

Hanover Advisory Committee
550 Hanover Street
Hanover, MA 02339
Meeting Minutes
Wednesday, December 14, 2016 – 7:00 pm

Opening:

The meeting was opened at 7:02 p.m. by Edward Hickey, Chairman.

Committee Attendees:

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

Absent

Sandra Hayes
Brandon Freeman

Other Attendees:

Robert Murray, Facilities Engineering Manager
Alan Peters, Deputy Superintendent for Facilities

Review of Meeting Minutes

Emmanuel Dockter made a motion to accept the minutes from November 30, 2016 as written. This was seconded by Jerry O'Hearn. All were in favor and the motion passed.

Discussion with Robert Murray and Alan Peters

Robert Murray gave the Committee an overview of the Facilities Department's responsibilities. Mr. Murray introduced new employee Alan Peters and detailed the excellent skill set that Mr. Peters brings to his role in the facilities department. Robert Murray explained the careful process the engineering department implements to keep track of their 3.6 million budget.

Robert Murray gave the Committee a status update on current projects in his department. The safety bollards at the Hanover Middle School have been installed. The Hanover Fire Department's new emergency generator has been installed. The Cedar School roof project is on hold due to a delay with the contractor; however, all active roof leaks have been repaired. The removal of the Hanover Middle School floor tile is complete. The Stetson House project to air condition the first floor is complete. Phase 2 of this project will be the air conditioning and heating of the second floor. Joan Port-Farwell inquired whether the Stetson House should pay for the heat portion of the project since the funds granted were only intended for air conditioning. The replacement of air conditioning in the Hanover Town Hall first floor hearing room has been completed. Robert Murray stated that the Hanover Town Clerk will be relocating to the Advisory Committee hearing room so that all offices frequented daily by the public will all be in the same area of the building. A contractor will start the Hanover Library curtain wall repair in the Spring. Remaining funds for general improvements to the Stetson House have been used to update their electrical systems including outlets and lighting. The project to repair the Department of Public Works building at Ames Way has been completed. Edward Hickey requested

figures on the cost of running and maintaining Sylvester School. Robert Murray stated he would provide the information.

Robert Murray gave the committee a summary of each of the five draft capital requests from his department for FY18.

- Creating storage space under the auditorium seating at Hanover High School. Robert Murray detailed the lack of storage space in the building and the great benefit to using the current empty, unused space under the seating.
- Town Hall HVAC units need replacing. These units are only in the rear portion of the building.
- Kitchen equipment needs to be replaced at the Middle School and Cedar School. Alan Peters explained the major problems with these outdated kitchen appliances and equipment. The Middle School alone serves 450-500 hot lunches per day with the buildings original kitchen equipment. The \$64,000 requested is year one of a five year replacement schedule which will address the most urgent needs first. The Committee asked Mr. Murray to look at bundling the 5 year costs to see if approving all at once would lower the overall cost.
- New paving for the Cedar School parking lot. Edward Hickey stated that the estimate seems very high for this project, and the Committee would like the cost reduced if possible. The Committee agrees the pavement is in very poor condition. Mr. Murray will look into alternative lower cost approaches to this paving project.
- Modification of a current HV unit on the high school roof so that it will include AC. The current unit serves the high school cafeteria which is quite hot. Multiple fans are needed to cool the area currently, and working conditions are difficult.

Alan Peters departed at 8:01 pm after the discussion regarding the kitchen equipment to attend a prior commitment. Robert Murray departed at 8:38 pm. The Committee thanked them both for their time.

General Discussion

The Committee discussed meeting with Hanover Schools Business Manager Tom Raab and Hanover Director of Technology Operations Bill Hartigan to get an update on the school budget and Town wide IT status and future needs. Gavin Little-Gill stated that he would like a Town wide inventory of all technology equipment. Edward Hickey stated that the Committee would request an inventory from Mr. Hartigan. Joan Port-Farwell stated that the Committee should consider appointing an additional liaison specifically for Town wide IT issues.

Edward Hickey stated that Town Manager Troy Clarkson has not yet replied to the Committee's memo.

Joan Port-Farwell would like the current overlay account balance.

Next Meetings

The Committee's next meeting will be on Wednesday, January 18th at 7 pm.

Adjournment

Joan Port-Farwell made a motion to adjourn. This was seconded by Jerry O'Hearn. All were in favor, and the meeting adjourned at 9:15 pm.

