Hanover Advisory Committee
550 Hanover Street
Hanover, MA 02339
Meeting Minutes
Thursday, October 20, 2016 – 7:00 pm

Opening:
The meeting was opened at 7:04 p.m. by Edward Hickey, Chairman.

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

Absent
Emmanuel Dockter

Other Attendees:
Janine Smith, Director of Municipal Finance

Review of Meeting Minutes
It was noted the Gavin Little-Gill was present at the September 22nd meeting, and the draft minutes were corrected. Joan Port-Farwell made a motion to accept the minutes from September 22nd and September 26th as written. This was seconded by Jerry O'Hearn. All were in favor and the motion passed.

Review of Advisory Committee Annual Report
After review, Jerry O'Hearn made a motion to accept the Advisory Committee Annual Report as written. This was seconded by Angela Blanchard. All were in favor and the motion passed.

General Discussions
Joan Port-Farwell attended a recent Sylvester School Reuse Committee meeting and shared what she learned with the Advisory Committee. There are various ideas being considered for the reuse of the building. Residential units or even a restaurant were discussed. Another option being considered is moving the Hanover school district administration office to the Sylvester School and selling the old Salmond School which is their current office space.

Jerry O'Hearn updated the Committee on the proposed medical marijuana dispensary in Hanover. The Hanover Planning Board approved the project, and it's expected that the Hanover Board of Selectmen will approve it as well.

Edward Hickey discussed with the Committee the residential sprinkler system demonstration that he recently attended. Mr. Hickey thought it was an excellent learning opportunity that demonstrates the rapid rate at which fire spreads. It brought to mind the need to reduce fire department response times by building a North Hanover fire station. The Committee discussed the proposed site for the new station on Webster Street. Joan Port-Farwell explained that determining and notifying all the heirs to the property is problematic. Sandra Hayes suggested the possibility of another vote on the Curtis School

property for a fire station. It was agree that the Committee should meet with Fire Chief Blanchard to better understand fire response times and possible risks.

The Committee discussed the need to address the Hanover Parks and Recreation Department accountability issues and the possibly of bringing them under the control of the Town Manager.

The Committee reviewed and discussed the FY18 Draft Capital Request. It was agreed that the Committee will meet with Victor Diniak regarding the DPW requests, Police Chief Sweeney regarding the new police vehicles requested, Fire Chief Blanchard regarding the latter truck request, Robert Murray regarding the Facilities Dept. requests. Joan Port-Farwell will speak with Thomas Raab as well regarding the school kitchen upgrades requested by the Facilities Dept.

Sandra Hayes updated the Committee on past approved town meeting articles that are outstanding. It was suggested the Town Planner Pete Matchak meet with the Committee to give updates on the status of each outstanding article. The Committee discussed adding language to future articles to institute time limits on completion of proposed projects.

Joan Port-Farwell inquired regarding the possibility of not increasing taxes by the full 2 ½ percent for the FY18. Edward Hickey stated that the Committee should meet with Town Manager Troy Clarkson and Board of Selectmen Chairman Brian Barthelmes regarding the possibility.

Janine Smith informed the Committee of an additional possible capital request for financial software for her department.

Edward Hickey mentioned the possibility of the Advisory Committee going paperless with iPads and cloud based documents. Gavin Little-Gill made some suggestions for achieving that goal with less financial impact. Mr. Little-Gill will contact Mr. Plummer at Hanover High School for hardware suggestions and advice/assistance setting up cloud based document storage.

Next Meetings

The Committee will meet on Wednesday, November 2nd followed by additional meetings on Wednesday, November 16th and November 30th.

Adjournment

Angela Blanchard made a motion to adjourn. This was seconded by Jerry O'Hearn. All were in favor, and the meeting adjourned at 8:25 pm.

