



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

Joe Colangelo
Town Manager

October 1, 2018
Monthly Update
Town of Hanover

Town Manager –

- **Dir. of Community Development and Municipal Inspections** – Finalists are anticipated to interview with the ‘interview committee’ on November 1, 2018 for this newly created position. To-date 34 applications have been received; the cut-off is October 5th.
- **Fiscal Year 2020 Budget** – Work has commenced on the development of the FY2020 budget voters will consider at Town Meeting this May. On October 15th the proposed capital budget will be presented to the Board of Selectmen and the Advisory Committee.
- **Community Cookout** – The Community Cookout is scheduled for Wednesday, October 3rd from 2-6pm.
- **Traffic Safety** – More emphasis is being placed on traffic safety. The public is encouraged to contact the Town Manager’s Office regarding traffic safety concerns. October’s meeting of the Traffic Safety Committee is slated for October 2nd at 10:30am.

Board of Selectmen – Some of the more noteworthy items before the Board of Selectmen included the following during the month of September:

- **Sylvester School Redevelopment** – The Board of Selectmen received a second presentation from Traggorth Companies, LLC for the proposed redevelopment of the Sylvester School. Option #2 proposes to incorporate rental housing along with school administrative functions under a single roof.
- **334 King Street** – The Board of Selectmen approved a written Order on a decision that 334 King Street is considered a burnt, dilapidated, and/or dangerous structure.
- **Budget Policy** – The Board of Selectmen approved a new policy outlining the timeline for the compilation of the annual capital and operating budget(s).

It is anticipated that during the month of October the Board of Selectmen will work on the following notable items...

- **Licensing Policy (business & alcohol)**
- **Sylvester School Redevelopment**
- **Fiscal Year 2020 Capital Budget**

Public Works –

- The highway division spent September installing driveway approaches where necessary on the streets that were paved in August. Most of the approaches were done by our contractor but approximately 8-10 approaches had low spots causing puddles or additional work requested by residents and these are what the crew corrected. In addition, the crew repaired catch basins around town that have deteriorated and which were not on roads that were paved this summer. Finally, the division ordered and started receiving road salt for the upcoming snow and ice season.



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- With the return of cooler weather, the grass at town fields has come out of dormancy. The public grounds division has been busy mowing fields, adjusting irrigation systems, and performing general roadside brush control. The division also worked with the highway division to clean up the remains of the brush pile at Ames Way which was ground by an outside contractor in September
- The water distribution division installed 80 meters in August and 25 in September, bringing the total for the calendar year to 300. 2,213 meters are now radio read meters. The division continued with its backflow testing program, repaired several water leaks/breaks discovered by the outsourced leak detection program, and assisted in the sludge dewatering operation at the Pond Street water treatment plant. Finally, distribution mechanics worked with an outside consultant to evaluate and document large water services.
- The water treatment division performed normal operations of the Town's three water treatment plants in September. The division delivered 49.8 million gallons of water in August with the September total expected to be 43 million gallons. The August number is down from 52.9 million over the same period last year and the September number is approximately the same amount pumped in September of 2017. Finally, the division worked with an outside contractor to dewater residuals from the Pond Street water treatment plant.
- A household hazardous waste collection event was held at the Transfer Station on September 29th

(DPW) Plans for October:

- The highway division will be wrapping up summer maintenance activities and beginning the transition to snow and ice operations in the month of October. This will include the transition of the larger dump trucks sanders, the checking of all plows to make sure they are functional and the installation of cutting edges on plows.
- 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 continuing with the installation of meters, the testing of backflow prevention devices, and flushing water mains.
- The water treatment division expects to continue with preventive maintenance and replacement of worn valves in treatment plants.

Buildings & Facilities –

Maintenance Division

- Replace water heater in John Curtis Library
- High School: Fixed problem of regular misalignment of field goal posts.
- Resumed water sampling program for Lead and Copper. Samples taken at Cedar & Center (new addition) Schools.
- Had contractor install new corridor door in Pond St WTP to facilitate separation of front public spaces from rear work spaces, for both safety and security reasons.



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Custodial Division

- Outfitted Center School addition with materials needed for operation
- Installed Orbio OSG (on site generation) system at High School for generation of cleaning and disinfectant solutions for custodial cleaning of High School (for reference: www.youtube.com/watch?v=FyWurInGJ4)

