

Hanover Advisory Committee
550 Hanover Street
Hanover, MA 02339
Meeting Minutes
Wednesday, November 30, 2016 – 7:00 pm

Opening:

The meeting was opened at 7:02 p.m. by Edward Hickey, Chairman.

Committee Attendees:

Edward Hickey
Emmanuel Dockter
Joan Port-Farwell
Wayne Moores
Sandra Hayes
Jerry O’Hearn
Brandon Freeman
Gavin Little-Gill

Absent

Angela Blanchard

Other Attendees:

Janine Smith, Hanover Director of Municipal Finance
Victor Diniak, Director of Public Works
Curt MacLean, Deputy Superintendent of Public Works

Review of Meeting Minutes

Sandra Hayes made a motion to accept the minutes from November 15, 2016 as written. This was seconded by Emmanuel Dockter. All were in favor and the motion passed.

Discussion with Victor Diniak and Curt MacLean

Victor Diniak reviewed the Department of Public Works (DPW) draft capital requests for FY18. Victor Diniak made note that all the requests are drafts at this point and have not been approved by the Town Manager or Board of Selectmen. Chapter 90 funds were discussed and the process required for these projects. Victor Diniak explained the large dump truck requested and it’s important to the fleet. Mr. Diniak is comfortable with the size of the current fleet and feels that any reduction would result in a delay in clearing and salting/sanding roads during snow fall. Curt MacLean explained the need for the new cemetery tractor. The current tractor is 23 years old and much too small to do many of the jobs within the cemetery. Currently 50 to 60 grave stone foundations need to be hand dug. Sandra Hayes inquired if the old tractor will have any trade in value. Victor Diniak stated it would have very little value given its advanced age. Gavin Little-Gill inquired if a used tractor could be purchased. Victor Diniak stated that most tractors of this type are used for long periods of time and very few are available for sale after short term use. Emmanuel Dockter requested the price for the next model down. Victor Diniak will find and provide the information. Victor Diniak explained the new pick-up with plow requested and its importance for maintaining enough working vehicles to clear roads during snow fall. The placeholder funds for stormwater management are necessary to enable the DPW to comply with Massachusetts environmental regulations. Victor Diniak explained that many Hanover catch basins will mostly likely need to be cleaned. Roadway runoff and sewer systems are a major source of pollution. The catch basins in the most sensitive areas will be cleaned first and possibly need hoods place to keep out silt. Gavin Little-Gill inquired if these costs would be annual. Victor Diniak stated yes, as regulations

increase, the Town will have to do more work to comply. Victor Diniak explained the requests for repairs for two dams within Hanover. Edward Hickey inquired if either of these dams are slated for removal at some point. Victor Diniak stated the Town has no plans for removal at this time. The request for a new pavement roller was discussed. A long discussion was had regarding all the various water treatment plant repairs necessary and the financial challenges associated. The work approved at the last town meeting will be completed on time and meet the July 2018 deadline. Emmanuel Dockter inquired whether private wells for each household could be possible. Victor Diniak stated this was very unlikely to work. Edward Hickey stated that the Committee will be relying on Mr. Diniak's opinion on which repairs are needed sooner and which repairs can wait. Wayne Moores inquired if any grants are available to offset water treatment plant repairs. Victor Diniak stated no, there are some low interest rate loans available but they aren't any lower than the Town's bond interest rates. Edward Hickey inquired if a second opinion on the list of repairs will be sought. Victor Diniak stated that the Town could get a second opinion, however; it would be unfortunate to pay another engineering firm to repeat the work already done. The Committee thanked Mr. Diniak and Mr. MacLean for their time and they departed at 8:37 pm.

General Discussion

Janine Smith explained the monthly financial reports she produces. Emmanuel Dockter stated that having figures from the same month but prior year would be helpful for comparison. Janine Smith stated she is open to that idea, however; the time constraints of her many responsibilities have limited her modification of the reports. Joan Port-Farwell stated that simple printing out the prior year's report and including it would be sufficient.

Edward Hickey stated that town meeting recommendations is the Committee's charge, and he would like to dig into budget line items in more detail this year. Janine Smith stated the draft FY18 budget should be available by February 1, 2017.

Joan Port-Farwell inquired what the current balance in the overlay account is. Janine Smith stated she will provide the figures.

Edward Hickey stated he would like to consider adding language to capital request warrant articles to include vehicle mileage requirements for replacement.

Joan Port-Farwell gave an update on the school department budget.

Edward Hickey stated that Town Manager Troy Clarkson has requested more time to reply to the Committee's memo.