FISCAL YEAR

2018

CAPITAL

REQUESTS

DEPARTMENT OF PUBLIC WORKS

Capital Improvements

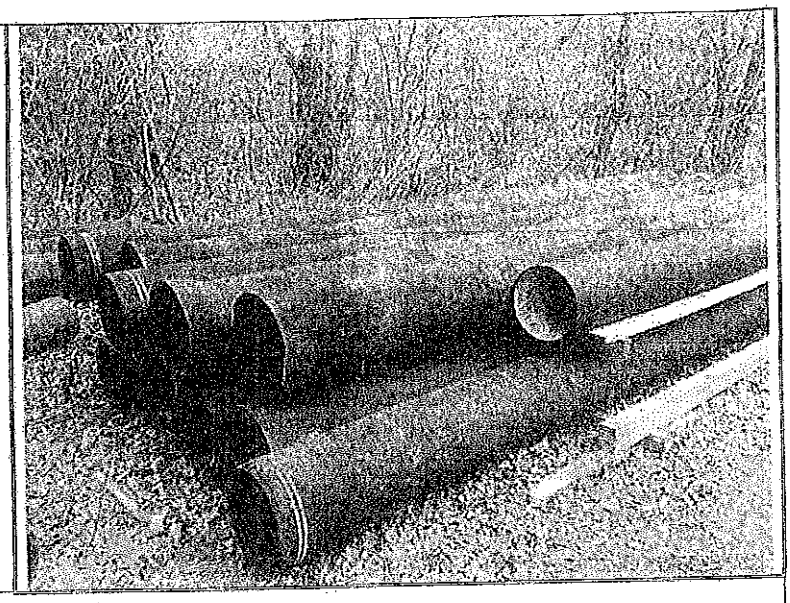
PROJECT DETAIL SHEET

Fiscal Year: 2018

Department: **DPW**

Project Title: **Water Main Replacement**

Requested Amount: $ 200,000



Description:

This project is the first phase of a multi-year project to reinforce the water main on Main Street from Plain Street to the center of Town.

Project Overview:

This project will start the process of reinforcing the existing water mains on Main Street with a 12-inch ductile iron water main, directly linking the Town Hall and school buildings in the center of Town with the Union Street standpipes, providing increased fire flow capacity to protect these buildings. This work was recommended in the 2001 Water Master Plan and will be performed in advance of a planned overlay of Main Street.

Financial impact of this project on the department's operating budget:

The impact of not funding the work will require the operating budget to pick up the full cost of said work at some point.

mileage ?

Capital Improvements

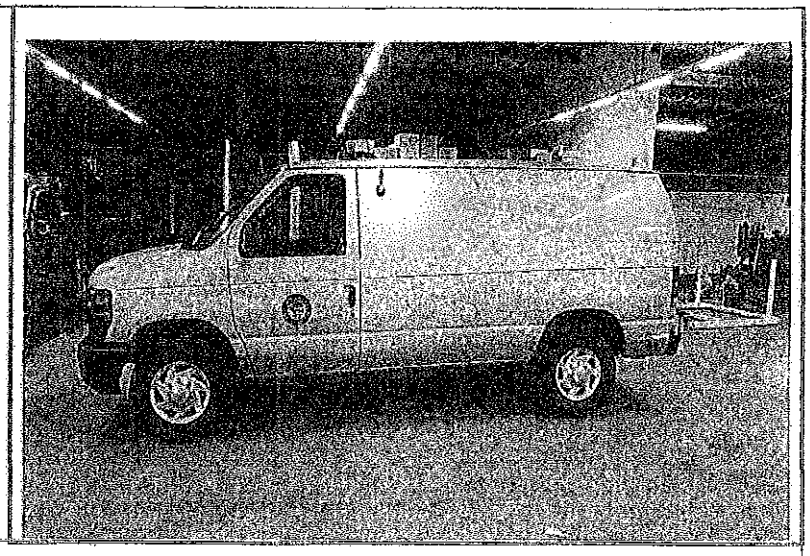
PROJECT DETAIL SHEET

Fiscal Year: 2018

Department: **DPW - water**

Project Title: **Replacement of Service Van**

Requested Amount: $ 35,000



Description:

This project will purchase and equip a new service van for the water distribution division.

