



TOWN OF HANOVER
550 HANOVER STREET
HANOVER, MASSACHUSETTS 02339

Advisory Committee

Hanover Advisory Committee

550 Hanover Street

Hanover, MA 02339

Meeting Minutes

Wednesday, January 16, 2019 – 7:00 pm

Advisory Committee Hearing Room

Hanover Town Hall

Committee Attendees

Ted Hickey

Sandra Hayes

Joan Port-Farwell

Jerry O'Hearn

Steven Freedman

Nick Morwood

Gavin Little-Gill

Absent

James Hoyes

Steven Kmito

Other Attendees

Lincoln Heineman, Finance Director

Joseph Colangelo, Town Manager

Emmanuel Dockter, Chairman of the Board of Selectmen

Chelsea Stevens, Town Accountant

Opening

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

Review of Meeting Minutes

The Committee voted to accept the meeting minutes of November 7, 2018.

The Committee decided to hold off on voting the meeting minutes of November 13, 2018 pending proposed edits.

The Committee voted to accept the meeting minutes of December 5, 2018.

The Committee voted to accept the meeting minutes of January 7, 2019 with proposed edits made.

Review of Capital Requests

The Committee reviewed draft articles (attached). The Committee was generally supportive of all articles with the exception of the Cedar Bathroom Renovations and Replace 2001 Ford F350 One Ton Dump/Plow/Sander. The Committee was split on the article for Route 139 Corridor Engineering Study and the project for Security Upgrades at the Main Entrance to the Cedar School.

Joseph Colangelo, Town Manager, discussed the increase in debt and the proposed use of free cash to help with the spike in debt costs. He also requested that the Committee give input on the FY20 Operating Budget prior to his presentation on February 4th.

Emmanuel Dockter, Chairman of the Board of Selectmen, discussed the Sylvester School with the Committee. Options will be discussed at the next Board of Selectmen meeting.

Adjournment

Sandra Hayes made the motion to adjourn. This was seconded by Joan Port-Farwell. All were in favor and the meeting adjourned at 9:17 p.m.

ARTICLE XX. APPROPRIATE FUNDS – REPLACE TOILETS IN POLICE STATION JAIL CELLS

To see if the Town will vote to raise and appropriate, appropriate from available funds and/or borrow in accordance with Chapter 44 of the Massachusetts General Laws the sum of \$17,500, or another sum, to purchase, equip, and install toilets in the Police Station jail cells, said purchase, equipping, and installation to be done at the direction of the Town Manager, or take any other action relative thereto.

Facilities Engineering Manager
Town Manager

DRAFT

ARTICLE XX. APPROPRIATE FUNDS – CEDAR SCHOOL SECURITY UPGRADES

To see if the Town will vote to raise and appropriate, appropriate from available funds and/or borrow in accordance with Chapter 44 of the Massachusetts General Laws the sum of \$300,000, or another sum, to install physical security upgrades at the Cedar School, said installation to be done at the direction of the Town Manager and the Superintendent of Schools, or take any other action relative thereto.

Facilities Engineering Manager
Town Manager

DRAFT

ARTICLE XX. APPROPRIATE FUNDS – CEDAR SCHOOL BATHROOM RENOVATION

To see if the Town will vote to raise and appropriate, appropriate from available funds and/or borrow in accordance with Chapter 44 of the Massachusetts General Laws the sum of \$130,000, or another sum, to renovate bathrooms at the Cedar School, said renovation to be done at the direction of the Town Manager and the Superintendent of Schools, or take any other action relative thereto.

Facilities Engineering Manager
Town Manager

DRAFT

ARTICLE XX. APPROPRIATE FUNDS – ONE TON DUMP TRUCK

To see if the Town will vote to raise and appropriate, appropriate from available funds and/or borrow in accordance with Chapter 44 of the Massachusetts General Laws the sum of \$60,000, or another sum, to purchase and equip a one ton dump truck, said purchase and equipping to be done at the direction of the Town Manager, who is authorized to sell or make appropriate trade-ins, or take any other action relative thereto.