Wayne Moores inquired regarding the status of the Veteran's Memorial Garden. Sandra Hayes stated that Ray Miller would be meeting with the Community Preservation Committee to possibly request more funds to complete the project.

Joan Port-Farwell inquired if there was a date in January for a Historical Commission hearing regarding the new color of the Town Hall. Janine Smith stated she was unaware but would make inquiries.

Next Meetings

The Committee's next meeting will be on Wednesday, December 14th at 7 pm.

Adjournment

Jerry O'Hearn made a motion to adjourn. This was seconded by Sandy Hayes. All were in favor, and the meeting adjourned at 9:16 pm.

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Chapter 90 \$500,000

Acceptance of state Chapter 90 funds. Projects would likely take place in the spring of 2018 as funds are not usually released until mid summer and the contractors are booked at that point.

Large Dump Truck \$190,000

Vehicle	Year	Est Life	Age FY18
Truck 49: GMC 7500 (Sander only)	1997	15-18 yrs	21
Truck 50: Intl 2500 37,000 GVW Dump/Sander	1998	15-18 yrs	20
Truck 51: Intl 4900 37,000 GVW Dump/Sander	2001	15-18 yrs	17
Truck 52: Intl 7500 64,000 GVW 10-wheel Dump (no sander)	2006	22-25 yrs	12
Truck 53: Mack 37,000 GVW Dump/Sander w belly scraper	2017	15-18 yrs	1
Truck 54: Intl 7400 37,000 GVW Dump/Sander w belly scraper	2014	15-18 yrs	4
Truck 55: Intl 4900 37,000 GVW Dump/Sander	2015	15-18 yrs	3
Truck 56: Intl 4900 37,000 GVW Dump/Sander	2000	15-18 yrs	18
Truck 57: Intl 2500 37,000 GVW Dump (no sander) w belly scraper	1997	15-18 yrs	21
Truck 58: Intl 4900 37,000 GVW Dump/Sander	2004	15-18 yrs	14
Truck 59: Intl 4900 37,000 GVW Dump/Sander	2015	15-18 yrs	3

Total of 11 large dump trucks, 9 with sanders

Two trucks without sanders are kept available for water breaks in winter. One of these is the 10-wheel dump truck (truck 52)

With exception of truck 52 which is available to plow in an emergency, all trucks plow 8-10 times per year. Sanders go out as sanders 30-50 times per year. Used as dump trucks as needed throughout the non snow and ice season.

Cemetery Tractor \$40,000

Replace the 1994 (23 year old) Ford tractor at the Cemetery.

General purpose utility tractor. Currently undersized and prone to needing repairs due to its age.

Used for foundation work, backfilling graves, pulling bushes, and general grounds work

4x4 pickup with Plow \$41,000

Vehicle	Year	Est Life	Age FY18
Truck 15: Directors F-250 4x4	2006	10-12 yrs	12
Truck 16: Deputy Supt (Field Ops) F-250 4x4 w/ plow	2014	6-7 yrs	4
Truck 17: Deputy Supt (Water Ops) F-250 4x4 w/ plow	2015	7-8 yrs	3
Truck 21: Hwy Foreman F-250 4x4 w/ plow	2015	6-7 yrs	3
Truck 24: Mechanic Foreman F-250 4x4	2007	10-12 yrs	11
Truck 31: Grounds Foreman F-250 4x4 w/plow	2009	6-7 yrs	9
Truck 84: WTP F-350 4x4 w/plow	2007	8-10 yrs	11
Truck 85: Meter Reader Silverado 4x4 w/plow	2016	7-8 yrs	2
Truck 86: WTP F-250 4x4 w/plow	2006	8-10 yrs	12

Replace Truck 31, Public Grounds Foreman pickup

The Grounds Foreman uses his vehicle daily to maintain fields and cemeteries, and to do tree work. He has a lead role in managing snow and ice operations.

The existing truck 31 will replace either truck 86 or truck 84 at the Treatment Plant, whichever is in worse shape at the time.

Stormwater \$75,000

This is a placeholder for work needed to meet the requirements of the federal MS4 stormwater permit. The actual planning of this work is currently underway and as such we do not yet know the exact projects.

Dam Design \$30,000

This is a placeholder for design and permitting of either the Curtis Crossing (Luddam's Ford) Dam or the Forge Pond Dam.