ADVISORY COMMITTEE

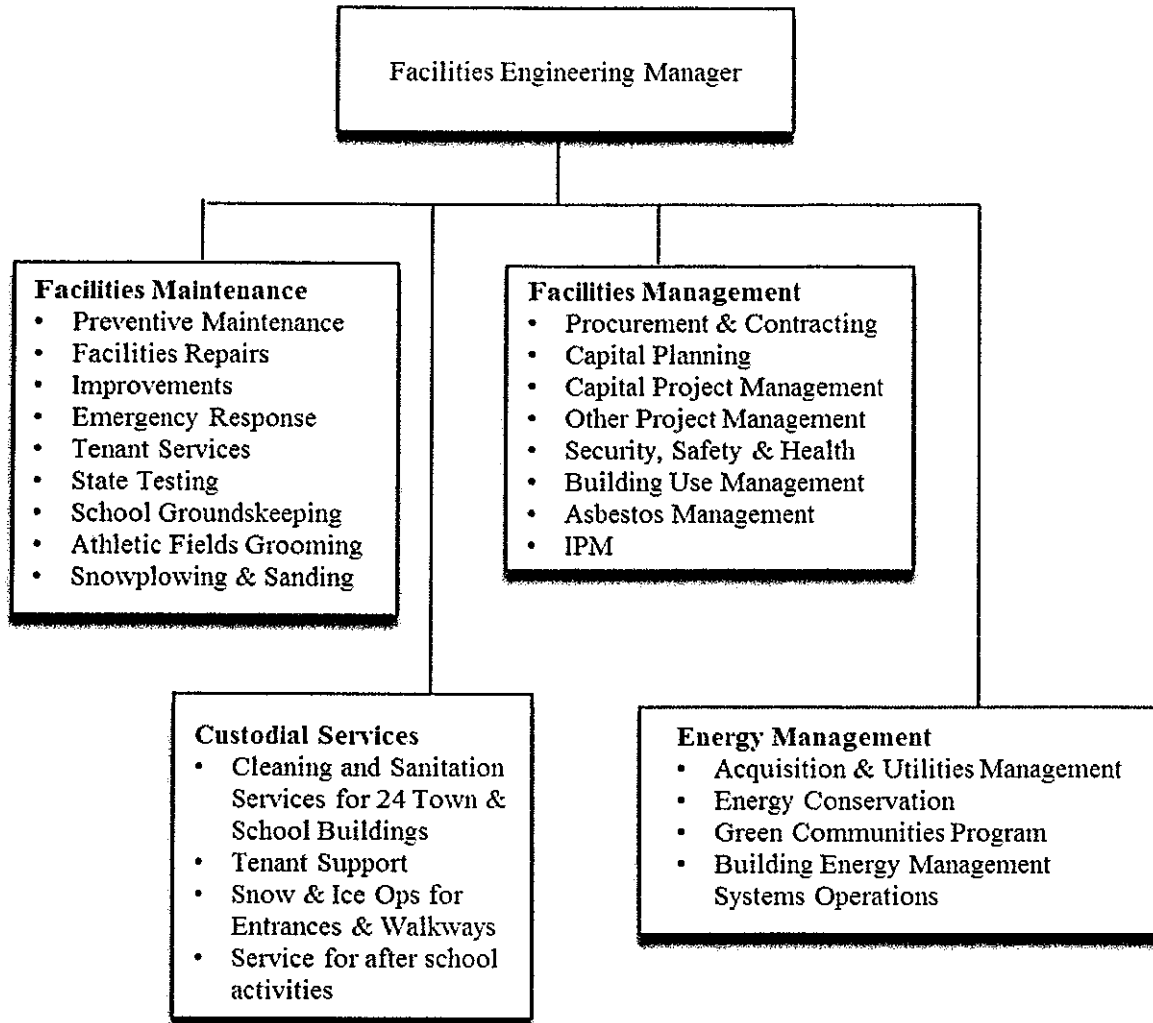
2018 CAPITAL PLAN, FACILITIES

1. Background, Facilities
 - a. Organizational changes
2. Accomplishments FY2017
 - a. Capital
 - i. Bollards, Middle School (complete)
 - ii. Fire Alarm system upgrade, Town Hall (underway; completed next week)
 - iii. Cedar School roofing; work started, resumes in the spring (Aquabarriers)
 - iv. Fire Headquarters – New emergency generator, powers entire building (complete)
 - v. Middle School floor tile – Phase 2 resumes next summer
 - vi. Stetson House Air conditioning – Phase 2 resumes in spring
 - vii. Town Hall Hearing Room improvements – new ductwork has quieted HVAC noise; improvements in finishes soon
 - viii. Town Hall security system – imminent (pending possible office moves)
 - ix. Library – repairs to window curtain wall (Suburban Glass & Masonry)
 - b. Non-Capital
 - i. Stetson House, electrical: interior lighting improvements and additional electrical outlets (labor by SS Votech electrician classes)
 - ii. DPW Operations Building (219 Winter St): final modifications to integrate and outfit new wing (ribbon cutting Friday)
 1. Transition uneven floor slabs
 2. HVAC
 3. Electrical
 4. Septic
 5. Custodial
 - iii. Middle School – entrance lobby upgrades (reception desk and café style furniture)
3. FY2018 Capital Project Proposals
 - a. High School – Storage beneath Auditorium seating
 - b. Town Hall – HVAC
 - c. School Kitchen Equipment – Phased replacement plan
 - d. Paving, Cedar School parking lot
 - e. High School kitchen – modify H&V unit for cooling



