



TOWN OF HANOVER  
550 HANOVER STREET  
HANOVER, MASSACHUSETTS 02339

*Advisory Committee*

**Hanover Advisory Committee**

**550 Hanover Street**

**Hanover, MA 02339**

Meeting Minutes

Wednesday, November 7, 2018 – 7:00 pm

**Advisory Committee Hearing Room**

**Hanover Town Hall**

**Committee Attendees**

Ted Hickey

Sandra Hayes

Joan Port-Farwell

Steven Freedman

Jerry O'Hearn

**Absent**

James Hoyes

Steve Kmito

Gavin Little-Gill

Nick Morwood

**Other Attendees**

Joseph Colangelo, Town Manager

Lincoln Heineman, Finance Director

Art Ceurvels, Interim Director of Community Development & Municipal Inspections

Tammy Murray, Director of Community Services

Jeffrey Blanchard, Fire Chief

Colleen Smith, HCTV Station Manager

Jason Cavallaro, Deputy Fire Chief

Don White, Member of the Information Technology Study Committee

Chelsea Stevens, Town Accountant

**Opening**

The meeting was opened at 7:01 p.m. by Chairman, Ted Hickey.

### **Review of Meeting Minutes**

The Committee reviewed and voted on the October 24 Advisory Committee meeting minutes:

The Committee voted to accept the meeting minutes of October 24, 2018. Joan Port-Farwell abstained from voting.

### **Review of Capital Requests – Community Development & Municipal Inspections**

Art Ceurvels, Interim Director of Community Development & Municipal Inspections, presented the Historical Commission's capital request for FY20 (attached).

Art also discussed future requests of the department. There is a request in FY21 of the Capital Plan to replace a 2008 Ford Pickup Truck in the Department of Municipal Inspections. Upon looking at the vehicle it seems to be in good shape, so the request can be put off a few more years.

Town Manager Joseph Colangelo discussed changes being made to the CDMI offices at Town Hall. Offices have been decluttered and some offices have moved.

### **Review of Capital Requests – Fire Department**

Jeffrey Blanchard, Fire Chief, presented the Fire Department's capital request for FY20 (attached). He explained the schedule for rotating ambulances to the Committee. The new ambulance would include the newest features and technology. The department last purchased an ambulance in 2016.

### **Review of Capital Requests – Community Services**

Tammy Murray, Director of Community Services, and Colleen Smith, HCTV Station Manager, presented the HCTV's capital requests for FY20 (attached). Colleen explained that HCTV is funded through payments from the cable companies in Town.

Tammy and Joe then discussed some future capital requests for the department. There is discussion of making at least one of the recreational fields a turf field so that it can be used year round. This is still in the beginning phases and research is being done to see if it would be cost effective. There is a future request for a vehicle for the COA. The current vehicle is being used more often.

Joan Port-Farwell asked about the status of the new generator for the COA, which was approved at this past year's Annual Town Meeting. Tammy says work has begun and she hopes it will be fully installed before winter begins.

### **Review of Capital Requests – Finance**

Lincoln Heineman, Finance Director, presented the Finance Department's capital request for FY20 (attached). It is a request for a software update for the Assessing Office. The software was last updated in 2005. The current version will no longer be supported after FY20, so the update is necessary.

Lincoln also discussed the possible future request for new Financial Accounting software. After some research, it appears it will be very costly and does not seem to be needed. Don White, member of the Information Technology Study Committee, said that the Committee met with Lincoln and agrees that it is not necessary to purchase new financial software.

### **Upcoming Meetings**

The Committee's next meeting will be Tuesday November 13<sup>th</sup> at 7pm.

### **Adjournment**

Jerry O'Hearn made the motion to adjourn. This was seconded by Steven Freedman. All were in favor and the meeting adjourned at 8:06 p.m.



## Capital Improvements

### PROJECT DETAIL SHEET

**Fiscal Year: 2020**

**Committee:** Historical Commission  
submitted by Caleb Estabrooks

**Project Title:** Repair of Washington St Historic  
Stone Walls

**Requested Amount:** \$ Unknown



#### **Description:**

Repair historic stone walls along Washington St. between Four Corners (Marylou's News) and the old stone bridge that takes you into Pembroke.

