



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

*Joe Colangelo*  
*Town Manager*

**April 1, 2019**  
**Monthly Update**  
**Town of Hanover**

**Town Manager & Board of Selectmen –**

- **Hydrant Flushing** – Spring fire-hydrant flushing started this week and will continue for the next 6 weeks. [Check the website to keep up on when this will be happening in your neighborhood.](#)
- **Town Counsel** – The Board of Selectmen selected Feeley & Brown, P.C. to represent the Town of Hanover as Town Counsel, pursuant to §4-4 of the Town of Hanover General Bylaws.
- **Licensing Policy** – The Board of Selectmen adopted a comprehensive policy outlining expectations for applicants, staff, and the Board of Selectmen when it comes to the evaluation and approval (or denial) of license requests that are under the purview of the Board of Selectmen. This policy can be viewed here. [See Policy 9-9 on pg. 220.](#)
- **Traffic Committee Policy** – The Board of Selectmen adopted policy 10-8 ([see here: pg 252](#)) to address roadway safety and, in particular, the placement of electronic and/or blinking signs in the Town of Hanover that could be considered aesthetically displeasing to the common person. Additional information is available on our website regarding the [Traffic Safety Committee](#).
- **Sylvester School** – The Board of Selectmen entered into an agreement with Traggorth Companies, contingent on the outcome of Articles 35 & 36 on the Annual Town Meeting Warrant.

The terms are as follows:

- The developer will pay \$300,000 to the Town of Hanover for the building, and \$1 for the ground lease at the conveyance of the property to the developer. The term of the ground lease shall be 65 years from conveyance of the building to the developer;
- The developer will rehabilitate and restore the property consistent with the National Park Service and Massachusetts Historic Commissions Standards to include no more than 28 residential units with a projected mix of studios, ones, and two bedrooms. If required by permitting, or financing sources, up to three (3), three-bedroom units may need to be included in the mix;
- The developer will restore the auditorium as part of the project, and maintain it as a gathering space for both residents and the greater Hanover community within certain parameters to be worked out with the Town;
- The developer will restore the site with landscaping, parking, and walkways in a manner reasonably consistent with the attached conceptual plans;



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- All residential units will be restricted so that at least one resident in each unit is at least 55 years of age;
  - No fewer than 7 units, and no more than 17 units, will be restricted to households at various levels of affordability, but in no instance more than 85% of the Area Median Income for the Boston Metropolitan Area. To the degree allowed by law and the financing for the project, the developer will include a preference for existing Hanover residents on the restricted units;
  - The developer will be seeking funding from the Affordable Housing Trust Fund;
  - The remainder of the units in the property will be unrestricted and offered at the ongoing market rent;
  - The property will be assessed at the residential tax rate similar to any other residential multi-family building in the Town of Hanover;
  - The constructed project will be subject to the terms of any permits required for its construction and the developer's obligations to proceed with the acquisition closing will be subject to its receipt of all permits required for construction of the project.
- **Rte. 53 Sewer Study** – Consulting engineers, Weston & Sampson, presented the results of their Rte 3 Wastewater Planning Study. The study can be viewed [here](#).
  - **Water Quality** – The DPW Director gave a presentation on water quality. You can review that presentation [here](#).
  - **Water Rates** – Town staff [introduced](#) the concept of increasing water rates to the Board of Selectmen during the month of March; further discussion will continue in May. The chart below shows the current water rates. Particular consideration will be given to increasing the highest tier water rates to dissuade the continued practice of lawn irrigation which drains the town's water resources and impacts our Water Management Act permit.

<u>Usage Tier</u>	<u>Rate per 100 Cubic Feet</u>
0 – 500 Cubic Feet	\$2.80
501 – 3000	\$5.27
3001 – 4000	\$8.69
4001 +	\$11.07



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- **Annual Town Meeting Warrant** – The Board of Selectmen signed the Annual Town Meeting Warrant. That document can be viewed [here](#).
- **Special Town Meeting Warrant** – The Board of Selectmen signed the Special Town Meeting Warrant. The document can be viewed [here](#).

**Community Services Department–**

**Council on Aging –**

- The Board is reviewing and updating the Strategic Plan Project Document with the Director. 3 members attended The Advisory Committee meeting on March 13<sup>th</sup>.

**Peg Access cable Committee –**

- There is a Mission Statement/Bylaw change request pending, this will change the ways in which funds can be obtained.

**Parks and Recreation Committee –**

- Parks and Rec has not been able to meet for the last 2 months. HYAA is finalizing the draft of the MOU including the Forge Pond Park Gate verbiage. All permits for April start dates have been authorized.

