



TOWN OF HANOVER
550 HANOVER STREET, SUITE 29
HANOVER, MASSACHUSETTS 02339
781-826-5000 ext. 1084

Joe Colangelo
Town Manager

September 1, 2018
Monthly Update
Town of Hanover

Town Manager – Looking forward to September and October the Town Manager will be putting in considerable time and effort compiling capital budget requests from the various departments to review with the Board of Selectmen and the Advisory Committee.

Board of Selectmen – The Board of Selectmen met twice during the month of August. Some of the more noteworthy actions they took were (i) on a 5-0 vote they made a finding that [334 King Street](#) is considered a 'burnt, dilapidated, and/or dangerous structure and ordered it to be removed (ii) they approved recommendations from the [traffic safety committee](#) (iii) they approved the [contract](#) for the new Community Services Director.

In the month of September it is anticipated they will take up issues such as (i) developing a policy for licenses (ii) approving a budget process for Fiscal Year 2020 and an updated budget policy (iii) looking at an updated proposal for the redevelopment of the Sylvester School.

Public Works – The months of July and August focused on contracted roadway work, water and grounds activities.

- Roadway improvements progressed in July and August with top courses applied to Washington Street, Hanover Street, Henderson Lane, Merritt Road, Simmons Road, Stonegate Lane, Old Washington Street, Union Street, Grove Street, Plain Street, Teresa Lane, Greenhill Road, Kingston Road, Dana Drive, Graham Hill Drive, Arthur Matthew Drive, and Sharon Lane. Hand crews followed up with blended driveway approaches where necessary and new thermoplastic lines were applied to the main roads.
- The public grounds division contributed staff time to the water main replacement program. Seasonal personnel, however, kept up with normal mowing of playing fields and the cemetery.
- The disinfection byproduct (DBP) reduction work at the three treatment plants went out to bid in May. Filed sub bids for electrical came back higher than expected in June. Final bids came back in July over the allotted funds with the low bid of \$1,925,800 by D&C Construction. The Town's engineer, Weston and Sampson, attributed the high bids to the upturn in the economy and the delay in approving the plans by DEP.
- The DPW began the installation of a 12-inch ductile iron reinforcing water main on Main Street from Plain Street to Meeting Hill Lane. This project was recommended by the 2001 water master plan to increase fire flows for the large buildings in the center of Town. Work continue through mid August and was then shut down for the season so as not to be on the roadway when school starts. The work will start up again after school is out in June of 2019. Work is being done by Town crews with the assistance of PA Landers for contracted excavation services.
- The water distribution crew replaced 35 meters in June and 21 in July, bringing the total for the calendar year to 210. The July number was much lower than our typical monthly goal because water distribution personnel were largely tied up on the water main replacement project on Main Street. Meter replacements should accelerate as fall approaches. The total number of radio-read meters is now 42.5% of the meter base.
- The water treatment division saw the promotion of one operator to the newly created position of Assistant Superintendent for Water Treatment and filled several vacancies in the treatment staff. There is a shortage



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of licensed operators nationwide and certainly locally in Massachusetts, making the filling of treatment positions difficult. The new operators are currently going through a training and orientation process. Water quality, however, remains high leaving all three treatment plants.

- The water treatment division replaced a high lift pump and motor in the Pond Street Water Treatment Plant.

(DPW) Plans for September:

- The DPW expects to complete shoulder work to finish the road projects. This work is being delayed until September to discourage the growth of weeds as any planting of grass without adequate precipitation generally results in the growth of weeds.
- The grounds division will continue with fall mowing of fields and roadsides as well as begin the process of fall leaf collection on Town fields and in the cemetery. The Water Distribution division will be performing outsourced leak detection and correcting any leaks that are found as well as beginning the fall flushing of the water distribution system.
- The water treatment division with the help of water distribution and highway personnel will be dewatering the sludge at the Pond Street plant and trucking it to Broadway for further drying. In addition, the water treatment division expects to start preventive maintenance and replacement of worn valves in treatment plants as the summer water demand begins to drop off.
- A household hazardous waste collection event will be held at the Transfer Station on September 29th.
- The department hopes to grind the Ames Way brush pile to make room for fall yard waste.
- The highway division will begin the process of transitioning equipment for snow and ice duty and will be ordering and accepting a large shipment of road salt

Community Services – Tammy Murray was promoted to the position of Community Services Director. She also serves as the Director of the Council on Aging.

Council on Aging – Monthly attendance and rides provided to residents continues to rise. The staff is busy planning for an exciting September. WATD radio will be broadcasting live from the Center on September 10 at 6:15pm. All residents of any age are welcome.

An Open House will be held on September 13th at 4:30 pm, again all are welcome. This Open House will highlight our collaboration with other departments and give information on the events to come and the services we offer on a daily basis.

September 19th at 5pm an important discussing on the Stigma of Substance Abuse will be held.

September 20, we kick off out Author Series with Hank Phillipe Ryan at 6:30pm.