#### **Project Overview:**

Repair historic stone walls along Washington St. between Four Corners (Marylou's News) and the old stone bridge that takes you into Pembroke. These are mortared stone walls with a quarried granite capstone along the entire length. This would be quite a project, but a portion of it is also a retaining wall that supports the roadway so the purpose of this project would not be purely historic / aesthetic in nature.

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



## Capital Improvements

### PROJECT DETAIL SHEET

**Fiscal Year: 2020**

**Department: Fire**

**Project Title: Ambulance Replacement**

**Requested Amount: \$326,000\***



**Description:**

Purchase and equip a new ambulance to replace a 2008 ambulance.

**Project Overview:**

This project will replace a 2008 ambulance that has been driven more than 130,000 and has 6770 operating hours. The new ambulance will include features that improve safety for the patient and emergency medical personnel. New safety standards for ambulances went into effect last year and now include an automatic stretcher loading system (proven to reduce back injuries) and stronger mounting hardware that protects the patient in the event of an accident.

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

The replacement of the 2008 ambulance conforms to the department's fleet replacement program, replacing them after a period of twelve years. Purchasing a new ambulance will eliminate the likelihood of expensive, unanticipated repair costs on the old ambulance. The new ambulance will be covered under warranty.

## HCTV Capitol Plan 2019

### EditShare editing SAN – \$49,859

- Server based edit hard drives, allowing multiple users to have access to all content and to share projects. This will eliminate individual hard drives for employees and allow up to 10 concurrent users to access content on the drives. Can store up to 96TB of storage with room to expand as needed.

Editing SAN				
1	ES-EFS300-96TB	XStream EFS 300 3U 96TB (16 x 6 TB Drives)	\$ 42,130	\$ 42,130.00
1	ES-MIRROR	Mirrored OS Drive	\$ 1,200	\$ 1,200.00
1	ESFLOW-XSTREAM-	Flow Admin/Database (includes 10 concurrent Flow client	\$ -	\$ -
2	ESFLOW-FILE2-	Flow File-based Ingest (2 slots)	\$ -	\$ -
1	ES10GBT-DUAL-IN	2 Port 10GBaseT Network Adapter - for server	\$ 1,386	\$ 1,386.00
2	CAT6A-10	CAT6A Shielded Cable: 10 Feet	\$ 25	\$ 50.00
1	ES-HP2920-48	HP ProCurve 2920-48G Switch - 48 Ports	\$ 4,895	\$ 4,895.00
1	ES-HP2920-	HP ProCurve 2920 10-GbE 2-port 10GBaseT Module	\$ 1,485	\$ 1,485.00

#### IntegratedSolutions Group

858 Providence Highway, Norwood, MA 02062  
Phone 781-769-7810 Fax 781-769-5750

1	ES-6000-SATA	Spare 6TB Drive	\$ 1,320	\$ 1,320.00
1	ES-TRAIN-OL-FD	EditShare On Line Training - Full Day	\$ 1,250	\$ 1,250.00
1	ES1YRSUP	EditShare 1 Year Support and Maintenance	\$ 5,115	\$ 5,115.00
1	DISCOUNT	System Discount	\$ (8,972)	\$ (8,972.00)
		<b>Subtotal Editing SAN</b>		<b>\$ 49,859.00</b>

### Advisory Room upgrade - \$7,160

- Install wall mounted camera, ceiling mounted mics, audio mixer, hard drive, and tv monitor to allow meetings to be recorded for later broadcast on HCTV. System will be 100% user friendly and can be operated by either HCTV employee or other Town staff or committee members with basic training and Written instructions.



