

Hanover Advisory Committee
550 Hanover Street
Hanover, MA 02339
Meeting Minutes
Wednesday, March 30, 2016

Opening:

The meeting was opened at 7:00 p.m. by Chris Martin, Chairman.

Committee Attendees:

Chris Martin	Brandon Freeman
Jerry O’Hearn	Sandra Hayes
Wayne Moores	Joan Port-Farwell
Edward Hickey	Emmanuel Dockter
Angela Blanchard	

Other Attendees:

Janine Smith, Director of Finance
Victor Diniak, Director of Hanover Public Works
Peter Matchak, Hanover Town Planner
William Scarpelli, Chairman-Community Preservation Committee
Ray Miller, Chairman-Veteran’s Memorial Committee
Mary Dunn, Co-Chairman-Open Space Committee
Hal Thomas, Co-Chairman-Open Space Committee
George Mallard, Open Space Committee
Peter Johnson, Chairman-Historical Commission

Approval of Minutes

Joan Port-Farwell made a motion to accept the minutes from *March 23, 2016*. This was seconded by Emmanuel Dockter. All were in favor and the motion passed.

Victor Diniak – Director of Hanover Public Works

Victor Diniak discussed with the Committee changes to water related articles on the Hanover Annual Warrant. **Article 31-Union Street Standpipe** will be withdrawn from the warrant. **Article 29-Water Treatment Plants** could have a possible cost increase from \$1,400,000 to \$1,519,000. This is due to changes in the required repairs. Mr. Diniak is still looking for further clarification of these change and is seeking an itemized list of the cost changes from the vendor. **Article 30-Water Mains** also has a possible increase from \$200,000 to \$500,000. Again, Mr. Diniak is working on getting a detailed list of the cost changes for the proposed work, and will keep the Committee posted on future developments.

William Scarpelli – Chairman, Community Preservation Committee

William Scarpelli discussed Community Preservation Committee warrant articles with the Committee. The CPC has 6 articles on the warrant this year and have been very conservative with the articles they put forth. **Article 43-Affordable Housing Trust** is 10% of the fund for the creation & preservation of affordable housing. **Article 44-Open Space Plan** appropriates funds for the preservation of open space in Hanover. \$20,000 from the town qualifies the Open Space Committee to apply for additional money through grants. **Article 45-Foundation Wall Stetson House Barn** appropriates \$35,000 for repairs. A figure of \$75,000 was originally proposed and rejected by CPC. The \$35,000 gives the Historical Commission the ability to match those funds through a grant from the Massachusetts Historical Commission. Chris Martin stated that he believes the repair can be done for less and inquired where the additional money would go if he is correct.

Mr. Scarpelli stated that he will look into the matter. **Article 46-Trails** appropriates funds to improve and maintain wooded recreational trails within Hanover. **Article 47-Roll of Honor Restoration** appropriates funds to restore World War II Honor Roll plaques from 1946. **Article 48-Veterans Honor Garden** appropriates funds to build a memorial for all veterans of Hanover. Chris Martin inquired if the Community Preservation Committee was agreeable to the idea of creating a CPC stabilization fund in order to set funds aside each year for large, future project. Mr. Scarpelli stated that the CPC has discussed the idea but has not voted on it. Mr. Scarpelli also reiterated that CPC is being very diligent and conservative regarding what applications they will support. Any money not spent remains in their fund, and the CPC is very aware of future project they could accumulate money for such as the reuse of the Sylvester School. Both Chris Martin and Edward Hickey stated that they are pleased with the CPC's fiscally responsible approach to applications.

Ray Miller – Chairman, Veteran's Memorial Committee

Ray Miller discussed with the Committee the status of the Veteran's Honor Garden project to be located next to the new bandstand at B. Everett Hall Field. Warrant **Article 48-Veterans Honor Garden** would appropriate \$50,000 to help with the cost of the project. Mr. Miller explained various portion of the project including layout and design as well as engraved bricks and benches that will be sold to raise funds for the project. Mr. Miller inquired regarding using the remaining portion of the \$25,000 that was appropriated at last year's town meeting. Chris Martin stated that unfortunately the funds can only be used for design given the language of the approved warrant article. Chris Martin suggested the Veteran's Memorial Committee set up a table at Hanover Day to raise funds for the project. The Committee thanked Mr. Miller for the update, and he departed at 7:47 pm.