Project Overview:

This purchase will continue the practice of replacing water service vans on a scheduled basis.

The existing van, a 2009 Econoline van, is used daily in support of maintenance to the water distribution system.

Financial impact of this project on the department's operating budget:

Failure to purchase and equip this vehicle will require the DPW to keep an existing truck beyond its scheduled life, resulting in higher maintenance costs over time.

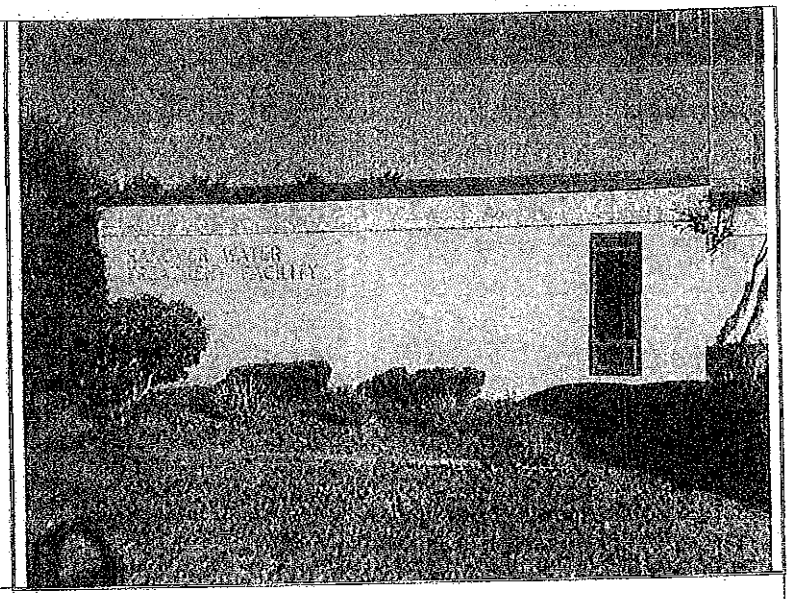
PROJECT DETAIL SHEET

Fiscal Year: 2017

Department: DPW

Project Title: Water Treatment Plant Upgrades

Requested Amount: $ 4,000,000



Description:

This project will provide for improvements to the town's water treatment plants and water storage tanks.

Project Overview:

This project will change chemical feed processes in the town's water treatment plants to enhance the removal of organic materials and change the method of chlorination in the town's three water treatment plants from free chlorine to chloramines in response to an Administrative Consent Order with the Commonwealth of Massachusetts to reduce disinfection byproducts in North Hanover below the federally mandated Tier 2 locational running average level of 80 parts per billion. The Town will also install mixing systems in the water storage tanks to reduce byproducts in the stored water.

Financial impact of this project on the department's operating budget:

The impact of not funding the work will result in increased maintenance costs within the water operating budget and simply deferred replacement of equipment to a future year.

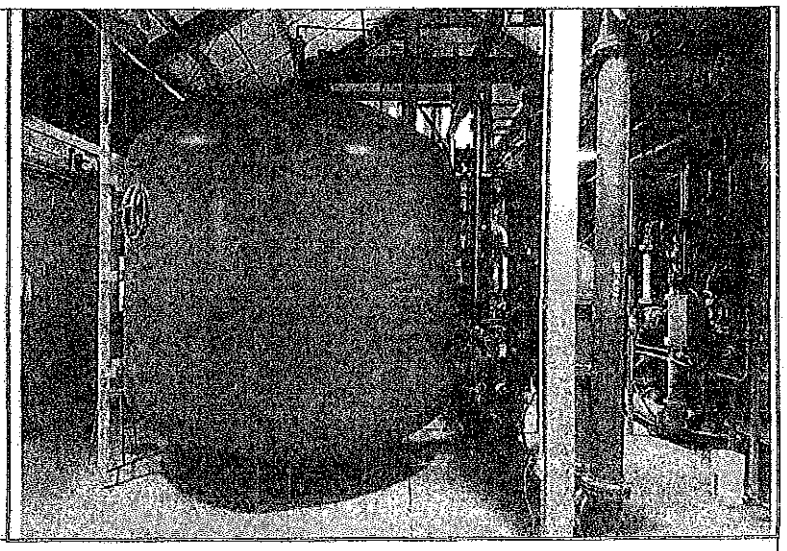
PROJECT DETAIL SHEET

Fiscal Year: 2017

Department: DPW

Project Title: Media Replacement – Broadway WTP

Requested Amount: $ 80,000



Description:

This project will replace filter media at the Broadway Water Treatment Plant.

Project Overview:

This project will replace the filter media in the six filters at the Broadway Water Treatment Plant. Filter media typically lasts 10-14 years. As media ages, the sharp edges of the media become rounded, reducing the filtering capability of the media and increasing the frequency of backwashes. Replacing the media restores the filter to like-new efficiency.

Financial impact of this project on the department's operating budget:

The impact of not funding the work will result in increased backwash costs at the Broadway WTP and will simply defer replacement of the filter media to a future year.

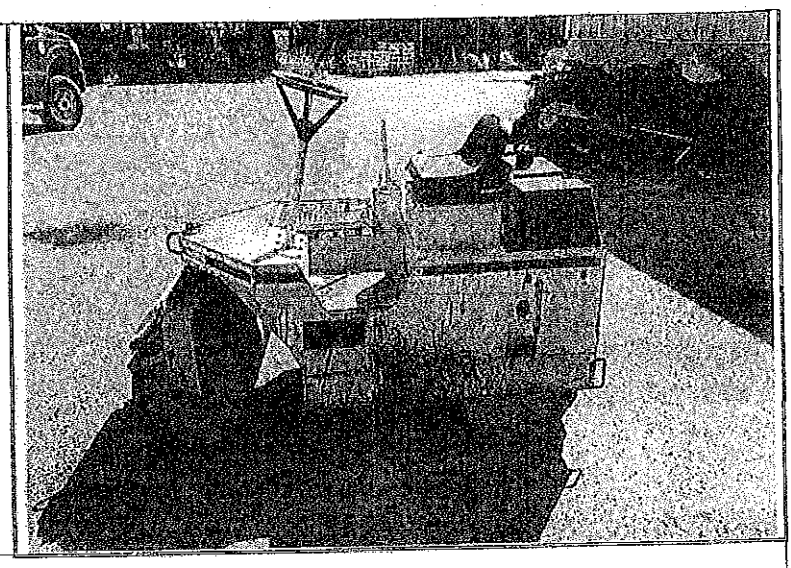
PROJECT DETAIL SHEET

Fiscal Year: 2018

Department: DPW

Project Title: Roller Replacement

Requested Amount: $ 40,000



Description:

This project will purchase and equip a 2.5 ton vibratory roller for the highway division, replacing an existing 1997 Stone SR2500 roller that is the nearing the end of its useful life.

Project Overview:

This project is a planned replacement of a 21 year old roller with an equivalent piece of equipment. The vehicle is a specialty vehicle, used to compact utility patches and pothole repairs. The Department's acquisition of a used hot box trailer and this new roller will allow the department to perform hot mix repairs to small roadway deficiencies. This roller is essential to properly compacting these repairs.

Financial impact of this project on the department's operating budget:

The loss of the existing roller would hamper the DPW's ability to make hot mix repairs. The alternative would be to rent equipment on an as needed basis, but this is likely to exceed the cost of purchase over the 20-year projected life of the new roller.

