

**Hanover Advisory Committee**  
**550 Hanover Street**  
**Hanover, MA 02339**  
Meeting Minutes  
Wednesday, February 10, 2016

**Opening:**

The meeting was opened at 7:01 p.m. by Chris Martin, Chairman.

**Committee Attendees:**

Chris Martin	Wayne Moores
Emmanuel Dockter	Brandon Freeman
Jerry O’Hearn	Sandra Hayes
Joan Port-Farwell	Angela Blanchard
Edward Hickey	

**Other Attendees:**

Janine Smith, Director of Finance  
Robert Murray, Facilities Engineering Manager  
Brian Barthelmes, Chairman Board of Selectmen

**Approval of Minutes**

Angela Blanchard made a motion to accept the minutes from *February 1, 2016*. This was seconded by Wayne Moores. All were in favor and the motion passed.

**General discussion-FY17 Proposed Budget Presentation of February 1st**

Chris Martin asked the Committee members to give their thoughts on the proposed budget presentation by the Town Manager Troy Clarkson. Edward Hickey would like to focus on line items that carry over significant funds each year. Reducing the budgets for those items could represent savings for the town. Chris Martin asked Janine Smith what percentage of the budget is carried over every year. Janine Smith stated that they try to keep it within the recommendation of 3 to 5 percent. The extra money is set aside each year and then reviewed and certified by the Massachusetts Department of Revenue. Janine Smith explained this process in more detail for the benefit of the Committee. Chris Martin stated that town taxes are increasing too quickly and the Committee’s role is to help mitigate this. Sandra Hayes inquired regarding the assessment cycle used by the Town Assessor. Janine Smith stated that Town Assessor Robert Cole could put some information together for the Committee regarding this or attend a Committee meeting. Joan Port-Farwell inquired regarding the overlay account for the Assessor’s office. Janine Smith stated this amount is roughly \$250,000 to protect the town from unrealized property taxes and abatements. The Board of Assessors votes periodically to release these funds when they are not utilized. Joan Port-Farwell asked for a copy of the overlay account balance sheet. Janine Smith will obtain it for the Committee. Edward Hickey reiterated that he would like to see some department line item budgets reduced to encourage departments to be more fiscally conservative.

**Robert Murray-FY17 Budget Review-Facilities Maintenance**

Robert Murray provided the Committee with handouts for his presentation. Robert Murray started by explaining the chain of command within his department. Photos and descriptions of the current vehicles and equipment were reviewed. Robert Murray explained the responsibilities of his department. A review of this year’s project accomplishments was given. A preventive maintenance

system was started through a program called SchoolDude. Chris Martin asked if playgrounds etc. can be added. Robert Murray stated yes, the list of items is continually growing and the program is very helpful. Chris Martin inquired regarding the repair of a building on the Ames Way property. Robert Murray stated that insurance had covered the cost of the repairs. A proposed budget for FY17 was given as well as goals and objectives. Robert Murray stated that replacement of the self-dimming ballasts at the high school was becoming a large expense. Chris Martin asked if the ballasts could be replaced with regular ones. Robert Murray will look into the suggestion. A status update was given regarding current approved capital projects. The list of requests for FY17 capital expenditures and projects was explained. Chris Martin asked if cost comparisons had been done regarding keeping older vehicles and performing additional maintenance. Robert Murray will look into the comparison. A discussion was had regarding replacement of smaller snow blowers at the high school with a large tractor type snow removal vehicle. The Committee thanked Robert Murray for his time and he departed at 9:00 pm.

