 COMMITTEE**

To see if the Town will vote, to dissolve the Route 53 Committee which is no longer needed due to the completed zoning amendments and ongoing work of the Hanover Planning Board, or take any other action relative thereto.

Route 53 Committee

**ARTICLE . APPROPRIATE FUNDS HANOVER VETERANS HONOR GARDEN**

To see if the Town will vote, Pursuant to Massachusetts General Laws (M.G.L.) Chapter 44B (Community Preservation), and the Hanover General Bylaws, Section 4-19, to appropriate \$75,000 U.S. dollars, from the Town’s Community Preservation Fund (CPF) to “include landscaping, walkways, lightings, grading and plantings to the development of the Hanover Veterans Honor Garden”, Within the scope approved by the Community Preservation Committee, and for the purposes approved by this Town Meeting, said funds to be expended for the purposes stated herein by the Town Manager, under the direction of the Community Preservation Committee, or take any other action relative thereto.

Community Preservation Committee  
Historical Commission  
Veteran's Memorial Committee

**ARTICLE . APPROVE ECONOMIC DEVELOPMENT INCENTIVE PROGRAM**

To see if the Town will vote to approve the Tax Increment Financing Agreement between the Town, and PREP Hanover Real Estate LLC, substantially in the form as is on file with the Town Clerk (the "TIF Agreement"), pursuant to GL c. 40, §59, and to authorize the Board of Selectmen to submit a Certified Local Incentive Only Application and the TIF Agreement to the Massachusetts Economic Assistance Coordinating Council, all relating to the project as described in the TIF Agreement to be located at the Hanover Mall, and to take such other actions as may be necessary to obtain approval of the Certified Local Incentive Only Application and to implement the TIF Agreement, or take any other action relative thereto.

Board of Selectmen

**ARTICLE . APPROPRIATE FUNDS - RESTORATION OF STRUCTURAL INTEGRITY AND EXTERIOR OF THE HANOVER TOWN HALL**

To see if the Town will vote, Pursuant to Massachusetts General Laws (M.G.L.) Chapter 44B (Community Preservation), and the Hanover General Bylaws, Section 4-19, to appropriate \$202,200.00 dollars U.S., from the Town's Community Preservation Fund (CPF) and to appropriate \$202,200.00 dollars U.S from **Certified Free Cash** for the "restoration of the structural integrity and exterior of the historic Hanover Town Hall", said monies will fund the installation of HVAC within historic town hall and residing the 1977 edition of town hall. Within the scope approved by the Community Preservation Committee and for the purposes approved by this Town Meeting, said funds to be expended for the purposes stated herein by the Town Manager, under the direction of the Community Preservation Committee, or take any other action relative thereto.

Community Preservation Committee  
Historical Commission  
Town of Hanover

**ARTICLE . AMEND BYLAWS - ESTABLISH AND AUTHORIZE DEPARTMENTAL REVOLVING FUNDS**

To see if the Town will vote to amend the Town of Hanover General Bylaws by adding a new Section 6-31 to establish and authorize revolving funds for use by certain town departments, boards, committees, agencies or officers under Massachusetts General Laws Chapter 44, § 53E<sup>1/2</sup>, and add this section to the table of contents, or take any other action relative thereto.

**6-31 DEPARTMENTAL REVOLVING FUNDS**

1. Purpose. This by-law establishes and authorizes revolving funds for use by Town departments, boards, committees, agencies or officers in connection with the operation of programs or activities that generate fees, charges or other receipts to support all or some of the expenses of those programs or activities. These revolving funds are established under and governed by General Laws Chapter 44, § 53E<sup>1/2</sup>.