Warrant for Annual Town Meeting Motion and Commentary Review:

Article 21 – Appropriate Funds – Fire Command Vehicle:

After a discussion regarding the public safety value of the proposed vehicle, Joan Port-Farwell made a motion to support the article. This was seconded by Sandra Hayes. All were in favor and the motion passed. After review, Joan Port-Farwell made a motion to accept the motion as written. This was seconded by Sandra Hayes. All were in favor and the motion passed. Angela Blanchard abstained from both votes. After further discussion regarding a proposed change in the amount of funds to be appropriated, Jerry O'Hearn made a motion to re-open the motion. This was seconded by Sandra Hayes. All were in favor and the motion passed. Joan Port-Farwell made a motion to amend the motion from \$60,000 to \$55,000. This was seconded by Emmanuel Dockter. All were in favor and the motion passed. The following commentary was proposed: *This continues the Fire Department's systematic replacement and recycling of emergency response vehicles to ensure that adequate resources are available for fire and emergency management use. The Advisory Committee worked with the Fire Chief in evaluating the size and requirements of this vehicle and was able to achieve moderate cost savings.* Edward Hickey made a motion to accept the commentary as written. This was seconded by Joan Port-Farwell. All were in favor and the motion passed.

Article 19 – Purchase Police Department Vehicles:

Edward Hickey made a motion to accept the motion as written. This was seconded by Jerry O'Hearn. All were in favor and the motion passed. The following commentary was proposed: *This continues the Police Department's systematic replacement and recycling of high mileage vehicles to ensure that the vehicles are on-line and available for police use. The Advisory Committee notes the police vehicles to be replaced are used around the clock and have met their expected useful life.* Sandra Hayes made a motion to accept the commentary as written. This was seconded by Joan Port-Farwell. All were in favor and the motion passed.

Article 32 – Appropriate Funds – One Ton Dump Truck:

A discussion was had regarding the merit of this article. It was agreed the Committee would revisit this article after Emmanuel Dockter spoke further with Robert Murray.

Article 33 – Appropriate Funds – John Curtis Library - Restoration:

Sandra Hayes made a motion that the Town not accept this article and take no further action. This was seconded by Jerry O’Hearn. All were in favor and the motion passed. The following commentary was proposed: *The Advisory Committee toured the library and determined that the carpets and overall condition of the Children’s Library is excellent. This expenditure is not necessary at this time.* Edward Hickey made a motion to accept the commentary as written. This was seconded by Joan Port-Farwell. All were in favor and the motion passed.

Article 34 – Appropriate Funds – Replace Carpets – Town Hall:

Edward Hickey made a motion that the Town not accept this article and take no further action. This was seconded by Wayne Moores. All were in favor and the motion passed. The following commentary was proposed: *The Advisory Committee toured the town hall and determined that the overall condition of the carpets does not warrant replacement. This expenditure is not necessary at this time.* Joan Port-Farwell made a motion to accept the commentary as written. This was seconded by Wayne Moores. All were in favor and the motion passed.

Article 35 – Appropriate Funds – Cedar School Flooring:

A discussion was had regarding this article and some commentary was suggested. The article will be revisited at a later date.

Article 36 – Appropriate Funds – Tractor/Snow Blower:

Jerry O’Hearn made a motion that the Town not accept this article and take no further action. This was seconded by Wayne Moores. All were in favor and the motion passed. The following commentary was proposed: *The Advisory Committee believes that the current snow removal equipment is adequate to meet the needs of the High School Campus sidewalks. This expenditure is not necessary.* Jerry O’Hearn made a motion to accept the commentary as written. This was seconded by Angela Blanchard. All were in favor and the motion passed.

