

**Hanover Advisory Committee**  
**550 Hanover Street**  
**Hanover, MA 02339**  
Meeting Minutes  
Wednesday, April 13, 2016

**Opening:**

The meeting was opened at 6:58 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  
Cathy Harder-Bernier, Hanover Town Clerk

**Approval of Minutes**

Edward Hickey made a motion to accept the minutes from *April 6, 2016*. This was seconded by Joan Port-Farwell. All were in favor and the motion passed.

**Cathy Harder-Bernier, Hanover Town Clerk**

Cathy Harder-Bernier presented to the Committee many of the accomplishments of the Town Clerks office. These included improving elections, training of election workers, Town census, voter registration, business certificates, dog licenses, open meeting law training, Town by-laws and document preservation. Ms. Harder-Bernier also discussed **Article 7 Set Pay Elected Officials** and **Article 38 Dog License Fee**. The Committee thanked Cathy Harder-Bernier and she departed at 7:21 pm.

**General Discussion**

Chris Martin informed the Committee that Town Moderator Doug Thomson could not attend tonight’s meeting. Janine Smith stated that the Hanover Board of Selectmen will vote on re-opening the annual and special warrant next Tuesday, April 19<sup>th</sup> to possibly make changes to **Article 45 Stetson House Foundation Wall** and Special **Article 7 Overlay to Stabilization**. The Committee briefly discussed their concerns with the water articles. Chris Martin stated that Victor Diniak will attend the next meeting to update the Committee.

**Warrant for Annual Town Meeting Motion and Commentary Review:**

**Article 41 – Amend Sign By-Law – Digital Message Boards:**

Joan Port-Farwell made a motion to support the main motion. This was seconded by Emmanuel Dockter. All were in favor and the motion passed.

**Article 42 – Amend Zoning By-Law:**

Edward Hickey made a motion to support the main motion. This was seconded by Jerry O’Hearn. All were in favor and the motion passed.

### **Article 38 – Dog License Fee**

Emmanuel Dockter made a motion to accept the motion as written. This was seconded by Angela Blanchard. All were in favor and the motion passed. The following commentary was proposed: *We are in support of the Town Clerks recommendation to eliminate dog license fees for residents over 70 years of age.* Jerry O'Hearn 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 39 – Appropriate Funds – Voting Machines**

Jerry O'Hearn made a motion to accept the motion as written. This was seconded by Wayne Moores. All were in favor and the motion passed. The following commentary was proposed: *The existing voting machines have met their expected life and replacement is warranted at this time.* Edward Hickey made a motion to accept the commentary as written. This was seconded by Angela Blanchard. All were in favor and the motion passed.

### **Article 7 – Set Pay for Elected Officers:**

The Committee had a long discussion regarding the Hanover Town Clerk's salary. Chris Martin stated that the Town Clerk salary was well known by the current Town Clerk prior to their election to the position. Mr. Martin feels that a higher raise than other Town employees is problematic, and the Town Clerk position already received a 6 percent increase last year. Chris Martin also stated that town clerks with higher salaries in surrounding towns may not have full time assistants when the Hanover Town Clerk does. Janine Smith stated the average salary increase is 2 to 3 percent. Ms. Smith also reminded the Committee that any addition increase they recommend has to have a funding source noted by the Committee. Joan Port-Farwell stated that the Town Clerk salary had been frozen in the past due to personnel problems. Mrs. Port-Farwell believes the salary should be increased to compensate for the many years the position was not increased along with other Town Hall positions. Sandra Hayes and Edward Hickey both stated they believe the current Town Clerk is doing an outstanding job and deserves the additional increase to compensate for the past problems with the position. Emmanuel Dockter and Brandon Freeman were also concerned with the data gathered from surrounding towns that reflect the Hanover Town Clerk's low salary. Sandra Hayes made a motion to increase the Town Clerk's salary to \$61,950 per year. This was seconded by Edward Hickey. Chris Martin was opposed to the motion. The remaining Committee members were in favor and the motion passed. Edward Hickey made a motion to support the Town Moderator's pay as written in the article. This was seconded by Angela Blanchard. All were in favor and the motion passed. The following commentary was proposed: *We are recommending a 5 percent increase for the Town Clerk's annual salary. This will make the position competitive with surrounding towns.* Sandra Hayes made a motion to accept the commentary as written. This was seconded by Jerry O'Hearn. All were in favor and the motion passed. The Committee set the expectation that next year the Town Clerk's salary will be raised the standard 2 to 3 percent.