Facilities Engineering Manager
Town Manager

DRAFT

ARTICLE XX. APPROPRIATE FUNDS – 4X4 PICKUP TRUCK

To see if the Town will vote to raise and appropriate, appropriate from available funds and/or borrow in accordance with Chapter 44 of the Massachusetts General Laws the sum of \$42,000, or another sum, to purchase and equip a 4X4 pickup truck, said purchase and equipping to be done at the direction of the Town Manager, who is authorized to sell or make appropriate trade-ins, or take any other action relative thereto.

Director of Public Works
Town Manager

DRAFT

ARTICLE XX. APPROPRIATE FUNDS – CURTIS CROSSING DAM STUDY

To see if the Town will vote to raise and appropriate, appropriate from available funds and/or borrow in accordance with Chapter 44 of the Massachusetts General Laws the sum of \$50,000, or another sum, for a portion of a study of the Curtis Crossing dam, said study to be done at the direction of the Town Manager, or take any other action relative thereto.

Public Works Director
Town Manager

DRAFT

ARTICLE XX. APPROPRIATE FUNDS – LARGE DUMP TRUCK

To see if the Town will vote to raise and appropriate, appropriate from available funds and/or borrow in accordance with Chapter 44 of the Massachusetts General Laws the sum of \$190,000, or another sum, to purchase and equip a large dump truck, said purchase and equipping to be done at the direction of the Town Manager, who is authorized to sell or make appropriate trade-ins, or take any other action relative thereto.

Public Works Director
Town Manager

DRAFT

ARTICLE XX. APPROPRIATE FUNDS – ROUTE 139 CORRIDOR STUDY

To see if the Town will vote to raise and appropriate, appropriate from available funds and/or borrow in accordance with Chapter 44 of the Massachusetts General Laws the sum of \$100,000, or another sum, for an engineering study of the Route 139 corridor, said study to be done at the direction of the Town Manager, or take any other action relative thereto.

Public Works Director
Town Manager

DRAFT

ARTICLE XX. APPROPRIATE FUNDS – AMBULANCE

To see if the Town will vote to raise and appropriate, appropriate from available funds and/or borrow in accordance with Chapter 44 of the Massachusetts General Laws the sum of \$326,000, or another sum, to purchase and equip an ambulance, said purchase and equipping to be done at the direction of the Town Manager, who is authorized to sell or make appropriate trade-ins, or take any other action relative thereto.

Fire Chief
Town Manager

DRAFT

ARTICLE XX. APPROPRIATE FUNDS – WATER SERVICE VAN

To see if the Town will vote to raise and appropriate, appropriate from available funds and/or borrow in accordance with Chapter 44 of the Massachusetts General Laws the sum of \$38,000, or another sum, to purchase and equip a water service van, said purchase and equipping to be done at the direction of the Town Manager, who is authorized to sell or make appropriate trade-ins, or take any other action relative thereto.

Director of Public Works
Town Manager

DRAFT

ARTICLE XX. APPROPRIATE FUNDS – WATER MAIN IMPROVEMENTS

To see if the Town will vote to raise and appropriate, appropriate from available funds and/or borrow in accordance with Chapter 44 of the Massachusetts General Laws the sum of \$300,000, or another sum, to purchase water main improvements, said purchase to be done at the direction of the Town Manager, or take any other action relative thereto.

Director of Public Works
Town Manager

DRAFT

ARTICLE XX. APPROPRIATE FUNDS – TOWN-WIDE DATA CABLING

To see if the Town will vote to raise and appropriate, appropriate from available funds and/or borrow in accordance with Chapter 44 of the Massachusetts General Laws the sum of \$100,000, or another sum, to purchase town-wide data cabling, said purchase to be done at the direction of the Town Manager, or take any other action relative thereto.

Information Technology Director
Town Manager

DRAFT

ARTICLE XX. APPROPRIATE FUNDS – TOWN-WIDE DATA CABLING

To see if the Town will vote to raise and appropriate, appropriate from available funds and/or borrow in accordance with Chapter 44 of the Massachusetts General Laws the sum of \$65,000, or another sum, to purchase WiFi upgrades in the schools, said purchase to be done at the direction of the Town Manager, or take any other action relative thereto.