Facilities Department

Programs and Services

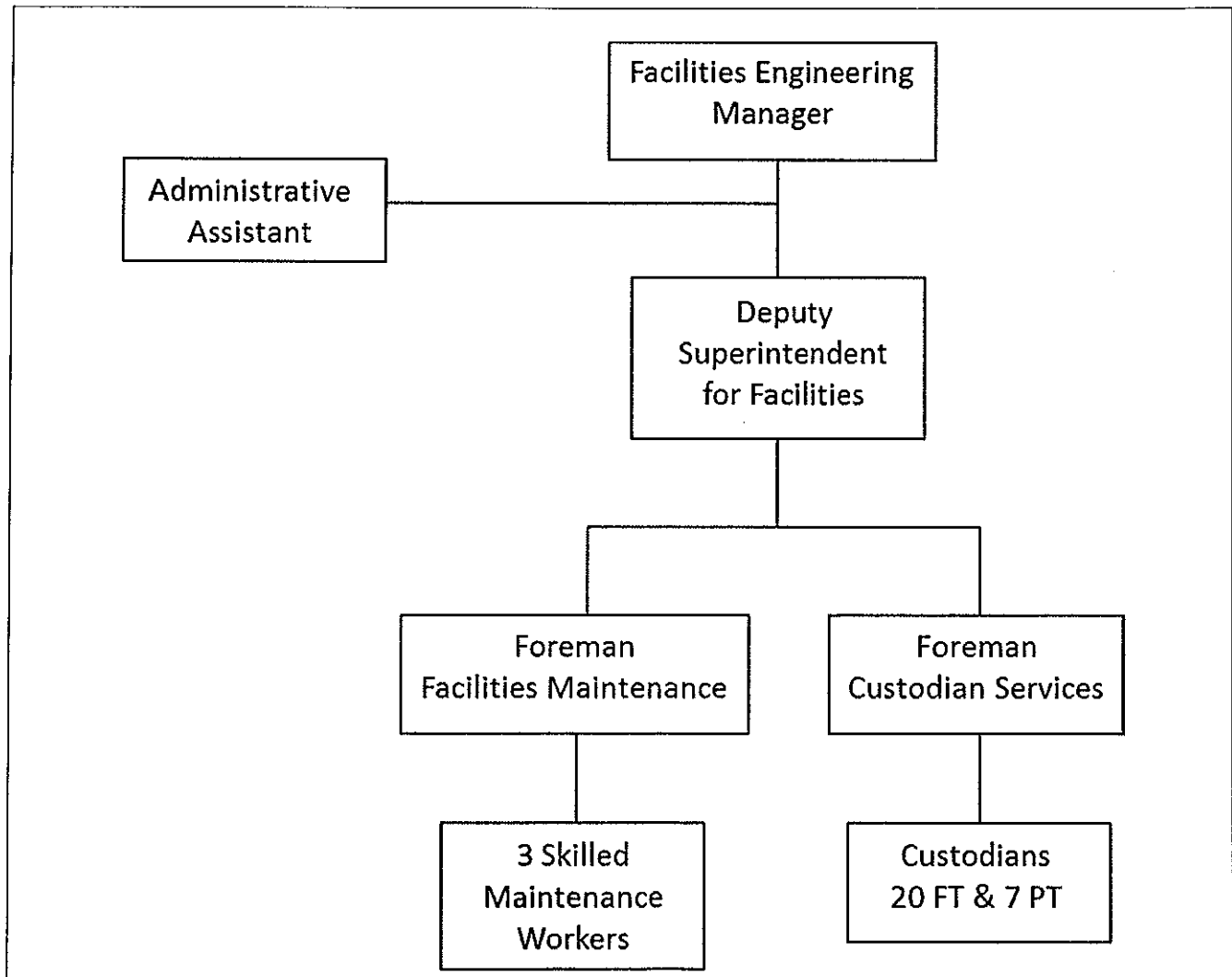




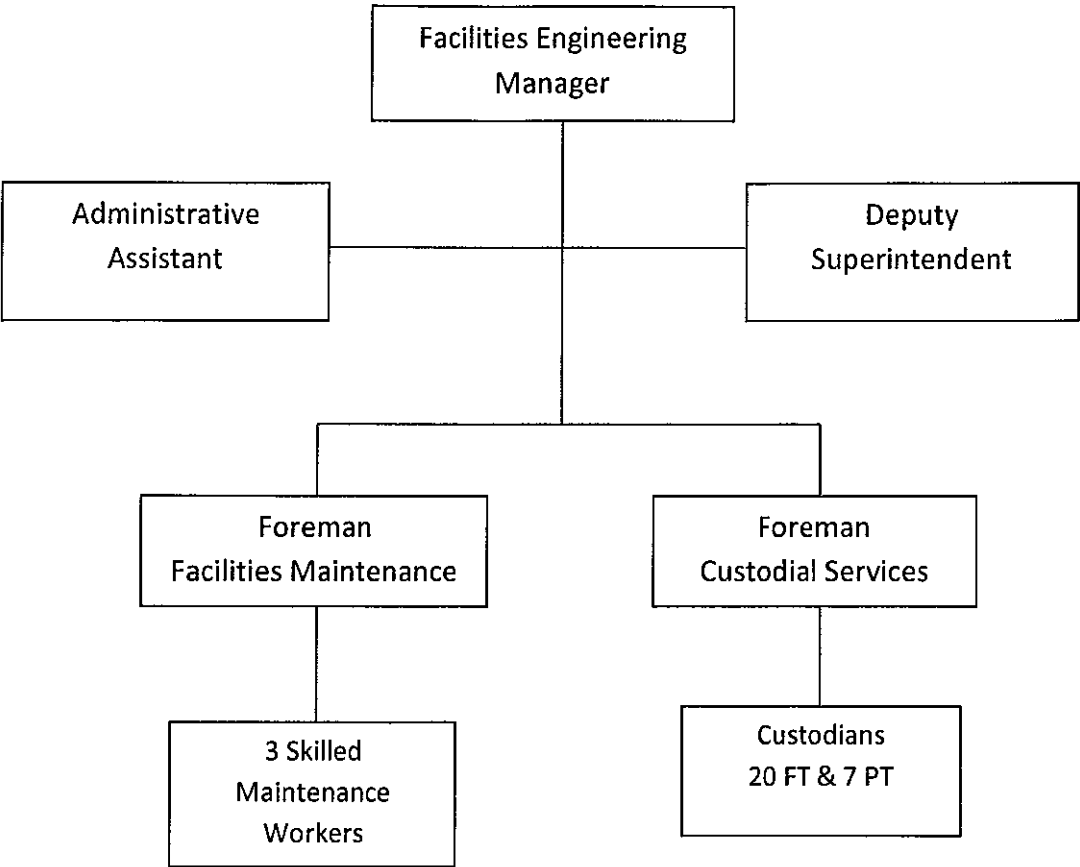
Facilities Department

Mission	In 2012, Hanover consolidated the maintenance operations for school and town buildings into a new Facilities Department reporting to the Town Manager. The consolidation merged personnel from the school department's maintenance organization and custodians in town buildings under the management of a newly hired Facilities Engineering Manager. Two additional positions were also added, namely an additional skilled maintenance worker and an administrative assistant. The consolidation has been widely regarded as a seamless transition and a full success, with building maintenance being managed by a professional in place of school and town executives managing their building's maintenance as a collateral responsibility.
----------------	--

Organizational Chart FY16