#### **General Discussion with Chairman Brian Barthelmes-Board of Selectmen**

Chris Martin stated that costs need to be cut. Brian Barthelmes agreed, stating we are a small town and need to understand our limits. Residents have new costs and higher taxes and haven't necessarily received pay increases. Chris Martin asked how detailed does the Board of Selectmen want the Advisory Committee to become regarding cutting budget line items within departments. Brian Barthelmes stated that the Board of Selectmen would give the Advisory Committee their general feeling regarding budget items. Brian Barthelmes believes the Advisory Committee has great value and after the Committee does the research, the Board of Selectmen will support the Committee's recommendations. Edward Hickey suggested adding the ability to seek outside expertise for the Advisory Committee with possibly a small budget. Brian Barthelmes understands the Committee is comprised of volunteers and suggested an informal meeting with the Town Manager to discuss this idea. Having a list of items to research during the slower summer months was suggested. A discussion was had regarding CPC project funds and possibly changing the length of time they are encumbered once approved. A discussion was had regarding the review in progress for handling donations made to the town. A discussion was had regarding Park and Recreation and bringing them under town manager control.

#### **Next Meeting**

The next scheduled meeting is on Wednesday, February 24<sup>th</sup> at 7pm.

#### **Adjournment**

Angela Blanchard made a motion to adjourn the meeting. The motion was seconded by Sandra Hayes. All were in favor and the meeting adjourned at 9:43 pm.



## TOWN OF HANOVER

DEPARTMENT OF MUNICIPAL FINANCE

550 HANOVER STREET

HANOVER, MASSACHUSETTS 02339

(781) 826-5000

(781) 826-5239 (fax)

Website: [www.hanover-ma.gov](http://www.hanover-ma.gov)

TO: Chris Martin, Advisory Committee Chairman  
FROM: Janine Smith, Director of Finance  
DATE: February 10, 2016  
RE: Stipend Request

Below is the listing of employees that receive a stipend in addition to their salary:

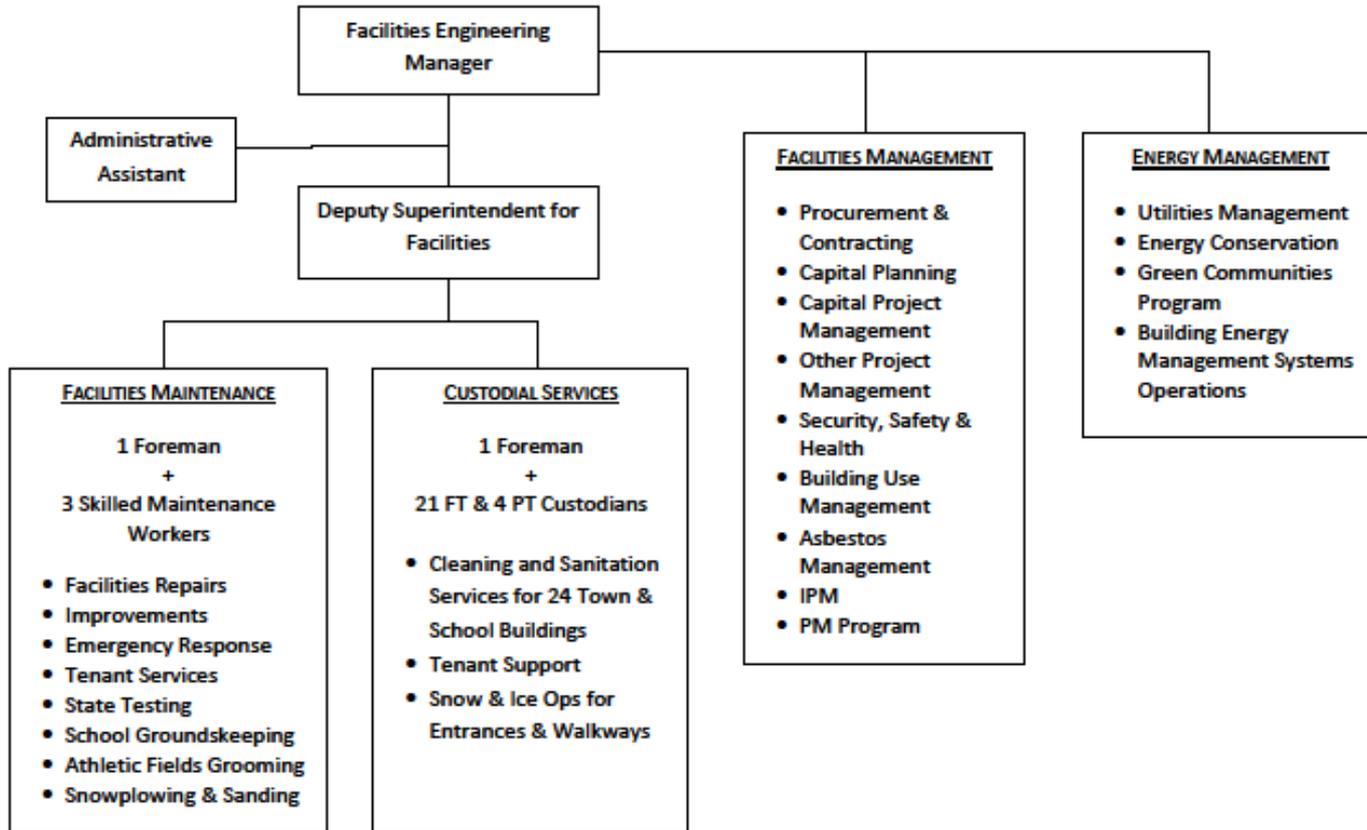
- Lauren Rodday provides additional support for social media and website maintenance.
- Art Ceurvals provides supervision over the Park and Recreation employees.
- Janine Smith provides additional support for school department finances, payroll and benefits.

