



TOWN OF HANOVER
550 HANOVER STREET
HANOVER, MASSACHUSETTS 02339

Advisory Committee

Hanover Advisory Committee
550 Hanover Street
Hanover, MA 02339
Meeting Minutes
Wednesday, February 2, 2022 – 6 PM
Virtual Meeting

Committee Attendees

Emmanuel Dockter	Steve Freedman
Sandy Hayes	Jim Hoyes
Joan Port-Farwell	Gavin Little-Gill
Greg Satterwhite	

Residents At Large

Mike Cianciola	Doug MacLellan
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Absent

Steve Kmito	Gerry O'Hearn
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Other Attendees

Joe Colangelo, Town Mgr.	Chelsea Stevens, Finance Dir.
Jason Cavallaro, Fire Chief	Fred Freeman, Deputy Fire Chief

Chairman Dockter called the meeting to order at 6:05 PM. There were 7 members present and 2 absent.

There were no public comments.

Chairman Dockter asked for a motion to approve the minutes for November 10th. There were a few amendments that were approved and the motion to approve the minutes for November 10th was approved. The minutes were approved with Joan abstaining because she was not present at the meeting

Chairman Dockter asked for a motion to approve the minutes for January 12th. The committee asked for more times to review these minutes. They will be approved at the next meeting.

Chairman Dockter asked for a motion to approve the minutes for the Joint BOS/Advisory Committee minutes for January 31st. There were a few changes that were approved and the motion to approve the minutes for January 31st was approved. The minutes were approved with Jim Hoyes and Gavin Little-Gill abstaining because they were not present at the meeting.

Chairman Dockter reminded the committee that they need to accept minutes as soon as possible. Residents do read the minutes and it is good practice to keep minutes posted as soon as possible.

Chief Cavallaro and Deputy Chief Freeman began to share the Fire Department FY23 Budget.

Chief Cavallaro shared that the department priorities are: Safety, Emergency Response, Training, Fire Prevention/Life Safety; and Community Service.

The Chief also shared the department's goals: Enhance fire prevention/Code enforcement division; Maintain appropriate daily shift strength; Develop/complete strategic plan; Identify opportunities to expand training program; and enhance emergency management.

Enhance Fire Prevention/Code Enforcement Division – There is increased demand for fire prevention/code enforcement with the growth on Rt. 53. We have been using the same fire prevention code since 1990; the department needs to initiate risk reductions which are a process of identifying and prioritize local risks, followed by investment in resources to reduce their occurrence and impact. The Chief's solution is to create the 2nd Deputy Fire Chief position. Jason reviewed the improvements that would be able to happen with the addition.

The Chief reviewed the organization modifications slide along with the budget review slide. The slides included the proposed 2nd Deputy Chief.

The Chief continued his review of the department's budget – **Maintain appropriate daily shift strength 24/7**. He reviewed a slide with calls for service from 2000-2021. 2021 was the highest. With the addition of an Assisted Living Center on Rt. 53 that will create higher call volumes for non-emergency calls. Other ambulance services are experiencing staffing problems and we will be called to take those calls. Apartments will not have as significant an impact on calls. The department is prepared for the mall opening and the return to calls to the mall. Jason also shared a slide with mutual aid assistance from 2014-2021.

Jason continued his review of the daily shift goal with reviewing the Safer Grant and how the department lobbied for an extension that was granted and the grant off-set costs last year. There is a modest increase for call firefighter's wages which is long overdue. The budget allows for continuing service delivery filling up to 6 firefighters and not 7.

The Chief continued his review of the department's budget – **Identify Opportunities to Expand Training Program**. Approximately 2/3 of the department has less than 5 years' experience. That does not mean all members are younger. There is a mix of ages and if they stayed with the department they wouldn't all be leaving at the same time. Jason shared that training on duty vs off duty is not always a good method to use to include basic and advanced training. They are transitioning from utilizing a 3rd party vendor to using in-house instructors. Continued future investment in department sponsored training is necessary. There are mandatory and/or contractual obligations relating to training.

In the uniform section of the budget there is a one-time cost saving because we were awarded \$76,000 for Turnout Gear Replacement.

The Chief continued his review of the department's budget – **Develop/Complete Strategic Plan**. He wants to create a living document that guides the organization 1,3,5 years into the future. This strategic initiative should have minimal impact on the budget.

The Chief continued his review of the department's budget: **Enhance Emergency Management**. One initiative is to combine the Emergency management & Fire Department operating budget. On the emergency management side there is a question on having a town building radio system for emergencies.

The Chief reviewed the Capital Requests:

Ballistic Gear – He is requesting the re-allocation of unused funds of \$24,000 because of the delay in receiving the pumper that was approved at the May 21 town meeting. The funds will come from the ambulance receipts.

Ambulance Replacement – The lead time is 1 ½ years to replace the 2013 ambulance to maintain service. The town expects ambulance receipts will be used for this purchase. He would like this purchase to be on the capital for FY23 budget instead of waiting until next year's budget because of the time lag that is happening on the pumper this year. This will be paid for by debt through ambulance receipts.

Permit Fee Changes – asking to set fee at \$50 and not a split fee of \$50 & \$40.

North Hanover Fire Sub Station

- The town took ownership of Webster Street parcel in October of 2021
- Currently in process of selecting OPM
 - Fire station was advertised and several companies presented proposals.
Question from the committee: Is there an opportunity to have input into the plans. Jason indicated that there would be an opportunity for input.
- No funds utilized from 2021 ATM Article
- No additional funds requested for 2022 ATM

The Chief reviewed the departments grant history. We have been successful with our grant requests.