2. **Expenditure Limitations.** A department or agency head, board, committee or officer may incur liabilities against and spend monies from a revolving fund established and authorized by this by-law without appropriation subject to the following limitations:
  - A. Fringe benefits of full-time employees whose salaries or wages are paid from the fund shall also be paid from the fund.
  - B. No liability shall be incurred in excess of the available balance of the fund.
  - C. The total amount spent during a fiscal year shall not exceed the amount authorized by town meeting on or before July 1 of that fiscal year, or any increased amount of that authorization that is later approved during that fiscal year by the Board of Selectmen and the finance committee.
3. **Interest.** Interest earned on monies credited to a revolving fund established by this bylaw shall be credited to the general fund.
4. **Procedures and Reports.** Except as provided in General Laws Chapter 44, § 53E<sup>1/2</sup> and this bylaw, the laws, charter provisions, bylaws, rules, regulations, policies or procedures that govern the receipt and custody of town monies and the expenditure and payment of town funds shall apply to the use of a revolving fund established and authorized by this bylaw. The town accountant shall include a statement on the collections credited to each fund, the encumbrances and expenditures charged to the fund and the balance available for expenditure in the regular report the town accountant provides the department, board, committee, agency or officer on appropriations made for its use.
5. **Authorized Revolving Funds.**

The Table establishes:

  - A. Each revolving fund authorized for use by a town/city department, board, committee, agency or officer,
  - B. The department or agency head, board, committee or officer authorized to spend from each fund,
  - C. The fees, charges and other monies charged and received by the department, board, committee, agency or officer in connection with the program or activity for which the fund is established that shall be credited to each fund by the town accountant/city auditor,
  - D. The expenses of the program or activity for which each fund may be used,
  - E. Any restrictions or conditions on expenditures from each fund,
  - F. Any reporting or other requirements that apply to each fund, and
  - G. The fiscal years each fund shall operate under this by-law/ordinance.

A	B	C	D	E	F	G
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<b>Revolving Fund</b>	<b>Spending Authority</b>	<b>Fees, Charges or Other Receipts Credited to Fund</b>	<b>Program or Activity Expenses Payable from Fund</b>	<b>Restrictions or Conditions on Expenses</b>	<b>Requirements/ Reports</b>	<b>Fiscal Year</b>
Library	Community Services Director	Late Fines	Expenditures may include salaries, benefits, facility and all those in support of programs			Fiscal years that begin on or after July 1, 2017.
Recreation Fund	Community Services Director	Program Fees	Expenditures may include salaries, benefits, facility and all those in support of programs			Fiscal years that begin on or after July 1, 2017.
GATRA	Community Services Director	Fees related to transportation programs	Expenditures may include salaries, benefits, facility and all those in support of programs			Fiscal years that begin on or after July 1, 2017.
Forge Pond Park	Community Services Director	Fees related to programs	Expenditures may include salaries, benefits, facility and all those in support of programs			Fiscal years that begin on or after July 1, 2017.

A	B	C	D	E	F	G
Revolving Fund	Spending Authority	Fees, Charges or Other Receipts Credited to Fund	Program or Activity Expenses Payable from Fund	Restrictions or Conditions on Expenses	Requirements/ Reports	Fiscal Year
Flu Clinic	Community Services Director	Receipts from Medicare / Medicaid Billing	Expenditures may include salaries, benefits, facility and all those in support of programs			Fiscal years that begin on or after July 1, 2017.

ARTICLE \_\_\_\_.

To see if the town will vote to set the limits on the Revolving Funds set forth in Section 6-31 of the Town of Hanover General Bylaws in accordance with Massachusetts General Laws Chapter 44, § 53E<sup>1</sup>/<sub>2</sub> as follows, or take any other action relative thereto.

Revolving Fund	Limit on Spending
Library	
Recreation Fund	
GATRA	
Forge Pond Park	
Flu Clinic	

**SPONSOR ???**

**ARTICLE \_\_\_\_ . ACCEPT PEG ACCESS AND CABLE RELATED FUND**

To see if the city/town will accept General Laws Chapter 44, Section 53F<sup>3</sup>/<sub>4</sub>, which establishes a special revenue fund known as the PEG Access and Cable Related Fund, to reserve cable franchise fees and other cable-related revenues for appropriation to support PEG access services and oversight and renewal of the cable franchise agreement, the fund to begin operation for fiscal year \_\_\_\_, which begins on July 1, \_\_\_\_ or take any other action relative thereto.

