



TOWN OF HANOVER
550 HANOVER STREET
HANOVER, MASSACHUSETTS 02339

Advisory Committee

Hanover Advisory Committee

550 Hanover Street

Hanover, MA 02339

Meeting Minutes

Wednesday, November 6, 2019 - 7:00 pm

Advisory Committee Meeting Room

Hanover Town Hall

Committee Attendees

Ted Hickey, Chair

Sandra Hayes

Steven Freedman

James Hoyes

Nick Morwood

Jerry O'Hearn

Joan Port-Farwell

Other Attendees

Joe Colangelo, Town Manager

Walter Sweeney, Police Chief

Lincoln Heineman, Director of Finance

Victor Diniak, Director of Public Works

Emmanuel Dockter, Board of Selectmen

Leah Miller, School Committee Chair

Chelsea Stevens, Town Accountant

School Department Presented by

Tom Raab, School Business Manager

Bill Hartigan, IT Director

Matthew Ferron, Superintendent

Matthew Paquette, High School

Principal

Michael Oates, Cedar School

Principal

Scott Hutchison, Athletic Director

Opening

The meeting was opened at 7:00 pm by Chair Ted Hickey.

Review of Meeting Minutes

Sandra Hayes made a motion to accept the Advisory Committee meeting minutes of October 30, 2019 as written. The motion was seconded and approved unanimously.

Advisory Committee Reorganization

Sandra Hayes nominated Ted Hickey as Chair. The motion was seconded and approved unanimously. The decision on Vice Chair will wait until the full Committee is present.



Capital Improvements

PROJECT DETAIL SHEET

Fiscal Year: 2021

Department: DPW, Facilities Division

**Project Title: Police Station – Replace Jail Cell
Toilets, Part 2**

Requested Amount: \$ 64,500



Description: The 7 stainless steel toilets installed in the cells at the Police Station have failed state inspection multiple times due to corrosion and must be replaced. The 2019 Town Meeting appropriated \$17,500 to partially fund the replacements. When the Facilities Division initiated contracting activity this summer to undertake toilet replacements, contractor quotes came in higher than expected, in part due to more stringent rules requiring anti-ligature fixtures. Moreover we encountered difficulty working with Acorn Engineering, the manufacturer of the existing toilets at the Police Station, in obtaining sufficient final details to specify for our application. There are few manufacturers of this specialty item. However, we have recently established a relationship with another manufacturer that has been entirely cooperative. Due to the delays we have encountered, we believe it would be prudent and more efficient to obtain the balance of funding to perform replacement of all 7 toilets in one contract. During last summer, we received a contractor's proposal quoting a price of \$23,000 for replacement of 2 standard toilets, and \$35,000 for replacement of 2 standard toilets plus the toilet in the juvenile cell that must be ADA compliant. Based on this quote, the cost to replace all 7 toilets under a single contract is projected at \$82,000, of which \$17,500 has been appropriated.

Project Overview: Following procurement procedures outlined in Chapter 149, contract with a plumbing contractor to provide and install replacement stainless steel toilets in the Police Station jail cells.

Financial impact of this project on the department's operating budget: None



Capital Improvements

Fiscal Year: 2021

Department: Police

Project Title: Replace-Equip Police Cruisers

Requested Amount: \$ 140,000.00



Description:

Purchase one (2) 2020 marked police cruisers for \$45,000 each

Purchase one (1) 2020 marked command cruiser (OIC) \$50,000.00

Total request \$140,000.00

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

Fiscal Year: 2021

Department: DPW, Facilities Division

Project Title: High School, Dugouts and Fencing for Baseball and Softball Fields

Requested Amount: \$ 75,000



Description: The baseball and softball fields at Hanover High School are regarded as some of the best ball fields in the area. However, one thing lacking at these fields is dugouts, a typical feature of most high school fields. The school district and the town's sports programs have placed a high priority on installation of dugouts at the 2 fields. When considering dugout design, it is the recommendation of the School District and DPW that dugouts with open sides are preferred so that there is always full view of any unsupervised persons who should happen to be in the dugouts outside times of ballgames.

Project Overview: Procure 4 dugouts, similar in design to those installed at Forge Pond Park, consisting mainly of a canopy roof with open sides. Installation at the first and third base sides of both fields would be performed by Hanover DPW, with associated fencing modifications by a fence contractor.