# HANOVER FACILITIES DEPARTMENT

FY17 PROPOSED BUDGET  
PRESENTATION TO ADVISORY COMMITTEE  
2/10/16

ROBERT MURRAY, P.E.  
FACILITIES ENGINEERING MANAGER

# FACILITIES DEPARTMENT





2006 FORD F-450



2000 FORD F-350 RACK BODY



2001 FORD F-350 1-TON DUMP/SANDER



2008 FORD F-250 (MAINTENANCE FOREMAN)



2006 FORD FREESTAR (CUSTODIAL FOREMAN)



2008 FORD TAURUS MINIVAN (DEP SUPERINTENDENT)



2007 TRACKLESS MTS TRACTOR



1994 FORD TRACTOR



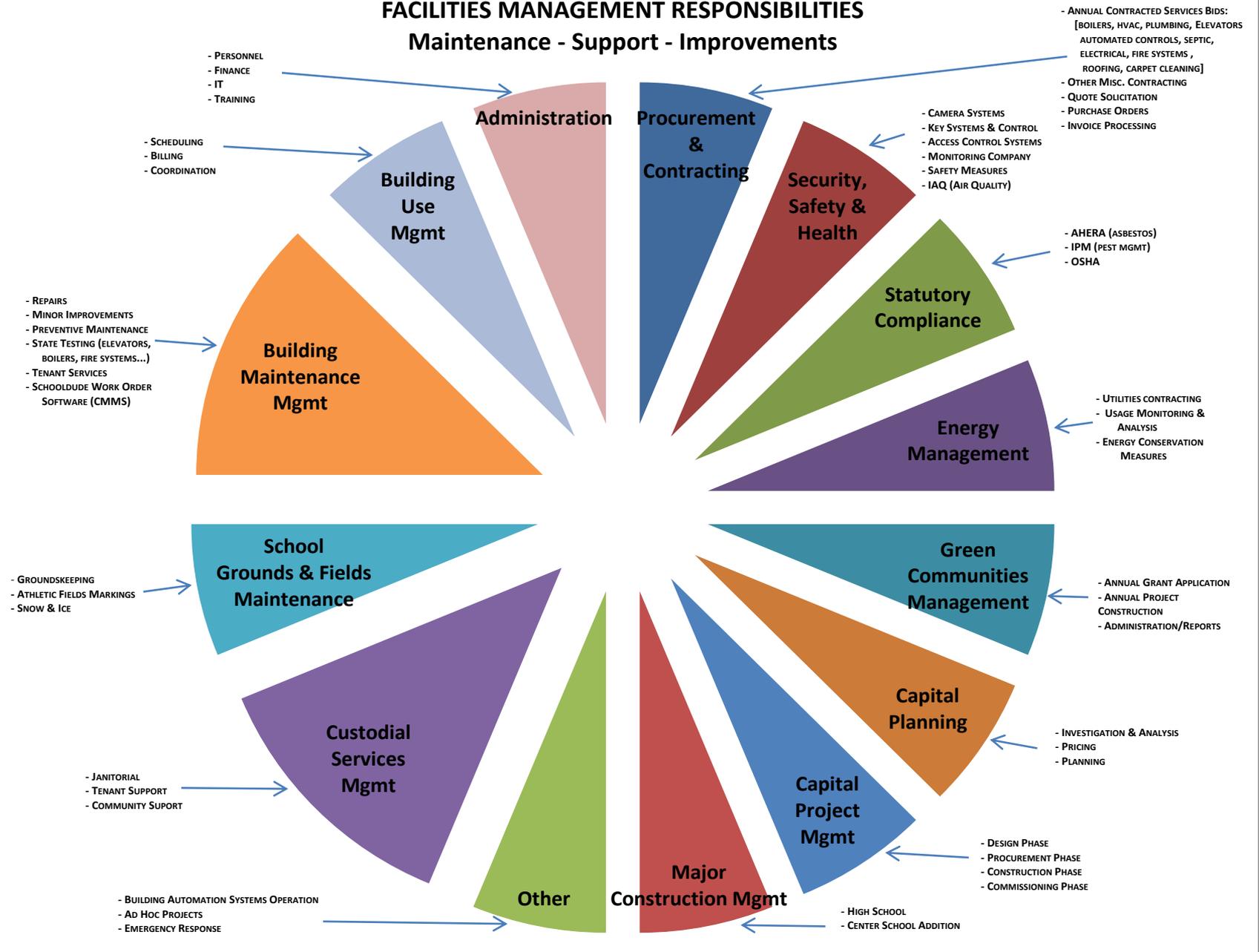
2006 GMC BOX TRUCK w/ LIFT GATE



2012 FORD FLEX (FACILITY ENGINEER)

# FACILITIES MANAGEMENT RESPONSIBILITIES

## Maintenance - Support - Improvements



## FACILITIES DEPARTMENT YEAR IN REVIEW

### 1. Accomplishment #1

- a. SDude Preventive Maintenance program – full implementation
  - i. >1,000 equipment items in 18 buildings
  - ii. PM procedures and schedules laid out
  - iii. Work orders issued from SDude Maint. Direct program on 1<sup>st</sup> of each month
  - iv. Finding many items never serviced before

### 2. Accomplishment #2

- a. Assumed full department Administration functions (from DPW)
  - i. Payroll & Personnel
    - 1. Weekly: time cards -> to Harpers -> to internal backup
    - 2. Tracking benefits, absences etc.
  - ii. Finances (\$3.6 million budget)
    - 1. Set up internal accounting (monthly reconciliations with Town Hall accounting)
    - 2. Invoice processing
  - iii. Hired & trained new Admin Assistant

### 3. Major Tasks Accomplished

- a. Middle School floor tile, first floor (asbestos abatement, sealing & retiling)
- b. Modernize kitchen at Fire HQ
- c. Modernize kitchen at Highway Facility (used kitchen equipment from Recreation Bldg)
- d. Modernize kitchen at Town Hall
- e. New floor tile, Town Hall basement
- f. Fire HQ, installed heat trace to eliminate ice dams