Project Work

- High School: completed security improvements to the high school entrance vestibule
- Green Communities 2018: Construction contracts have been signed with Guardian Energy (our utility approved project expediter) to implement the 5 funded LED lighting and HVAC projects. Work to commence in 2-3 weeks.
- Streetlight Project – (i) Returned signed contract to NGRID to purchase streetlights. Waiting for return of NGRID signed contract (ii) Working with MAPC and our consultant (Tanko Lighting) to (1) prepare a procurement of LED streetlights to be installed by our contractor, and (2) obtain installation contractor through a multi-community RFP issued by MAPC.
- Town Hall Office Improvements –
 - Continuing project to improve appearance of interior office spaces.
 - Collector's Office: new carpet, paint, office furniture. Also new office furniture in Assessors, and Accounting. Included removal of free-standing vertical conduit posts in middle of Collectors and Assessors offices.
 - Second Floor: Preparing several office moves to improve appearance by moving storage systems (e.g.filing cabinets) to locations less noticeable to visitors. Converted former break room to office for Public Health Nurse (installed passage door to Board of Health office; painted room; replaced ceiling tiles.
 - Converted former Veteran's Agent Office to office for new Director of Community Development and Municipal Inspections
- Town Hall - Air Conditioning for (front) Historic Section: Project out to bid, submittal deadline 8/1/18.
- Senior Center – Emergency Generator: project out to bid

Community Services –

Council on Aging – The COA has kicked off Fall programming very successfully. We had a live radio broadcast from the center on September 10 to introduce our Author Series and other events at the Center. The Open House on the 13th drew more than 100 people out on a Thursday evening.

Hank Philippi Ryan was our first author and first recipient of the Joh Curtis Free Library Award for Life Long Learning.

We have also added additional classes and programs to our day schedule with the goal of having the building heavily used every day. We truly have something for everyone.

The Center is also in partnership with the Department of Transitional Assistance enabling us to take live applications and get reimbursed for the work we do. This service is open to all who may be eligible or renewing their SNAP benefits. We will also be starting the Fuel Assistance Applications for this year as well as Medical Insurance open enrollment.



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Parks and Recreation – After a successful summer, plans are starting for next years summer programs. Tammy and Lauren have met with Kelly from Family and Community Engagement to discuss collaborative and consistent programs in the future. The Recreation Committee will now be meeting on the second Thursday of the month at the Council on Aging.

Veteran Services – Ben has sent a letter to all the self-identified Veteran's in town describing what services are available to our residents. Annual recertification's will be starting soon for the Chapter 115 recipients. Ben is working on ways to get the general population to understand the benefits available in hope of getting more people the services they need and deserve.

Visiting Nurses – The nurses are servicing approx. 207 residents per month with in-home visits, classes at housing sites, and other clinics around the town. Doreen is working with the Fire Department and other Departments within Community Services collection information and data to assist the FD come up with a proposal for Mobile Integrated Health Care. The objective of MIH is to provide the best services possible to our community by utilizing all department resources.

HCTV – Working on new programming ideas and negotiating new contracts with Verizon and Comcast.

Library –

Building Update – A Facilities request has been placed for the removal of two small mud wasp nests (one in the cornice above the original door; the other in the arch of the window to the right of the original door).

The Brewster reproduction chair has been placed near the original entry, along with information signage, in readiness for the Reception this evening.

Collection Update – The State Aid report is complete, as is the Library's Annual Report to the Town. I am thinking about collection relocation – specifically, large print, which is full to overflowing. I am working with the staff to think about what collection could be effectively housed in the Phillips Room, and where large print could move which would allow expansion of that collection.

Programming Update – Sheryl Faye did an absolutely wonderful portrayal of Amelia Earhart on Wednesday, September 19. We had an enthusiastic group of 18 attendees, who all expressed their interest in having her come back and perform again.

Tuesday, October 16 – Legends and Haunts of New England, 7 pm

Monday, October 22 – Things that Go Bump in the Night, 7 pm

Finance – The Year-to-Date budget statement thru August 30, 2018 is available at the end of this report.

Director of Finance/Treasurer Collector's Office

- Fiscal Year 2020 Capital Budget requests are due from Department Heads by October 1 and the Town Manager and Director of Finance/Treasurer Collector will be working over the next two weeks to finalize the proposed FY2020 Capital Budget.



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- The Treasurer Collector's Office is preparing for increased foot traffic at Town Hall, in addition to mail and internet payments and telephone inquiries, ahead of the Fiscal Year 2019 2nd Quarter real estate tax due date on November 1.
- The Office has also experienced a significant increase in revenue and disbursement processing related to the start of the school year on September 5.
- The Director of Finance/Treasurer Collector is working with the Town Manager and an independent advisor to create a competitive process to evaluate firms interested in being the Town's OPEB Liability Trust Fund Investment Manager.
- The Finance Department is in the process of conducting annual evaluations for all staff.

Town Accountant's Office

- The Town Accountant and Director of Finance/Treasurer Collector continue to work closely with the Town's audit firm to achieve an early start on the FY2018 audit. The auditors are scheduled to make site visits in October.