**Visiting Nurse Assoc - (Private 501C3)**

- The VNA Association will be presenting money to the Board of Selectmen for Parks and Recs summer programs.

**Friends of the Council on Aging – (Private 501C3)**

- The Friends of the Council on Aging are paying for 6 weeks of Zumba classes which will take place on Monday's at 4:30 p.m. They continue to assist by generously paying for art classes, presentations and refreshments.

**John Curtis Free Library -**

**The Board of Library Trustees**

- The Board of Library Trustees is currently reviewing policies in need of updating, including Policies on Unattended Children, Computer Usage and Code of Behavior. They are also looking to add policies covering Service Animals as well as Therapy Animals.

**Finance Department –**

**Advisory Committee**

- The Advisory Committee has concluded its review of the Fiscal Year 2020 Operating Budget. At its April 4 meeting, it also finalized its motions and recommendations for all articles in preparation for the May 6 Annual and Special Town Meetings.



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- The Advisory Committee booklet for the Annual and Special Town Meetings will be available shortly.

**Board of Assessors**

- The deadline for senior citizens, disabled veterans, and blind residents to apply for real estate tax exemptions was April 1. This was also the deadline for taxpayers to apply for exemptions from the Community Preservation Act surcharge. Those applications which have not already been addressed by the Board of Assessors will be considered shortly.
- Newly hired Assessing Technician Josh Adams is out in the field, gathering information for the Board of Assessors to make a determination on the Fiscal Year 2019 real estate tax abatement applications filed by taxpayers. He has also been visiting newly constructed home and businesses, and those which have recently had a major addition or renovation, to ensure they are appropriately assessed for the Fiscal Year 2020 tax year.

**Board of Registrars of Voters**

- The Board of Registrars of Voters has certified all nomination signatures of candidates for office at the May 11 Town Election. This has allowed the ballots to be printed for the election, and absentee voting will begin shortly, when the printed ballots are delivered to Town Hall.
- The Registrars are concluding their work on the annual Town census, which will allow for the final preparation of the Town's 2019 Resident Street Listing book.

**Taxation Aid Committee**

- Through a partnership with the Affordable Housing Trust Fund and the Town's Finance Department, the Taxation Aid Committee adopted guidelines providing enhanced real estate tax relief to seniors living on fixed incomes and with limited assets. The existing \$1,000 tax exemption available to seniors with limited assets has been expanded, so that single seniors making no more than \$30,000 annually, and married senior couples making no more than \$42,314 annually, are eligible for this tax exemption in Fiscal Year 2019.

**Fire Department -**

**Local Emergency Planning Committee –**

The Committee, which typically meets twice a year, will be meeting twice next month to complete their recertification as a full Local Emergency Planning Committee (LEPC). This certification will last for 5 years.

**Department of Community Development & Municipal Inspections**

**Planning Board**

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

- **Case ID: TPL-19-04**, the applicant, 285 Circuit Street, applied for the proposed expansion and redevelopment of the site including the construction of a new 16,800 +/- square foot building and the addition of 35 parking spaces. The applicant asked for a continuance from the March 4, 2019 meeting to the March 25, 2019 meeting. Planning Board opened the hearing on March 25 and approved the application on March 25, 2019.



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- **Case ID: TPL-19-06**, the applicant, 183 Columbia Road, applied for the proposed construction of an expansion and redevelopment of the site including the construction of a new 16,800 +/- square foot building and the addition of 35 parking spaces. The Planning Board opened the public hearing on March 25<sup>th</sup>. The applicant has asked the Board to continue the public hearing to April 8<sup>th</sup>.
- **Case ID: TPL-19-07**, the applicant, 936 Washington Street, applied for the proposed alteration of an existing building which exceeds five thousand square feet of gross floor area and for the expansion of off-street parking. The Planning Board will open the public hearing on April 8, 2019.
- The Cottage Cluster Zoning Group met on March 6, 2019 to review the updated and amended draft bylaws. The updated bylaws have incorporated the comments from the Group as well as from the Planning Board meeting. The Cottage Cluster Zoning Group will go before the Planning Board to review the changes and amendments.