## FACILITIES YEAR IN REVIEW - Page 2

1. Medium Tasks
  - a. Constructed 3 Sheds for Recreation (2 FPP; 1 at Ellis Field)
  - b. Town Hall, convert all toilets & urinals to low-flow (DEP requirement)
2. Major Repairs
  - a. Replace water heater, Cedar
  - b. Salmond basement: water damage; wainscoting
3. General Maintenance
  - a. CY 2015: 2085 Work Orders completed (Schooldude)
  - b. Maintained all school grounds and ball fields
4. Green Communities FY16
  - a. \$159,000 grant + \$40,000 utility incentive >> \$25,000 annual utility savings
  - b. New high efficiency boiler at Fire HQ
  - c. All school Gym lights retro to LED (32 watt to 12 watt)
  - d. Senior Center: parking lot lights and Activity Hall lights retro to LED
    - i. Emergency ballasts cost >\$600 ea
  - e. Highway Bldg: all interior lights retro to LED (fuel station canopy too)
  - f. Water Dept Bldg: all lights in open bay retrofitted to LED
  - g. Process: Annual application. Quarterly reports. Final report. Annual report.

<p><b>FY2016 Accomplishments</b></p>	<ul style="list-style-type: none"><li>• Converted to full Department level administration (finance, payroll, personnel, recordkeeping etc.); formerly by DPW</li><li>• Launched preventive maintenance (PM) software program, issuing scheduled maintenance work orders with printed procedures and lifelong records for approximately 1,000 equipment items in 18 buildings</li><li>• Completed: Phase 1 floor tile project at Middle School (final phase in summer 2016); modernization of Fire HQ kitchen; replacement of the emergency generator at Fire HQ with a new generator carrying full building load (formerly partial); door access control systems installations at schools; new Building Management Systems for HVAC in 3 schools</li><li>• Obtained another Green Communities grant for \$200,385 in energy savings projects, including replacing the heating boiler at Fire HQ with a high-efficiency condensing boiler at no cost to the town</li></ul>
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**FY17 Goals and Objectives**

- Continue development of our Preventive Maintenance software program to refine PM procedures & schedules and capture remaining equipment
- Upgrade capital project implementation, completing all funded pre-2016 projects; also develop and launch a Projects Update page on the town's web site providing status details on all funded projects
- Provide interactive multi-media reports on departmental activity to BOS
- Continue Green Communities program seeking an additional \$200,000+ in grants for energy saving measures

# FY17 PROPOSED BUDGET

**\$3,802,686**

**+ 4.6% (+ 3.6% Actual)**

# NOTABLE BUDGET IMPACTS - SALARY

1. Union payroll annual increase + 2%
2. Animal Control salary budget line moved to Facilities
3. Evening custodian, Sylvester School, changed from 30 to 40 hours per week
4. Added full-time substitute custodian (savings)

# NOTABLE BUDGET IMPACTS - EXPENSES

1. High School
  1. Lighting ballasts (dimming) failing significantly; replacement \$207 each;  $200 \times \$207 = \$41,400$
  2. On-going issues with RTUs
2. Vehicle Maintenance