Assessing Office

- The Assessing Office has been working with the state Department of Revenue to prepare for the annual certification hearing to set Fiscal Year 2019's tax rate. The certification hearing will occur in November.
- Frank Greco resigned from the Board on September 17 because of his move out of Town. The Board of Selectmen and remaining Board of Assessors members will have the opportunity at the Selectmen's October 15 meeting to choose a replacement for Frank's seat, who would serve until the upcoming spring Town Election.
- The Office has also been processing Fiscal Year 2019 real estate tax exemptions, and motor vehicle excise tax abatements from previous Fiscal Years.

Payroll and Benefits Office

- Payroll and Benefits Supervisor Lisa Keefe and the Director of Finance/Treasurer Collector have been working together 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. Paper timesheets have now been abolished for these Departments. The new system went live on September 17, and we have received positive feedback from affected staff and Department Heads. Lisa and the School Department's Brian Converse worked tirelessly on this project, which proved much more complex than initially envisioned. Thank you very much to both of them for their great work!



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Board of Registrars of Voters

- The Registrars are experiencing an increase in residents registering to vote before the November 6 General Election. The last day citizens may register to vote and be eligible to participate in this election is October 17.
- Early voting, when residents may vote at anytime Town Hall is open, begins October 22 and ends November 2. Early voting will take place in the Board of Selectmen's meeting room. In addition to being available during Town Hall hours, residents may also vote early on Saturday October 27 from 10:00 am-2:00 pm.

Town Clerk's Office

- The Town Clerk, Assistant Town Clerk, Registrars, and Election Workers conducted an efficient and fair Primary Election on September 4, overcoming the challenges presented by two races with write-in candidates, which required an increase in the manual work necessary to process these votes.

Advisory Committee

- The Committee will hold a joint meeting with the Board of Selectmen on October 15 to begin its consideration of the Town's Fiscal Year 2020 Capital Budget. The Committee's Capital Budget recommendations are due to be finalized by December 1 according to the schedule adopted by the Board of Selectmen.
- James Hoyes was appointed by the Town Moderator as a new Committee member on August 26, and Nick Morwood and Steven Freedman were reappointed for three-year terms.

Hanover Police Department – HPD responded to a total of 925 incidents which were generated as a result of 838 calls for service (through 09-26-2018).

- September highlights include security and safety planning for the beginning of the 2018-19 school year at Hanover Public Schools and the South Shore Regional Vocational Technical High School. A considerable amount of planning and logistics were devoted to the first day of school for the Center elementary school. The new traffic pattern and improved drop off and pick up was successful. ALICE safety training for staff of the HPS was initiated and will continue throughout the month of October. This training reinforces the ALICE program which has been in place for approximately 4 years.
- The first of High Five Fridays took place at the Cedar school and was very well received as Hanover Police Officers greeted each student as they arrived on Friday September 14, 2018. This program will continue throughout the school year.
- Hanover Police Officers assigned to the METROLEC task force responded to and assisted at the Lawrence MA Gas pipeline explosion emergency and the Active Shooter-Homicide incident in Marshfield. During both deployments Hanover officers performed at a high level of professionalism and expertise which was a great assistance to those communities. Hanover's membership in this regional mutual aid council is an asset for the Town of Hanover as well as our neighbors. Many of the departments which were assisted in the recent deployments were the same departments which assisted HPD during the Sgt. Chesna funeral services. Sgt.



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James Smith, Detective Stephen Moar, Officer Adam Hill and Officer Jason Lamb are to be commended for their professionalism during these deployments.

- Hanover Police Officers will begin their annual required in-service training and weapons qualifications during the month of September.
- Hanover PD continues to support the cleanup initiative at the fireworks site.

Fire –

- The Department was successful with its 2017 AFG application and has been awarded \$89,593 to purchase new mobile radios for our fire apparatus. The town is responsible for a 5% match of \$4,479 which will come from this year's FD operating budget.
- We have begun the process of writing the application for the 2018 AFG program. This year we will be asking for funds to purchase a new pumper, firefighting gear and storage lockers. The pumper is on the FY 21 Capital Plan for replacement. It is 24 years old and does not meet the typical 25 year old threshold, so this ask is a long shot, but it is good practice for the 2019 program. The likelihood of receiving funds for the gear and lockers is very good. The department has been very successful with the Federal AFG and SAFER programs, saving Hanover taxpayers more than \$2,250,000.00 to date.
- This month the fire department has been focusing on Mobile Integrated Healthcare. In an effort to reach out to stakeholders we (Deputy Cavallaro, Captain Freeman and myself) have met with the following organizations:
 - South Shore Hospital
 - Professional Firefighters of Hanover
 - Professional Firefighters of Massachusetts
 - Hanover Police Department
 - Hanover Visiting Nurse Association
 - Acting Director of Community Services/Senior Center
 - Veterans Agent
 - Board of Health
 - Hospice
 - Partners VNA
 - Norwell VNA
- We are scheduled to meet with the South Shore VNA and will be meeting soon with the Hanover Schools, South Shore VoTech, Alcoholics Anonymous, local urgent care facilities and rehab.
- So far this process has been very eye opening for all. We have been working on a written draft that will outline a program that we feel will improve healthcare in the community. I hope to have something to share within a few months.
- The department obtained a second military surplus Kawasaki Mule. This one is in much better condition than the first and is 4 wheel drive. Once serviced it will be deployed to the Fireworks Cleanup Site.