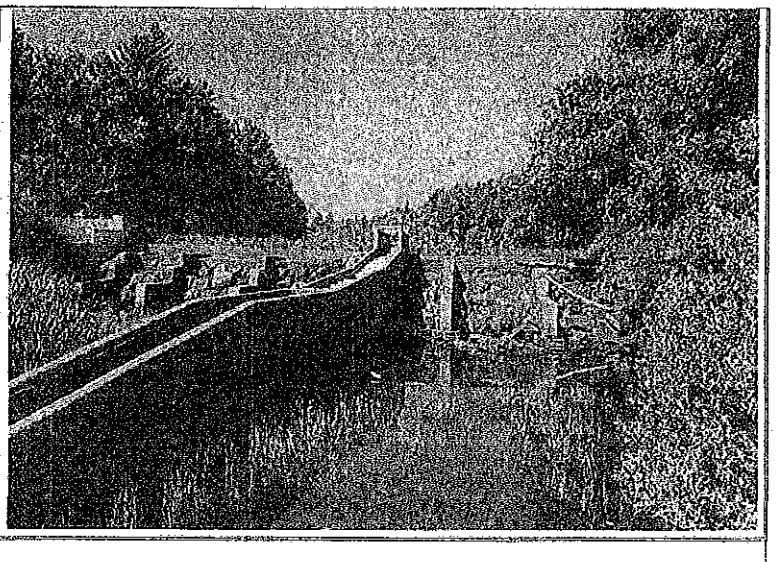
PROJECT DETAIL SHEET

Fiscal Year: 2018

Department: **DPW**

Project Title: **Dam Inspection and Design**

Requested Amount: $ 30,000



Description:

This project will provide funds for the design of necessary improvements to the Curtis Crossing Dam and or the Forge Pond Dam, as is required to bring the structures up to compliance with current State Dam Safety standards.

Project Overview:

The 2006 phase I inspections of the Forge Pond Dam and Curtis Crossing Dam outlined a series of deficiencies with both structures that need correction. The 2016 update to the Phase I inspections is expected to continue to call for these improvements. Work on these two dams was deferred while the Town focused on the Hackett's Pond Dam and Factory Pond Dam, both of which are now compliant with the regulations. This project will pay for the necessary design to the other two dams. It is expected that the Town of Pembroke will assist in the design and repair costs for the Curtis Crossing Dam as they share ownership.

Financial impact of this project on the department's operating budget:

The impact of not funding the work will require the operating budget to pick up the full cost of said work

Capital Improvements

PROJECT DETAIL SHEET

Fiscal Year: 2018

Department: **DPW**

Project Title: **Stormwater Management**

Requested Amount: $ 75,000

Description:

This project will provide for stormwater improvements, mapping, engineering services, and field work in response to requirements in the 2016 General Permit extension of the Stormwater Phase II program of the Federal Clean Water Act.

Project Overview:

This project will provide for stormwater improvements, engineering services, outfall sampling, and field work to meet the Town's obligations as an operator of a municipal separate stormwater system (MS4) under the 2015 General Permit of the Stormwater Phase II program of the Federal Clean Water Act.

Financial impact of this project on the department's operating budget:

The impact of not funding the work will require the operating budget to pick up the full cost of said work