**SPONSOR ???**

**ARTICLE \_\_\_\_ . APPROPRIATE FUNDS TO SUPPORT UPDATING HISTORICAL AND CULTURAL RESOURCES IN THE TOWN OF HANOVER - PLACEHOLDER**

To see if the Town will vote, Pursuant to Massachusetts General Laws (M.G.L.) Chapter 44B (Community Preservation), and the Hanover General Bylaws, Section 4-19, to appropriate \$14,740.00 dollars U.S., over the course of three fiscal years totaling \$48,720.00 dollars U.S., from the Town's Community Preservation Fund (CPF) to "to support the updating of the community-wide inventory of historical and cultural resources in the town of Hanover", within the scope approved by the Community Preservation Committee and for the purposes approved by this Town Meeting, said funds to be expended for the purposes stated herein by the Town Manager, under the direction of the Community Preservation Committee, or take any other action relative thereto.

Community Preservation Committee  
Historical Commission

**ARTICLE \_\_.** To see if the Town will vote to amend the Zoning Bylaw for the Town in the manner described below, or, to see if the Town will vote to take any action relative thereto:

Amend the Hanover Zoning Bylaw, Section 6, "Residence A District" by deleting "6.040 Uses Permitted by Special Permit and with Site Plan Approval" in its entirety and replacing it with the following new section:

**6.040 – Uses Permitted by Special Permit and with Site Plan Approval**

The following uses may be permitted upon application to and granting of a Special Permit and Site Plan Approval by the Planning Board, acting as the Special Permit Granting Authority, as specified in Section 10 of this Zoning Bylaw. The applicant shall clearly demonstrate to the satisfaction of the Board that said use is safe and appropriate for the specific site and that it will not create a nuisance by virtue of noise, odor, smoke, vibration, traffic generated or unsightliness.

- A. The establishment of a Planned Residential Development for Seniors (PRDS) subject to all of the requirements, regulations, provisions, and procedures of subsections 1. through 7., below. Failure on the part of the applicant to comply with any of said requirements, regulations, provisions, and procedures may be cause for the denial of the project by the Planning Board.
1. Purpose  
The purpose of a PRDS is to provide alternative and affordable housing for residents who are 55 years in age or older.
  2. General Requirements
    - A. Any PRDS shall contain a minimum area of not less than three (3) acres, of which at least one and a half (1.5) acres shall be exclusive of any and all wetlands resource areas or floodplains and any and all easements or covenants restricting in any way the use of said minimum area.

- B. Included as a portion of the minimum area required above, any PRDS shall contain a minimum area of not less than one half (.5) acre to be dedicated as common open space. Said common open space shall be distinctly separate from land used for the construction or dwellings, shall be landscaped or left in a natural state, and shall be for the use and enjoyment of the residents of the PRDS where allowed.
- C. Except for the Height Regulations of Section 7.100, the PRDS shall not be subject to the Dimensional Regulations of Section 7, but shall be subject to the Area and Dimensional Regulations of Section 3., below.
- D. Any PRDS shall be serviced by a minimum of two (2) access roads or drives unless a divided access road or drive is approved by the Planning Board. One of the access roads can be approved for emergency egress only and be gated with appropriate access for the Hanover Fire Department.
- E. Any P.R.D.S. shall include adequate provisions for the disposal of septic waste. Said provisions shall be in compliance with the regulations of both the Department of Environmental Protection (314 CMR 2.00 through 7.00 and 310 CMR 15.00) and the Hanover Board of Health.
- F. Recreational facilities and accessory structures, along with their associated uses, for the use of the residents of a PRDS shall be permitted but home occupations, the taking in of boarders, or the renting of rooms shall not be allowed nor permitted.
- G. Any person who resides in a PRDS shall be fifty-five years of age or older, provided that an exemption from such requirement shall be provided for a qualified caregiver to an over fifty-five years of age or older resident whose residence is certified to be medically necessary by an attending physician.
- H. The maximum number of dwelling units in any specific PRDS shall not exceed four percent (4%) of the total number of dwelling units in the Town as shown on the records of the Board of Assessors for the year in which the application is filed.
- I. On any parcel of land utilized for the development of a PRDS, no other uses, except for accessory uses, shall be allowed or permitted.