We are awaiting the 10-year phase I inspection results for both structures. Field work was done at the low water period in the summer of 2016. Curtis Crossing appears to need the extension of a wing-wall on the Pembroke side and minor structural work to address leakage, but the final inspection report is not in. Forge Pond will certainly need tree removal and some structural improvements

Follow-up Phase II inspection and subsequent designs for rehabilitation will likely be needed for both structures. Our design strategy will depend on the final results of the Phase I inspections. The Phase I reports will give an estimate of likely repair costs.

Costs for the Curtis Crossing Dam work will be shared with the Town of Pembroke.

Roller \$40,000

Replacement of the 1997 Stone SR II roller (1-ton) with a 2.5 ton vibratory roller.

Existing roller is 20 years old.

Roller is used 25+ times per year

Optional rental cost is \$400 to \$500 per day, plus lost productivity. This is an annual cost of \$10,000-12,500, not counting lost time in picking up and returning the roller and lack of flexibility.

Estimated life 20-25 years.

Media Replacement – Broadway Treatment Plant - \$80,000

Planned replacement of filter media at Broadway WTP. Existing media was installed in 2004 – now 13 years old. Typical replacement is about every 10-12 years.

We are having some problem with corrosion on valve seats, causing valves to leak by. This is impacting backwash operations and occasionally causing turbidity spikes that deteriorate water quality out in the system. May adjust the project to include replacement of some of the valves.

WTP Upgrades \$4,000,000

To be determined, based on final prioritization of Weston and Sampson Water Treatment Capital Improvement Plan.

Water Main Replacement \$200,000

To be determined. Likely a portion of the main on Main Street from Plain Street to the center of Town.

Water Service Van \$35,000

Vehicle	Year	Est Life	Age FY18
Truck 81: Water Service Van (Ford Econoline 350)	2013	7-8 yrs	5
Truck 82: Water Service Van (Ford Econoline 350)	2009	7-8 yrs	9
Truck 83: Water Service Van (Chevy)	2015	7-8 yrs	3

The vans are used every day to perform general service to the water distribution system. This includes meter installations, service mark-outs, backflow test, meter re-reads, cross connection surveys, and other general water department work.

The vans are kept inside, washed weekly, and well maintained. The mileage is fairly low, but we try to follow scheduled replacement so as not to have an unreliable service fleet.

The van is typically rotated down to less intensive service. This will either be the Dog Officer, or perhaps the treatment plant as both of their vehicles are in poor shape.

This van replacement was scheduled for last year. We deferred it as the vehicle was in decent shape and we wanted to minimize the impact on the water budget.

Notes: Deferred work

We had scheduled the replacement of a cemetery one-ton dump truck and a water distribution one-ton dump truck. These vehicles typically run \$60,000-\$70,000. Both are in decent shape and can be deferred for a year or two.

DRAFT

Water Treatment Plant Capital Improvement Program

The following is a prioritized list of recommended improvements to be made to the Water Treatment Plants (WTPs) and associated wells based on our plant evaluation, MaDEP evaluations, and discussions with the Town operating staff. We met with Town representatives in January to go over the initial Capital Improvement Program (CIP). At that time, we had separated the CIP into three levels of priority:

1	Short-term, high priority improvements that are recommended within 1 to 2 years.
2	Medium priority improvements that are recommended within 2 to 5 years.
3	Long-term improvements that are recommended within 6 to 10 years, or 11 to 20 years. Some of these improvements are not mandatory.

After further discussion with the Town, we now have placed the improvements into nine (9) separate construction contracts for review by the Town. We have color-coded the contract number items to denote the previous priority levels. Estimated costs for each of the nine contracts include 45 or 50% for engineering and contingency.

There is also work to be completed by the Town that is included in a table after the ninth contract. The Town designated work includes 20% for contingency in each individual item.

The long-term improvements for Pond St. and Beal WTPs were totaled for each plant. However, these were not deemed construction contracts, because this work is far enough into the future that these groupings may change. The work at each WTP was totaled.

The long-term non-mandatory work is listed last and includes 50% contingency and engineering in each item. These were not totaled as this work may not occur.

All estimated costs are present day.