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- Fire Prevention has continues to be very busy monitoring the various construction projects around town. The Center School addition has demanded the most time. We continue to work with the school and multiple contractors to ensure that the children and staff are safe during the construction process.
- Fire Prevention Week Open House will be held on Saturday, October 6th from 10 am until 2 pm. We plan to have many demonstrations during the event including a live fire showing how a residential sprinkler system works, how to use a fire extinguisher and how we use our hydraulic tools at motor vehicle crashes.

Board of Health –

Tobacco Coordinator: Kathleen Mahoney – Kathleen was hired as the Tobacco Program Coordinator for South Shore Tobacco Control Program. The S.S. Tobacco Control Program covers 5 towns; Hanover, Norwell, Pembroke, Rockland, and Weymouth. Kathleen will be working 19-hours a week and soon will be hiring some young people that will be sent to test the retailers to make sure they are following the regulations of each town with regard to the 18/21 years of age for sales. The Coordinator will be responsible for the overall operations of the South Shore Tobacco Control Program and will be supervised by the Hanover Board of Health.

Mosquito List: The Plymouth County Mosquito Control Project spraying list has come to an end for 2018. We, the BoH and PCMCP, are no longer accepting spray requests for the season. PCMCP will continue to monitor the mosquito populations as well as virus activity and may do supplemental spraying as conditions warrant.

Next year spraying will resume sometime around Memorial Day 2019 per their website.

Bed Bugs: We are still trying to resolve a bed bug situation with a few residents within our community and are presently working with a few companies.

Micropigmentation: Micropigmentation has been added to the Body Arts Regulations and added to website.

Flu Clinics

2 Public Flu Clinics

Location: Hanover Council on Aging – 665 Center Street

October 9th, Tuesday @ 10a.m. – 12p.m.

October 16th, Tuesday @ 5:30-7:30p.m.

3 Semi-private Flu Clinics: (senior housing residents only)

Cardinal Cushing Senior Housing:

October 2, Tuesday @ 11:00 a.m.

Legion Housing @ Legion Drive:



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October 3, Wednesday @ 10-11 a.m.

Barstow Village @ Legion Drive:

October 3, Wednesday @ 11-12 p.m.

Affordable Housing Trust – Listed below are the current discussions and decisions from Affordable Housing Trust:

- The Affordable Housing Trust met on September 11th but did not have a quorum and was unable to vote on anything.
- Two members of the Trust were selected to be on the cottage/cluster zoning subcommittee, Susan Setterland and Kevin Dyer will serve on the committee for the Trust.
- The Affordable Housing Trust plans to meet on October 3rd to outline future goals, strategies, and objectives for the Trust for the coming year. As well as discuss possible grant opportunities.
- 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.

Conservation Commission –

Indian Head River Greenway Trail System: In regard to the grant that the Conservation Commission sponsored with the Town of Pembroke, approval has been received in a 9/10/18 letter from MA Dept. of Conservation and Recreation (MA DCR) in partnership with the MA Recreational Trails Advisory Board (MARTAB) that the project received a grant in the amount of \$41,487.00. There are several additional steps required of Pembroke, but we will continue to provide support in that process. This grant will allow Pembroke and Hanover to mutually improve trails with connector trails along the Indian Head River, trail maintenance, signage, and enhanced educational experiences for all who use it.

Fireworks Site project: Strict security protocols remain in place for inland and water access, as well as entry from the bridge. The amount of munitions pieces requiring detonation now approaches over 9,500, with approximately 34,000 pieces removed from the site. Additional work within wetlands was required since the last Conservation meeting, all of which is covered under the recently issued Order of Conditions, SE 31-1182, BL 18-69 and Amended Access Agreement.

Merchants Row: Some temporary stockpiles remain within the BVW buffer zone but are not such that will cause negative impacts to the resource area. All other stockpiles are located in upland areas near Webster St. Discussions are pending with the engineers, Health Agent, and Conservation Agent regarding upgrades to the wastewater treatment facility on site which will require a separate Notice of Intent.

1422 Washington St.: Soils exploration at this site has been permitted within the 60 ft. to 100 ft. buffer from an on-site Bordering Vegetated Wetland with a Minor Activities Permit for a pending upgrade to the septic disposal system.



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Winter St. lot- adjacent to #301: An Environmental Site Assessment has been completed on this site by Inland Corporation. No contamination from previous uses was found.

