



TOWN OF HANOVER  
550 HANOVER STREET  
HANOVER, MASSACHUSETTS 02339

*Advisory Committee*

**Hanover Advisory Committee**

**550 Hanover Street**

**Hanover, MA 02339**

Meeting Minutes

Wednesday, October 24, 2018 – 7:00 pm

**Advisory Committee Hearing Room**

**Hanover Town Hall**

**Committee Attendees**

Ted Hickey

Sandra Hayes

Jerry O'Hearn

Gavin Little-Gill

Steve Kmito

Nick Morwood

Steven Freedman

James Hoyes

**Absent**

Joan Port-Farwell

**Other Attendees**

Lincoln Heineman, Finance Director

Joseph Colangelo, Town Manager

Chelsea Stevens, Town Accountant

Victor Diniak, Director of Public Works

**Opening**

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

**Review of Meeting Minutes**

The Committee reviewed and voted on the July 10 and October 15 Advisory Committee meeting minutes:

The Committee unanimously voted to accept the meeting minutes of July 10, 2017.

The Committee voted to accept the meeting minutes of October 15<sup>th</sup>, 2018. Sandra Hayes and Ted Hickey abstained from voting.

#### **Master Plan Implementation Committee**

The Committee unanimously voted to appoint Steve Kmito to the Master Plan Implementation Committee.

#### **Review of Capital Requests – Department of Public Works**

Victor Diniak, Director of Public Works, presented the DPW's capital requests for FY2020 to the Committee (detail attached).

#### **Other Business**

The Committee discussed what qualifies as a capital item. They also discussed the budget process based on the new Board of Selectmen policy. The Committee requested that prior years' capital be included in the 5-Year Capital Plan for comparison. Finance Director Lincoln Heineman agreed to put that information together for the Committee.

#### **Upcoming Meetings**

The Committee's next three meetings are as follows:

Wednesday November 7<sup>th</sup>: Police, Fire, Community Services, Community Development & Municipal Inspections, and Finance capital requests will be presented

Tuesday November 13<sup>th</sup>: Library & Facilities capital requests will be presented

Wednesday November 28<sup>th</sup>: Information Technology capital requests will be presented

#### **Adjournment**

Sandra Hayes made the motion to adjourn. This was seconded by Jerry O'Hearn. All were in favor and the meeting adjourned at 8:07 p.m.



## Capital Improvements

### PROJECT DETAIL SHEET

**Fiscal Year:** 2020

**Department:** DPW

**Project Title:** 4x4 Pickup Truck  
with Plow – Deputy Superintendent

**Requested Amount:** \$ 42,000



#### Description:

This project will purchase and equip a 4x4 pickup truck with plow for the Deputy Superintendent – Field Operations, rotating the Deputy Superintendent'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 Deputy Superintendent – Field Operations during his daily and emergency after hours job duties. The Deputy Superintendent – Field Operations supervises all highway, grounds, transfer station and 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 may not likely last another winter.



## Capital Improvements

### PROJECT DETAIL SHEET

**Fiscal Year:** 2020

**Department:** DPW

**Project Title:** Chapter 90 Road Work

**Requested Amount:** To be determined by  
**State formula:** anticipated amount  
\$500,000



#### Description:

This project will accept Chapter 90 road funds provided by the Commonwealth of Massachusetts and perform appropriate road work with said funds.

#### Project Overview:

The project will perform appropriate road maintenance including crack sealing, engineering, pavement preservation, and road overlays using state allocations and in accordance the rules and regulations of the Chapter 90 program of the Massachusetts Department of Transportation (MassDOT).

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

Failure to accept the Chapter 90 funds will force the town to perform road repairs out of general operating funds.





## Capital Improvements

### PROJECT DETAIL SHEET

**Fiscal Year:** 2020

**Department:** DPW

**Project Title:** Dam Repairs

**Requested Amount:** \$ 100,000



#### **Description:**

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

#### **Project Overview:**

The 2006 and 2017 phase I inspections of the Curtis Crossing Dam outlined a series of deficiencies that need correction. Work on this dam 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 improvements to the structure. The total cost of the repairs is estimated between \$150,000 and \$200,000 to be shared with the Town of Pembroke. The Town of Pembroke has already appropriated \$100,000 to fund its share of 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: 2020**

**Department: DPW**

**Project Title: Large Dump Truck and Sander Replacement**

**Requested Amount: \$ 190,000**



#### Description:

This project will purchase and equip a large 37,000 GVW dump truck/sander, replacing a 21 year old vehicle that is at the end of its useful life.

#### Project Overview:

This project is a planned replacement of a 21 year old International 2500 37,000 GVW dump truck/sander with an equivalent vehicle. The vehicle is one of the larger DPW dump trucks used to haul material to and from job sites. It supports the repair of water breaks and is a front line sander and heavy plow used extensively for snow and ice removal. The vehicle in question has significant corrosion to the body and frame.

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

The loss of the vehicle would require additional outsourcing and or an emergency purchase of a used vehicle and would reduce the department's ability to perform emergency work in the winter months. Keeping the existing vehicle in service will impact the department's operating budget by requiring costly repairs on a vehicle that has outlived its useful life.



## Capital Improvements

### PROJECT DETAIL SHEET

**Fiscal Year: 2020**

**Department: DPW**

**Project Title: One Dump Truck  
Replacement - Cemetery**

**Requested Amount: \$ 70,000**



#### **Description:**

This project will purchase and equip a one ton dump truck for the Cemetery, replacing a 15 year old vehicle that is at the end of its useful life.

#### **Project Overview:**

This project is a planned replacement of a 15 year old Ford F350 dump truck with an equivalent vehicle. The vehicle is use daily by the cemetery staff to maintain the Town's three cemeteries. Replacement was deferred by the May 2018 Town Meeting.

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

Keeping the existing vehicle in service will impact the department's operating budget by requiring costly repairs on a vehicle that is reaching the end of its useful life.





## Capital Improvements

### PROJECT DETAIL SHEET

**Fiscal Year: 2020**

**Department: DPW**

**Project Title: Water Main  
Replacement – Phase 3**

**Requested Amount: \$ 300,000**



#### **Description:**

This project is the third 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 continue 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.





## Capital Improvements

### PROJECT DETAIL SHEET

**Fiscal Year: 2020**

**Department: DPW - water**

**Project Title: Replacement of Service Van**

**Requested Amount: \$ 38,000**



**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.