Information Technology Director
Town Manager

DRAFT

ARTICLE XX. APPROPRIATE FUNDS – TOWN-WIDE DATA CABLING

To see if the Town will vote to raise and appropriate, appropriate from available funds and/or borrow in accordance with Chapter 44 of the Massachusetts General Laws the sum of \$42,000, or another sum, to purchase, equip, and install VOIP phones in the schools, said purchase to be done at the direction of the Town Manager, or take any other action relative thereto.

Information Technology Director
Town Manager

DRAFT

ARTICLE XX. APPROPRIATE FUNDS – ASSESSING SOFTWARE

To see if the Town will vote to raise and appropriate, appropriate from available funds and/or borrow in accordance with Chapter 44 of the Massachusetts General Laws the sum of \$45,700, or another sum, to purchase assessing software, said purchase to be done at the direction of the Town Manager, or take any other action relative thereto.

Director of Finance
Town Manager

DRAFT

Fiscal Year 2020 Capital Budget & Capital Improvement Plan

UPDATED



Capital Project Requests	FY20 Request	FY21 Request	FY22 Request	FY23 Request	FY24 Request	5-Year Plan Total
Municipal Buildings and Grounds						
Town Hall Meeting Rooms Renovation						
Veteran's Honor Garden - CPC						
Veteran's Memorial Project at B. Everett Hall Field						
1977 Town Hall Addition HVAC						
Town Hall Restoration - Free Cash						
Town Hall Restoration - CPC						
Town Hall Cupola Repair and Restoration						
Senior Center Emergency Generator						
Town Hall HVAC						
Purchase of Street Lights and Conversion to LED						
Multi-Use Recreational Facility (Build the Boards) - CPC						
Town Hall Technology Improvements						
Library Signage	10,000					10,000
Planning for Fire Headquarters Interior Improvements						
Fire Headquarters - Security Camera System						
Police Station - Replace Toilets in Jail Cells	35,000					35,000
Planning for Town Hall Site Renovation						
Implementation of Fire Headquarters Interior Improvements		50,000	50,000	50,000	50,000	200,000
Implementation of Town Hall Site Renovations		30,000	30,000	30,000	30,000	120,000
Planning for Fire Stations 1 and 3/Possible Combination		50,000				50,000
John Curtis Library - Install Entrance to Children's Library		40,000				40,000
Town Hall Elevator Controller Upgrade		60,000				60,000
Implementation of Plan for Fire Stations 1 and 3/Possible Combination			50,000	50,000	50,000	150,000
John Curtis Library - Wheelchair Lift to Staff Corridor			45,000			45,000
Library HVAC Replacement			50,000			50,000
Council on Aging Kitchen Upgrades			15,000			15,000
John Curtis Library - Replace Carpet and Repair Interior Finishes			90,000			90,000
Police Station - Replace HVAC Condensers			95,000			95,000
Town Recreation Transition from Grass to Turf Field		1,000,000				1,000,000
Transfer Station - Repaint Pit Roof				50,000		50,000
Police Station - Repaint Interior Spaces				25,000		25,000
Stetson House Improvements				30,000		30,000
Climate Control Improvements to Protect Historical Documents				50,000		50,000
Category Subtotal	45,000	1,230,000	425,000	285,000	130,000	2,115,000

Capital Project Requests	FY20 Request	FY21 Request	FY22 Request	FY23 Request	FY24 Request	5-Year Plan Total
School Buildings and Grounds						
High School Auditorium Storage						
Middle and Cedar Schools Kitchen Equipment						
Cedar School Playground						
Middle and Cedar Schools Camera Security System						
Reconstruction of High School Tennis Courts	530,000					530,000
Cedar - Security Upgrades at Main Entrance	300,000					300,000
Cedar - Bathroom Renovation for Pre-K & K Students	130,000					130,000
Middle - Cafeteria Air Conditioning		25,000				25,000
Middle & Cedar - Phased Replacement Plan for Kitchen Equipment		50,000				50,000
Cedar - Replace Master Clock and Intercom System		40,000				40,000
Salmond School - Prep & Paint Cupola & Trim		35,000				35,000
Cedar - Roof Replacement, 1966 Section (MSBA shared)			900,000			900,000
Middle - Repave parking lot			320,000			320,000
Cedar - Repave parking lot			280,000			280,000
Middle - Sand, Repaint & Refinish Gym Floor			40,000			40,000
Middle - Replace Master Clock and Intercom System			65,000			65,000
Middle - Replace Rooftop Ventilation Units			200,000			200,000
Middle - Electric panel upgrades				150,000		150,000
Cedar - Install Emergency Generator				200,000		200,000
Cedar - Replace Carpet/Asbestos Flooring with Tile				300,000		300,000
High School - Multi-purpose Turf Field Renovation				500,000		500,000
Middle - Replace Remaining Asbestos Floor Tile					550,000	550,000
Cedar - Replace HVAC Units					150,000	150,000
Middle - Roof Replacement (non-1999 addition) (MSBA shared)					900,000	900,000
Category Subtotal	960,000	150,000	1,805,000	1,150,000	1,600,000	5,665,000