Date: 9.26.2018  
 Quote: GP2795  
 Valid For: 30 Days  
 Terms: N30  
 Prepared By: Gary Pink, Account Executive

Prepared For:  
 Colleen Smith  
 HCTV  
 Hanover, MA

Qty	Model	Description	Notes	Price	Ext
1	PT12X-SDI-WH-G2	PTZ Optics PTZ Camera		\$ 1,599.00	\$ 1,599.00
1	HCM-1-WH	PTZ Optics Wall Mount		\$ 98.00	\$ 98.00
4	MEB 104 W	Sennheiser Ceiling Boundy Mic		\$ 177.00	\$ 708.00
1	SCM410	Shure 4 Channel Automixer		\$ 730.00	\$ 730.00
1	HELO	AJA HELO h.264 Streamer and Recorder		\$ 1,280.00	\$ 1,280.00
1	LED-1906HDMT	Totevision 19" LCD Monitor		\$ 395.00	\$ 395.00
1	WM-31	Totevision Wall Mount		\$ 45.00	\$ 45.00
1	WMS-1614DC	Middle Atlantic Wall Mount Shelf		\$ 130.00	\$ 130.00
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
				\$ -	\$ -
1	Installation	On Site Installation of camera, mics and accessories		\$ 1,800.00	\$ 1,800.00
1	CCP	Cables, Connectors, Parts		\$ 225.00	\$ 225.00
1	Shipping	Freight Charges		\$ 150.00	\$ 150.00
<b>Package Total</b>					<b>\$ 7,160.00</b>

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**Board of Healthy hearing room upgrade - 7,160**

- Install portable PTZ camera, ceiling mounted mics, audio mixer, hard drive, and tv monitor to allow meetings to be recorded for later broadcast on HCTV. System will be 100% user friendly and can be operated by either HCTV employee or other Town staff or committee members with basic training and Written instructions.



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**Comrex Live Shot portable - \$16,000**

- Allow HCTV to broadcast live from virtually anywhere. Uses WiFi, network, or 3G/4G cellular signal to broadcast HD video and audio from field broadcasts.

1	9500-0500	Comrex Liveshot Portable		\$ 8,000.00	\$ 8,000.00
1	9500-0900	Comrex Liveshot Studio	This unit install in playback	\$ 7,000.00	\$ 7,000.00


**Total Capitol Plan cost: \$80,179**





# Capital Improvements

## PROJECT DETAIL SHEET

<p><b>Fiscal Year:</b> 2020</p> <p><b>Department:</b> Finance</p> <p><b>Project Title:</b> Vision Software Upgrade</p> <p><b>Requested Amount:</b> \$45,700.00</p>																	
<p><b>Description:</b> This project would upgrade the software used to assess all real estate in Town. The upgrade must occur in Fiscal Year 2020 in order for the Town to be able to issue real estate tax bills and therefore collect what is by far the primary source of revenue for the Town.</p> <p>The last update performed on the Town’s Vision software occurred in 2005.</p>																	
<p><b>Project Overview:</b></p> <table border="0"> <tr> <td>Standard V8 Conversion and License</td> <td>\$20,000</td> </tr> <tr> <td>Additional Static Database Conversions</td> <td>\$7,500</td> </tr> <tr> <td>Custom Exports for Softright and Viewpermit</td> <td>\$6,000</td> </tr> <tr> <td>Custom Reports</td> <td>\$3,000</td> </tr> <tr> <td>Training</td> <td>\$1,200</td> </tr> <tr> <td>Property Record Cards to PDFs</td> <td>\$1,000</td> </tr> <tr> <td>Database Hosting</td> <td>\$7,000</td> </tr> <tr> <td><b>TOTAL</b></td> <td><b>\$45,700</b></td> </tr> </table>		Standard V8 Conversion and License	\$20,000	Additional Static Database Conversions	\$7,500	Custom Exports for Softright and Viewpermit	\$6,000	Custom Reports	\$3,000	Training	\$1,200	Property Record Cards to PDFs	\$1,000	Database Hosting	\$7,000	<b>TOTAL</b>	<b>\$45,700</b>
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<b>TOTAL</b>	<b>\$45,700</b>																
<p><b>Financial impact of this project on the department’s operating budget:</b></p> <p>The Assessing Office would not be able to function without this software upgrade, and the Town would not collect approximately \$47 million in real estate taxes.</p>																	