### 3. Area and Dimensional Regulations

- A. A PRDS shall have a minimum frontage of a distance not less than fifty (50) feet. Said frontage shall be contiguous and uninterrupted for the required distance.
- B. In addition to the minimum area requirements of Section 2.b., above, there shall be provided for each dwelling unit in a PRDS a minimum area of five thousand (5,000) square feet, said minimum area to be as follows:

- i. A minimum area of four thousand (4,000) square feet shall be reserved for the construction of said dwelling units and garages associated with said dwelling units and said area shall be in accordance with the provisions of Section 2.a., above, relative to wetlands resource areas, floodplains, easements and/or covenants.
    - ii. A minimum area of one thousand (1,000) square feet shall be added to the minimum area required in Section 2.b., above and said area shall be in accordance with the provisions of that Section relative to wetlands resource areas, floodplains, easements and/or covenants.
  - C. The minimum area requirements of Sections 2.b and 3.b (1.) & (2.), above, shall be exclusive of all paved surfaces such as roads, drives and parking areas.
  - D. A buffer area shall be provided around the entire perimeter of a PRDS in accordance with the following:
    - i. Said buffer area shall be continuous and shall be of a minimum width of not less than forty (40) feet.
    - ii. Said buffer area shall be landscaped in accordance with the provisions of Section 8 of this Zoning Bylaw.
    - iii. Access roads or access drives may be permitted within said buffer area provided that said buffer is maintained along any abutting lots. However, roads or drives internal to the PRDS shall not be so permitted.
- 4. Dwelling Unit Design Requirements
  - A. Dwelling units in a PRDS may be comprised of either of the following:
    - i. All single family dwellings.
    - ii. All duplex dwellings.
    - iii. All town houses. A town house structure shall not contain more than five (5) dwelling units per structure.
    - iv. A mix of single family dwellings, duplex dwellings, and/or town houses containing not more than five (5) dwelling units per structure provided that, if any PRDS is comprised of a mix of dwelling types, no one dwelling type shall constitute more than sixty percent (60%) nor less than thirty percent (30%) of the total number of dwelling units.
  - B. For the purposes of conserving the value of land and buildings, promoting the aesthetic qualities of the Town, and protecting residential neighborhoods from

potential despoliation, all dwellings shall be constructed in accordance with the following:

- i. All dwellings shall be of wood, lightweight metal or steel frame construction and shall be constructed on site.
    - ii. No dwellings or dwelling units shall be mobile homes. Modular or Manufactured homes may be permitted so long as they comply Section 5(a) of this section.
  - C. Individual dwelling units shall not contain more than two (2) bedrooms per unit.
  - D. Each dwelling unit shall have two (2) exterior means of access and egress, as such are defined in the Massachusetts State Building Code, 780 CMR, and such exterior means of access and egress shall be separate from those of any other dwelling unit.
  - E. Each dwelling unit shall have, at a minimum, two (2) sides with full exterior exposure.
  - F. No floor of a dwelling unit, except for the floor of an unfinished basement, shall be located below the average finished grade of the land abutting said dwelling unit.
  - G. Each dwelling unit in a structure containing four (4) dwelling units or more shall be equipped with a fire protection residential sprinkler system approved by the Hanover Fire Department.
5. Other Design Requirements
- A. All buildings and structures shall be designed in an architectural style consistent with that of a rural suburban New England environment. Said architectural style shall be aesthetically pleasing and compatible with the surrounding neighborhood.
  - B. All buildings, structures, open spaces, roads and drives, parking areas and other development features shall be designed and located in such a fashion so as to conform, to the greatest extent possible, to the existing natural terrain on the site.
  - C. All exterior lighting, whether placed along roads, drives, or walks, in parking areas, or on structures or other facilities, shall be arranged and shielded so as not to distract in an unreasonable manner the occupants of any dwelling(s) nor shine directly upon abutting properties and/or public ways. In no instance shall illumination upon the window surface of any dwelling exceed one-half (1/2) foot candle. All exterior lighting shall be of a mercury vapor type.
  - D. All access roads and drives and all interior roads and drives shall be designed and constructed in accordance with the provisions of the Planning Board Rules &