HCTV – Contract negotiations continue with Comcast and Verizon. The current contract comes to term at the end of the calendar year. If a new agreement is not met at the end of the term, the prior license stays in effect until such time an agreement is made.



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Veteran Service Office – A mailing to all Veterans listed on the 2018 Town Census has begun. The letters will contain all of the services provided, or available to Veterans and their families in the Town of Hanover and through the VA System. A major goal of this Department is to get a solid true number of Veterans in town. The only manner of collection to date, is a check mark on the Census form. If people do not check it we may not know they are there. The VSO will be working on determining our true number and making sure they are all accounted for.

Parks and Recreation – The end of the summer is near. Programing is slowing down. There are a couple more movies and concerts on the calendar for September. There is a plan to meet with the Committee Chair to discuss policies and goals for the department as we mover forward, as well as discussions with HYAA. There will also be regular meetings with the Family And Community Enrichment group.

Hanover Visiting Nurses – The HVNA continues to do on site blood pressure and glucose monitoring around town. They visit all of the housing facilities as well as the Council on Aging. Plans for the future include Falls Prevention workshops and outreach to the community so they understand the services available to them.

Library – Ginny Johnson began her tenure as Library Director on August 6th.

Finance – The Year-to-Date budget statement thru July 31, 2018 is available at the end of this report.

Director of Finance/Treasurer Collector's Office

- The Director of Finance/Treasurer Collector is working with the Town Manager to create a competitive process to evaluate firms interested in being the Town's OPEB Liability Trust Fund Investment Manager, and to prepare for the process of creating and reviewing the Fiscal Year 2020 budget.
- The Finance Department's offices on the 1st floor of Town Hall will soon be getting a fresh look, with new office furniture arriving in September to replace the decades-old desks in the Treasurer Collector's, Assessing, and Town Accountant's staff Offices which have reached the end of their useful lives. The Treasurer Collector's and Assessing Offices will also be receiving a much-needed new coat of paint, and the Treasurer Collector's Office will be getting new carpeting to replace the existing badly worn and ripped carpet.
- The Treasurer Collector's Office staff provided excellent customer service to the many residents paying their quarterly real estate tax bills in person, online, or by mail ahead of the August 1 due date.

Town Accountant's Office

- The Town Accountant and Director of Finance/Treasurer Collector have been working closely with the Town's audit firm to get a head start on the FY2018 audit.
- The Town Accountant and her staff are wrapping up the many items which must be finalized to close out Fiscal Year 2018.



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- End-of-year encumbrances, to pay Fiscal Year 2018 invoices received after the final regular warrant of the fiscal year, were processed in August.

Assessing Office

- The Assessing Office has been working with the state Department of Revenue to prepare for the annual certification hearing to set the ensuing Fiscal Year (FY2020)'s tax rate. The certification hearing will occur in November 2018.
- The Office has also been processing real estate tax exemptions for Fiscal Year 2019.

Payroll and Benefits Office

- The Payroll and Benefits Office has over the last several weeks ensured all payroll additions and modifications are in place for the School Department prior to the start of classes on September 5.
- The Payroll and Benefits Office and the Director of Finance/Treasurer Collector have been working to implement new electronic timesheets and time-off request forms to simplify and streamline this process for staff in the Finance, Community Services, Community Development and Municipal Inspections, and Library Departments, and the Town Manager's Office. The new system will be going live in September.

Board of Registrars of Voters

- The Registrars have labored over the last few weeks to ensure the accuracy of the Town's voter list in preparation for the September 4 state primary.

Advisory Committee

- The draft Fiscal Year 2020 Budget Process timeline has been shared with the Advisory Committee Chair, and pending its adoption by the Board of Selectmen the Committee will begin reviewing the capital budget in October.

Town Clerk – We are gearing up for the September 4th State Primary here in the Town Clerk's Office. Election season is our busiest time of the year. Prominent office tasks include the appointment of election workers each August for the coming year, voter registration, and the distribution and receipt of absentee ballots, along with all of the planning that goes into any event of that magnitude. We work well and closely with almost every department in town during this time: the School Department, Police Department, Facilities Department, and the Department of Public Works to name a few.

Our part-time clerical help is leaving us as the end of the month; Hanover resident and intern Emily Jones returns to William and Mary and long-time intern Derek Vozzella will be taking a job upstairs as a result of the reorganization. Both were of immeasurable assistance, and we are scrambling to find a way to replace them. Jennifer Dunn will join us for 4 of their 13 weekly hours from the Council on Aging on August 28th, and I am hopeful we can cobble together a plan that makes sense for the rest of our needs.



