



TOWN OF HANOVER
550 HANOVER STREET
HANOVER, MASSACHUSETTS 02339

Advisory Committee

Hanover Advisory Committee

550 Hanover Street

Hanover, MA 02339

Meeting Minutes

Wednesday, December 5, 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

Nick Morwood

Absent

Gavin Little-Gill

James Hoyes

Steven Kmito

Other Attendees

Lincoln Heineman, Finance Director

Joseph Colangelo, Town Manager

Walter Sweeney, Police Chief

Tom Raab, School Business Manager

Bill Hartigan, IT Director

Emmanuel Dockter, Chairman of the Board of Selectmen

Don White, member of the IT Study Committee

Sunny Gleason, member of the IT Study Committee

Chelsea Stevens, Town Accountant

Opening

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

Review of Capital Requests – Police Department

Walter Sweeney, Police Chief, presented the Police Department's Capital Request for FY20 (attached).

Review of Capital Requests – Information Technology

Bill Hartigan, IT Director, and Tom Raab, School Business Manager, presented IT's FY20 Capital Requests (attached). Steve Freedman asked about the school's security plans over the next five years. Tom Raab said he would gather the information and get back to the committee.

Capital Budget

Joe Colangelo, Town Manager, asked that the Committee review the Capital Budget and give feedback before the warrant is finalized. The Committee expressed support for all FY2020 Capital Budget items except those for Library Signage and Dam Repairs/Study at Curtis Crossing, which the Committee wanted to discuss further.

Adjournment

Joan Port-Farwell made the motion to adjourn. This was seconded by Jerry O'Hearn. All were in favor and the meeting adjourned at 8:53 p.m.



Capital Improvements

Fiscal Year: 2020

Department: Police

Project Title: Replace-Equip Police Cruisers

Requested Amount: \$ 130,000



Description:

Purchase two (2) 2019 marked police cruisers for \$45,000

Purchase one (1) 2019 unmarked police cruiser for \$40,987

Total request \$130,000

Project Overview:

Replacement of cruisers on a scheduled basis to defray repair costs. Replacement of older fleet vehicles on a yearly basis ensures that the vehicles are on-line and available for police use and emergencies. This purchase will allow the department to upgrade the present fleet to utility style all-wheel drive marked cruisers. The vehicles require the initial purchase of equipment specific to the body style. The equipment is anticipated to be removed and reinstalled in subsequent vehicles.



Capital Improvements


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

Decreased repair costs, less mileage on other cruisers when existing cruisers are down for repair. Ensures rotation of vehicles for future years. This fleet purchase will allow for the front line emergency response vehicles readiness. This scheduled replacement program has been in place for a significant number of years and has served the department well.



Capital Improvements


PROJECT DETAIL SHEET

<p>Fiscal Year: 2020</p> <p>Department: School Department-Technology</p> <p>Project Title: Town Wide Data Cabling</p> <p>Requested Amount: \$ 100,000</p>	
<p>Description:</p> <p>Funds to upgrade and expand data cabling throughout various town buildings (Middle School, Cedar School, Police HQ, Fire HQ) to support VOIP phone service, WiFi expansion and other data needs.</p>	
<p>Project Overview: Funds are required in FY2020 for the following projects:</p> <ul style="list-style-type: none">- Install cabling at Middle School- Install cabling at Cedar School- Install cabling at Police HQ- Install cabling at Fire HQ <p>Grand Total</p>	<p>\$50,000</p> <p>\$35,000</p> <p>\$7,500</p> <p>\$7,500</p> <p>\$100,000</p>
<p>Financial impact of this project on the department's operating budget:</p> <p>Maintain overall technology budget from FY 2019.</p>	



Capital Improvements

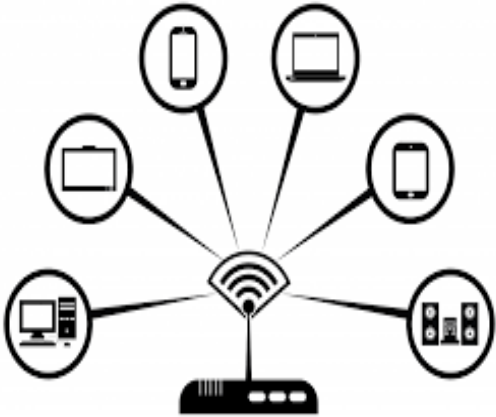
PROJECT DETAIL SHEET

<p>Fiscal Year: 2020</p> <p>Department: School Department-Technology</p> <p>Project Title: Town Wide VOIP</p> <p>Requested Amount: \$ 42,000</p>	
<p>Description:</p> <p>Funds to upgrade and expand Voice Over Internet (VOIP) phone service throughout the town. This project would bring all School buildings onto the same phone system. This project requires that the cabling project be completed first.</p>	
<p>Project Overview:</p> <p>Funds are required in FY2020 for the following projects:</p> <ul style="list-style-type: none">- Install VOIP phones at Middle School- Install VOIP phones at Cedar School <p>Grand Total</p>	<p>\$25,000</p> <p>\$17,000</p> <p>\$42,000</p>
<p>Financial impact of this project on the department's operating budget:</p> <p>Maintain overall technology budget from FY 2019.</p>	



Capital Improvements

PROJECT DETAIL SHEET

<p>Fiscal Year: 2020</p> <p>Department: School Department-Technology</p> <p>Project Title: School WiFi Upgrades</p> <p>Requested Amount: \$ 65,000</p>	
<p>Description:</p> <p>Funds to upgrade and expand WiFi access at the High School and Middle School to support standardized online assessments (MCAS) as well as 21st century learning. This project requires the cabling project be completed first.</p>	
<p>Project Overview: Funds are required in FY2020 for the following projects:</p> <ul style="list-style-type: none"> - Expand WiFi at Middle School - Expand WiFi at High School <p>Grand Total</p>	<p>\$50,000</p> <p>\$15,000</p> <p>\$65,000</p>
<p>Financial impact of this project on the department's operating budget:</p> <p>Maintain overall technology budget from FY 2019.</p>	