Regulations Governing the Subdivision of Land unless specific provisions are waived by the Board.

- E. The placement of structures so as to allow the maximum utilization of direct and passive solar energy shall be encouraged.
  - F. All developed areas not covered by pavement, curbing, buildings and/or structures shall be landscaped with grass, shrubbery, trees, flowers and/or ground covers indigenous to the area. In addition, along the length of each exterior wall of every principal structure, there shall be an area landscaped with bushes, shrubbery and/or flowers indigenous to the area.
  - G. There shall be one (1) parking space for each dwelling unit for the use of the occupants thereof. In addition, there shall be one parking space for each two dwelling unit for visitors. All parking spaces shall be a minimum of ten (10) feet in width by twenty (20) feet in length and within reasonable proximity to the dwelling units which they serve. Parking spaces may be located in garage facilities either attached to, or detached from, the principal structure(s).
  - H. All existing or proposed utilities and municipal services shall be installed underground at the time of initial construction.
  - I. Provisions shall be made for the storage, collection and removal of all solid waste. All necessary facilities shall be screened appropriately.
  - J. All dwellings, structures, and other facilities shall be designed, constructed, and maintained in accordance with the latest Massachusetts' standards for accessibility for the handicapped.
6. Special Provisions
- A. All access roads and drives, interior roads and drives, drainage systems, provision for underground utilities and municipal services, and other site improvements shall be shown on a plan prepared in accordance with the provisions of the Planning Board Rules and Regulations Governing the Subdivision of Land as said provisions relate to a Definitive Subdivision Plan.
  - B. All design requirements, all elements of the PRDS, all site improvements and all other amenities shall be shown on a Site Plan prepared in accordance with Section 10, Site Plan Approval, of this Zoning Bylaw. Included on said Site Plan shall be all dwelling units, and all of the elements required under Section 10.100, Site Plan Contents, of this Zoning Bylaw, unless the inclusion of specific elements is waived by the Planning Board.
  - C. Architectural Plans showing elevations of all typical principal structures shall be prepared by a Registered Professional Architect. All structures shall be designed in a compatible architectural style consistent with that of a rural suburban New



England environment. Architectural Plans, as well as the Site Plan required in Section 6.b., above, shall be submitted to the Hanover Design Review Board for review. Failure on the part of the applicant to comply with the recommendations of the Design Review Board may be cause for the denial of the project by the Planning Board. Said Architectural Plans shall also be submitted to the Planning Board.