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Hanover Police Department – HPD responded to a total of 1140 incidents which were generated by 1016 calls for service, during the month of July. Additionally:

- During the month of July the department worked with other town departments and outside agencies to coordinate the wake and funeral services for Hanover resident Sgt. Michael Chesna, Weymouth PD who was killed in the line of duty on July 15, 2018. A great amount of assistance was received from the Metropolitan Law Enforcement Council (METROLEC). Hanover PD has been a member community since the inception of the law enforcement council and it is during events such as this that METROLEC offers invaluable assistance. The Hanover community supported the Chesna family and the police departments of Weymouth and Hanover in exceptional fashion. The department is grateful for the support.
- Members of the METROLEC Mountain Bicycle Unit, led by Sgt. James Smith assisted with traffic control and peace keeping on July 3, 2018 in the town of Plymouth.
- Hanover DARE Officer Michael McKeever and SRO John Voelkel participated with approximately 15 Hanover students at the weeklong Plymouth County District Attorney's Office annual summer drug and alcohol awareness camp.
- Sgt. James Smith and Chief Sweeney hosted 2 "Coffee with a Cop" events at the Hanover Senior Center. These proved to be informative and helpful for all participants.
- Worked continued on the traffic safety planning for Broadway.
- The portable traffic speed board was deployed in several locations for the promotion of traffic safety education and data collection.
- The department supported several community events at Forge Pond Park.
- Support of the cleanup initiative at the fireworks site remained a priority for the department.

Fire – The Fire Department responded to 246 emergency calls during the month of August. This was the second busiest August for the department. Back in 2011 we responded to 314 calls during the month, most of those calls were due to Hurricane Irene.

Firefighters Morrison, Rivas and Stetler graduated from the Massachusetts Firefighting Academy on Friday August 31st. All three have been assigned to groups. Firefighters Duggan and Goodwin are scheduled to begin the academy on September 4th. Firefighter Numrych will begin his first day of work on September 4th. This will bring the department to full staffing. Firefighter Numrych will work as a paramedic on the ambulance during his orientation period before he starts the fire academy early next year.

The Department has been busy working with community stakeholders to identify ways that Mobile Integrated Healthcare (MIH) can improve healthcare service delivery to the Town and reduce health insurance costs. We hope to come up with some innovative ideas that can be implemented in the near future. I will keep you updated.

The Department obtained another military surplus Kawasaki Mule for the Town. This will enhance our ability to monitor the Fireworks cleanup and will be available for other duties that this type of vehicle is suited for.



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Community Development & Municipal Inspections – Hanover’s newest department became effective on August 6, 2018. Art Ceurvels was named Interim Director and he will serve in this capacity until December 31, 2018. Michaela Shoemaker was named Town Planner.

Conservation Agent

Fireworks Site project- Strict security protocols remain in place, the Conservation Agent met with DEP and Tetra Tech personnel, two former employees of the Atlantic Research Co., Fire Chief Blanchard, Town Planner, Chair of the BOH and the Health Agent, in numerous meetings for updates and pre-ConsComm hearing discussions; the site investigation and assessment has expanded into areas formerly used for underwater detonations (now active wetlands) and other areas. An expanded Access Agreement has been signed that covers future investigation within additional inland munitions testing areas and within waterbodies.

Merchants Row- Work conducted this month within BVW buffer zone includes equipment access to the building construction area and storage for non-leaching soils for back fill of the new foundation.

1969 Washington St. (former Midas Muffler site)- Soils exploration and ground water monitoring continue at this site after permitting for the removal of \pm 300 cy of petroleum impacted soils.

Cardinal Cushing Centers (CCC) (located off Washington St.)- discussions took place with the Planner, Conservation Agent, and CCC representatives regarding possible access to the site and several wetland crossings to access upland areas in the future.

Violation/enforcement issues- Three projects conducted without permits and/or with wetland violations are under review. Said violations require full restoration of all disturbed areas. Additional removal of all trash and debris from wetland and associated buffer zone is required at the commercial site.

Process and permitting efficiencies- To help expedite permitting for minor projects the Agent drafted and implemented¹ two new applications- the *Minor Activities Permit* application and the *Hybrid MAP/Determination* application. Applications may be received via e-mail, trigger site inspections for wetland confirmation and compliance to Bylaw Regulations² and may be issued same day in most instances upon payment of required site inspection fees.

Other activities- Conservation Restrictions were approved for 2 parcels, MA DFW has extended Archery Season for deer hunting (10/1/18 - 11/24/18), annual turkey and herring counts are underway by volunteers reporting to Audubon and MA DFW, the Conservation Agent continues to field questions, complaints, and reports regarding proposed construction, wildlife sightings, septic upgrades, and similar. Cooperation with companion offices within the CD/MI continues on a daily basis.

¹ With the approval of the Conservation Commission

² Said activities do not require MA DEP permits as per 310 CMR 10.02(2)(b)



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Planning Board – Over the next 30 Days the Planning Board will review and discuss the following applications:

- **Case ID: TPL-17-21**, Applicant Previte's Marketplace c/o H BRIARS REALTY CO INC., 283 COLUMBIA ROAD has submitted an application for Site Plan Review and Special Permits. Previte's Marketplace is submitting plans for his redevelopment of the site and the development of a new building which will incorporate the reuse of the historical barn structure on the property. The public hearing was opened on 12/4/2017, and discussed at the meeting 2/26/18. The applicant continued from the 3/12/2018 meeting and went before the Board on the 4/9/2018 meeting, continued the 6/4/18 meeting and went before the Board on 7/16/18. The Public hearing was closed on 7/16/2018. The Board reviewed comments from CEI, our consultant storm water management engineer, and are awaiting some response comments from Previte's which will be discussed at meeting on 9/10/2018.
- **Case ID: TPL-18-10**, the applicant Ryan Anthony Dreyer, has submitted an application for a Limited Site Plan and Special Permit Approval for a doggy day care located at 1800 Washington Street. The meeting was opened on 8/13/2018 and was approved with special conditions.
- **Case ID: TPL-18-11**, the applicant, Cardinal Cushing Centers, has applied for a Site Plan and Special Permit Approval for a proposed expansion of a parking lot on the northeasterly side of Washing Street adjacent to the Sister Shawni Center at property located at 405 Washington Street. The applicant is looking to expand the existing parking by 48 additional spaces to a total of 60 spaces for employee parking and reduce the parking space requirement from 10'x20' to 10'x18'. The applicant asked to continue the public hearing from 8/13/2018 to 8/27/2018 to be able to go before the Conservation Committee first. The applicant asked for a continuance from 8/27/2018 to 9/10/2018 to receive comments from CEI before going in front of the Planning Board
- **Case ID: TPL-18-12**, the applicant, McSharry Bros., Inc., has applied for a Definitive Subdivision for property located on Winter Street. The proposed non-residential subdivision would be for 8 buildings and 29 units; the property on which the subdivision is to be located consists of approximately 5.79 +/- acres of land. The Planning Board opened the public hearing on 8/13/2018. The meeting was continued to 9/10/2018 for a traffic study to be completed as well as a 21E.
- **Case ID: TPL-18-13**, the applicant, The Brewster Company dba McDonalds, has applied for a Digital Message Board Permit at property located at 1392 Washington Street. The proposed new digital sign will be erected in the existing current signs place. The Planning Board opened the public hearing on 8/13/2018 and it was approved with special conditions.
- **Case ID: TPL-18-14**, the applicant, Mahi Corp., has applied for a Limited Site Plan and Special Permit Approval for property located at 227 Columbia Road for the proposed expansion of an existing building and the change to the existing parking lot layout. The Planning Board opened the public hearing on 8/13/2018. The public hearing was closed on 8/13/2018 and the board is awaiting final documents before issuing a decision. The revised plan was received in the Planning Office on 8/27/2018 and will go before the Planning Board on 9/10/2018.

Upcoming

- **Case ID: TPL-18-15**, the applicant, SRC Medical Inc., Roy Tinkham, 263 Winter Street, Hanover, has applied for a site plan and special permit approval Approval for the proposed expansion and redevelopment of the site including the construction of a new 33,675 +/- square foot building. The Planning Board opened the public hearing on Monday 8/27/2018 and it was continued to 9/10/2018 for further review.



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Affordable Housing Trust – The Affordable Housing Trust met on Thursday to discuss the cottage/cluster zoning subcommittee called the Hanover Housing Group which would in conjunction with the ideas laid out in the Master Plan continue to look into housing options and more specifically cottage and cluster zoning which would evaluate smaller houses on smaller parcels of land and where that some logical locations for that zoning would be in town. The grant is through June 30, 2019 and will look to propose a draft Open Space Residential Design (OSRD)/Cluster Bylaw.

The Affordable Housing Trust plans to meet in early September to outline future goals, strategies, and objectives for the Trust for the coming year.

The Trust will also continue to further discuss the needs of the town in regards to the upcoming 2020 census so the town can proactively stay above the 10%. The Trust also will be discussing the potential large upcoming projects of the mall and Sylvester School Redevelopment Committee. As well as discussing the RFP the Cardinal Cushing Center has released for 200 acres of land and the potential land behind the McGee property.

Board of Health / Health Department

- There have recently been two housing inspections performed.
- The new Tobacco Coordinator has been hired and will be starting first week of September.
- The Septic Betterment Commitment Letter has been approved and signed by the Board of Health and delivered to the Assessor Office.
- We are continuing to send the mosquito spray list to Plymouth County, also West Nile Virus has recently been found in mosquitos in Rockland and Whitman; however WNV has not been found in Hanover.

August New Permit Report

- Disposal Works Permits: 8
- Percolation Test Applications: 6
- Private Well Applications: 1
- Septic Installer Licenses: 2
- Title 5 Inspector Licenses: 2
- Funeral Director Licenses: 1
- Food/Milk Licenses: 6



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Build the Boards Project

- Article # 33 – Appropriate Funds - Multi-use Recreation Facility. CPC funding request for \$110,000 to development two street hockey rinks for the Build the Boards project.
- A contract for \$58,720.17 was signed 7/26/18 by the Town Manager and forwarded to Robb Olexin (Becker Area Products) for the 120' x 65' x 20' Dasher Boards. August 6th receive request from Becker Arena Products to finalize the dash boards design.
- August 22nd - After getting feedback from Bob Melone (Build the Boards) and Victor Diniak; A. Ceurvels informed Becker Arena Products the Town of Hanover selects Option "B" with the equipment gate at the far end (opening away from the entrance to the facility).
- No meetings have been held with Build the Boards representatives since July 25th. Waiting to hear back from Build the Boards on their availability to continue the pre-construction meeting, and for a list of in-kind donation construction companies (and planned services).