### **Article 20– Appropriate Funds – Fire Pumping Engine:**

Wayne Moores made a motion to accept the motion as written. This was seconded by Emmanuel Docker. All were in favor and the motion passed. 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. After further discussion, Jerry O'Hearn made a motion to re-open the article to amend the commentary. This was seconded by Joan Port-Farwell. All were in favor and the motion passed. The following commentary was proposed: *We support the Fire Chief's recommendation that the 1997 pumping engine be refurbished rather than replaced as previously proposed in the capital improvement plan. This action saves the Town approximately \$300,000 by refurbishing instead of replacing.* Emmanuel Dockter made a motion to accept the commentary as amended. This was seconded by Wayne Moores. All were in favor and the motion passed. Angela Blanchard recused herself on all votes pertaining to this article.

### **Article 25 – Appropriate Funds – Large Dump Truck:**

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: *The Advisory Committee met with the Director of Public Works and is satisfied that the 26 year old vehicle has exceeded its useful life.*

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 26 – Appropriate Funds – Vacuum Sweeper Truck:**

Sandra Hayes made a motion to accept the motion as written. This was seconded by Angela Blanchard. All were in favor and the motion passed. The following commentary was proposed: *The Advisory Committee met with the Director of Public Works and is satisfied that the existing vacuum sweeper truck has reached the end of its useful life and replacement is necessary.* Angela Blanchard made a motion to accept the commentary as written. This was seconded by Sandra Hayes. All were in favor and the motion passed.

**Article 28 – Appropriate Funds – Storm Water Management:**

Jerry O’Hearn 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: *The Advisory Committee supports the recommendation of the Director of Public Works.* Jerry O’Hearn made a motion to accept the commentary as written. This was seconded by Wayne Moores. All were in favor and the motion passed.

**Article 52 – Accept Streets – Trailside Lane & Meadow Drive:**

Jerry O’Hearn made a motion to support the main motion of the Director of Public Works. This was seconded by Emmanuel Dockter. All were in favor and the motion passed.

**Article 53 – Accept Streets – Sunset Point:**

Angela Blanchard made a motion to support the main motion of the Director of Public Works. This was seconded by Emmanuel Dockter. All were in favor and the motion passed.

**Warrant for Special Town Meeting Motion and Commentary Review:**

**Article 2 – Rescind Completed Projects Borrowing Authorizations:**

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: *These projects are completed and have no additional expenses to fund. This is the last step needed to close out the borrowing.* Edward Hickey made a motion to accept the commentary as written. This was seconded by Wayne Moores. All were in favor and the motion passed.

**Article 3 – Transfer Meals Tax to OPEB Trust Fund:**

Angela Blanchard 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 is an ongoing housekeeping item. Article 37 of the May 7, 2012 Annual Town Meeting adopted the meals tax. It further intended that these receipts to go into an OPEB Trust Fund. Town Counsel has advised that because the receipts are General Fund revenue a transfer of the receipts needs to be done on an annual basis.* Edward Hickey made a motion to accept the commentary as written. This was seconded by Emmanuel Dockter. All were in favor and the motion passed.

**Article 6 – Appropriate Funds-South Shore Community Action Council:**

Wayne Moores 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: *Previous to last year, Hanover was one of the few towns receiving services from the South Shore Community Action Council that did not contribute. Hanover residents received more than \$100,000 in aid from the Council, and we feel that contributing annually is a worthy investment.* Jerry O’Hearn 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 8 – Fund South Shore Vo-Tech High School:**

Emmanuel Dockter made a motion to accept the motion as written. This was seconded by Angela Blanchard. All were in favor and the motion passed. The following commentary was proposed: *The assessment from South Shore Vo-tech was received just before last year's town meeting and the budget recommendations had already been finalized. This Article completes the FY16 assessment.* Sandra Hayes made a motion to accept the commentary as written. This was seconded by Jerry O'Hearn. All were in favor and the motion passed.