Capital Project Requests	<u>FY20</u> Request	<u>FY21</u> Request	<u>FY22</u> Request	<u>FY23</u> Request	<u>FY24</u> Request	<u>5-Year Plan</u> Total
Facilities Other						
Replace 2001 Ford F350 One-ton Dump/Plow/Sander (purchase pre-owned truck)	60,000					60,000
Replace 2008 Ford F250 Superduty Pickup		45,000				45,000
Replace 2006 Ford Freestar High Top Van (purchase pre-owned van)			10,000			10,000
Replace 2006 GMC Box Truck with Lift Gate (purchase pre-owned)			15,000			15,000
Replace Trackless MTS Tractor/Mower/Snowblower				35,000		35,000
Replace 1994 Ford Tractor (purchase pre-owned)					25,000	25,000
Replace 2001 Custom Trailer					20,000	20,000
Replace 2006 Ford F-450 Trash Truck (purchase pre-owned)					55,000	55,000
Category Subtotal	60,000	45,000	25,000	35,000	100,000	265,000

Capital Project Requests	FY20 Request	FY21 Request	FY22 Request	FY23 Request	FY24 Request	5-Year Plan Total
DPW						
Curtis Crossing and Forge Pond Dams Inspection/Design						
2.5 Ton Vibratory Roller						
Tractor						
4X4 Pickup Truck with Plow						
Large Dump Truck						
Towed Air Compressor						
One Ton 4X4 Dump Truck						
Large Dump Truck						
Replace 2009 Ford F250 4x4 pickup truck (Deputy Supt)	42,000					42,000
Dam Repairs / Study - Curtis Crossing	100,000					100,000
Replace 2005 Ford F350 Dump truck (Cemetery)	70,000					70,000
Replace 1998 Intl 4900 Dump truck	190,000	190,000				190,000
Route 139 Corridor Engineering Study	100,000					100,000
Replace 2008 Ford F450 Dump Truck		75,000				75,000
Pavement Management		200,000	200,000	200,000	200,000	800,000
Replace 2003 John Deere 644H Loader		300,000				300,000
Gator Utility Vehicle			20,000			20,000
Replace 2001 Intl 4900 Dump Truck			200,000			200,000
Replace 2015 Ford F250 4x4 pickup truck (Highway Foreman)			45,000			45,000
Replace 2005 Cat 430DIT Backhoe			125,000			125,000
Replace 2008 Multi-tool Tractor			150,000			150,000
Dam Repairs Design - Forge Pond			30,000			30,000
Replace 2004 Intl 4900 Dump Truck				200,000		200,000
Dam Repairs - Forge Pond				250,000		250,000
Playground					150,000	150,000
Replace 2006 Intl 7500 10-wheel Dump Truck					250,000	250,000
Replace 2018 Ford F250 4x4 pickup truck (Grounds Foreman)					45,000	45,000
Replace 2012 Infield Groomer					30,000	30,000
Category Subtotal	502,000	575,000	770,000	650,000	675,000	3,172,000

Fire	FY20 Request	FY21 Request	FY22 Request	FY23 Request	FY24 Request	Total
Ambulance	326,000			375,000		701,000
Command vehicle		65,000		75,000		140,000
Pumper/rescue pumper		600,000				600,000
Forest Truck/service vehicle			75,000			75,000
Utility terrain vehicle			30,000			30,000
Cardiac Monitors			150,000			150,000
Squad or Chassis				200,000		200,000
Radios					150,000	150,000
Category Subtotal	326,000	665,000	255,000	650,000	150,000	2,046,000