Article 1 – Accept Reports in Annual Town Report:

Emmanuel Dockter made a motion to accept the motion as written. This was seconded by Jerry O’Hearn. All were in favor and the motion passed. The following commentary was proposed: *This is a standard procedural article for the Town to accept the annual report.* Angela Blanchard made a motion to accept the commentary as written. This was seconded by Wayne Moores. All were in favor and the motion passed.

Article 2 – Hear/Accept Reports of Committees & State Officials:

Emmanuel Dockter made a motion to accept the motion as written. This was seconded by Sandra Hayes. All were in favor and the motion passed. Jerry O’Hearn made a motion to accept the commentary as written. This was seconded by Sandra Hayes. All were in favor and the motion passed.

Article 3 – Authorize Treasurer to Accept Trust Funds:

Sandra Hayes made a motion to accept the motion as written. This was seconded by Emmanuel Dockter. All were in favor and the motion passed. The following commentary was proposed: *This article allows the Treasurer/Collector to accept trust funds that are donated to the Town during the fiscal year.* Emmanuel Dockter made a motion to accept the commentary as written. This was seconded by Angela Blanchard. All were in favor and the motion passed.

Article 4 – Authorize Treasurer to Dispose of Tax Title Land:

Sandra Hayes made a motion to accept the motion as written. This was seconded by Joan Port-Farwell. All were in favor and the motion passed. The following commentary was proposed: *This article allows the Treasurer/Collector to sell property that the Town has acquired through the tax title foreclosure process.*

Emmanuel Dockter made a motion to accept the commentary as written. This was seconded by Wayne Moores. All were in favor and the motion passed.

Article 5 – Enter Into Compensating Balance Agreements:

Emmanuel Dockter made a motion to accept the motion as written. This was seconded by Sandra Hayes. All were in favor and the motion passed. The following commentary was proposed: *This article gives the Town Treasurer/Collector the option to enter into compensating balance agreements as a method of cash management.* Emmanuel Dockter made a motion to accept the commentary as written. This was seconded by Jerry O’Hearn. All were in favor and the motion passed.

Article 6 – Assume Liability to Allow State DEP Work:

Emmanuel Dockter made a motion to accept the motion as written. This was seconded by Sandra Hayes. All were in favor and the motion passed. The following commentary was proposed: *Each year, the Town is required by the State to assume responsibility for liability and damages which may be incurred by the State while improving, developing, maintaining and protecting tidal and non-tidal rivers. This article will acknowledge and accept that responsibility.* Emmanuel Dockter made a motion to accept the commentary as written. This was seconded by Joan Port-Farwell. All were in favor and the motion passed.

Article 7 – Set Pay for Elective Officers:

After discussion, it was agreed to revisit this article after arranging a meeting with Cathy Harder-Bernier the Hanover Town Clerk.

Article 10 – Appropriate CPC Revenues For FY2017:

Emmanuel Dockter made a motion to accept the motion as written. This was seconded by Sandra Hayes. All were in favor and the motion passed. The following commentary was proposed: *The Community Preservation Act requires that a minimum of 10% of the annual revenues of the fund must be set aside in each of the three categories of open space and recreational use, historic resources and community housing and an administrative budget of 5%. The budgeted reserve is set up as an additional annual reserve and may be used to fund any eligible Community Preservation projects. This article also provides funds to support the debt payments.* Emmanuel Dockter made a motion to accept the commentary as written. This was seconded by Wayne Moores. All were in favor and the motion passed.

General Discussion

Edward Hickey reiterated the benefit of the CPC being more diligent in their application review. Chris Martin would like to consider adding language in warrant articles to give a time frame for completion of the project. Janine Smith will inquire with town counsel regarding possible language. Chris Martin would like to invite the Town Clerk to the next meeting if possible.

Next Meeting

The next scheduled meeting is on Wednesday, April 6th at 7pm. The Hanover Town Clerk Cathy Harder-Bernier will be invited to the next meeting to discuss **Article 39-Voting Machines** and **Article 7–Set Pay for Elective Officers**.