## FACILITIES DEPARTMENT FY17 PROPOSED BUDGET

FY17 Proposed Operating Budget							
192 - PUBLIC BUILDINGS							
Account No.	Description	FY2014 Expended	FY2015 Expended	FY2016 Budget	FY2017 Town Mgr Rec	\$ Change	% Change
01-192-51XX	SUBTOTAL, PERSONNEL:	1,545,334	1,737,072	1,783,472	1,940,354	156,882	8.8
01-192-5211	Electricity	527,987	551,288	614,850	633,770	18,920	3.1
01-192-5212	Natural Gas:	391,055	331,552	388,325	367,768	-20,557	-5.3
	SUB-TOTAL, UTILITIES:	919,043	882,840	1,003,175	1,001,538	-1,637	-0.2
01-192-5230	Building Maintenance	437,175	428,328	374,940	376,185	1,245	0.3
01-192-5240	Vehicle Maintenance	5,894	14,126	9,500	9,900	400	4.21
01-192-5250	Equipment Maintenance	67,248	25,663	143,609	144,109	500	0.3
01-192-5319	Other Contracted Services	225,449	203,187	107,980	107,980	0	0.0
01-192-5340	Telephone	64,342	73,071	67,390	67,390	0	0.0
01-192-5423	Custodial Supplies	103,790	69,710	117,475	117,475	0	0.00
01-192-5585	Uniforms	14,290	20,825	23,555	23,755	200	0.8
01-192-5860	Equipment Purchase	2,916	25,127	4,000	4,000	0	0.0
01-192-5861	Furnishings	0	0	0	10,000	10,000	100.00
	SUB-TOTAL, EXPENSES + UTILITIES:	1,840,146	1,742,877	1,851,624	1,862,332	10,708	0.6
	TOTAL, FACILITIES FY17:	3,385,481	3,479,949	3,635,096	3,802,686	167,590	4.6

# UTILITIES

FY17 Operating Budget								
192 - PUBLIC BUILDINGS - UTILITIES								
Account No.	Description	FY2014 Expended	FY2015 Expended	FY2016 Budget	FY2016 Expended	FY2017 Town Manager Rec	\$ Change	% Change
01-192-5211-11	ELECTRICITY - TOWN HALL	14,833	35,112	20,000	9,741	20,500	500	2.50
01-192-5211-21	ELECTRICITY - POLICE STATION	34,300	30,626	52,200	19,759	53,505	1,305	2.50
01-192-5211-22	ELECTRICITY - FIRE STATION	16,043	16,732	19,800	9,202	20,295	495	2.50
01-192-5211-23	ELECTRICITY - NEXTEL TOWER	0	0	5,000	0	5,000	0	0.00
01-192-5211-32	ELECTRICITY - CEDAR	49,049	51,264	64,200	23,570	64,200	0	0.00
01-192-5211-33	ELECTRICITY - CENTER	35,310	37,377	46,950	18,787	46,950	0	0.00