<u>Police</u>	<u>FY20 Request</u>	<u>FY21 Request</u>	<u>FY22 Request</u>	<u>FY23 Request</u>	<u>FY24 Request</u>	<u>Total</u>
2 Marked Police Cruisers	90,000					90,000
1 Unmarked Police Cruiser	40,000					40,000
Replace and equip cruisers		130,000	140,000	140,000	150,000	560,000
ECC/HFD Console Replacement		165,000				165,000
Firearms/Rifles Replacement				60,000		60,000
Replace Officers' Portable and Cruiser Radios					120,000	120,000
Category Subtotal	130,000	295,000	140,000	200,000	270,000	1,035,000

Capital Project Requests	<u>FY20</u> Request	<u>FY21</u> Request	<u>FY22</u> Request	<u>FY23</u> Request	<u>FY24</u> Request	<u>5-Year Plan</u> Total
Community Development and Municipal Inspections						
Inventory Historical & Cultural Resources Phase I - CPC						
Inventory Historical & Cultural Resources Phase II - CPC						
Washington Street Stonewall						
Building - Ford F-150 4x4			25,000			25,000
<u>Category Subtotal</u>	<u>0</u>	<u>0</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
Community Services						
HCTV Server-based Hard Drives	49,859					49,859
HCTV Recording Capability for Advisory and 2nd Floor Hearing Rooms	14,320					14,320
HCTV Portable Camera for Live Remote Broadcasting	16,000					16,000
Council on Aging Car				35,000		35,000
Forge Pond Park Playground					100,000	100,000
<u>Category Subtotal</u>	<u>80,179</u>	<u>0</u>	<u>0</u>	<u>35,000</u>	<u>100,000</u>	<u>215,179</u>
Finance						
Assessing Software Upgrade	45,700					45,700
Financial Accounting Software						
<u>Category Subtotal</u>	<u>45,700</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>45,700</u>

School - Town-Wide Technology	<u>FY20</u> Request	<u>FY21</u> Request	<u>FY22</u> Request	<u>FY23</u> Request	FY24 Request	<u>Total</u>
Town-Wide Data Cabling to Support WiFi and VOIP	100,000					100,000
WiFi Upgrades at High School and Middle School	65,000					65,000
Install VOIP Phones at Middle and Cedar Schools	42,000					42,000
WiFi Upgrades at Cedar School, COA, Police and Fire		75,000				75,000
Install VOIP Phones at High School		26,000				26,000
Upgrade VOIP Phones at Town Hall, COA, and Police and Fire			32,000			32,000
Town-Wide Switch Upgrade			230,000			230,000
Category Subtotal	207,000	101,000	262,000	0	0	570,000

<u>Water</u>	<u>FY20 Request</u>	<u>FY21 Request</u>	<u>FY22 Request</u>	<u>FY23 Request</u>	<u>FY24 Request</u>	<u>Total</u>
Replace 2009 Water Service Van	38,000					38,000
Water Main Improvements	300,000	300,000	250,000	250,000	250,000	1,350,000
Water Tank Rehabilitation		1,000,000				1,000,000
Replace 2013 Water Service Van		38,000				38,000
Replace 2015 Water Service Van			40,000			40,000
Replace 2016 Silverado 4x4 pickup				45,000		45,000
Filter Media Replacement				80,000		80,000
Water Tank Replacement (Old Union St)					3,000,000	3,000,000
Replace 2015 Ford F250 4x4 pickup truck (Deputy Supt - Water)					45,000	45,000
Category Subtotal	338,000	1,338,000	290,000	375,000	3,295,000	5,636,000

Capital Project Requests	<u>FY20</u> Request	<u>FY21</u> Request	<u>FY22</u> Request	<u>FY23</u> Request	<u>FY24</u> Request	Total
Total 5 Year Capital Requests - All Departments	<u>3,002,879</u>	<u>4,909,000</u>	<u>5,507,000</u>	<u>3,890,000</u>	<u>7,775,700</u>	<u>24,138,879</u>

<u>Total Prospective 5 Year Capital Requests - All Departments</u>	<u>3,193,879</u>	<u>4,899,000</u>	<u>4,497,000</u>	<u>3,880,000</u>	<u>6,820,000</u>	<u>23,289,879</u>
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