**Zoning Board of Appeals**

Listed below are recent and upcoming cases that will be discussed and decided upon by the Zoning Board of Appeals:

- **Case ID Z-19-05**, the applicant, 48 Maple Avenue, has applied for a variance from Section 7.360, Lot Frontages. The applicant is requesting to use the frontage located on Cedar Street for the property and use the access off Maple Avenue for the driveway. The ZBA will open the public hearing on March 20, 2019. The Board requested to do a site visit.
- **Case ID Z-19-06**, the applicant, 1456 Hanover Street, has applied for Special Permit from Zoning Bylaw Section 4.100 Pre-Existing Non-Conforming Uses. The petitioner is proposing to re-construct four residential units to be in compliance with our current Zoning regulations. The applicant has requested a continuance from March 20<sup>th</sup> to April 10<sup>th</sup>.
- **Case ID Z-19-07**, the applicant, 1464 Hanover Street, has applied for a Variance from Zoning Bylaw Section 4.220.b.i and Special Permit from Section 4.220.b.ii Pre-Existing Non-Conforming Structures. The petitioner is proposing to re-construct two residential units under pre-existing non-conforming uses. The applicant has requested a continuance from March 20<sup>th</sup> to April 10<sup>th</sup>.
- **Case ID Z-19-08**, the applicant, 936 Washington Street, has applied for a Variance from Zoning Bylaw Section 7.540.B. Maximum lot coverage from 65.9% to 69.7% to expand the current parking. The petitioner is proposing to add additional parking lot and redevelop the existing site. The ZBA will open the public hearing on April 10, 2019.
- **Case ID Z-19-09**, the applicant, 318 Webster Street, has applied for a Variance of front yard setback of approximately seventeen and one tenth (17.01') feet from Zoning Bylaw Section 7.400, Front, Side and Rear Setbacks, Table 7-1 Dimensional Regulations, for the proposed construction of a single-story addition. The ZBA will open the public hearing on April 10, 2019.



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**Board of Health/Health Agent**

- Event Permits:
  1. Food Truck Tuesday – Food inspections for mobile food trucks on April 3<sup>rd</sup>.
  2. Rabies Clinic – Successfully held on Saturday, March 23<sup>rd</sup>.
- Tobacco Regulations have been drafted and are currently under review by the Board of Health (BoH).
- Body work regulations are being researched and reviewed.

**Community Preservation Committee**

- The Community Preservation Committee reviewed all three applications presented to them for this year's 2019 Annual Town Meeting.
- The Committee voted to approve the North River Shipyard Marker Restorations and the Town Wide Historic Survey Phase II.
- CPC approved the High School Tennis Courts with amendments to include the addition of two (2) more tennis courts for a total of eight (8) courts that currently exist. The revised application is for the amount of \$668,000.
- CPC will be meeting again at an unconfirmed date to discuss budgets as well evaluate this past year's application process and looking at next year's process.

**Conservation**

- Fireworks Site Project- Strict security protocols remain in place for inland and water access, as well as entry from the bridge. A site inspection was conducted on 3/25/19 to review work permitted under the most recent Order of Conditions, SE 31-1182. The abutting property owner was on site for a brief time to discuss his recent corrective actions along the access roadway to remove erosion channels and sedimentation from the adjacent wetland and buffer. Inspection of the Former Test Range Berm Area (FTRBA) was conducted with Tetra Tech, Inc. personnel, the Conservation Agent, the Town Planner and the CDMI Director. It was confirmed that the expanded work area is within the approved limit of work, that during phased tree clearing, several large deciduous trees were left intact as required and were being well maintained, and that additional items for removal from the site were prepared appropriately. Also that clean materials are being returned to the FTRBA which is the initial step for restoring this portion of the site. Inspection of the Western Wetland Area (WWA) revealed damage from the removal of the large steel plates, other building materials, and munitions that were found. Restoration of this area will be a combination of native wetland plantings and re-vegetation through the natural seed bank.
- 2053 Washington St.- former Merchant's Row- An application to Conservation is pending for work to upgrade the on-site wastewater treatment facility. Recent site inspections revealed that the 35 ft. no structure buffer is still intact with no intrusions.
- 1775 Washington St.-Peterson Pond Dam- As of 3/20/19, the Conservation Agent has completed the Ecological Restoration Order of Conditions for the project to remove Peterson Pond Dam and restore the natural channel of the Third Herring Brook located at the rear of the Hanover Mall Complex. This



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project results in several benefits, including increased water quality, return of cold-water fisheries, wildlife habitat enhancement, removal and maintenance of invasive species, and many more.