Facilities Department FY17





Town of Hanover
Facilities Department
FY2018 Capital Budget Proposal

Robert Murray, PE
Facilities Engineering Manager
12/14/16

PROJECTS

1. High School – Create Storage Room Beneath Auditorium Seating
2. Town Hall – Replace HVAC Units in 1977 Addition
3. School Kitchens – Equipment Modernization Plan (Phase 1) ✓
4. Cedar School – Repave Parking Lot
5. High School – Upgrade Kitchen HV Unit for Cooling

1

High School

Create Storage Room Beneath Auditorium Seating



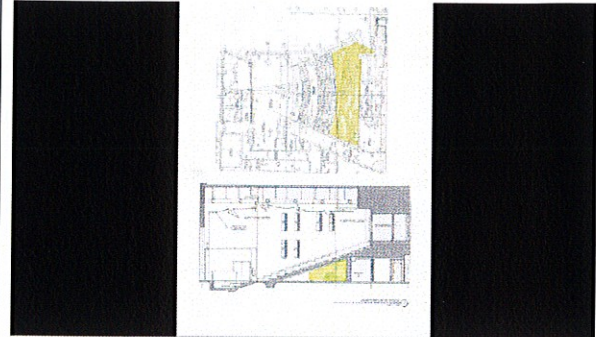
Capital Improvements FY18

Fiscal Year: 2018

Department: FACILITIES

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

Requested Amount: \$ 27,000



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 system. 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. Large sets recently constructed had to be 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.