### **FY17 Budget Discussion**

Edward Hickey informed the Committee that he and Chris Martin met with Town Manager Troy Clarkson regarding reducing some of the budget line items within departments. The Committee is concerned that certain line items have been over-estimated given that historically the proposed figures were not fully expended. Troy Clarkson indicated he would provide a list of department line items that could possibly be reduced. This information has yet to be received by the Committee. With taxes increasing and residents feeling financial pressure, any savings is very helpful. Janine Smith reminded the Committee to use caution in cutting the budget as it could reduce the percentage of free cash at the end of FY17. The amount of free cash affects the Town of Hanover's bond rating. Janine Smith discussed the Advisory Committee's Reserve Fund and explained the unforeseen and extraordinary circumstance required for the Committee to vote for release of these funds. Angela Blanchard noted that the figures the Committee is reviewing are 4 months old and may be different now. Chris Martin stated that he would contact Troy Clarkson again regarding possible budget decreases. Chris Martin asked each Committee member to review budget line items within the departments they were assigned to and propose a list of possible reduction at the next Committee meeting. Angela Blanchard and Sandra Hayes stated they were comfortable with the figures in the Community Services budget. Edward Hickey stated he is comfortable with the figures in the Fire and Police budget. Joan Port-Farwell stated that she is comfortable with the figures in the school budget. Chris Martin suggested the Committee look closely at building maintenance line items. It was agreed that Committee members would review the figures and continue discussing the issue at the next meeting.

### **Next Meeting**

The next scheduled meeting is on **Wednesday, April 20<sup>th</sup> at 7 pm**. Victor Diniak will attend this meeting to give the Committee an update on water quality improvement warrant articles. Representatives from South Shore Vo-Tech will also attend this meeting. An additional meeting will be scheduled for **Thursday, April 21<sup>st</sup> at 7 pm**.

### **Adjournment**

Jerry O'Hearn made a motion to adjourn the meeting. The motion was seconded by Joan Port-Farwell. All were in favor and the meeting adjourned at 9:34 pm.

**161 - Town Clerk****FY '17 Request**

Salaries - Elected Official	\$	72,000.00	based on ave of South Shore towns in FY'15 + 2%
Salaries - Clerical	\$	43,923.64	2% increase
Overtime - Clerical	\$	750.00	
<b>SUB-TOTAL PERSONNEL:</b>	\$	116,673.64	
Equipment maintenance	\$	200.00	time clock, town seal
Binding	\$	540.00	6 books @\$90 ea
Postage and mail permits	\$	550.00	\$250 routine, \$300 DBA's
Office supplies	\$	-	
Printing and stationary	\$	200.00	business cards, letterhead, dog applications
Mileage reimbursement	\$	300.00	when car is not available
Registration fees	\$	2,360.00	\$560x4, \$30x4
Dues	\$	290.00	MTCA, IIMC, Tri-County Clerks
Public official bonds	\$	100.00	just Cathy
Equipment purchase	\$	500.00	Meg's printer, portable phone handset
<b>SUB-TOTAL EXPENSES:</b>	\$	5,040.00	
<b>TOWN CLERK TOTAL:</b>	\$	121,713.64	





<b>Town</b>	<b>Population</b>	<b>FY'2016 Salary</b>	<b>Years of service</b>	<b>Elected/appointed</b>
Hanover	14,618	\$59,000	3	Elected
Abington	15,328	\$66,100	4	Elected
Braintree	35,744	\$82,550	2	Appointed
Cohasset	7,870	\$76,874	5	Elected
Duxbury	15,384	\$67,500	2	Elected
E. Bridgewater	13,966	\$68,974	4	Elected
Hanson	10,208	\$64,595	6	Elected
Hingham	22,157	\$91,125	19	Elected
Marshfield	23,800	\$55,778	13	Elected
Norwell	11,057	\$73,000	8	Elected
Pembroke	19,071	\$76,305	8	Elected
Rockland	17,474	\$69,074	1	Elected
Scituate	18,957	\$70,450	4	Elected
Weymouth	53,803	\$86,191	5	Appointed
Whitman	14,195	\$62,940	4	Elected
Total	279,014	\$1,011,456	85	
Average of 14 (without Hanover)	19,930	\$72,247	6.07	



October 1, 2014

10 Manor Parkway Unit B Salem, NH 03079  
Toll Free: 888-547-8683 Fax: 603-212-0028

Catherine Harder-Bernier  
Town Clerk  
Town of Hanover  
550 Hanover Street  
Hanover, MA 02339

Dear Ms. Harder-Bernier,

Thank you for allowing LHS Associates, Inc. the opportunity to provide you with a quote for new Digital Scan Vote Tabulators. I am pleased to present the following quote for the purchase of four (4) ImageCast Precinct tabulator bundles and one (1) spare ImageCast Precinct tabulator. If you have any further questions please contact me directly.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff Silvestro", written in a cursive style.

Jeff Silvestro  
President  
LHS Associates, Inc.