Financial impact of this project on the department's operating budget: None



Capital Improvements

PROJECT DETAIL SHEET

Fiscal Year: 2021

Department: DPW, Facilities Division

Project Title: Middle and Cedar Schools, Replace Cafeteria Lunch Tables, Part 1

Requested Amount: \$ 40,000



Description: The student lunch tables at Middle School and Cedar School are old and worn, and present potentially harmful conditions for students and custodians. Lifting mechanisms that provide mechanical support to lift and fold the tables up to a vertical position (for cafeteria cleaning after lunch periods) are weak, requiring substantial physical exertion by the day custodians to fold the tables, and thus presenting the threat of injury and possible disability. (Typically, day custodians are closest in age to retirement and more susceptible to injury). In the rare case that a second custodian is present, both custodians often lift tables together due to the exertion required. In addition, locking mechanisms that hold the table in the normal extended down position and preventing the table from lifting up, have failed, presenting a risk of student injury. Many of these tables are hand-me-downs from the High School or other schools, and are beyond their design life. There are 26 lunch tables at Middle and 20 tables at Cedar School. Replacement tables are listed individually at approximately \$1,500 each, but for a volume purchase can be obtained for \$1,300.

Project Overview: Order 30 new lunch tables to replace 15 tables at Middle School and 15 at Cedar School, while retaining the 16 tables that are in best condition at the 2 schools. Pursue an aggressive procurement process attempting to obtain the lowest possible pricing allowing us to procure additional tables over and above the targeted 30 tables.

Financial impact of this project on the department's operating budget: No immediate impact. However, it is highly likely that this measure will prevent injuries to custodians and the associated cost for substitute custodians, and/or custodians on overtime, to fill the position; as well as avoiding the much more expensive prospect of medical expenses as well as a potential disability over many years.



Capital Improvements

PROJECT DETAIL SHEET

Fiscal Year: 2021

Department: DPW, Facilities Division

Project Title: Schools - Install Filters at Drinking Water Fountains

Requested Amount: \$ 38,800



Description: Considering the various public concerns regarding the quality of drinking water, the Hanover School Committee requests that water filtration units be installed at every corridor and classroom drinking water fountain in the 4 Hanover Public Schools. Odor and taste filters, fitted with charcoal filtration, provide excellent filtration and can be fairly easily installed within the cabinets of wall-mounted drinking fountains and in the casework beneath classroom sinks. In total, 97 drinking fountains in corridors and classrooms will be addressed, including 44 at Center, 33 at Cedar, 14 at Middle and 6 at Hanover High School. The project would also require replacing the 2 porcelain drinking fountains in the Gym at Middle with conventional metal drinking fountains.

Project Overview: Procure plumbing contractor services to install 97 filtration units in drinking fountains in the 4 schools, and to replace the porcelain drinking fountains in the Middle School gym with conventional metal drinking fountains.

Financial impact of this project on the department's operating budget: The charcoal filters in the 97 units will have to be replaced annually each summer, which can be performed by facilities staff. At approximately \$40 each, purchase of 97 charcoal filters will add an operating expense of approximately \$4,000 per year.



Capital Improvements

PROJECT DETAIL SHEET

Fiscal Year: 2021

Department: DPW

Project Title: Cedar School Parking Lot Reconstruction

Requested Amount: \$300,000.00



Description:

This project will allocate funding for the reconstruction and reconfiguration of the Cedar School Parking Lot.

Project Overview:

The project will reconstruct the existing parking lot at the Cedar Elementary School to allow for improved traffic flow, increased parking, and drainage improvements.

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

Failure to accept this request will require increased pavement maintenance costs and necessary drainage improvements & parking lot expansion to be funded general operating funds.



Capital Improvements

PROJECT DETAIL SHEET

Fiscal Year: 2021

Department: School Department

Project Title: Epilog Mini 18X40 Laser Engraver

Requested Amount: \$ \$15,000

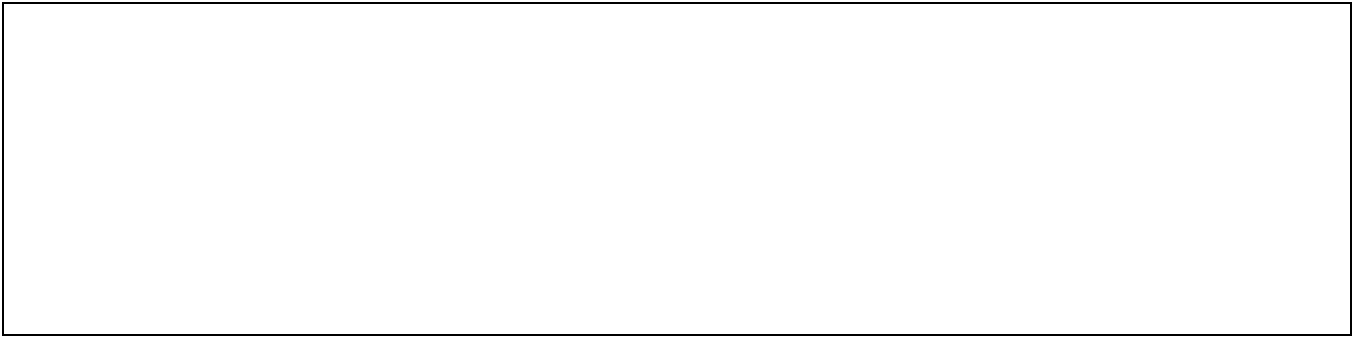


Description: A laser engraver will allow the Engineering Program at Hanover High School to engrave on wood, metal, and glass.