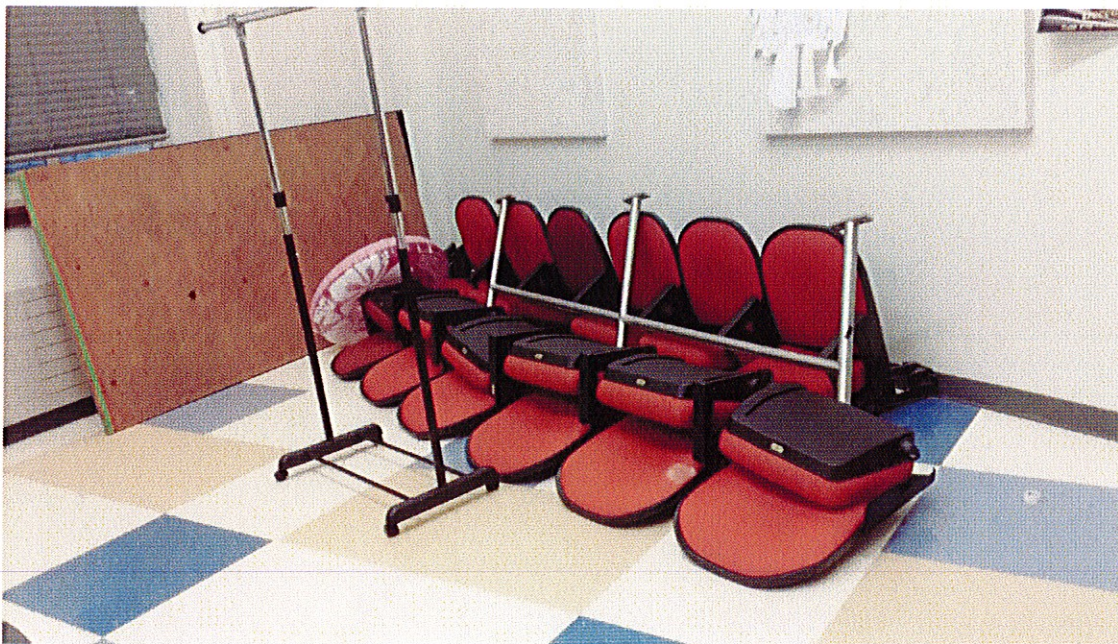
Financial impact of this project on the department's operating budget:

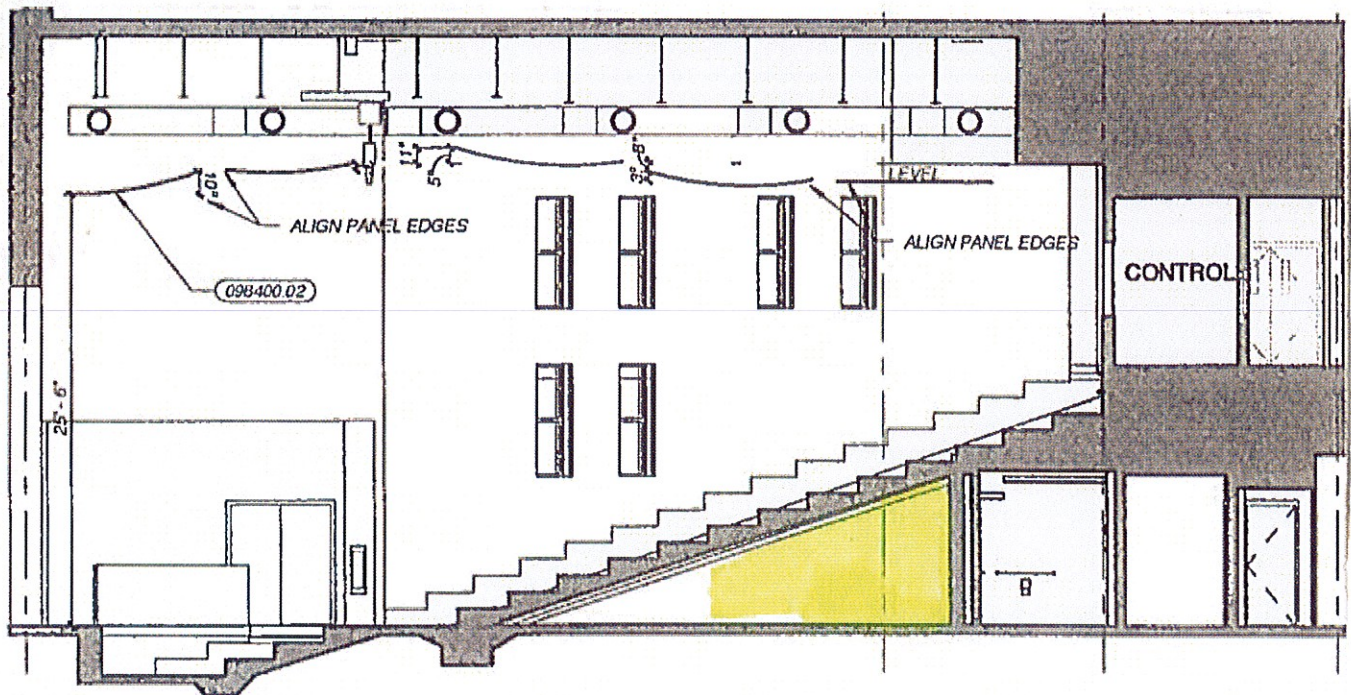
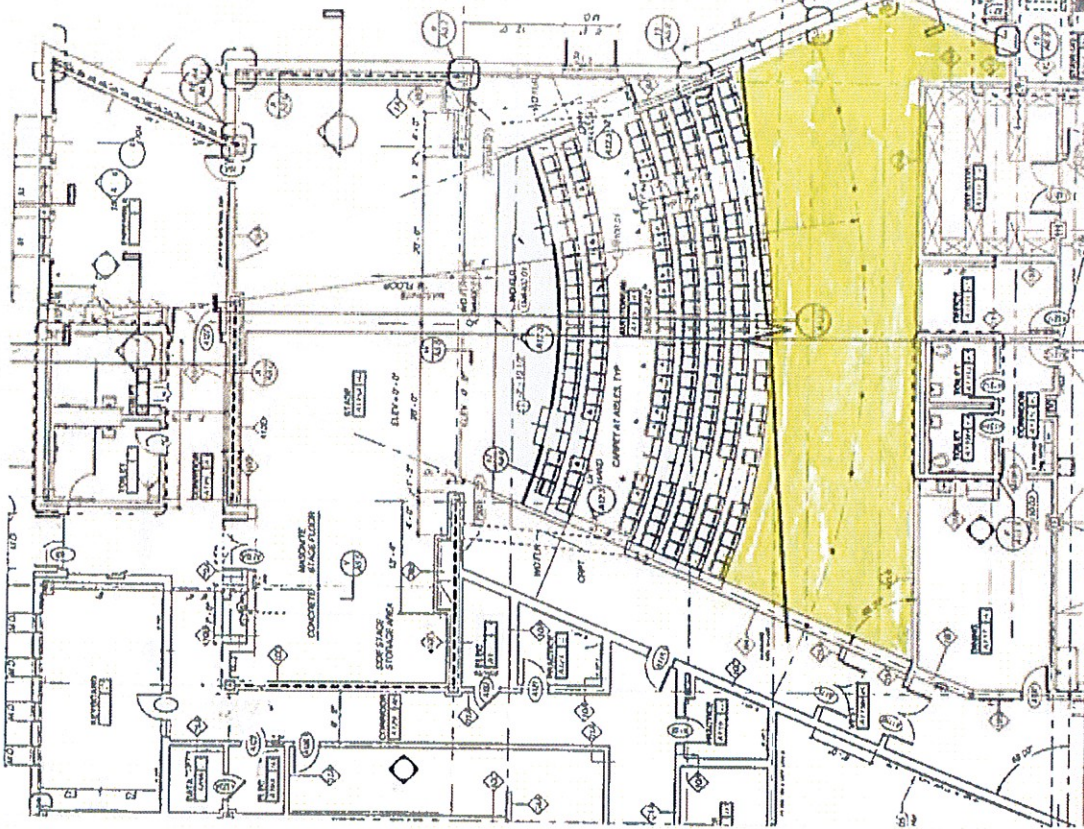
No financial impact on this department's budget. This measure enhances the high school's ability to store materials that would otherwise have to be stored off-site (or often stored in unauthorized locations in the school in violation of fire code). With this new space, the school will have sufficient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



Capital Improvements FY18

Work Element	Est cost		
New Doors 2 - one extra large w/thresholds to Auditorium	\$5,200		
Electrical - lights and power	\$4,200		
Engineer input for fire suppression & fire alarm	\$2,000		
Fire Alarm modifications	\$2,400		
Sprinkler system modifications (Fire Suppression)	\$7,200		
Drywall & misc.	\$4,000		
Shelving unit	\$2,000		
TOTAL:	\$27,000		
Note: Floor - not yet seen, may need some repair.			