- 1775 Washington St.- Hanover Mall Complex Redesign Project- As a result of the March 6<sup>th</sup> presentation at the Conservation meeting regarding proposed work within buffer to Bordering Vegetated Wetland, FEMA Flood Zone, and Riverfront Area, several residents visited the Conservation Office for additional information.
- Snow Melt and Debris Inspections- Due to an abundance of calls regarding trash and similar in commercial/retail parking lots, the Conservation Agent conducted a series of inspections on 3/19/19 with the Health Agent to ascertain site conditions. During this initial review, over a dozen sites were inspected. As a result, one business was given a 10-day violation warning to remove all overflowing trash from their trash containment area, and immediate action was required from a local restaurant for the cleaning a grease trap and disposal unit. However, the majority of businesses were found to have only minor debris after snow melt events. As a result, a general reminder letter will be sent to all owners of commercial/retail properties and this type of inspection will now become a bi-annual event for the Health and Conservation Agents.
- Spring Stormwater Inspections- March/April is the time when annual stormwater inspections are scheduled by the Conservation Agent. These will be coordinated, when possible, with the new Snow Melt and Debris (SMD) Inspections listed above. As the Stormwater Inspections include roadway and public parcels, including detention basins and culverts, and may be done with DPW personnel, they will be in addition to the SMD inspections.

#### **Building Division**

- The project at Merchant Row is moving along and appears to be on schedule, the inspectors are making regular inspections as required. They will be looking for their first occupancy late spring to early summer.
- The center school project is working on a few punch list items and will be looking for permanent certificate of occupancy.
- The project at the Prevites site has begun. They have received the first foundation permit and are in the process of moving the remaining building to its new foundation.
- Sconset Village has been issued 60 certificates of occupancy to date and is moving along at a strong pace.

#### **Affordable Housing Trust**

Upcoming discussions and decisions from Affordable Housing Trust are listed below:

- The Affordable Housing Trust will meet on April 3<sup>rd</sup>. The Committee will discuss the Hanover Housing Production Plan (HPP) as well as discuss the Hanover Mall with regards to the residential apartments and the Sylvester School possible redevelopment in preparation for Town Meeting.
- Previously the Trust discussed the HPP and decided to move forward with collecting quotes from possible agencies to update our HPP. The Trust also discussed the Hanover Mall apartment's possible funds in lieu of affordable units, and discussed the possible redevelopment of the Sylvester School as well.



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- The Trust will continue to further discuss the needs of the town regarding the upcoming 2020 census, so the town can proactively stay above the 10%. The Trust will continue to discuss large projects currently before or coming before the Town 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.

**Passports**

- As of March 27, 2019 routine turnaround time for delivery of Passports from application to delivery to applicants remains at 4 – 6 weeks and expedited turnaround time 2 – 3 weeks.
- Operation of the Passport Office remains by appointment only and continues to provide the Passport Office staff with the flexibility it needs to control the flow of applicants and subsequently greatly reduce applicant waiting time.

**Licensing**

- Auto Mart, Inc. Class II Automobile Dealership – Transfer of ownership completed March 4<sup>th</sup>.
- Blazin Wings Inc. (Buffalo Wild Wings) – Change of Manager request scheduled for consideration on April 22<sup>nd</sup>.
- St. Mary's of the Sacred Heart of Hanover's request for a One-Day Liquor License for their annual "Irish Night" to be held on March 16, 2019 was approved by the Board of Selectmen on Monday, March 4, 2019.
- Requests for two One-Day Liquor Licenses were filed by Maura Longueil. The first request was on behalf of the Hanover Historical Society for a fundraiser being held on April 28, 2019 and the second request was for a fundraiser for Town Clerk being held on May 3, 2019. Both requests are currently undergoing Department Review.
- First Boston Tenpin, Inc. (Boston Bowl) has filed a multiple transaction request for amendments to their current Beer & Wine Alcoholic Beverage License. They are requesting approval of a Change of Category from a Beer & Wine Restaurant License to an All Alcohol Restaurant License, this transaction will require a public hearing and notice to abutters; a Change of Corporate Structure which does not require a public hearing or notice to abutters; a Change of Corporate Name from First Boston Tenpin, Inc. dba Boston Bowl to Boston Bowl Hanover, Inc. and a Change of Manager which requires no public hearing or notice to abutters. This request for multiple amendments is currently in the Department Review phase and has not yet been scheduled for public hearing with the Board of Selectmen.
- A meeting was held with Joseph Colangelo (TM), Justin DeBruin (CDMI), Greg Nihan (HPD), Justin Reed (HFD) Tammy Murray (CS), Lauren Rodday (P&R), also present at the meeting was Brian Burke of Burke's Alewerks, to discuss the possibility of having Beer served at the Parks & Recreation Summer Concert Series. Research has been conducted and the decision has been made for Lauren Rodday (P&R) to file the application for the concerts to be held on Sunday 6/30, 7/14, 7/28, 8/11, 8/25 and 9/8/19. The application will be reviewed by the Town Manager and discussed with the Board of Selectmen upon filing.