Adjournment

Angela Blanchard made a motion to adjourn the meeting. The motion was seconded by Joan Port-Farwell. All were in favor and the meeting adjourned at 8:59 pm.

CPA Fund Reserves

Description	Open Space	Historic Resources	Affordable Housing	Budgeted Reserve	Undesignated FB
6/30/15 Reserve Balances	\$ 106,460	\$ 384,761	\$ 213,723	\$ -	\$ 682,729
FY16					
FY16 Set Asides at 10%	\$ 87,355	\$ 87,355	\$ 87,355		
FY16 Budgeted Reserve				\$ 111,557	
Articles voted at May 2015 ATM:					
Affordable Housing Trust			\$ (100,000)		
Town Hall Restoration (\$1,085,500)		\$ (384,000)		\$ (111,557)	\$ (589,943)
First Congregational Windows		\$ (80,450)			
Horse Drawn Hanover Fire Wagon		\$ (5,000)			
Veterans Database		\$ (1,000)			
FY17 Set Asides at 10%	\$ 104,806	\$ 104,806	\$ 104,806		
FY17 Budgeted Reserve				\$ 238,640	
Available for May 2016 Town Meeting	\$ 298,621	\$ 106,472	\$ 305,884	\$ 238,640	\$ 92,786
Voted Funding For Articles:					
Article 43 - Affordable Housing Trust			\$ (110,091)		
Article 44 - Open Space Plan	\$ (20,000)				
Article 45 - Foundation Wall Stetson House Barn	\$ (9,200)	\$ (10,000)			
Article 46 - Trails					
Article 47 - Roll of Honor		\$ (8,960)			
Article 48 - Veterans Honor Garden				\$ (50,000)	
	\$ 269,421	\$ 87,512	\$ 195,793	\$ 188,640	\$ 92,786

FY17 Estimated Revenues Set Asides

Estimated Revenues:

Gross Surcharge for FY16	\$	884,243
Estimated abatements/exemptions	\$	(25,000)
2.5% Tax Increase	\$	21,481
Estimated Surcharge for FY17	\$	880,724
Estimated State Match (19%)	\$	167,338
Total Estimated FY17 Revenue	\$	1,048,062

Appropriations & Set Asides:

5% Administrative Budget	\$	52,403
10% Open Space Reserve	\$	104,806
10% Historic Preservation Reserve	\$	104,806
10% Affordable Housing Reserve	\$	104,806
FY17 Debt Obligations:		
Land Acquisition \$1,380,000	\$	106,200
Recreation Fields \$1,000,000	\$	86,450
Outdoor Recreational Facility \$700,000	\$	79,550
King St. Recreational Complex \$1,600,000	\$	170,400
	\$	442,600
Budgeted Reserve	\$	238,640
Total Appropriations & Set Asides	\$	1,048,062