01-192-5211-34	ELECTRICITY - SYLVESTER	12,061	13,846	16,900	7,254	16,900	0	0.00
01-192-5211-35	ELECTRICITY - MIDDLE SCHOOL	112,622	113,324	128,500	50,240	128,500	0	0.00
01-192-5211-36	ELECTRICITY - HIGH SCHOOL	202,620	197,497	195,000	119,006	210,500	15,500	7.94
01-192-5211-37	ELECTRICITY - SALMOND	7,373	7,106	13,350	4,507	13,350	0	0.00
01-192-5211-41	ELECTRICITY - DPW FACILITY	7,986	9,661	10,500	4,171	10,500	0	0.00
01-192-5211-42	ELECTRICITY - CEMETERY GARAGE	789	911	1,000	465	1,000	0	0.00
01-192-5211-51	ELECTRICITY - SR CENTER	12,241	12,773	12,900	7,416	13,223	323	2.50
01-192-5211-61	ELECTRICITY - LIBRARY	22,759	24,703	26,550	15,268	27,347	797	3.00
01-192-5211-72	ELECTRICITY - STETSON HOUSE	0	355	2,000	0	2,000	0	0.00
01-192-5211	Sub-Total, Electricity:	527,987	551,288	614,850	289,387	633,770	18,920	3.1
01-192-5212-11	GAS - TOWN HALL	12,335	11,972	13,620	1,864	14,210	590	4.33
01-192-5212-21	GAS - POLICE STATION	19,696	12,703	16,200	2,024	16,200	0	0.00
01-192-5212-22	GAS - FIRE STATION	20,909	18,652	18,450	2,345	18,450	0	0.00
01-192-5212-32	GAS - CEDAR	73,742	59,673	62,775	7,624	60,300	-2,475	-3.94
01-192-5212-33	GAS - CENTER	42,824	44,598	47,100	6,200	42,700	-4,400	-9.34
01-192-5212-34	GAS - SYLVESTER	36,075	22,903	28,575	2,497	23,575	-5,000	-17.49
01-192-5212-35	GAS - MIDDLE SCHOOL	79,249	68,000	78,800	7,899	72,800	-6,000	-7.61
01-192-5212-36	GAS - HIGH SCHOOL	57,560	49,417	65,100	8,480	62,100	-3,000	-4.60
01-192-5212-37	GAS - SALMOND	19,352	19,360	22,375	2,129	22,833	458	2.04
01-192-5212-41	GAS - DPW FACILITY	11,611	7,779	10,325	82	10,325	0	0.00
01-192-5212-42	GAS - CEMETERY	1,839	1,626	2,580	267	2,580	0	0.00
01-192-5212-51	GAS - SR CENTER	3,950	3,285	5,150	556	4,420	-730	-14.17
01-192-5212-61	GAS - LIBRARY	11,912	10,227	14,275	1,420	14,275	0	0.00
01-192-5212-72	GAS - STETSON HOUSE	0	1,360	3,000	159	3,000	0	0.00
01-192-5212	Sub-Total, Gas:	391,055	331,552	388,325	43,547	367,768	-20,557	-5.3
	UTILITIES, TOTAL:	919,043	882,840	1,003,175	332,934	1,001,538	-1,637	-0.2