1	Pond St.	<u>Sedimentation Basin Equipment Replacement</u> . Install new tube settlers, supports, vacuum system residual removal equipment, replace floor hatches, install additional inspection hatches, PLC controls, vision panel replacement, structural repairs, and tank modifications.	\$350,000
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Sub-Total \$350,000
45% Engineering & Contingency \$157,500
Total \$507,500

2A	Pond St.	<u>Chloramines</u> . Install liquid hypochlorite feed system in existing chlorine gas rooms. Install liquid ammonium sulfate feed system. Install process analyzers and control equipment.	\$386,000
2B	Beal	<u>Chloramines</u> . Install liquid hypochlorite feed system. Install liquid ammonium sulfate feed system. Install process analyzers and control equipment.	\$386,000
2C	Broadway	<u>Chloramines</u> . Install liquid ammonium sulfate feed system. Modify hypochlorite feed system. Install process analyzers and control equipment.	\$294,000
2D	Pond St.	Replacement of Alum/PACl and KOH bulk tanks with dual bulk tanks, day tanks, containment and fill system complying with MaDEP requirements. Replace shower/eyewash station and alarm signal.	\$200,000
2E	Distribution	Tank Mixers in 3 water storage tanks	\$135,000

Sub-Total \$1,401,000
45% Engineering & Contingency \$630,450
Total \$2,031,450

3A	Pond St.	<u>Well 2</u> . Correct the following deficiencies. VFD interference issue, removal of hydraulic clutch, repair exterior brick, rain leaders, concrete repairs, insect screen, paint interior/exterior metal doors & frames, install FRP grating, paint interior, repair HVAC system, replace MCC, lighting, receptacles.	\$76,000
3B	Pond St.	<u>Well 3</u> . Correct the following deficiencies. Repair exterior brick, rain leaders, concrete repairs, insect screen, paint interior/exterior metal doors & frames, install FRP grating, paint interior, repair HVAC system, replace MCC, lighting, receptacles.	\$41,000
3C	Pond St.	<u>Wells 2 and 3</u> . Add emergency lighting.	\$2,000

Sub-Total \$119,000
50% Engineering & Contingency \$59,500
Total \$178,000

4A	Pond St.	<u>Well 1 Replacement.</u> Construct replacement well, submersible well pump, well building and controls. Include three new flow meters for the three wells.	\$600,000
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50% Engineering & Contingency \$300,000

Total \$900,000

5A	Pond St.	Replace existing SCADA System with PLC based system. System to include full reporting system including Lab Data Reporting System.	\$175,000
5B	Broadway	SCADA upgrade	\$75,000
5C	Beal	Install new SCADA computer and software.	\$90,000
5D	Broadway	Revise recycle programming for ratio flow control, backwash pumps and well/filter pumps.	\$3,000
5E	Broadway	Replace backwash air compressor and install sound shield.	\$15,000
5F	Broadway	Install VFD and new backwash recycle pump.	\$20,000
5G	Broadway	Replace corroded floor hatches.	\$5,000
5H	Broadway	Develop trend screens for all process variables and display filter turbidity locally and at the Pond Street WTP.	\$6,000
5I	Broadway	Provide SCADA screens for all Broadway WTP process variables at Pond St WTP.	\$5,000
5J	Broadway	Add local SCADA programming to start/stop recycle/residuals pumps and add visual/sound alarm in control room. Add monitoring of all related signals for all system SCADA computers.	\$5,000
5K	Broadway	Add backwash control at local SCADA computer, and set up monitoring of backwash tank levels and related signals for all system SCADA computers.	\$3,000
5L	Broadway	Correct programming for well pumps and tie into SCADA system	\$3,000
5M	Broadway	Replace flow switches.	\$3,000
5N	Broadway	Add well vents, level elements/controls for Broadway Wells 1 & 2. Display at all system SCADA computers.	\$8,000
5O	Broadway	Repair drain down screens for Filter 5.	\$1,000
5P	Beal	Install flow alarm switches to eyewash/showers.	\$5,000
5Q	All	Tie well level sensors into the SCADA system.	\$20,000

Sub-Total \$442,000

50% Engineering & Contingency \$221,000

Total \$663,000

6A	Broadway	Stabilize WTP settlement. Level Filter No.3. Repair/replace electrical and control wiring impacted by slab settlement.	\$100,000
6B	Pond St.	<u>Lime Building.</u> Replace two shower / eyewash stations with new units and flow switches connected to SCADA system.	\$5,000
6C	Pond St.	<u>Lime Building.</u> Double wall KOH piping from metering pumps to injection point .	\$4,000
6D	Pond St.	<u>Lime Building.</u> Rewire, replace all electrical equipment and lights in lime feed areas on both floors. Existing electrical system is corroded and is not the correct rating.	\$7,000
6E	Pond St.	<u>Lime Building.</u> Existing fire alarm pull stations and horns are corroded. Provide all new fire alarm devices located per code and rated for the environment.	\$5,000
6F	Pond St.	<u>Lime Building.</u> Remove and replace additional exit signs.	\$5,000
6G	Pond St.	<u>Lime Building.</u> Replace existing MCC and move to Centrifuge Room.	\$12,000
6H	Pond St.	<u>Lime Building.</u> Replace lime feed equipment including MCC's with new lime feed equipment or with liquid based pH systems KOH	\$100,000
6I	Pond St.	<u>Lime Building.</u> Replace rotten door frames, window frames, broken windows, down spouts, repaint motor, repair concrete cracks, bent hand railing, lower level flood alarm, exhaust fans, unit heaters.	\$25,000
6J	Pond St.	Add raw water flow meter	\$20,000