Town of Hanover
All Departments Expenditure Report
From 07/01/2015 to 06/30/2016

Account	Description	Carry Fwd	Orig. Bud	Amended	Encumb	Expend	Unencum Bal	% Exp
25 - COMMUNITY PRESERVATION								
180 - COMMUNITY PRESERVATION								
25-180-5110	SALARIES - APPOINTED OFFICIALS		\$25,000.00			\$32,893.14	\$-7,893.14	131.57 %
25-180-5345	POSTAGE					\$65.47	\$-65.47	100.00 %
25-180-5780	UNDESIGNATED EXPENSES		\$18,677.00			\$6,988.74	\$11,688.26	37.41 %
180 - COMMUNITY PRESERVATION Total			\$43,677.00			\$39,947.35	\$3,729.65	91.46 %
181 - CPA - HISTORIC RESOURCES								
25-181-145-5800	PRES/RESTORE CEMETERIES ATM 46/12	\$11,633.25				\$12,516.13	\$-882.88	107.58 %
25-181-410-5800	CPC TOWN DOCUMENTS ATM A73/10	\$43,818.61				\$2,977.37	\$40,841.24	6.79 %
25-181-412-5800	CPC HIST SOCIETY INV ATM A24/11	\$1,212.31				\$1,212.31		100.00 %
25-181-420-5800	CPC HACKET PND DAM PLN & SPC A32/11	\$29,683.00					\$29,683.00	0.00 %
25-181-427-5800	HISTORICAL SOCIETY COLLECT ATM 47/1	\$8,719.39				\$185.83	\$8,533.56	2.13 %
25-181-439-5800	PRES/RESTORE HISTORIC CEMETERIES	\$160,000.00				\$108,333.87	\$51,666.13	67.70 %
25-181-440-5440	CLIMATE CONTROL - STETSON	\$11,800.00					\$11,800.00	0.00 %
25-181-441-5800	REST/REPAIR HACKETTS DAM ATM 35/13	\$50,289.14					\$50,289.14	0.00 %
25-181-5319-9060-25	ARCHIVE/PRES STETSON HOUSE HISTORIC	\$4,568.88				\$4,298.00	\$270.88	94.07 %
25-181-5780-9044-26	VETERANS DATABASE		\$1,000.00				\$1,000.00	0.00 %
25-181-5820-9041-26	TOWN HALL RESTORATION		\$1,085,500.00			\$22,381.88	\$1,063,118.12	2.06 %
25-181-5820-9047-26	IST CONGREGATIONAL CHURCH WINDOWS		\$80,450.00				\$80,450.00	0.00 %
25-181-5830-9043-26	RESTORE HORSE DRAWN FIRE WAGON		\$5,000.00				\$5,000.00	0.00 %
181 - CPA - HISTORIC RESOURCES Total		\$321,724.58	\$1,171,950.00			\$151,905.39	\$1,341,769.19	10.16 %
182 - CPA - COMMUNITY HOUSING								
25-182-5968-9039-26	AFFORDABLE HOUSING TRUST TRANSFER		\$100,000.00					100.00 %
182 - CPA - COMMUNITY HOUSING Total			\$100,000.00			\$100,000.00		100.00 %
183 - CPA - OPEN SPACE								
25-183-403-5800	CPC TRAIL IMPROVEMENTS ATM A23/09	\$2,822.41				\$2,822.00	\$0.41	99.98 %
25-183-442-5810	WEBSTER ST PURCHASE ATM 36/13	\$32,211.85					\$32,211.85	0.00 %
25-183-5319-9061-25	TRAIL FEASIBILITY	\$25,000.00					\$25,000.00	0.00 %
25-183-980-5800-22	CPC FPP COMPLETION FATM A2/14	\$1,147.51					\$1,147.51	0.00 %
183 - CPA - OPEN SPACE Total		\$61,181.77				\$2,822.00	\$58,359.77	4.61 %

Town of Hanover
All Departments Expenditure Report
From 07/01/2015 to 06/30/2016

Account	Description	Carry Fwd	Orig Bud	Amended	Encumb	Expend	Unencum Bal	% Exp
25 - COMMUNITY PRESERVATION								
710 - DEBT SERVICE - PRINCIPAL								
25-710-5910-0732	OUTDOOR REC FIELD - PRINCIPAL		\$60,000.00				\$60,000.00	0.00 %
25-710-5910-0735	2011 KING ST COMPLEX - PRINCIPAL		\$125,000.00				\$125,000.00	0.00 %
25-710-5910-0736	CPA LAND ACQUISITION - PRINCIPAL		\$75,000.00				\$75,000.00	0.00 %
25-710-5910-0737	CPA RECREATION FIELD - PRINCIPAL		\$65,000.00				\$65,000.00	0.00 %
	710 - DEBT SERVICE - PRINCIPAL Total		\$325,000.00				\$325,000.00	0.00 %
751 - DEBT SERVICE - INTEREST								
25-751-5915-0732	OUTDOOR REC FIELD - INTEREST		\$21,950.00				\$21,950.00	0.00 %
25-751-5915-0735	2011 KING ST COMPLEX - INTEREST		\$50,400.00			\$25,200.00	\$25,200.00	50.00 %
25-751-5915-0736	CPA LAND ACQUISITION - INTEREST		\$34,200.00			\$17,100.00	\$17,100.00	50.00 %
25-751-5915-0737	CPA RECREATION FIELD - INTEREST		\$24,700.00			\$12,350.00	\$12,350.00	50.00 %
	751 - DEBT SERVICE - INTEREST Total		\$131,250.00			\$54,650.00	\$76,600.00	41.63 %
25 - COMMUNITY PRESERVATION Total		\$382,906.35	\$1,771,877.00			\$349,324.74	\$1,805,458.61	16.21 %
Grand Total		\$382,906.35	\$1,771,877.00	\$0.00	\$0.00	\$349,324.74	\$1,805,458.61	16.21 %