962 Washington St.- This project has not commenced and is still on hold as per the owner.

766 Main St.- As a result of site inspections and a meeting with the contractor, it was found that the size of the house on this lot has decreased and was changed to a single family dwelling in lieu of the multi-family building that was originally approved by the Commission. As all work is within the limit of work area and this is a decrease to impervious area, said changes to the project can be detailed and noted on the As-Built Plan to be submitted with the Certificate of Compliance request.

227 Columbia Rd.- A Notice of Intent is pending for a project at this site that includes an addition to the building, septic and stormwater management upgrades, parking area and building renovations.

1167-1207 Washington St.- Review of a preliminary plan showing new construction of a retail building (Building # 5-Target Complex) resulted in notification to the applicant that the work does not require a Notice of Intent.

298 Mayflower Cr.- A RDA request is currently under review for installation of an inground pool.

1969 & 1987 Washington St.- A meeting was held to discuss pending plans for demolition and new construction at this site. Submission of an NOI is pending.

Arborists and Tree/Landscaping Companies- A process has been put into place that includes those companies that are servicing residents with felled and/or diseased trees, or similar projects, that allows for a more timely response to such situations. Due to the increased amount of this type of work, the Minor Activities Permit tracked through View Permit software, as well as cooperation from local companies, has improved response times and permitting issuance with no detriment resource areas or associated buffer zones.

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.

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 approved this with special conditions on 9/10/2018.
- **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



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hearing from 8/13/2018 to 8/27/2018 to be able to go before the Conservation Committee first. The Board approved this with special conditions on 9/10/2018.

- **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 and discussed at the 9/10/2018 meeting. The meeting was continued to 9/24/2018 for CEI comments.
- **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 Board approved this with special conditions on 9/10/2018
- **Case ID: TPL-18-15**, the applicant, SRC Medical Inc., has applied for Site Plan and Special Permit Approval for the proposed expansion and redevelopment of the site including the construction of a new 33,675 +/- square foot building. The Planning Board will open the public hearing on 9/24/2018.
- **Case ID: TPL-18-17**, the applicant, The Brewster Company dba McDonalds, has applied for a drive thru lane. The proposed new drive thru will go directly next to the current one. The Planning Board will open the public hearing on 9/24/2018.
- **Case ID: TPL-18-18**, the applicant, Maura Longueil dba Abbey Knoll Photography, has applied for a special permit from Section 9 Parking Requirements. She is asking for a relief of 2 parking spaces. The Planning Board will open the public hearing on 9/24/2018.

Upcoming

- At this time we have not received any new applications for the October meetings.
- The cottage/cluster zoning group that is a sub-committee of the Planning Board comprised of 2 Planning Board members, 2 Affordable Housing Trust members, and 1 Council on Aging member is having its first meeting on Tuesday October 9th at 5:30PM.

Zoning Board of Appeals - Listed below are recent cases that have been discussed and decided upon by the Zoning Board of Appeals:

Case ID: Z-18-8, the applicant, John and Laura Varrusso, 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 pool. The ZBA will open this hearing on 9/24/2018 Board.



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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.
- No meetings have been held with Build the Boards representatives since July 25th. Looking forward to reconvening the pre-construction meetings, and to finalize a list of in-kind donation construction companies (and planned services).

Municipal Inspections

Building

1. 67 Permits issued,
2. 9 permit applications denied for lack of information or some other non-compliance
3. 55 recorded inspections, typically I don't record 2nd inspections due to a failing grade (pass or fail) approx. 12 inspections
4. 3-4 verbal conversations concerning permit applications which resulted in sending an applicant to ZBA
5. Continued enforcement of sign bylaw during election season
6. Receiving and scheduling annual inspections of all places required by code (we have close to 200) must be completed by the end of October.

Building Permit Fee's collected \$19,454.00

Electrical

1. 38 Permits issued
2. 59 inspections performed

Electrical permit fee's \$6,914.00

Gas

1. 17 Permits issued
2. 18 Inspections performed

Gas permit fees \$825.00

Plumbing

1. 21 Permits issued
2. 35 inspections performed

Plumbing permit fees \$2,210.00

Major projects still ongoing

1. Merchant Row
2. Center School



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Technology Department – During the months of August and September we were very busy with the start of School as well as opening the new wing of Center School building. We closed 736 helpdesk tickets between Aug 1 and Sept 30. We continue to update and reorganize Board/Committee and Department pages on the Town website for a consistent look and feel as well as ensuring all information is current. On September 10th Matt Suckow joined our team from Whitman-Hanson School District and has been a valuable addition to our team. On September 26th we brought the IDF (second data closet) at Center School online in order to support the opening of the '99 wing which is nearing completion and expected to open very soon. This wing houses specialists' areas such as the Gym, Media Center, Art and others.

