



TOWN OF HANOVER
550 HANOVER STREET
HANOVER, MASSACHUSETTS 02339

Advisory Committee

Hanover Advisory Committee

550 Hanover Street

Hanover, MA 02339

Meeting Minutes

Monday, October 15, 2018 - 7:00 p.m.

Joint Meeting with the Hanover Board of Selectmen

Opening

The meeting was opened at 7:00 p.m. by Emmanuel Dockter, Chairman of the BOS.

Committee Attendees

Joan Port-Farwell

Steve Kmito

Gavin Little-Gill

Steven Freedman

James Hoyes

Jerry O'Hearn

Nick Morwood

Absent

Edward Hickey

Sandra Hayes

Other Attendees

Emmanuel Dockter, Chairman of the Board of Selectmen

John Barry, Board of Selectmen

Jocelyn Keegan, Board of Selectmen

Dave Delaney, Board of Selectmen

Joe Colangelo, Town Manager

Ann Lee, Executive Assistant

Lincoln Heineman, Finance Director

Presentation of FY2020 Capital Plan Town Manager Joe Colangelo presented the FY2020 Capital Budget and Capital Improvement Plan to the Committee (attached).

Next Meetings

The Committee's next meeting will be held on Wednesday, October 24th, at 7pm.

Adjournment:

The Advisory Committee adjourned and departed the joint meeting at 7:28pm.

Fiscal Year 2020 Capital Budget & Capital Improvement Plan



Fiscal Year 2020 Capital Budget & Capital Improvement Plan

Capital Budget and Capital Improvement Plan (CIP)

- *Capital* = Buildings, Land, Structures, Vehicles, Infrastructure \geq \$10,000
- *Capital Budget* = Annually Funded Capital Projects
- *Capital Improvement Plan (CIP)* = Multi-Year Plan Aimed at Smoothing Costs Over Time Based on Needs and Funding While Limiting Unforeseen Large Expenditures

Fiscal Year 2020 Capital Budget & Capital Improvement Plan

Goals

- Iterative Process
- Open Process: Bottom-Up; not Top-Down
- Shift Focus from “New” to “Maintenance”
- I.T. Plan
- Fleet Management for ALL Town Departments
- Study First; Build/Repair Second
- School-Town Communication
- Planning for Operational Changes Where Necessary
- Fresh Look w/ new Town Manager and Finance Director

Fiscal Year 2020 Capital Budget & Capital Improvement Plan

Expectations Moving Forward

- Advisory Committee Meetings
 - October 24, November 7, November 14, November 28.
- Capital Budget Completed by December 1st
- More Effort from Town to Engage with School
- Team Approach: AdComm, BoS, TM, FD, DH's, etc.
- Focus on Operating Budget with Capital Budget “Solidified”
- Identify Areas of Improvement for Next Year

Fiscal Year 2020 Capital Budget & Capital Improvement Plan

Municipal Buildings & Grounds	FY20 Request	FY21 Request	FY22 Request	FY23 Request	FY24 Request	Total
Town Hall Technology Improvements	10,000	10,000	10,000	10,000	10,000	50,000
Library Signage	10,000					10,000
Planning for Fire Headquarters Interior Improvements	15,000					15,000
Fire Headquarters - Security Camera System	20,000					20,000
Police Station - Replace Toilets in Jail Cells	20,000					20,000
Planning for Town Hall Site Renovation	15,000					15,000
Implementation for Town Hall Site Renovations		30,000	30,000	30,000	30,000	120,000
Planning for Fire Stations 1 and 3/Possible Combination		50,000				50,000
Implementation of Fire Headquarters Interior Improvements		50,000	50,000	50,000	50,000	200,000
John Curtis Library - Install Entrance to Children's Library		40,000				40,000
Town Hall Elevator Controller Upgrade		60,000				60,000
Implementation of Plan for Fire Stations 1 and 3/Combination			50,000	50,000	50,000	150,000
John Curtis Library - Wheelchair Lift to Staff Corridor			45,000			45,000
Library HVAC Replacement			50,000			50,000
Council on Aging Kitchen Upgrades			15,000			15,000
John Curtis Library - Replace Carpet & Repair Interior Finishes			90,000			90,000
Police Station - Replace HVAC Condensers			95,000			95,000
Town Recreation Transition from Grass to Turf Field			1,000,000			1,000,000
Transfer Station - Repaint Pit Roof				50,000		50,000
Police Station - Repaint Interior Spaces				25,000		25,000
Stetson House Improvements				30,000		30,000
Climate Control Improvements to Protect Historical Docs				50,000		50,000
Category Subtotal	90,000	240,000	1,435,000	295,000	140,000	2,200,000