AUDITORIUM SECTION 7
1/8" = 1'-0"

2

Town Hall
Replace HVAC Units




Capital Improvements FY18

Work Element	Material	Labor	Total Est cost
Replace 9 cabinet HVAC units & Splits	3,500	300	\$ 3,4200
Condenser pads & wiring upgrades			\$ 800
Replace two small HVAC Air Handler & condensers			\$ 18,000
Replace one large HVAC Air Handler & Condenser			\$ 15,000
TOTAL:			\$ 68,000

School Kitchens
Equipment Modernization Plan (Phase 1)



Capital Improvements FY18

<p>Fiscal Year: 2018</p> <p>Department: FACILITIES</p> <p>Project Title: Middle & Cedar Schools: Kitchen Capital Equipment, Phased Replacement Plan (Phase 1)</p> <p>Requested Amount: \$ 64,000</p>	
<p>Description:</p> <p>Replace obsolete major appliances and refrigeration equipment.</p>	
<p>Project Overview:</p> <p>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.</p>	
<p>Financial impact of this project on the department's operating budget:</p> <p>Facilitates the functions of the Food Services program. Will reduce food losses due to failure of refrigeration equipment.</p>	



Capital Improvements FY18

Note, the total value of a typical School's Kitchen Equipment is more than \$235,000. HMS serving line equipment is original to school construction and the stainless food wells are pitted. Cooling and heating controls on that serving line are no longer supported by the manufacturer. HMS large walk-in freezer and cooler have water-cooler condensers and original components. They are at-risk for costly breakdown, and should be on the next HMS capital improvement. Walk-in refrigeration units at Cedar were mechanically upgraded and new insulation is needed. We should be planning about \$30,000 per year for HMS & Cedar School Kitchen capital needs.

Work Element	Material	Labor	Total Est cost
HMS replace serving Line #2 - 4 major components quoted			\$34,000
Cedar Walk-in Units Insulate Interior [has plywood walls]			\$30,000
TOTAL:			\$64,000





Capital Improvements FY18



4

Cedar School
Repave Parking Lot



Capital Improvements FY18

Fiscal Year: 2018

Department: FACILITIES

Project Title: Cedar: Repave Parking Lot Areas and Vicinity

Requested Amount: \$ 334,000



Description:

Grind existing paving, repair sub-base, and re-pave; and restore painted lines.
Provide drainage and run-off control for safety and increased life of pavement.

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. Project also includes replacement of asphalt sidewalks which are also badly cracked and present tripping hazard.

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





Capital Improvements FY18



Bus Drop-off area at main entry to Cedar School

5

High School
Upgrade Kitchen HV Unit for Cooling



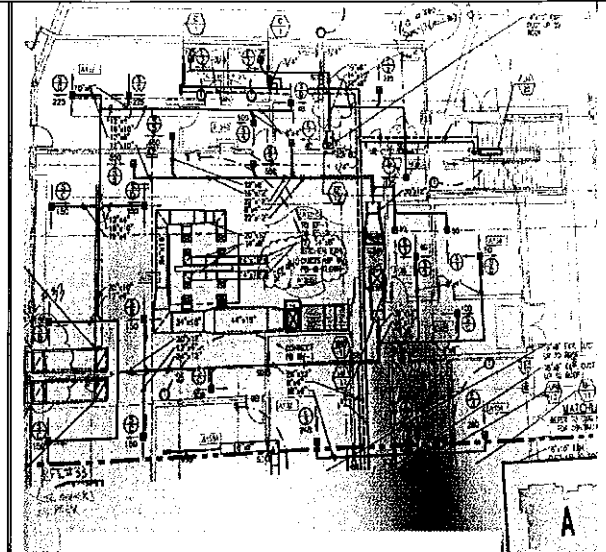
Capital Improvements FY18

Fiscal Year: 2018

Department: FACILITIES

**Project Title: High School, Upgrade Kitchen HV
Ventilation Unit for Cooling**

Requested Amount: \$ 25,000



Description:

Retrofit Kitchen ventilation unit (HV-1) with new cooling coil along with associated condenser, providing 5 tons of air conditioning, to cool Kitchen, Teacher Dining Room and two offices.

Project Overview:

Contractor to provide and install air-conditioning upgrade into existing rooftop ventilation unit (HV-1) which supplies fresh air and heat to the Kitchen, Teacher Dining Room and two offices. Also make modifications to the existing BMS system to control unit operation.

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

During the warm periods of September/October and April/June the temperature in the High School Kitchen reaches over 90F and Staff Dining Room reaches near ambient [80F or more]. The added 5 tons of cooling would not be significant on the High School's energy bill.