Monthly Expenditure Report – August 2018

Description	FY19 Estimated per Budget	Monthly Receipts		Quarter Ended 9/30/18	TOTAL REVENUE TO DATE	% Collected
		July	Aug			
Property Taxes:						
PERSONAL PROPERTY TAXES	1,363,070	248,077	13,130	261,207	261,207	19.16%
REAL ESTATE TAXES	44,072,610	8,661,533	2,056,084	10,717,617	10,717,617	24.32%
TAX LIENS REDEEMED		68,552	3,857	72,408	72,408	
DEFERRED LIENS REDEEMED				-	-	
ROLL BACK TAXES				-	-	
PRO RATA TAXES				-	-	
SALE OF FORECLOSURES		-	-	-	-	
SUBTOTAL	45,435,680	8,978,162	2,073,070	11,051,232	11,051,232	24.32%
Local Receipts:						
MOTOR VEHICLE EXCISE	2,357,658	78,001	10,768	88,769	88,769	3.77%
BOAT EXCISE TAXES	750	258	93	351	351	46.73%
SUBTOTAL	2,358,408	78,259	10,861	89,120	89,120	3.78%
P&I - PROPERTY TAXES		9,186	7,404	16,589	16,589	
P&I - MVE		1,116	1,019	2,135	2,135	
P&I - BOAT EXCISE		-	1	1	1	
P&I - TAX LIENS		24,113	138	24,251	24,251	
SUBTOTAL	120,000	34,415	8,562	42,977	42,977	35.81%



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Town Manager

PAYMENTS IN LIEU OF TAXES	-	-	-	-	-	-	
TOWN CLERK FEES	1,063	50	80		130	130	12.23%
MLC FEES	23,715	1,800		1,850	3,650	3,650	15.39%
TREASURER DEMANDS & FEES	35,131	4,780		2,735	7,515	7,515	21.39%
PAYROLL - COBRA FEES	-	2,355		2,256	4,611	4,611	0.00%
SEALER OF WEIGHTS FEES	7,782	-	420		420	420	5.40%
TRANSFER STATION FEES	94,400	10,536		7,385	17,921	17,921	18.98%
BOARD OF HEALTH FEES	26,504	2,100		2,700	4,800	4,800	18.11%
DEPUTY TAX COLLECTOR FEES	-	-	17	17		17	0.00%
STREET OPENINGS	3,868	400	100		500	500	12.93%
OFF DUTY DETAIL ADMIN FEES	31,939	14,947		(1,767)	13,180	13,180	41.27%
PASSPORT FEES	38,735	2,560		4,495	7,055	7,055	18.21%
SELECTMEN FEES	-	-	-	-	-	-	0.00%
TREASURER/COLLECTOR FEES	-	100	25		125	125	0.00%
BOARD OF ASSESSOR FEES	-	-	-	-	-	-	0.00%
CONSERVATION FEES	13,139	995	-		995	995	7.57%
PLANNING BOARD FEES	21,632	7,500		9,328	16,828	16,828	77.79%
ZONING BOARD OF APPEALS FEES	4,446	250	-		250	250	5.62%
POLICE DEPARTMENT FEES	-	675	335		1,010	1,010	0.00%
ANIMAL CONTROL FEES	-	20	30	50		50	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		300	300	8.41%
SUBTOTAL	305,922	49,807	30,140	79,947	79,947	26.13%	
RENTAL/LEASE RECEIPTS	36,150	3,211	3,211	6,423	6,423	17.77%	



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ALCOHOLIC BEVERAGE LICENSES	42,000	250	250	500	500	1.19%
SELECTMEN LICENSES	13,260	-	200	200	200	1.51%
DOG LICENSES	8,518	130	200	330	330	3.87%
BOARD OF HEALTH LICENSES	3,740	-	-	-	-	0.00%
TOWN CLERK LICENSES	15,343	660	2,430	3,090	3,090	20.14%
CLERK GAS STATION PERMITS	-	-	-	-	-	0.00%
POLICE PERMITS	3,719	375	800	1,175	1,175	31.59%
FIRE PERMITS	17,621	550	2,500	3,050	3,050	17.31%
BUILDING PERMITS	285,202	65,335	20,798	86,133	86,133	30.20%
PLUMBING PERMITS	30,278	1,795	2,210	4,005	4,005	13.23%
GAS PERMITS	11,820	795	770	1,565	1,565	13.24%
WIRING PERMITS	48,462	3,700	2,940	6,640	6,640	13.70%
BOARD OF SELECTMEN PERMITS	-	-	-	-	-	0.00%
BOARD OF HEALTH PERMITS	50,712	950	1,960	2,910	2,910	5.74%
SUBTOTAL	530,675	74,540	35,058	109,598	109,598	20.65%
DISTRICT COURT	8,326	465	270	735	735	8.83%
PARKING CLERK	166	65	60	125	125	75.30%
SURCHARGE RMV	10,081	600	480	1,080	1,080	10.71%
DOG FINES	-	-	-	-	-	0.00%
LIBRARY FINES	-	-	-	-	-	0.00%
MOTOR VEHICLE FINES	62,102	6,756	6,990	13,746	13,746	22.13%
MV LEASE SURCHARGE	-	616	712	1,328	1,328	0.00%
MARIJUANA FINES	500	-	-	-	-	0.00%
BY LAW VIOLATIONS	-	-	100	100	100	0.00%
FALSE ALARMS - PUBLIC SAFETY	5,988	1,705	610	2,315	2,315	38.66%
SUBTOTAL	87,163	10,207	9,222	19,429	19,429	22.29%
EARNINGS ON INVESTMENTS	60,000	18,237	15,129	33,366	33,366	55.61%
MISCELLANEOUS REVENUE	125,000	-	-	-	-	