Fiscal Year 2020 Capital Budget & Capital Improvement Plan

<u>School Buildings</u>	<u>FY20 Request</u>	<u>FY21 Request</u>	<u>FY22 Request</u>	<u>FY23 Request</u>	<u>FY24 Request</u>	<u>Total</u>
Reconstruction of High School Tennis Courts	504,000					504,000
Cedar - Security Upgrades at Main Entrance	300,000					300,000
Cedar - Bathroom Renovation for Pre-K & K Students	20,000					20,000
Middle - Cafeteria Air Conditioning		25,000				25,000
Middle & Cedar - Replacement Plan for Kitchen Equipment		50,000				50,000
Cedar - Replace Master Clock and Intercom System		40,000				40,000
Salmond School - Prep & Paint Cupola & Trim		35,000				35,000
Cedar - Roof Replacement, 1966 Section (MSBA shared)			900,000			900,000
Middle - Repave parking lot			320,000			320,000
Cedar - Repave parking lot			280,000			280,000
Middle - Sand, Repaint & Refinish Gym Floor			40,000			40,000
Middle - Replace Master Clock and Intercom System			65,000			65,000
Middle - Replace Rooftop Ventilation Units			200,000			200,000
Middle - Electric panel upgrades				150,000		150,000
Cedar - Install Emergency Generator				200,000		200,000
Cedar - Replace Carpet/Asbestos Flooring with Tile				300,000		300,000
High School - Multi-purpose Turf Field Renovation				500,000		500,000
Middle - Replace Remaining Asbestos Floor Tile					550,000	550,000
Cedar - Replace HVAC Units					150,000	150,000
Middle - Roof Replacement (non-1999 addition) (MSBA shared)					900,000	900,000
Category Subtotal	824,000	150,000	1,805,000	1,150,000	1,600,000	5,529,000

Fiscal Year 2020 Capital Budget & Capital Improvement Plan

<u>Facilities Other</u>	<u>FY20</u> <u>Request</u>	<u>FY21</u> <u>Request</u>	<u>FY22</u> <u>Request</u>	<u>FY23</u> <u>Request</u>	<u>FY24</u> <u>Request</u>	<u>Total</u>
Replace 2001 Ford F350 One-ton Dump/Plow/Sander	60,000					60,000
Replace 2008 Ford F250 Superduty Pickup		45,000				45,000
Replace 2006 Ford Freestar High Top Van			10,000			10,000
Replace 2006 GMC Box Truck with Lift Gate			15,000			15,000
Replace Trackless MTS Tractor/Mower/Snowblower				35,000		35,000
Replace 1994 Ford Tractor					25,000	25,000
Replace 2001 Custom Trailer					20,000	20,000
Replace 2006 Ford F-450 Trash Truck					55,000	55,000
Category Subtotal	<u>60,000</u>	<u>45,000</u>	<u>25,000</u>	<u>35,000</u>	<u>100,000</u>	<u>265,000</u>

Fiscal Year 2020 Capital Budget & Capital Improvement Plan

<u>Fire</u>	<u>FY20 Request</u>	<u>FY21 Request</u>	<u>FY22 Request</u>	<u>FY23 Request</u>	<u>FY24 Request</u>	<u>Total</u>
Ambulance	326,000			375,000		701,000
Command vehicle		65,000		75,000		140,000
Pumper/rescue pumper		600,000				600,000
Forest Truck/service vehicle			75,000			75,000
Utility terrain vehicle			30,000			30,000
Cardiac Monitors			150,000			150,000
Squad or Chassis				200,000		200,000
Radios					150,000	150,000
Category Subtotal	326,000	665,000	255,000	650,000	150,000	2,046,000

Fiscal Year 2020 Capital Budget & Capital Improvement Plan

<u>Police</u>	<u>FY20 Request</u>	<u>FY21 Request</u>	<u>FY22 Request</u>	<u>FY23 Request</u>	<u>FY24 Request</u>	<u>Total</u>
2 Marked Police Cruisers	90,000					90,000
1 Unmarked Police Cruiser	40,000					40,000
Replace and equip cruisers		130,000	140,000	140,000	150,000	560,000
ECC/HFD Console Replacement		165,000				165,000
Firearms/Rifles Replacement				60,000		60,000
Replace Officers' Portable and Cruiser Radios					120,000	120,000
Category Subtotal	130,000	295,000	140,000	200,000	270,000	1,035,000