Community Preservation Committee – The Community Preservation Committee has plans to start meeting again in the fall to address and review any proposed applications submitted to the Committee by committees or residents in Town. The due date for all applications is the first Monday in October which is October 1 at 4PM. They will review and make their informed recommendation for Town Meeting on any of the proposed applications.

Fireworks Site Focus Committee – Although attempted through the Conservation Agent to schedule meetings since March of 2017 for this committee, a quorum of members could not be met. At this time, the committee is inactive and since the last meeting, two members resigned including the Chairman. In regard to the committee's mission, there were two fundamental goals when established- 1. Increase and improve communications regarding the Fireworks Site activities between the Town and the public, and 2. Determine a post-cleanup use of the site. The first goal was accomplished last summer after consultation with various departments. This included establishing website notifications, on-site warning apparatus prior to detonations, *no-trespassing* signage, buoys to prohibit water entry to the site, and use of the reverse 911 system for immediate notifications. Regarding future use ideas, a public park and upgrading trails were the most agreed upon project during previous meetings. With this in mind, and through the Conservation Agent, Tetra Tech personnel have been cognizant of the committee's desires and have worked around many of the larger hardwood and evergreen trees when possible. However, with the finding of numerous additional underground and under water items that require removal and/or detonation, the project timeline has been extended.

Open Space Committee (OSC) – Winter and Spring storms resulted in the requirement of additional trail maintenance this year. Volunteers have done their best to clear trails and conduct other cleanup along the trails, but DPW help was required for some of the larger trees that were felled. The Open Space Co-Chair Harold Thomas adds for this month: The OSC met on 8/6/18, at the regular monthly meeting. Earlier on the same date members of the OSC, Town Officials, representatives of North and South Rivers Watershed Association, Wildlands Trust, Trustees of Reservation and other interested parties walked the Cardinal Cushing property to observe areas of possible development. Eagle Scout Candidate projects are underway at Shinglemill Brook, Chapman Landing, and the Lutheran Church/Bog Iron Trails. A public walk will be held on Saturday, August 25 at 10AM on the Chapman Landing Trail. Conservation restrictions have not been completed at Forge Pond Park and Shinglemill Brook.



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Zoning Board of Appeals

Case ID: Z-18-7, the applicant, Adrian Suci, applied for a variance of from the Zoning Bylaw Section 7.400, Front, Side, and Rear Setbacks, Table 7-1 Dimensional Regulations, for the proposed construction of a shed. The Board made the approval decision on 6/27/2018.

The Zoning Board of Appeals has not received any new applications this month.

Two members of the ZBA did join us on the walk through the Cardinal Cushing Centers 200+ acres that is currently out for bid.

Buildings & Facilities –

Maintenance Division

- Ongoing summer work, including various repairs to school buildings, PM work on HVAC equipment (replacing belts & filters, lube, etc.), mowing school grounds.
- Completed replacement of 2 failed compressors in an RTU on the Middle

Custodial Division

- Completion of summer cleaning of schools.
- Preparation of Center School addition for school operations.

Project Work

- **High School** – Conversion of the High School entrance vestibule into a high security visitor identification center has been substantially completed, including installation of a bullet-proof glass transaction window into a new bullet-proof masonry wall (between vestibule and school office), new panic exit devices (crash bars) on the interior doors, replacement of the glass in the interior doors with bullet-proof glass, and additions to the access control system to permit unlocking of doors from a new workstation for a secretary seated at the transaction window.
- **Green Communities 2018** – Contracts signed with Guardian Energy for 3 of the 5 funded projects. Contracts for the remaining 2 projects to be completed shortly.
- **Streetlights Project** – Contract for streetlights purchase was signed and being mailed to National Grid.
- **Town Hall Office Improvements** –
 - Collector's Office (paint, carpet, furniture): Office painted except for a few areas blocked by bookcases. Conversion scheduled for weekend of 9/7. On 9/7 old furniture removed and finish painting; 9/8: install new carpet, and 9/9 new furniture delivered and installed.
 - Town Hall - Air Conditioning for (front) Historic Section: Bid came in well above our authorized capital budget. Preparing a new approach to have a system that will meet the budget.
 - Senior Center – Emergency Generator: A/E firm (McKinnell) will have a spec to us shortly. (They also provided generator design services for Police Station and Fire HQ generator projects.) Following a brief design phase, we will solicit price proposals from several pre-approved contractors on State Contract. Generator installation projected for October.