Project Overview: Laser Cutting is a non-contact process which utilizes a laser to cut materials, resulting in high quality, dimensionally accurate cuts. The process works by directing the laser beam through a nozzle to the workpiece. A combination of heat and pressure creates the cutting action. The material melts, burns, vaporizes, or is blown away by a jet of gas, leaving an edge with a high-quality surface finish.

From: <http://www.amadamiyachi.com/glossary/glosslaser-cutting#targetText=Laser%20Cutting%20is%20a%20non,pressure%20creates%20the%20cutting%20action.>

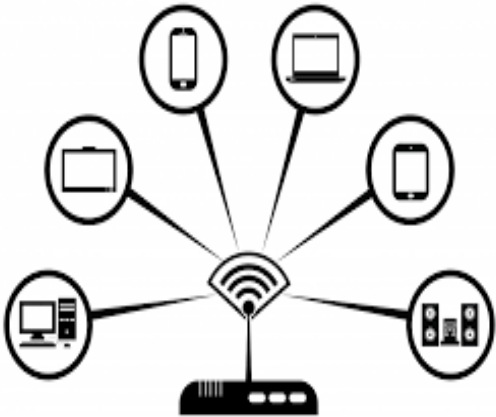
Financial impact of this project on the department's operating budget: After the first three years, there will be an annual cleaning and maintenance fee. Approx. \$1,000.





Capital Improvements


PROJECT DETAIL SHEET

<p>Fiscal Year: 2021</p> <p>Department: School Department-Technology</p> <p>Project Title: Town-Wide WiFi Upgrades</p> <p>Requested Amount: \$75,000</p>	
<p>Description:</p> <p>Funds to upgrade and expand WiFi access Town-Wide</p>	
<p>Project Overview:</p> <p>Funds are required in FY2021 for the following projects:</p> <ul style="list-style-type: none"> - Upgrade and expand WiFi coverage at Town buildings 	<p>\$75,000</p>
<p>Grand Total</p>	<p>\$75,000</p>
<p>Financial impact of this project on the department's operating budget:</p> <p>Maintain overall technology budget from FY 2020.</p>	



Capital Improvements


PROJECT DETAIL SHEET

<p>Fiscal Year: 2021</p> <p>Department: School Department-Technology</p> <p>Project Title: Town Wide VOIP</p> <p>Requested Amount: \$26,000</p>	
<p>Description:</p> <p>Funds to upgrade and expand Voice Over Internet (VOIP) phone service throughout the town. This project would bring all Town and School buildings onto the same phone system. The High School is the last building to migrate to the town-wide VOIP system.</p>	
<p>Project Overview:</p> <p>Funds are required in FY2021 for the following projects:</p> <ul style="list-style-type: none">- Install VOIP phones at High School <p>Grand Total</p>	<p>\$26,000</p> <p>\$26,000</p>
<p>Financial impact of this project on the department's operating budget:</p> <p>Maintain overall technology budget from FY 2020.</p>	



Capital Improvements

PROJECT DETAIL SHEET

<p>Fiscal Year: 2021</p> <p>Department: School Department-Technology</p> <p>Project Title: High School Security Cameras</p> <p>Requested Amount: \$50,000</p>	
<p>Description:</p> <p>Funds to upgrade and expand security camera coverage at Hanover High School to address areas with limited or no coverage.</p>	
<p>Project Overview:</p> <p>Funds are required in FY2021 for the following projects:</p> <ul style="list-style-type: none">- Upgrade and add cameras to High School	<p>\$50,000</p>
<p>Grand Total</p>	<p>\$50,000</p>
<p>Financial impact of this project on the department's operating budget:</p> <p>Maintain overall technology budget from FY 2020.</p>	

Review/Discuss FY21 Capital Requests for Police, School Department Buildings and Grounds, Schools & Town-Wide Technology, and Public Works Buildings and Grounds

Chief Sweeney reviewed 2 items for the Police Department. Tom Raab reviewed the FY21 Capital Budget requests for the Schools. Bill Hartigan reviewed the FY21 Capital Budget requests for Town-Wide technology items. Victor Diniak reviewed the remaining Capital Budget requests for the Department of Public Works.

During the Schools discussion the topic of vaping came up, particularly in the bathrooms. Principal Matthew Paquette shared with the Committee that the decision to not allow students to have their cell phones during class has changed how the students use their phone throughout the day and the administration feels it was a good decision to create the cell phone policy.

Adjournment

Sandy Hayes made a motion to adjourn, the motion was seconded. The motion carried unanimously. The meeting adjourned at 8:25 pm.

Next Meeting

Wednesday, November 13, 2019.