Fiscal Year 2020 Capital Budget & Capital Improvement Plan

<u>Community Development and Municipal Inspections</u>	<u>FY20 Request</u>	<u>FY21 Request</u>	<u>FY22 Request</u>	<u>FY23 Request</u>	<u>FY24 Request</u>	<u>Total</u>
Repair of Washington Street Historic Stone Walls	Unknown	Unknown				0
Building - Ford F-150 4x4			25,000			25,000
Category Subtotal	<u>0</u>	<u>0</u>	<u>25,000</u>	<u>0</u>	<u>0</u>	<u>25,000</u>
<u>Community Services</u>						
HCTV Server-based Hard Drives	49,859					49,859
HCTV Recording Capability for Advisory and 2nd Floor Hearing Rooms	14,320					14,320
HCTV Portable Camera for Live Remote Broadcasting	16,000					16,000
Council on Aging Car				35,000		35,000
Forge Pond Park Playground					100,000	100,000
Category Subtotal	<u>80,179</u>	<u>0</u>	<u>0</u>	<u>35,000</u>	<u>100,000</u>	<u>215,179</u>
<u>Finance</u>						
Assessing Software Upgrade	45,700					45,700
Financial accounting software		900,000				900,000
Category Subtotal	<u>45,700</u>	<u>900,000</u>	<u>0</u>	<u>0</u>	<u>945,700</u>	<u>945,700</u>

Fiscal Year 2020 Capital Budget & Capital Improvement Plan

School - Town-Wide Technology	<u>FY20</u> <u>Request</u>	<u>FY21</u> <u>Request</u>	<u>FY22</u> <u>Request</u>	<u>FY23</u> <u>Request</u>	<u>FY24 Request</u>	<u>Total</u>
Town-Wide Data Cabling to Support WiFi and VOIP	100,000					100,000
WiFi Upgrades at High School and Middle School	65,000					65,000
Install VOIP Phones at Middle and Cedar Schools	42,000					42,000
WiFi Upgrades at Cedar School, COA, Police and Fire		75,000				75,000
Install VOIP Phones at High School		26,000				26,000
Upgrade VOIP Phones at Town Hall, COA, and Police and Fire			32,000			32,000
Town-Wide Switch Upgrade			230,000			230,000
Category Subtotal	<u>207,000</u>	<u>101,000</u>	<u>262,000</u>	<u>0</u>	<u>0</u>	<u>570,000</u>

Fiscal Year 2020 Capital Budget & Capital Improvement Plan

<u>Water</u>	<u>FY20 Request</u>	<u>FY21 Request</u>	<u>FY22 Request</u>	<u>FY23 Request</u>	<u>FY24 Request</u>	<u>Total</u>
Replace 2009 Water Service Van	38,000					38,000
Water Main Improvements	300,000	300,000	250,000	250,000	250,000	1,350,000
Water Tank Rehabilitation		1,000,000				1,000,000
Replace 2013 Water Service Van		38,000				38,000
Replace 2015 Water Service Van			40,000			40,000
Replace 2016 Silverado 4x4 pickup				45,000		45,000
Filter Media Replacement				80,000		80,000
Water Tank Replacement (Old Union St)					3,000,000	3,000,000
Replace 2015 Ford F250 4x4 pickup truck (Deputy Supt - Water)					45,000	45,000
Category Subtotal	<u>338,000</u>	<u>1,338,000</u>	<u>290,000</u>	<u>375,000</u>	<u>3,295,000</u>	<u>5,636,000</u>

Fiscal Year 2020 Capital Budget & Capital Improvement Plan

Capital Project Requests	<u>FY20 Request</u>	<u>FY21 Request</u>	<u>FY22 Request</u>	<u>FY23 Request</u>	<u>FY24 Request</u>	<u>Total</u>
Total 5 Year Capital Requests - All Departments	<u>3,002,879</u>	<u>4,909,000</u>	<u>5,507,000</u>	<u>3,890,000</u>	<u>7,775,700</u>	<u>24,138,879</u>