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Monthly Expenditure Report – July 2018

	Original Budget	Monthly Expenditures	Quarter Ending 9/30/18	YTD Expenditures	Available Balance	% Used
		July				

General Government

Salaries

Town Manager	279,550	15,766	15,766	15,766	263,784	5.64%
Total Salaries	279,550	15,766	15,766	15,766	263,784	5.64%

Other Expenses

Town Manager	63,900	1,264	1,264	1,264	62,636	1.98%
Legal Services	155,000	(146)	(146)	(146)	155,146	-0.09%
Central Office Supply	30,000	955	955	955	29,045	3.18%
Total Other Expenses	248,900	2,073	2,073	2,073	246,827	0.83%

Finance

Salaries

Finance/Accounting	152,134	8,425	8,425	8,425	143,709	5.54%
Assessors	137,092	6,850	6,850	6,850	130,242	5.00%
Treasurer/Collector	268,004	15,635	15,635	15,635	252,370	5.83%
Advisory Committee	2,500	-	-	-	2,500	0.00%
Payroll/Benefits	102,733	5,705	5,705	5,705	97,028	5.55%
Town Clerk	123,043	7,012	7,012	7,012	116,031	5.70%
Elections & Town Meeting	25,000	-	-	-	25,000	0.00%
Registrars	36,000	1,145	1,145	1,145	34,855	3.18%
Total Salaries	846,506	44,771	44,771	44,771	801,735	5.29%

Other Expenses

Finance/Accounting	10,400	431	431	431	9,969	4.14%
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Assessors	38,870	14,957	14,957	14,957	23,913	38.48%
Treasurer/Collector	48,770	1,054	1,054	1,054	47,716	2.16%
Advisory Committee	705	-	-	-	705	0.00%
Payroll/Benefits	65,500	1,610	1,610	1,610	63,890	2.46%
Town Clerk Elections & Town Meeting	7,780 27,817	132 601	132 601	132 601	7,648 27,216	1.69% 2.16%
Registrars	6,700	39	39	39	6,661	0.58%
Total Other Expenses	206,542	18,823	18,823	18,823	187,719	9.11%

Police Department

Salaries

Police	3,203,233	169,093	169,093	169,093	3,034,140	5.28%
Communications	633,587	37,096	37,096	37,096	596,491	5.85%
Total Salaries	3,836,820	206,190	206,190	206,190	3,630,630	5.37%

Other Expenses

Police	199,998	20,760	20,760	20,760	179,238	10.38%
Animal Control	4,761	-	-	-	4,761	0.00%
Communications	68,392	7,965	7,965	7,965	60,427	11.65%
Total Other Expenses	273,151	28,724	28,724	28,724	244,427	10.52%

Fire Rescue & EMS

Salaries

Fire	2,963,914	177,116	177,116	177,116	2,786,798	5.98%
Total Salaries	2,963,914	177,116	177,116	177,116	2,786,798	5.98%

Other Expenses

Fire	276,791	18,448	18,448	18,448	258,343	6.67%
EMS	3,000	113	113	113	2,888	3.75%



TOWN OF HANOVER
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Joe Colangelo
Town Manager

Total Other Expenses	279,791	18,561	18,561	18,561	261,230	6.63%
Community Services						
Salaries						
Municipal Inspections	709,645	35,937	35,937	35,937	673,708	5.06%
Visiting Nurse Association	142,466	5,675	5,675	5,675	136,791	3.98%
Council on Aging	175,731	10,675	10,675	10,675	165,056	6.07%
Veterans Services	44,762	2,386	2,386	2,386	42,376	5.33%
John Curtis Library	429,638	19,865	19,865	19,865	409,773	4.62%
Parks & Recreation	76,706	6,026	6,026	6,026	70,680	7.86%
Total Salaries	1,578,948	80,565	80,565	80,565	1,498,383	5.10%
Other Expenses						
Municipal Inspections	43,500	399	399	399	43,101	0.92%
Visiting Nurse Association	1,500	-	-	-	1,500	0.00%
Council on Aging	49,686	982	982	982	48,704	1.98%
Veterans Services	129,750	9,852	9,852	9,852	119,898	7.59%
John Curtis Library	179,172	7,151	7,151	7,151	172,021	3.99%
Parks & Recreation	3,400	124	124	124	3,276	3.64%
Total Other Expenses	407,008	18,508	18,508	18,508	388,500	4.55%
Education						
Salaries & Expense	28,082,846	471,166	471,166	471,166	27,611,680	1.68%
SS Regional School Assessment	763,328	190,832	190,832	190,832	572,496	25.00%
Facilities						
Salaries						
Public Buildings	2,030,967	111,408	111,408	111,408	1,919,559	5.49%



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Town Manager

Other Expenses

Public Buildings	1,586,151	18,176	18,176	18,176	1,567,975	1.15%
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DPW

Salaries

Administration	223,500	9,255	9,255	9,255	214,245	4.14%
Highway	444,210	27,315	27,315	27,315	416,895	6.15%
Public Grounds	411,407	26,116	26,116	26,116	385,291	6.35%
Transfer Station	247,745	15,989	15,989	15,989	231,756	6.45%
Total Salaries	1,326,862	78,675	78,675	78,675	1,248,187	5.93%