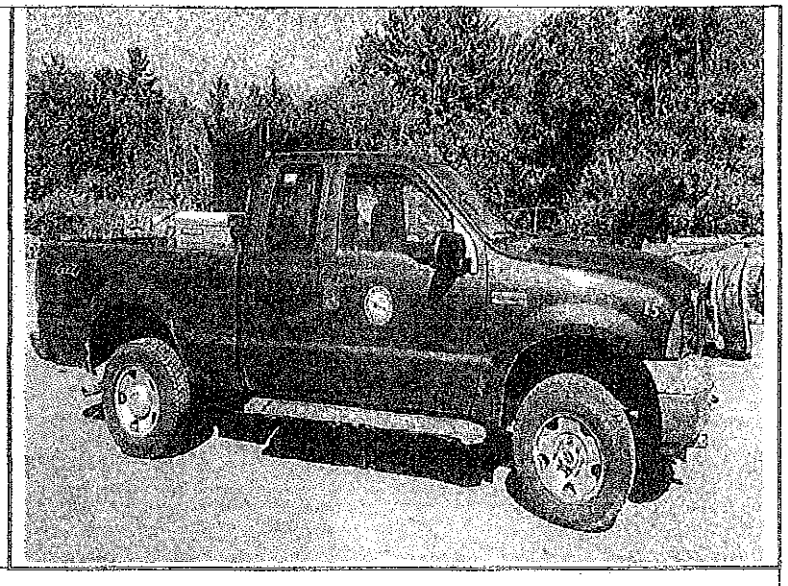
PROJECT DETAIL SHEET

Fiscal Year: 2018

Department: **DPW**

Project Title: **4x4 Pickup Truck with Plow – Public Grounds Foreman**

Requested Amount: $ 41,000



Description:

This project will purchase and equip a 4x4 pickup truck with plow for the Public Grounds foreman, rotating the Public Grounds foreman's existing 2009 Ford F250 4x4 to the Water Treatment Plant staff. An existing 2006 F250 4x4 pickup truck used by the water treatment staff will be taken off of the road.

Project Overview:

This project is a planned replacement of a 9 year old F250 4x4 pickup with an equivalent vehicle. The vehicle is used by the Public Grounds foreman during his daily and after hours job duties. The Public Grounds Foreman plays a lead role in the Town's snow and ice operation and this vehicle is used extensively both to plow and troubleshoot snow and ice operations during plowing and sanding events. The existing vehicle will be rotated down in the fleet, replacing an existing pickup truck that has reached the end of its useful life.

Financial impact of this project on the department's operating budget:

The failure to replace this vehicle will result in reduced reliability of the existing vehicles as well as increased maintenance costs to keep the treatment vehicle on the road. There will be a direct increase in snow and ice costs as the treatment vehicle that will be retired currently plows parking lots and will not likely last another winter.

PROJECT DETAIL SHEET

Fiscal Year: 2018

Department: DPW

Project Title: Tractor Replacement

Requested Amount: $ 40,000

Description:

This project will purchase and equip a tractor for the cemetery, replacing an existing Ford tractor that is at the end of its useful life.

Project Overview:

This project is a planned replacement of a general purpose tractor for the public grounds division. The vehicle is a specialty vehicle, used to perform general maintenance work in the cemeteries and ball fields.

Financial impact of this project on the department's operating budget:

The loss of the tractor would hamper normal operations, especially at the cemetery, slowing down jobs for an already small crew. It would also increase maintenance costs over time as the existing machine leaks oil and repeated costly attempts to solve this problem have had limited success over the past 10 years.

FACILITIES DEPARTMENT

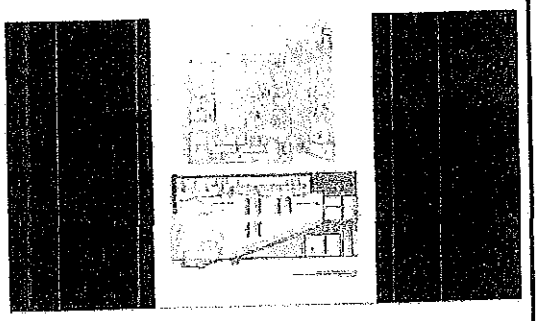
Capital Improvements FY18

Fiscal Year: 2018

Department: FACILITIES

Project Title: High School: Convert Enclosed Void Space Beneath Auditorium Seating into Storage Room

Requested Amount: $ 25,000 (tbd)



Description:

Install access door in corridor wall to provide access into the open area under the Auditorium seating. Install required fire and other systems to comply with code. Install shelving systems. Will provide school with approximately 2,000 square feet of additional storage space.

Project Overview:

The high school has insufficient storage space, particularly for the Drama Program which has no space for storage of large sets constructed for drama programs which could be re-used. Sets recently constructed have been broken down and stored at Salmond. However, there is a very large enclosed space of approximately 2,000 square feet under the inclined seating in the Auditorium. By merely building an access door into the wall along the Auditorium corridor (inside the Cafeteria entrance) and adding fire safety systems (sprinkler system, etc.) in the newly created storage area, the school would have an enormous increase in valuable storage space.