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SOLAR ENERGY CREDITS	-	-	1,817	1,817	1,817
MISC REV - DEBT REFUNDING	-	-	-	-	-
REFUND PRIOR YEAR EXPENSE	-	714		714	714
MISC RECURRING - MEDICAID REIMB	-	-	-	-	-
MISC NON-RECURRING	-	85	85		85
SUBTOTAL			2,616	2,616	2,616

Estimated State Receipts:

SCHOOL AID CH 70	6,871,449	578,953	578,953	1,157,906	1,157,906	16.85%
SCHOOL AID TRANSPORTATION	-	-	-	-	-	-
CHARTER SCHOOL REIMBURSEMENT	68,292	8,149	1,860	10,009	10,009	14.66%
LOTTERY, BEANO, ETC CH29 S2D	2,116,228	182,524	182,524	365,048	365,048	17.25%
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	2,342	2,342	3.01%
ELD PERSONS CH967 ACTS OF 77	-	-	-	-	-	0.00%
ELECTION REIMBURSEMENT	-	-	-	-	-	0.00%
STATE OWNED LAND	6,846	631	631	1,262	1,262	18.43%
SUBTOTAL	9,229,710	792,192	765,139	1,557,331	1,557,331	16.87%
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%
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%
SUBTOTAL	2,427,342	2,427,342	-	2,427,342	2,427,342	100.00%

Total Revenue & OFS	61,604,632	12,466,372	2,953,008	15,419,380	15,419,380	25.03%
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	Original Budget	Monthly Expenditures		Quarter Ending 9/30/18	YTD Expenditures	Available Balance
		July	Aug			

General Government

Salaries

Town Manager	279,550	15,766	26,428	42,195	42,195	237,355
Total Salaries	279,550	15,766	26,428	42,195	42,195	237,355

Other Expenses

Town Manager	63,900	1,264	4,180	5,445	5,445	58,455
Legal Services	155,000	(146)	852	707	707	154,293
Central Office Supply	30,000	955	3,086	4,041	4,041	25,959
Total Other Expenses	248,900	2,073	8,119	10,192	10,192	238,708

Finance

Salaries

Finance/Accounting	152,134	8,425	14,042	22,467	22,467	129,667
Assessors	137,092	6,850	11,416	18,265	18,265	118,827
Treasurer/Collector	268,004	15,635	26,058	41,692	41,692	226,312
Advisory Committee	2,500	-	-	-	-	2,500
Payroll/Benefits	102,733	5,705	9,508	15,212	15,212	87,521
Town Clerk	123,043	7,012	11,687	18,699	18,699	104,344
Elections & Town Meeting	25,000	-	1,414	1,414	1,414	23,586
Registrars	36,000	1,145	2,455	3,600	3,600	32,400
Total Salaries	846,506	44,771	76,579	121,350	121,350	725,156

Other Expenses

Finance/Accounting	10,400	431	516	946	946	9,454
Assessors	38,870	14,957	638	15,595	15,595	23,275
Treasurer/Collector	48,770	1,054	3,375	4,428	4,428	44,342
Advisory Committee	705	-	-	-	-	705



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Payroll/Benefits	65,500	1,610	2,954	4,564	4,564	60,936
Town Clerk	7,780	132	466	598	598	7,182
Elections & Town Meeting	27,817	601	324	924	924	26,893
Registrars	6,700	39	85	123	123	6,577
Total Other Expenses	206,542	18,823	8,356	27,179	27,179	179,363

Police Department

Salaries

Police	3,203,233	169,093	267,429	436,522	436,522	2,766,711
Communications	633,587	37,096	58,057	95,153	95,153	538,434
Total Salaries	3,836,820	206,190	325,485	531,675	531,675	3,305,145

Other Expenses

Police	199,998	20,760	12,891	33,651	33,651	166,347
Animal Control	4,761	-	194	194	194	4,567
Communications	68,392	7,965	1,208	9,173	9,173	59,219
Total Other Expenses	273,151	28,724	14,293	43,017	43,017	230,134