Other Expenses

Administration	49,100	349	349	349	48,751	0.71%
Highway	282,685	11	11	11	282,674	0.00%
Street Lighting	64,000	-	-	-	64,000	0.00%
Public Grounds	90,171	2,360	2,360	2,360	87,811	2.62%
Transfer Station	782,660	9,210	9,210	9,210	773,450	1.18%
Town Gas Pump	192,500	-	-	-	192,500	0.00%
Total Other Expenses	1,461,116	11,930	11,930	11,930	1,449,186	0.82%

Snow & Ice

Salaries & Expenses

Snow & Ice	550,000	-	-	-	550,000	0.00%
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Townwide Expenses

Workers Compensation Insurance	228,000	292,100	292,100	292,100	(64,100)	128.11%
Pension/Retirement Unemployment Insurance	3,650,375	3,309,322	3,309,322	3,309,322	341,053	90.66%
Health Insurance	85,000	57	57	57	84,943	0.07%
						7.62%



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	3,857,022	294,040	294,040	294,040	3,562,982	
Life Insurance	10,000	596	596	596	9,404	5.96%
Education Benefits	6,500	-	-	-	6,500	0.00%
Medical	25,000	3,600	3,600	3,600	21,400	14.40%
Risk Management	259,900	239,402	239,402	239,402	20,498	92.11%
Town Audit	54,100	6,000	6,000	6,000	48,100	11.09%
Court Judgements	-	-	-	-	-	0.00%
	8,175,897	4,145,117	4,145,117	4,145,117	4,030,780	50.70%
Reserve Fund						
Reserve Fund	177,700	-	-	-	177,700	0.00%
Transfers						
Transfer to Town SLBB	50,000	50,000	50,000	50,000	-	100.00%
Transfer to School SLBB	50,000	50,000	50,000	50,000	-	100.00%
	100,000	100,000	100,000	100,000	-	100.00%
Debt Expense						
Bond Issuance Cost	10,000	-	-	-	10,000	0.00%
Principal	3,643,449	18,213	18,213	18,213	3,625,236	0.50%
Interest	1,244,518	-	-	-	1,244,518	0.00%
Other Interest	-	-	-	-	-	0.00%
Short term interest	464,233	-	-	-	464,233	0.00%
	5,362,200	18,213	18,213	18,213	5,343,987	0.34%
Total Operating Budget	60,438,197	5,656,614	5,656,614	5,656,614	54,781,583	9.36%



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Monthly Revenue Report – July 2018

Description	FY19 Estimated per Budget	Monthly Receipts	Quarter Ended 9/30/18	TOTAL REVENUE TO DATE	% Collected
		July			
Property Taxes:					
PERSONAL PROPERTY TAXES	1,363,070	248,077	248,077	248,077	18.20%
REAL ESTATE TAXES	44,072,610	8,661,533	8,661,533	8,661,533	19.65%
TAX LIENS REDEEMED		68,552	68,552	68,552	
DEFERRED LIENS REDEEMED			-	-	
ROLL BACK TAXES			-	-	
PRO RATA TAXES			-	-	
SALE OF FORECLOSURES		-	-	-	
SUBTOTAL	45,435,680	8,978,162	8,978,162	8,978,162	19.76%
Local Receipts:					
MOTOR VEHICLE EXCISE	2,357,658	78,001	78,001	78,001	3.31%
BOAT EXCISE TAXES	750	258	258	258	34.33%
SUBTOTAL	2,358,408	78,259	78,259	78,259	3.32%
P&I - PROPERTY TAXES		9,186	9,186	9,186	
P&I - MVE		1,116	1,116	1,116	
P&I - BOAT EXCISE		-	-	-	
P&I - TAX LIENS		24,113	24,113	24,113	
SUBTOTAL	120,000	34,415	34,415	34,415	28.68%
PAYMENTS IN LIEU OF TAXES	-		-	-	

4.70%



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TOWN CLERK FEES	1,063	50	50	50	
MLC FEES	23,715	1,800	1,800	1,800	7.59%
TREASURER DEMANDS & FEES	35,131	4,780	4,780	4,780	13.61%
PAYROLL - COBRA FEES	-	2,355	2,355	2,355	0.00%
SEALER OF WEIGHTS FEES	7,782	-	-	-	0.00%
TRANSFER STATION FEES	94,400	10,536	10,536	10,536	11.16%
BOARD OF HEALTH FEES	26,504	2,100	2,100	2,100	7.92%
DEPUTY TAX COLLECTOR FEES	-	-	-	-	0.00%
STREET OPENINGS	3,868	400	400	400	10.34%
OFF DUTY DETAIL ADMIN FEES	31,939	14,947	14,947	14,947	46.80%
PASSPORT FEES	38,735	2,560	2,560	2,560	6.61%
SELECTMEN FEES	-	-	-	-	0.00%
TREASURER/COLLECTOR FEES	-	100	100	100	0.00%
BOARD OF ASSESSOR FEES	-	-	-	-	0.00%
CONSERVATION FEES	13,139	995	995	995	7.57%
PLANNING BOARD FEES	21,632	7,500	7,500	7,500	34.67%
ZONING BOARD OF APPEALS FEES	4,446	250	250	250	5.62%
POLICE DEPARTMENT FEES	-	675	675	675	0.00%
ANIMAL CONTROL FEES	-	20	20	20	0.00%
SCHOOL DEPARTMENT FEES	-	40	40	40	0.00%
FIRE DEPARTMENT FEES	-	-	-	-	0.00%
DPW FEES	-	-	-	-	0.00%
LIBRARY FEES	-	550	550	550	0.00%
BUILDING DEPARTMENT FEES	3,568	150	150	150	4.20%
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SUBTOTAL	305,922	49,807	49,807	49,807	16.28%
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RENTAL/LEASE RECEIPTS	36,150	3,211	3,211	3,211	8.88%