Work Element	Total Est cost
HVAC add cooling coil & condenser & filter upgrade	\$17,000
Electric for Condenser	\$2,000
HV-1 Controls work to integrate AC and economizer	\$5,000
Roofer work for Condenser	\$1,000
TOTAL:	\$25,000



Capital Improvements FY18





Capital Improvements FY18





FACILITIES SUPERBIA

TOWN OF HANOVER FACILITIES DEPARTMENT

MEMO

Date: 12/15/16

From: Bob Murray *RM*

To: Ted Hickey, Chairman, Advisory Committee

CC:

Subj: Attachments

Attached are 2 documents accidentally omitted from my proposals handout issued last night:

1. Project 1: High School Storage Room - Letter from Matt Paquette, High School principal
2. Project 4: Cedar School; Repave Parking Lot – Price estimate calculation sheet by Victor Diniak (to be revisited)



HANOVER HIGH SCHOOL
287 CEDAR STREET
HANOVER, MA 02339

MATTHEW J. PAQUETTE

Principal

MATTHEW T. PLUMMER

STEM Director

MAIN OFFICE (781) 878-5450

FAX NUMBER (781) 871-0590

GUIDANCE (781) 878-3990

www.hanoverschools.org

HUGH T. GALLIGAN

Associate Principal

DR. SHEILA M. WALSH

Humanities Director

Monday, November 21, 2016

Dear Advisory Committee,

I am writing in complete support of the recent capital proposal to open a storage area under Hanover High School's auditorium seats. As you know, this space not only serves all performing arts activities produced by the high school, but also it serves all of the performing arts productions across the district. For instance, the high school production of *Legally Blonde, the Musical* concluded Saturday, November 19th involving an enormous set design. The next district performance is scheduled to begin production on Monday, November 21st, requiring the complete breakdown and storage of the high school's *Legally Blonde* set. We have nowhere to store this set. As such, the entire production needs to be broken down and transported to Salmond for storage.

This storage space would be utilized by any productions coming out of Cedar School, Center/Sylvester, and the Hanover Middle School. As well, our choral and instrumental performances would benefit from this space.

I appreciate your thoughtful consideration of the aforementioned proposal, and would welcome the opportunity to elaborate further on the benefits of this storage space if needed.

Sincerely,

Matthew J. Paquette
HHS Principal

"The Hanover High School Community provides a competitive and challenging curriculum specific to individual educational needs, empowering students to succeed in the academic, social, and civic arenas. We believe that respect, compassion, and empathy promote a positive climate that fosters school spirit and unity. Within a safe and secure environment, students develop academic and personal independence, self-motivation, artistic appreciation, creativity, social responsibility, and global awareness."

Cedar School Parking Area

Job Type: Reclamation

Basic job information:

Area - Machine Work	77000	sq ft	8555.556 sq yds
Area - Hand Work (paths)	8000	sq ft	888.8889 sq yds
Shoulder width to replace (ft):	0	feet	
Asphalt depth (base):	2.5	inches	
Asphalt depth (top)	1.5	inches	
Excess Removal Depth	4	inches	
Number of police officers:	0		
Estimated number of days:	0	days	
Concrete curb (front building)	600	ft	
Handicap Ramps	100	sq yds	
Number of Driveways	0		
Feet of Marking	0		
Structures to raise or repair	4		

Cost Estimate:

Reclamation and grading cost:	37,777.78	9444.444 sq yds
Excess material removal:	15,740.74	3148.148 cu yds
Raising of existing structures	1,000.00	
Base course cost:	101,830.00	1198 tons
Top course cost:	61,115.00	719 tons
Hand Work cost:	27,860.00	199 tons
Curbing cost:	36,000.00	
Handicap Ramps:	25,000.00	
Markings:	8,000.00	lump sum
Shoulder work:	10,000.00	lump sum
New drainage:	10,000.00	lump sum
Police Details:	0.00	n/a
Driveways:	0.00	n/a
Engineering/Inspections:	0.00	0 tons
Miscellaneous:	0.00	

Total: \$ 334,323.52

Estimated tons of Asphalt	1917 machine work
Estimated tons of Asphalt	199 hand work

Unit Costs

Police	45.00 per hour
Asphalt Cost	85.00 per ton
Asphalt Cost (Hand Work)	140.00 per ton
Loam Cost	0.75 per sq ft
Reclamation cost	4.00 per sq yard
Excess Removal	5.00 per cu yard
Overhead for DPW Inspector	0 per hour
Marking Cost	0.4 per linear foot
Curbing Cost	60 per linear foot
Handicap Ramps	250 pr sq yard
Cost of Repairing a Basin	250 per basin
Cost of a Driveway Approach	200 per driveway
Tonnage per driveway	1