- D. The area of land required in Sections 2.b. and 3.b.(2.), above, to be dedicated as common open space shall be placed in the common ownership of all of the individual owners of the dwelling units in the PRDS. Said ownership and the use and maintenance of such common open space shall be determined by an agreement, duly executed in a form suitable for recording by the owner, or owners, of such common open space. Such agreement shall provide for the permanent retention of said common open space and shall provide that, in the event that the Planning Board shall grant a Special Permit hereunder, such permanent common open space shall be owned by the owner, or owned in common by the owners, of the dwelling units within the PRDS and such ownership shall run with the title to the dwelling units and shall not be separately alienable. The format and content of said agreement shall be reviewed by Town Counsel and shall be such as to be acceptable to the Planning Board.
- E. In addition to the agreement required in Section 6.f., above, Covenants or Deed Restrictions, reviewable by Town Counsel and acceptable to the Planning Board, shall be prepared to ensure the following:
  - i. The dwelling units in the PRDS shall be occupied only by persons fifty-five (55) years of age or older except for guests visiting for short durations, not to exceed thirty (30) days in a calendar year.
  - ii. That responsibility for the upkeep, maintenance, plowing and sanding of roads, drives, walks and parking areas within the PRDS shall fall to the owner, or owners, of the dwelling units in the PRDS.
  - iii. That adequate provisions are in place to accomplish the collection and removal of solid waste and that the associated cost, as well as any costs associated with septic waste disposal, shall be borne by the owner, or owners, of the dwelling units in the PRDS.
- F. Evidence, satisfactory to the Planning Board, that agreements, covenants and/or deed restrictions required by Sections 6.f. & g., above, have been recorded at the Registry of Deeds shall be submitted to the Board prior to the issuance of any Occupancy Permit by the Building Inspector. The Planning Board shall so notify the Building Inspector of satisfactory compliance with this provision and the Building Inspector shall not issue Occupancy Permits until so notified.
- G. In addition to the information required in Section 6.b., above, the Site Plan shall include the following:

- i. Total area of the parcel.
  - ii. Total area of all wetlands resource areas, floodplains and land restricted by covenants or easements.
  - iii. Total area to be reserved for the construction of dwelling units and the Community Center.
  - iv. Total area to be dedicated as Common Open Space.
  - v. Total area to be devoted to paved surfaces to include roads, drives and parking areas.
- H. The Planning Board shall require as a condition of approval and as a requisite for the granting of a Special Permit that, prior to the issuance of building permits, the construction of access ways and drives, the installation of municipal services, and the provisions for landscaping and other amenities shall be secured by a deposit of money or negotiable securities sufficient in the opinion of the Board to secure said performance.

7. Procedure

- A. The applicant shall submit an application for Special Permit and Site Plan Approval in accordance with the provisions of Section 10 of this Zoning Bylaw and in accordance with the following:
- i. Prior to submitting a formal application, the applicant shall meet at least twice with the Planning Board in order to discuss the concept of the proposal.
  - ii. The Planning Board may request an outline of the concept and/or a limited plan of the proposal. The Planning Board shall determine whether additional meetings are required and shall so notify the applicant in a timely fashion, not to exceed thirty (30) days.
  - iii. At the conclusion of said meetings, the Planning Board shall indicate whether, in the opinion of the Board, the concept does, or does not, have merit. A positive indication is not a guarantee that the formal application will be approved nor is a negative indication a determination that a formal application shall not be approved.
  - iv. If the applicant desires to proceed with the proposal, he/she shall submit a formal application within sixty (60) days of the date upon which the Planning Board issues the positive or negative indication referenced in Section (3), immediately above.

- v. Within one (1) week of submitting a formal application to the Planning Board, the applicant shall submit to the Design Review Board the Site Plan and Architectural Plans in accordance with Section 6.c., above.
- B. The Planning Board shall review said application for Special Permit and Site Plan Approval in accordance with the provisions of this Zoning Bylaw, Sections 6 & 11 of Chapter 40A (The Zoning Act) and Sections 81K through 81GG, inclusive, of Chapter 41 (The Subdivision Control Law) of the Massachusetts General Laws, the Planning Board Rules and Regulations Governing the Subdivision of Land, and the Rules and Regulations of the Planning Board relative to the Grant of Special Permits.
- C. All applications shall be reviewed by the Planning Board's Consultant Review Engineer. The applicant, in accordance with the Planning Board Rules and Regulations, shall deposit with the Treasurer of the Town funds equal to five thousand dollars (\$5,000.00) for the purpose of covering the costs associated with said engineering review. Unexpended funds shall be returned to the applicant.