Financial impact of this project on the department's operating budget:

No financial impact on this department's budget. This measure enhances the high school's ability to store materials that would otherwise have to be stored off-site or stored in unauthorized locations in the school in violation of fire code. With this new space, the school would have sufficient storage for the drama program and other needs. This proposal has been enthusiastically endorsed by the school principal.

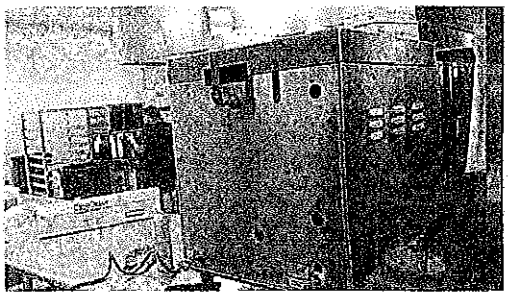
Capital Improvements FY18

Fiscal Year: 2018

Department: FACILITIES

Project Title: Middle & Cedar: Kitchen Capital Equipment, Phased Replacement Plan

Requested Amount: $ 50,000 (tbd)



Description:

Replace obsolete major appliances and refrigeration equipment.

Project Overview:

In Middle and Cedar schools, the Kitchen appliances including walk-in refrigerators and freezers, dishwashers, and ovens are nearing 20 years old and in poor operating condition. This proposal implements year 1 of a new 5-year replacement plan for capital kitchen equipment.

Financial impact of this project on the department's operating budget:

Facilitates the functions of the Food Services program. Will reduce food losses due to failure of refrigeration equipment.

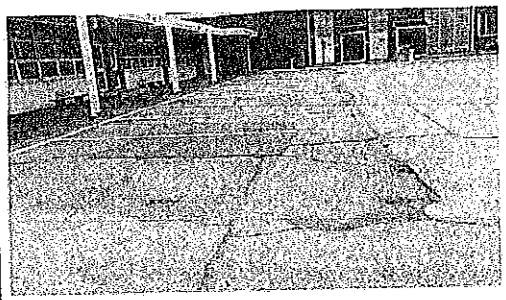
Capital Improvements FY18

Fiscal Year: 2018

Department: FACILITIES

Project Title: Cedar: Repave Parking Lot Areas and Vicinity

Requested Amount: $ 80,000 (tbd)



Description:

Grind existing paving, repair sub-base, and re-pave; and restore painted lines.

Project Overview:

Parking lot paving is old, cracked in many areas, and broken up in many other areas. Project will grind existing paving, prepare sub-base at damaged areas, then re-pave and restore painted lines.

Financial impact of this project on the department's operating budget:

No impact on department's budget; small benefit to DPW budget due to eliminated need to perform pavement patching.

Primary impact is a greatly improved aesthetic appearance of the school property and elimination of many tripping hazards. Also, this continues the high quality appearance of the high school parking lot into the connecting travel and parking areas of Cedar School. This lot is also the overflow lot for many activities at the high school, including Town Meeting, elections and graduation.

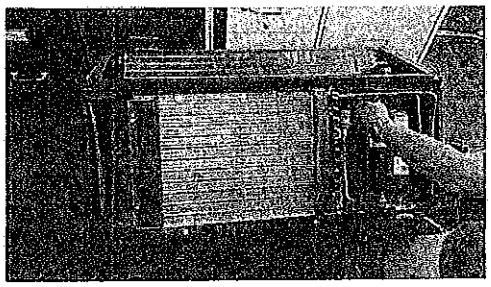
Capital Improvements FY18

Fiscal Year: 2018

Department: FACILITIES

Project Title: Town Hall: Replace Office Ventilation Units in 1977 Addition

Requested Amount: $ 45,000 (tbd)



Description:

Replace 13 office and conference room HVAC units with new HVAC units.