In conclusion, the Chief shared that the 2nd Deputy would be covering new growth and fire protection code.

There were several questions from the committee:

1. A compliment for the work on grants. Super impressive!
2. In adding the 2nd Deputy from the line how does this impact overtime? Given the amount of building it is important first to focus on fire prevention. Staffing will be reviewed into the future. We feel we can do with what we have right now. There are so many factors associated with appropriate staffing and we continue to look at this all the time.
3. 2/3 of staff inexperienced – is there a way to protect against that exposure. The ages of the firefighters are not all young and Jason and Fred feel the exposure shouldn't pose a problem.
4. Fees adjustment to \$50. What is the cost to deliver the service. Chairman Dockter asked if we could get information on surrounding towns. The department is transitioning to an online system
5. Chairman Dockter told the committees if there are any further questions; please send them to him, Joe, Chelsea or Jason.

A member of the committee congratulated the department on their fire hydrant clean-up contest. They thought it was a great idea.

Chairman Dockter reminded the committee there are no further questions on Fire other than those that have been asked during the meeting and those sent in follow-up to the meeting (due to short lead time pre-meeting).

Chairman Dockter thanked Chief Cavallaro and Deputy Chief Freeman for their presentation.

Finance Director Chelsea Stevens was asked to share the finance budget.

Emmanuel expressed his appreciation to the finance department for all of the hard work that has been done to cut the budget and continue to provide all the services. He wanted Chelsea to know how much he appreciated her efforts, also.

Finance Director Chelsea Stevens shared the Finance Department's Budget. She showed the organizational chart for Finance. She then reviewed the budgets for the departments in her department. Advisory; Accounting; Assessors; Treasurer & Collector; Payroll/Benefits; Town Clerk; Elections & Town Meeting; and Registrars. Chelsea shared that the election budget might be under funded, but there may be ARPA funds available.

The committee had questions for Finance Director Stevens:

1. Emmanuel asked if it was possible to become members of the Association of Town Finance Committees - MMA. He thinks that the finance committee book would be helpful. Chelsea has reached out to them, but they haven't gotten back to her. She will reach out again.
2. Can an appointed position be in the union. Chelsea shared – that the promotion was bargained through the union. There was an agreement and the position can be kept in the union. This employee is not supervising anyone.
3. One of the committee members asked Chelsea if there is anything the committee can do in our commentary as you discuss fees with the banks. Chelsea felt that would be helpful.

Chelsea realized that she forgot to mention the \$75,000 article on the Special Town Meeting Warrant for assessing this year. This is year is our full re-evaluation year. Vision is going to assist us with programing and working with us going throughout this process. It is on the STM because we have to begin the process right after town meeting.

Town Manager Joe Colangelo was asked to share the Town Manager Budget. He shared the town organization charts including the town manager's office. There is an increase in personnel costs due to a salary increase for the Executive Assistant who is responsible for licensing and insurance in his office. Joe feels strongly that this increase is warranted. He talked about the \$5,000 for the summer intern program. ARPA funds will likely be able to be used to eliminate this burden from the operating budget. Joe reminded the committee that his budget is relatively small, but important, to remember that the services provided in his department benefits all departments, community as whole, elected and appointed committees. Etc. He shared with the committee he has been using interns the past three years. They have been recent graduates from Hanover High. He feels It provides them with serving and learning at the same time.

Chairman Dockter asked Town Manager Colangelo about Warrant Articles 33 & 34.

33 – Appropriate Funds – Roadway Improvements Walnut Hill/Dillingham \$150,000 free cash)

Joe shared that the town has tightened up 3 intersections on Woodland Drive. The improvements have been met with approval by the Walnut Hill residents. We received \$100,000 when Chipotle went live to support those improvements. More roadway improvements are needed, specifically on Dillingham Way.

34 – Appropriate Funds – Rte. 139/Town Center Roadway Improvements (\$250,000 free cash)

Joe shared that we met with MassDOT in the fall. Joe shared that the TIP (Traffic Improvement Process) is a 12-15 year process. We were advised if we have any hope of moving it forward to the fast track that we should spend money to get the engineering completed to help speed it along. Rte. 139 is a state highway and we can't do whatever we want. We have to follow the process. The Selectboard is 50/50 on this time. Emmanuel commented that we'll wait until after the Selectboard has finished their conversations.

Chairman Dockter asked the committee members if there was anything else to add or discuss. There was not, so Chairman Dockter moved the meeting forward.

Emmanuel shared some housekeeping items.

He shared that they will receive the presentations on Friday. The budget is online, so you don't have to wait to review the budgets. He asked that their questions be sent by Sunday evening and on Monday he will work on combining the questions and getting them to Joe.

Next week's presentations are: Police Department, CDMI and Community Services.

Emmanuel asked Carol if she could get the minutes to the committee by Friday. Carol agreed to have minutes ready by Monday.

Our next meeting will be next Wednesday, February 9th at 6 PM. The committee asked if they could get the link to the meeting sent to them. There was discussion about using Outlook Invite. Carol agreed to send out the information to the committee when she is sending out the minutes.

A motion was made to adjourn. The motion was seconded. The motion passed unanimously.

Meeting adjourned at 8:21 pm.