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**Hanover Public Schools –**

**Center School -**

- The Center Elementary School is fully occupied and has been delivered to the School Department and Town of Hanover. The school department continues to work with the project management team and contractor to resolve several small issues, and expect this work will continue through the end of this school year. Overall, the experience for students and staff has been very well received. Parents and visitors have been impressed with the new school and the School Department is very excited to welcome the community for events in the years ahead.
- Over the summer, teachers at Center and Cedar will be moving between elementary schools in order to implement the town-wide grade level configuration that will take effect in September 2019. That process is in the planning phase and will be fully completed before the students arrive on the first day. There is presently a bid out for school bus transportation services and that phase of the consolidation plan should be completed by the end of May.

**Literacy Initiate: Read 2700 -**

- The School Department is pleased to announce an exciting literacy initiative being introduced to the faculty as “*Read 2700*”. The vision for this work is to collectively strengthen capacity as teachers and learners to ensure that all **2,700** students reach their potential as **readers** using research based instructional practices and resources that support the learning needs of all students. This work has been identified as the top academic priority for the next three years based on teacher and parent feedback, data trends, and a comprehensive needs assessment conducted by consulting literacy experts.

The work will include:

- Partnering with the Teaching and Learning Alliance (TLA) over the next three years to support teachers and students.
  - Implementing a comprehensive professional development and training program for teachers K-8.
  - Evaluating and improving the resources available to support readers of all abilities.
  - Ongoing communication with school community as this work progresses.
- The School Department has chosen to invest time and resources in the implementation of a *Reading Workshop* model. This research-supported approach balances focused instruction, student choice, independent reading, and individual conferencing with students. This interest-based approach motivates and engages students while providing enriching skill-based lessons. They are excited about the work that lies ahead, and look forward to engaging with the school community in ongoing discussions as this plan evolves over the next few years.

**FY 2020 Budget Planning -**

- The School Committee has been working collaboratively with the Town Manager, Board of Selectmen, and the Advisory Committee to develop a fiscally sound level services School Department Budget for FY 2020. The FY 2020 School Department Budget provides for a 4% increase consistent with overall town budget increase. The budget supports educational and operational needs and incorporates the



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consolidation of elementary schools. The School Department is grateful to the Town of Hanover for its continued support of a high quality public education for its students PreK-12.

**Student Services/Special Education Update -**

- On Wednesday, March 27th, HPS Student Service Director, Keith Guyette and HPS Administration, presented their annual special education update at a meeting of the Hanover School Committee. That presentation can be found on the HPS website under the School Committee tab or this link: [Special Education/Student Services Presentation](#)

**Information Technology Study Committee -**

- The Information Technology Study Committee met on February 28, 2019 to discuss the FY 2020 Technology Budget and review its presentation to the Advisory Board scheduled for March 6, 2019. Present at the meeting were School Committee Representatives, Dr. Thomas Raab and Mr. Brian Ciccolo, Board of Selectmen Representatives, Mr. Don White and Mr. Sunny Gleason, as well as Mr. Bill Hartigan, the Director of Technology Operations for the Town and Schools. The Town of Hanover has made a strong commitment to funding technology during the last few years and into the future. They have increased the technology budget by 8-10% for FY 2020 in order to maintain strong services and support and plan for the future. The budget incorporates a plan to manage and replace technology assets and a five year plan was presented to the Advisory Board for its consideration.
- One of our primary accomplishments this year is the addition of video cameras at Cedar and Hanover Middle Schools. There is now video surveillance at all schools. All 222 cameras can be viewed at Hanover Police Dept. and is available to the School Resource Officer. HPD dispatchers can pull up cameras for a call and relay what they view to first responders.
- Another accomplishment for this year is the successful opening of the newly renovated and expanded Center Elementary School.
- Planning for the future, over the next two to three years, we plan to convert the entire town and school phone system to a Voice Over Internet Protocol (VOIP) system which will allow seamless integration for the entire town. We also discussed asking high school students to take on technology projects that would help support the town. We discussed perhaps developing software that could help the Town Clerk manage the dog licenses and other projects that would be cost effective and allow students to learn how to practice and hone their technology skills. Well positioned for FY 2020, the Information Technology Committee looks forward to continuing its work next year.