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ALCOHOLIC BEVERAGE LICENSES	42,000	250	250	250	0.60%
SELECTMEN LICENSES	13,260	-	-	-	0.00%
DOG LICENSES	8,518	130	130	130	1.53%
BOARD OF HEALTH LICENSES	3,740	-	-	-	0.00%
TOWN CLERK LICENSES	15,343	660	660	660	4.30%
CLERK GAS STATION PERMITS	-	-	-	-	0.00%
POLICE PERMITS	3,719	375	375	375	10.08%
FIRE PERMITS	17,621	550	550	550	3.12%
BUILDING PERMITS	285,202	65,335	65,335	65,335	22.91%
PLUMBING PERMITS	30,278	1,795	1,795	1,795	5.93%
GAS PERMITS	11,820	795	795	795	6.73%
WIRING PERMITS	48,462	3,700	3,700	3,700	7.63%
BOARD OF SELECTMEN PERMITS	-	-	-	-	0.00%
BOARD OF HEALTH PERMITS	50,712	950	950	950	1.87%
SUBTOTAL	530,675	74,540	74,540	74,540	14.05%
DISTRICT COURT	8,326	465	465	465	5.58%
PARKING CLERK	166	65	65	65	39.16%
SURCHARGE RMV	10,081	600	600	600	5.95%
DOG FINES	-	-	-	-	0.00%
LIBRARY FINES	-	-	-	-	0.00%
MOTOR VEHICLE FINES	62,102	6,756	6,756	6,756	10.88%
MV LEASE SURCHARGE	-	616	616	616	0.00%
MARIJUANA FINES	500	-	-	-	0.00%
BY LAW VIOLATIONS	-	-	-	-	0.00%
FALSE ALARMS - PUBLIC SAFETY	5,988	1,705	1,705	1,705	28.47%



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SUBTOTAL	87,163	10,207	10,207	10,207	11.71%
EARNINGS ON INVESTMENTS	60,000	18,237	18,237	18,237	30.40%
MISCELLANEOUS REVENUE	125,000		-	-	
SOLAR ENERGY CREDITS	-		-	-	
MISC REV - DEBT REFUNDING	-		-	-	
REFUND PRIOR YEAR EXPENSE	-		-	-	
MISC RECURRING - MEDICAID REIMB	-		-	-	
MISC NON-RECURRING	-		-	-	
SUBTOTAL	125,000	-	-	-	

Estimated State Receipts:

SCHOOL AID CH 70	6,871,449	578,953	578,953	578,953	8.43%
SCHOOL AID TRANSPORTATION	-		-	-	
CHARTER SCHOOL REIMBURSEMENT	68,292	8,149	8,149	8,149	11.93%
LOTTERY, BEANO, ETC CH29 S2D	2,116,228	182,524	182,524	182,524	8.62%
VETERANS BENEFITS CH115 S6	88,978	20,764	20,764	20,764	23.34%
ABATE TO VETS, BLIND & SURV SP	77,917	1,171	1,171	1,171	1.50%
ELD PERSONS CH967 ACTS OF 77	-		-	-	0.00%
ELECTION REIMBURSEMENT	-		-	-	0.00%
STATE OWNED LAND	6,846	631	631	631	9.22%
SUBTOTAL	9,229,710	792,192	792,192	792,192	8.58%
CONSTR OF SCHOOL PROJ CH 645	888,582		-	-	0.00%

Other Financing Sources:

FREE CASH	650,000	650,000	650,000	650,000	100.00%
TRANS FROM SPECIAL REVENUE	1,313,947	1,313,947	1,313,947	1,313,947	100.00%



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TRANS FROM CAPITAL PROJECT	-	-	-	-	0.00%
TRANS FROM ENTERPRISE	463,395	463,395	463,395	463,395	100.00%
TRANS FROM TRUST FUND	-	-	-	-	0.00%
TRANS FROM AGENCY FUND	-	-	-	-	0.00%
	<hr/>				
SUBTOTAL	<u>2,427,342</u>	<u>2,427,342</u>	<u>2,427,342</u>	<u>2,427,342</u>	<u>100.00%</u>
	<hr/>				
Total Revenue & OFS	<u>61,604,632</u>	<u>12,466,372</u>	<u>12,466,372</u>	<u>12,466,372</u>	<u>20.24%</u>