Fire Rescue & EMS

Salaries

Fire	2,963,914	177,116	297,635	474,750	474,750	2,489,164
Total Salaries	2,963,914	177,116	297,635	474,750	474,750	2,489,164

Other Expenses

Fire	276,791	18,448	22,085	40,533	40,533	236,258
EMS	3,000	113	2,013	2,126	2,126	874
Total Other Expenses	279,791	18,561	24,099	42,659	42,659	237,132

Community Services

Salaries

Municipal Inspections	709,645	35,937	65,579	101,517	101,517	608,128
Visiting Nurse Association	142,466	5,675	9,625	15,300	15,300	127,166



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Council on Aging	175,731	10,675	16,500	27,175	27,175	148,556
Veterans Services	44,762	2,386	4,519	6,904	6,904	37,858
John Curtis Library	429,638	19,865	35,672	55,537	55,537	374,101
Parks & Recreation	76,706	6,026	11,973	17,999	17,999	58,707
Total Salaries	1,578,948	80,565	143,868	224,433	224,433	1,354,515

Other Expenses

Municipal Inspections	43,500	399	1,391	1,790	1,790	41,710
Visiting Nurse Association	1,500	-	-	-	-	1,500
Council on Aging	49,686	982	4,530	5,512	5,512	44,174
Veterans Services	129,750	9,852	10,388	20,240	20,240	109,510
John Curtis Library	179,172	7,151	37,371	44,523	44,523	134,649
Parks & Recreation	3,400	124	-	124	124	3,276
Total Other Expenses	407,008	18,508	53,680	72,189	72,189	334,819

Education

Salaries & Expense	28,082,846	471,166	605,960	1,077,126	1,077,126	27,005,720
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SS Regional School Assessment

	763,328	190,832	-	190,832	190,832	572,496
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Facilities

Salaries

Public Buildings	2,030,967	111,408	190,343	301,751	301,751	1,729,216
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Other Expenses

Public Buildings	1,586,151	18,176	153,390	171,566	171,566	1,414,585
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DPW

Salaries

Administration	223,500	9,255	10,024	19,278	19,278	204,222
Highway	444,210	27,315	44,601	71,916	71,916	372,294
Public Grounds						



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	411,407	26,116	39,743	65,859	65,859	345,548
Transfer Station	247,745	15,989	23,703	39,692	39,692	208,053
Total Salaries	1,326,862	78,675	118,070	196,745	196,745	1,130,117

Other Expenses

Administration	49,100	349	2,123	2,472	2,472	46,628
Highway	282,685	11	9,343	9,354	9,354	273,331
Street Lighting	64,000	-	4,688	4,688	4,688	59,312
Public Grounds	90,171	2,360	15,566	17,927	17,927	72,244
Transfer Station	782,660	9,210	76,984	86,194	86,194	696,466
Town Gas Pump	192,500	-	15,119	15,119	15,119	177,381
Total Other Expenses	1,461,116	11,930	123,824	135,754	135,754	1,325,362

Snow & Ice

Salaries & Expenses

Snow & Ice	550,000	-	590	590	590	549,410
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Townwide Expenses

Workers Compensation Insurance	228,000	292,100	-	292,100	292,100	(64,100)
Pension/Retirement	3,650,375	3,309,322	24,722	3,334,044	3,334,044	316,331
Unemployment Insurance	85,000	57	3,173	3,230	3,230	81,770
Health Insurance	3,857,022	294,040	571,301	865,340	865,340	2,991,682
Life Insurance	10,000	596	511	1,107	1,107	8,893
Education Benefits	6,500	-	-	-	-	6,500
Medical	25,000	3,600	1,404	5,004	5,004	19,996
Risk Management	259,900	239,402	345	239,747	239,747	20,153
Town Audit	54,100	6,000	-	6,000	6,000	48,100
Court Judgements	-	-	-	-	-	-
Total	8,175,897	4,145,117	601,456	4,746,573	4,746,573	3,429,324

Reserve Fund

Reserve Fund



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177,700	-	-	-	-	177,700
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Transfers

Transfer to Town SLBB	50,000	50,000	-	50,000	50,000	-
Transfer to School SLBB	50,000	50,000	-	50,000	50,000	-
	100,000	100,000	-	100,000	100,000	-

Debt Expense

Bond Issuance Cost	10,000	-	-	-	-	10,000
Principal	3,643,449	18,213	640,000	658,213	658,213	2,985,236
Interest	1,244,518	-	187,888	187,888	187,888	1,056,631
Other Interest	-	-	-	-	-	-
Short term interest	464,233	-	-	-	-	464,233
	5,362,200	18,213	827,888	846,101	846,101	4,516,099

Total Operating Budget	60,438,197	5,656,614	3,600,063	9,256,677	9,256,677	51,181,520
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