Project Overview:

In the rear (1977) wing of Town Hall, 13 individual ventilation units provide air conditioning and fresh air to 10 offices and 2 conference rooms. These units are 40 years old and have outlived their design life. Several units no longer work and the others have been breaking down with increasing frequency. (A recent repair of one unit in September 2016 cost $2800.) The Project replaces 9 cabinet unit ventilators and 4 unit ventilators.

Financial impact of this project on the department's operating budget:

Project will replace broken HVAC ventilation units serving the 2nd floor conference room and the basement interior offices. Will also replace the 9 obsolete cabinet ventilation units in the offices and the ventilation unit for the Hearing Room. This will result in improved HVAC performance, better cooling, and reduced maintenance expenses.

FIRE DEPARTMENT

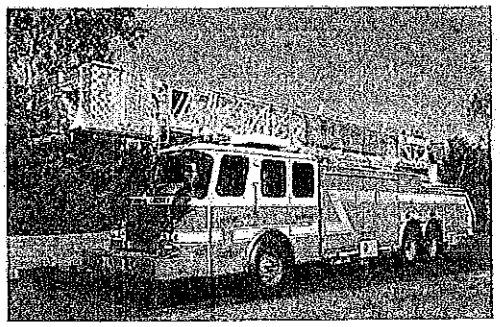
PROJECT DETAIL SHEET

Fiscal Year: 2018

Department: Fire

Project Title: Aerial Ladder Replacement

Requested Amount: $317,619*
Total project cost of $1,250,000. An Aid to Firefighters Grant (AFG) award of $932,381 has been awarded to the Town. Town's share to complete this project is $317,619.



Description:

Purchase and equip a new tower ladder to replace a 1989 aerial ladder.

Project Overview:

This project seeks to replace Ladder 1, a 1989 straight aerial ladder with a NFPA 1901 compliant tower ladder. The new tower ladder will greatly enhance the department's ability to provide fire & rescue services to our community. It will also greatly enhance the safety of our firefighters by providing a stable platform to conduct rescue and suppression operations. Unlike the current straight aerial ladder, the tower ladder would have a pre-piped waterway and on-board pump that will allow the rapid application of water.

Financial impact of this project on the department's operating budget:

The replacement of the 1989 aerial ladder with a new aerial tower will provide an estimated savings of 10,000 in first year maintenance costs as the new apparatus will be covered under a warranty. Failure to provide the matching funds in this fiscal year will result in the forfeiture of the $932,381 AFG award.

POLICE DEPARTMENT

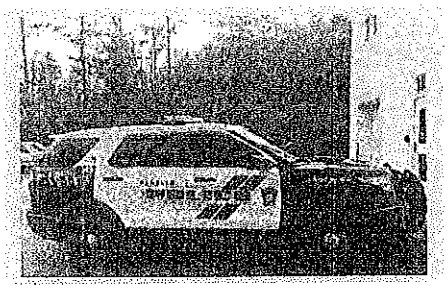
Capital Improvements

Fiscal Year: 2018

Department: Police

Project Title: Replace-Equip Police Cruisers

Requested Amount: $ 132,000



Description:

Purchase two (1) 2017 marked police cruisers for $43,556.00 (Qualified Bid)

Purchase one (1) 2017 unmarked police cruiser for $33,500.00 (Qualified Bid)

Purchase one (1) 2017 marked police cruiser command vehicle for $55,944 (Qualified Bid)

Project Overview:

Replacement of cruisers on a scheduled basis to defray repair costs. Replacement of older fleet vehicles on a yearly basis ensures that the vehicles are on-line and available for police use and emergencies. This purchase will allow the department to upgrade the present fleet to utility style all-wheel drive marked cruisers. The vehicles require the initial purchase of equipment specific to the body style. The equipment is anticipated to be removed and reinstalled in subsequent vehicles.

Financial impact of this project on the department's operating budget:

Decreased repair costs, less mileage on other cruisers when existing cruisers are down for repair. Ensures rotation of vehicles for future years. This fleet purchase will allow for the front line emergency response vehicles readiness. This scheduled replacement program has been in place for a significant number of years and has served the department well.