Town of Hanover, Massachusetts  
**Purchase Proposal Quote**  
 Submitted by LHS Associates, Inc.  
 October 1, 2014



Quantity	Description	Price
<b>HARDWARE</b>		
<b>ICP Tabulator Bundle includes:</b>		
4	<ul style="list-style-type: none"> <li>✓ One (1) Tabulator with a padded carrying case, two (2) memory cards, one (1) power cord, one (1) key set, two (2) thermal paper rolls, one (1) dozen sharpie markers, six (6) security seals and an internal battery back up.</li> <li>✓ One (1) Plastic Ballot Box with three (3) compartments, casters and a built in power supply. Ballot boxes are able to nest for ease of storage.</li> </ul>	\$27,000.00
1	<b>Spare ICP Tabulator includes:</b> <ul style="list-style-type: none"> <li>✓ One (1) Tabulator with a padded carrying case, two (2) memory cards, one (1) power cord, one (1) key set, two (2) thermal paper rolls, one (1) dozen sharpie markers, six (6) security seals and an internal battery back up.</li> </ul>	\$5,000.00
<b>SERVICES</b>		
<b>Two Year Hardware &amp; Software Warranty</b>		
	<ul style="list-style-type: none"> <li>✓ All parts, labor, travel and shipping costs included.</li> <li>✓ Unlimited access to the LHS Help Desk for Pre Election, Election Day and Post Election questions, concerns or troubleshooting.</li> <li>✓ An annual maintenance visit to the Town of Hanover to inspect, calibrate and service all equipment.</li> <li>✓ Any necessary repairs will take place in the Town of Hanover. If onsite repair is not possible loaner equipment will be left in the Town's possession until all equipment can be repaired and returned.</li> <li>✓ An employee of LHS, not a subcontractor, will conduct all maintenance work.</li> <li>✓ A locally based service center with parts and technicians trained in repairing and servicing voting equipment.</li> </ul>	<i>Included</i>
	<b>Documentation, including but not limited to:</b>	
	<ul style="list-style-type: none"> <li>✓ One (1) Pre Election Testing Guide, four (4) Poll Worker Training Guides and one (1) Instruction to Voters Poster.</li> </ul>	<i>Included</i>
	<b>Two training sessions exclusively for the Town of Hanover.</b>	
	<ul style="list-style-type: none"> <li>✓ Two hours of training for Town Clerk and office staff. This training will cover basic use of the machine, pre election testing and Election Day procedures.</li> <li>✓ Two hours of training for Poll workers. This training will cover Election Day procedures and basic troubleshooting.</li> <li>✓ Both trainings will be conducted in the Town of Hanover and scheduled by the Town Clerk.</li> </ul>	<i>Included</i>
	<b>On site coverage by an employee of LHS for the first election.</b>	
	<ul style="list-style-type: none"> <li>✓ A member of the LHS team will work with the Town Clerk from one (1) hour prior to opening the polls until two (2) hours after the polls close on Election Day.</li> <li>✓ The representative will NOT be a subcontracted employee from another company.</li> <li>✓ The representative will be present during the Poll Worker Training session so all Poll Workers will be familiar with and have had interaction with the employee prior to the Election.</li> </ul>	<i>Included</i>
	<b>On site acceptance testing of all equipment.</b>	<i>Included</i>
<b>SHIPPING &amp; DISCOUNTS</b>		
	<b>Shipping &amp; Handling</b>	<i>Included</i>
	<b>Tabulator Trade-In Credit</b>	(\$1,250.00)
<b>TOTAL PURCHASE</b>		<b>\$30,750.00</b>
<b>ANNUAL POST WARRANTY FEES</b>		
5	<b>Annual Post Warranty Maintenance Fee</b> <ul style="list-style-type: none"> <li>✓ LHS Tier III Coverage (Annual Maintenance)</li> </ul>	\$1,000.00
5	<b>Annual Post Warranty Firmware License</b> <ul style="list-style-type: none"> <li>✓ ICP Firmware License</li> </ul>	<i>Included</i>
<b>TOTAL ANNUAL POST WARRANTY FEES</b>		<b>\$1,000.00</b>

- This quote is an estimate and is subject to final approval by LHS and the Customer
- Rate valid for 90 days and thereafter may change
- This quote does not include Coding or Ballots



Town of Hanover, Massachusetts  
**Purchase Proposal Quote**  
 Submitted by Election Systems & Software

Purchase Solution Includes:

<u>Quantity</u>	<u>Item Description</u>	<u>Price</u>
<b>Tabulation Hardware</b>		
<b>Model DS200 Precinct Scanner:</b>		
4	Model DS200 (Includes Scanner, Plastic Ballot Box with Steel Door and e-Bin, Reverse Wound Paper Roll and 4GB Jump Drive)	\$23,000.00
1	Model DS200 WITHOUT Ballot Box (Includes Scanner, Carrying Case, Reverse Wound Paper Roll and 4GB Jump Drive)	\$5,300.00
<b>Election Services</b>		
1	Implementation Services (Does not include Coding, Voice Files or Ballots)	\$1,575.00
X	Project Management	
X	Election Site Support Day	
X	Installation/Acceptance Testing	\$575.00
X	2-Year Hardware and Software Warranty	Included
<b>Shipping &amp; Other</b>		
X	Shipping and Handling	\$475.00
X	Commonwealth of Massachusetts Discount	(\$3,150.00)
<b>Total Purchase Solution</b>		<b>\$27,775.00</b>

**Footnotes:**

1. This quote is an estimate and is subject to final review and approval by both ES&S and the Customer.
2. Rates valid for 60 days and thereafter may change.
3. Any applicable (City & State) sales taxes have not been included in pricing and are the responsibility of the customer.
4. The quantity of service days reflects a reasonable estimate for implementation and selected ongoing election services. Quantities may change depending on specific Customer needs.

## SUMMARY – BYLAW REVIEW COMMITTEE

### ART. 34 – Amend General Bylaw 6-9 – Sign Bylaw – to include 5.1.1 Digital Message Boards

#### BACKGROUND:

Digital Message Boards are *not* new technology. They've been around for several years. The newer versions are “software driven” and though capable of many “special effects”, the industry has chosen to establish, and recommend *very conservative standards regarding “private sector” operation*, for the following reasons:

- to support the use of this technology – in *both* the public & private sectors
- to eliminate liability associated w issues of “driver distraction”
- recognition that use of this technology, by the private sector, *typically* requires adoption of local regulation

The Public Sector has been the “proving ground”. Such signage is utilized for traffic control and for providing driver information. It is commonplace on both interstate and state highways. Adopted standards typically refer to “industry standards”.

*If there are challenges, they relate to the use of this technology locally, by commercial users, and the requirements that municipalities adopt to regulate use.*

Surprisingly, there is considerable case law regarding this issue...and there are lessons to be learned.

They can be summarized as follows:

- Some communities have refused to allow this use. They have lost. The courts have ruled that “digital message boards” are simply an additional type of signage, and if requested, must be addressed.
- Development of “local” requirements. Typically, communities commence this process by adopting other community’s standards. The courts recognize that his practice is common and agree there is nothing wrong w that. HOWEVER, they’ve also required that communities must VET those requirements, to insure consistency with their currently adopted signage regulations. In cases where they haven’t, the regulations have been overturned.

The Bylaw Review Committee, in concert with the Article sponsors, discussed this proposal on several occasions. Based upon those discussions, and resulting adjustments to the original proposal, our Committee’s recommendations follow:

## RECOMMENDATIONS

### BACKGROUND

1. General Bylaw 6-9-Sign Bylaw was adopted in 2001. The last amendment was added in 2011.
2. Under Article 3-Definitions, Digital Message Boards are already included as a type of signage.
- 3.

The purpose of 5.1.1 is to “flesh out” those requirements.

#### 5.1.1 SPECIFICALLY:

1. The Sponsors are addressing the issue. The Town has already been approached, and has been required to address this issue, via the Board of Appeals. For lack of specific requirements presently appearing in either the Sign Bylaw, or Planning Board regulations, this practice could continue, but prove detrimental to the Town’s long term interests.
2. The proposal is consistent with current Sign Bylaw requirements. This proposal requires a “special permit”, by the Planning Board, to install a digital message board. That is typical, and supported by the Courts. Presently, site plan review, for new structures, incorporates “signage”. A process needs to be in place to support signage changes. Additionally, requirements referencing no. of signs by property, and size, are also consistent with current requirements.
3. The proposal is conservative, and is supported by industry standards and “public sector” practices. This proposal will not turn the “Commercial District” into “Time Square”. By example, supported are “static images only” with no special effects, as well as consistent colors, and “automatic dimming” based upon ambient light.
4. This technology is *very* expensive. It is expected that the Town may be approached by some larger commercial entities, such as Hanover Mall. But the likelihood is that most will simply maintain current signage.
5. Affords the regulating authorities, i.e., Planning Board and Sign Bylaw Officer, the opportunity to establish consistent policy based upon requests.

The Bylaw Review Committee, at a scheduled public meeting, April 7, 2016, voted to unanimously support Article 34, as amended.