# CAPITAL BUDGET

# PROJECT STATUS

1. Middle School Floor Tile
  1. Phase 1 complete
  2. \$50,000 under budget
  3. Phase 2 summer 2016
2. Fire Station, New Emergency Generator
  1. Bid results (\$105,058)
  2. Under construction (submittal review completed)
3. Fire Station Kitchen Renovation
  1. Completed Dec. 2015
4. Cedar School Roof, Library Window Sealing, Middle Tile Phase 2
  1. Reviewing RFQ Designer submittals
  2. Construction scheduled for summer 2016
5. Stetson House – Electric Service Upgrade
  1. Completed

# PROJECT STATUS (Page 2)

## 6. Partially Completed

1. Stetson House Air Conditioning
2. Schools Energy Management Controls
3. Town Hall – Upgrade Door Locks

## 7. Pending

1. Town Hall – Hearing Room Improvements
2. Town Hall – Replace Fire Alarm
3. Town Hall – Security System
4. Middle School - Bollards

## 8. Vehicles

1. Ford F-350 Rack Body Truck (awaiting delivery)
2. Ford Transit Van (awaiting schedule from Ford)

## FACILITIES VEHICLES MASTER LIST & PLANNED REPLACEMENT SCHEDULE

Replace Order	Radio #	Year	Make, Model, Description	Assigned To	Use	Fuel Type	Year Acq'd	GVW	Replace in FY	Comments
1	62	2001	FORD F-350 XL SUPERDUTY TRUCK (1-Ton Dump/Sander) <b>PROPOSED REPLACEMENT FY17</b>	Maintenance Workers	Maintenance: snow plowing & sanding; pickup/delivery of mulch, loam, fill, etc.; personnel transport	D			2017	Replace in kind
2	na	1994	FORD TRACTOR	na	Grounds maintenance	D			2017	Replace in kind
3	65	2008	FORD F250 XLT SUPERDUTY PICKUP RED	Maintenance Foreman	Maintenance: General transportation; snow plowing; transportation of supplies, tools, equipment, etc.	G			2018	Replace in kind
4	63	2006	FORD F-450 TRASH TRUCK	Maintenance Workers	Maintenance: daily collection of bagged trash at all schools and most town buildings and disposal at transfer station; snow plowing; personnel transportation	D		16,000	2018	Replace in kind
5	19	2008	FORD TAURUS WAGON (7 PASS) RED	Deputy Superintendent	General transportation; also transportation of supplies, tools and equipment	G		5,000	2019	Replace with pick-up
6	66	2006	FORD FREESTAR VAN, HIGH TOP	Custodial Foreman	Custodial: transport custodial supplies and heavy custodial equipment between buildings; primary transportation for custodial foreman	G			2019	Replace in kind
7	39	2007	TRACKLESS MTS TRACTOR	na	Grounds maintenance	D		N/A	2020	Replace in kind
8	18	2012	FORD FLEX WAGON (7 PASS) RED	Facilities Engineering Manager	General transportation & some materials transport	G	2011	5,970	2021	Replace with hybrid
9	64	2016	FORD F-350 XL SUPERDUTY TRUCK (RACK BODY W/ LIFT GATE)	Maintenance Workers	Maintenance: all-purpose vehicle for outdoor maintenance; snow plowing & sanding; personnel transport		2016			
10	7	2016	FORD TRANSIT VAN	Maintenance Workers	Maintenance: permanently outfitted with tools and materials typically needed for facilities repairs and improvements.		2016			