Planning Board

#### **ARTICLE . AMEND THE BYLAWS OF THE TOWN OF HANOVER – TOWN OWNED OR OCCUPIED BUILDINGS SHALL BE WHITE -**

To see if the Town will vote to amend the By-Laws of the Town of Hanover by adding thereto the following provisions:

Color of Town owned or occupied buildings:

- a. All Town owned or occupied buildings, now existing or hereafter constructed, that are situated within the town center, as designated as a National Historic District, shall have an exterior color of white.
- b. Trim such as window blinds or shutters shall be a color as determined by the Board of Selectmen.
- c. The following buildings shall be exempt from the provision of this by law. All buildings of brick construction and the Stetson House;

or take any other action relative thereto.

By Petition: Ann Beers  
Margaret Parfumorse  
Clayton Parfumorse  
Mary Walsh-Raab  
Richard Farwell

#### **ARTICLE . APPROPRIATE FUNDS – MULTI-USE RECREATIONAL FACILITY**

To see if the Town will vote, Pursuant to Massachusetts General Laws (M.G.L.) Chapter 44B (Community Preservation), and the Hanover General Bylaws, Section 4-19, to appropriate \$150,000.00 U.S. dollars, from the Town's Community Preservation Fund (CPF) for "the development of a multi-use recreational facility to include a proposed street/deck hockey facility and inclusive playground. The location of said facility shall be developed in correlation with the

2017 Hanover Open Space and Recreational Plan being conducted by the Metropolitan Area Planning Council (MAPC), to promote open space networks and public spaces in the Town of Hanover. Within the scope approved by the Community Preservation Committee, and for the purposes approved by this Town Meeting, said funds to be expended for the purposes stated herein by the Town Manager, under the direction of the Community Preservation Committee, or to take any other action relative thereto.

Community Preservation Committee  
Parks and Recreation Committee  
Build the Boards Committee

#### **ARTICLE . TOWN CLERK FEE SCHEDULE**

To see if the Town will amend the Town Clerk's Office fee schedule, that is currently on-file with the Town Clerk, so that the new schedule shall add the following fees:

Personal Kennel License	\$50
Commercial Breeder's Kennel License	\$75
Commercial Boarding or Training Kennel License	\$100

And abolish the current fees, as follows:

Kennel License (not more than 4 dogs)	\$10
Kennel License (5-10 dogs)	\$25
Kennel License (more than 10 dogs)	\$50

or take any other action relative thereto.

Town Clerk

#### **ARTICLE . ACCEPT CHAPTER 90 ROAD GRANT MONIES**

To see if the Town will vote to authorize the Board of Selectmen and the Town Manager to accept such sums of money as may be distributed by the Commonwealth of Massachusetts through the Chapter 90 highway grant program, so-called, funds to be expended by the Town Manager in accordance with the guidelines and requirements of the Massachusetts Highway Department, or take any other action relative thereto.

Board of Selectmen  
Town Manager  
Director of Public Works

NOTICE FOR THE ELECTION OF OFFICERS

Hanover High School, 287 Cedar Street

On **SATURDAY, THE 6<sup>TH</sup> OF MAY 2017**

Then and there to act on the following:

To bring in their votes for each of the following:

For at term of five years:

One Planning Board Member

For a term of three years:

One Board of Assessors Member  
One Board of Health Member  
One Board of Public Works Member  
Two Board of Selectmen Members  
Two School Committee Members  
One Trustee of the Public Library

For a term of one year:

One Town Moderator  
One Trustee of the Public Library

Polls open from 8 A.M. to 6 P.M., unless otherwise ordered by the Town.

And you are hereby ordered to serve this Warrant posting attested copies thereof seven days at least before the time of said meeting.

Given under our hands this \_\_\_<sup>st</sup> day of March, 2017.

**BOARD OF SELECTMEN**

Brian E. Barthelmes, Chairman

\_\_\_\_\_

Susan M. Setterland, Vice-Chair

\_\_\_\_\_

Robert S. O'Rourke

\_\_\_\_\_

David R. Delaney

\_\_\_\_\_

John C. Tuzik

\_\_\_\_\_

\_\_\_\_\_, Constable

Posted this \_\_\_\_ day of April, 2017