History of State Matching Funds

Fiscal Year of Surcharge	Net Surcharge	State Distribution	2nd Round	3rd Round	Total State Funds	% Funded
FY15	\$ 884,243	\$ 262,745	\$ 35,828	\$ 22,224	\$ 320,797	38.42%
FY14	\$ 835,037	\$ 428,409	\$ 57,133	\$ 36,140	\$ 521,682	63.60%
FY13	\$ 820,311	\$ 206,746	\$ 28,309	\$ 16,535	\$ 251,590	32.65%
FY12	\$ 770,643	\$ 194,399	\$ 27,660	\$ 16,276	\$ 238,335	32.66%
FY11	\$ 729,750	\$ 199,598	\$ 27,485	\$ 16,037	\$ 243,120	33.13%
FY10	\$ 733,764	\$ 236,373	\$ 35,284	\$ 20,339	\$ 291,996	43.01%
FY09	\$ 678,942	\$ 448,697	\$ 69,016		\$ 517,713	78.02%
FY08	\$ 663,555	\$ 631,824			\$ 631,824	100.00%
FY07	\$ 631,824	\$ 599,138			\$ 599,138	100.00%
FY06	\$ 599,138					

Veterans Memorial Project

Goals:

The Hanover Veterans Memorial is intended to help people better appreciate the gift of freedom by 1) providing a serene place for contemplation and meditation, 2) by helping to recall and understand past sacrifices and the costs of freedom, and 3) by educating the current and future generations of their responsibility to defend their freedoms and to pass them on undiminished.

Community Need:

This project is needed to recognize the military members who sacrificed for our country.

Timeline: 6 months to a year

Credentials: 3 members of the Board are Veterans and 1 whose family member was a veteran.

Success: Measured by completion of each stage of the project.

Budget: The total amount needed for this project is: \$103,400

Granite Memorial wall, benches and posts totaling.....	\$24,000
Labor or engraving on Memorial which is (estimated).....	\$10,000
Flag poles: 6 Branches, US Flag, State Flag, POW.....	\$9,000
Landscaping including: walkways, grading, plantings.....	\$50,200
Lighting for poles, memorial and pathway (estimate)....	\$10,200
	<hr/>
	\$103,400

Funding: We are actively fund raising and have \$6,000 committed already as well as the study funding totaling \$24,000 which if approved, will reduce the amount requested from CPC.

Maintenance: The DPW will be responsible for the maintenance as well as the commitment from the Boy Scouts to assist as well.

Veterans Memorial Garden Sponsored items



- Bench engraved within the Circle of the Memorial: \$5,000
- Bench engraved along the path to the Memorial:.... \$2,500
- Post engraved within the Memorial area:.....\$2,000

Flag Poles:

- American Flag Pole:\$2,500
- Marines Flag Pole \$2,500
- Army Flag Pole..... \$2,500
- Navy Flag Pole..... \$2,500
- Air Force Flag Pole.....\$2,500
- Coast Guard Flag Pole.....\$2,500
- Merchant Marines Flag Pole.....\$2,500
- State of Mass Flag Pole.....\$2,500

If you would like to purchase any of the items listed above, we will ensure a plaque or engraving of the donor will be recognized.

Please make check payable to: Veterans Memorial Fund
 American Legion Post 149
 c/o Ray Miller-Commander
 104 King Street
 Hanover, MA 02339

Follow us on Facebook
 Donations on GOFUNDME.com

Tax I.D. #04-6189350