11	7	2006	GMC, W4500 BOX TRUCK with LIFT GATE	na	Custodial & Maintenance: transport heavy custodial equipment and supplies between buildings (where lift gate needed for lifting)	D	2015			Purchased used for \$7,500
12	7	2001	CUSTOM TRAILER	na		N/A		N/A		

### FACILITIES DEPARTMENT STAFF

1	Facilities Engineering Manager
1	Deputy Superintendent for Facilities
1	Maintenance Foreman
1	Custodial Foreman
1	Skilled Maintenance Worker (general mechanical)
1	Skilled Maintenance Worker (licensed plumber)
1	Skilled Maintenance Worker (master carpenter)
1	Administrative Assistant
<hr/>	
8	Sub-Total, Maintenance & Admin
22	Custodians, Full Time
4	Custodians, Part Time

**RATIONALE:** The Facilities Department is a highly mobile unit and vehicles are critical to efficient operations. Personnel receive scheduled assignments at start of shift and visit any of at least 24 facilities to complete work orders at buildings; collect previous days trash at schools and other town buildings; empty trash at dozens of outdoor trash receptacles; mow grass and perform groundskeeping at all schools & other facilities; dress athletic fields for athletic events; deliver materials and supplies; provide support services to building occupants; and respond to a variety of unplanned needs and problems. Both foremen are working foremen and perform as much, or more, physical labor as the skilled maintenance workers while also traveling to supervise maintenance activities. The Deputy Superintendent is constantly traveling between facilities to supervise work, evaluate situations, attend inspections, and regularly meet with building principals and department heads. The Deputy, both foremen, and the 3 skilled maintenance workers all perform snow plowing using department vehicles during each snowfall as part of the DPW Highway force, primarily focused on school lots but also at other town facilities and even on public roads. Each Thursday, the Administrative Assistant travels to each school and town building to collect custodian time cards, then returns later with new time cards.

# CAPITAL REQUESTS FY17

1. Vehicle Replacement Plan: Ford F350 (Dump/Sander)
  1. Current F350 taken out of service; repair costs excessive
  2. Replace in kind
2. High School: New Sidewalk Tractor/Snowblower
  1. Over 2/3 mile of sidewalks. Clearing snow extremely taxing on custodians working overnight to open schools
  2. Heated tractor/snowblower does work of 3 custodians
  3. Speeds daily routine of spreading ice melt
3. Library: 4-Year Renovation Plan (carpet, paint, woodwork, etc.)
  1. Phase 1: Children's Library
4. Cedar School: Flooring Renovation
  1. Old unhealthy carpet "encapsulates" asbestos floor tile
  2. New carpet would violate LEED & CHPS classroom standards
5. Town Hall: Carpet Replacement
  1. DRA scheduled replacement