Sub-Total \$283,000
 50% Engineering & Contingency \$141,500
Total \$424,500

7A	Pond St.	<u>Filters.</u> Complete air wash improvements.	\$70,000
7B	Pond St.	New air blower with silencer and sound enclosure	\$8,000

Sub-Total \$78,000
 50% Engineering & Contingency \$39,000
Total \$117,000

8A	Pond St.	<u>Filter Building.</u> All lights are controlled via ceiling mounted motion sensors and manual off switches. Motion sensors need to be re-wired with exposed surface mounted wire attached to conduit. Properly install all motion sensors and provide new wall mounted manual override switches.	\$4,000
8B	Pond St.	<u>Filter Building.</u> The fire alarm system consists of a new fire alarm panel with some new devices located throughout the facility. The majority of the devices are the original devices. The coverage does not meet current codes. Not all exit doors have pull stations. Provide new fire alarm devices and locate per code.	\$10,000
8C	Pond St.	<u>Filter Building.</u> Exit signs are not located to code. Not every exit door has an exit sign. Provide new exit signs and locate per code.	\$7,500
8D	Pond St.	<u>Filter Building.</u> Life safety lighting is via the generator and some wall mounted battery units. The life safety system does not meet the current code that requires a completely separate transfer switch located in a 2-hour rated electrical room. Provide all new wall mounted battery units located throughout the facility to meet the current life safety code.	\$25,000
8E	Pond St.	<u>Filter Building.</u> Electrical devices including switches, receptacles, junction boxes, conduits, etc. are not properly rated for the type of space and all are rusted and starting to corrode. Provide all new electrical devices rated for the type of environment for where they will be installed.	\$7,500

Sub-Total	\$54,000
50% Engineering & Contingency	\$27,000
Total	\$81,000

9A	Beal	Remove insulation from pressure filters and replace all filter media valves and meters. Install new PLC based control panel and a new backwash compressor in Generator Room.	\$600,000
9B	Beal	Relocate generator to exterior weatherproof enclosure with hospital silencer and provide new ATF switch. Relocate VFD drives from KOH area and electrical panels in filter area to the Generator Room.	\$150,000
9C	Beal	Install dehumidifier and ceiling fans.	\$70,000
9D	Beal	Repair space heaters, replace electric baseboard and thermostats.	\$8,000
9E	Beal	Provide addressable fire alarm system.	\$5,000
9F	Beal	Repair intrusion alarm system at the WTP and Well 2.	\$2,000
9G	Beal	Repair leaks/defect in the roof over the chlorine room entrance.	\$10,000
9H	Beal	Cap off chlorine gas lines for removed unit.	\$1,000
9I	Beal	Install emergency lights.	\$10,000
9J	Beal	Divert water flow to prevent ice at front door and chemical feed room doors.	\$5,000
9K	Beal	Install vent hood for lab area.	\$5,000
9L	Beal	Correct drainage behind building.	\$30,000
9M	Beal	Improve curb at chemical feed room exterior and eliminate trip hazard.	\$2,000
9N	Beal	Add motion activated lights at gate.	\$3,000
9O	Beal	Correct backflow preventer drain.	\$5,000
9P	Beal	Architectural repairs including soffit, trim, downspouts, door replacement, ceiling access panels, and sealing wall penetrations.	\$15,000
9Q	Beal	Replace main 600A breaker.	\$6,000

Sub-Total	\$927,000
50% Engineering & Contingency	\$463,500
Total	\$1,390,500

Medium-Priority Improvements (2 to 5 years)

10A	Pond St.	Repair/replace filter troughs, water proof walls, replace valves, flow meter filter to waste, handrails, maintenance walkways between filter with kick plates, and level element.	\$180,000
10B	Pond St.	Construct backwash recycle system	\$250,000
10C	Pond St.	Replace site lighting, paving, and fencing. Repair lagoons.	\$80,000
			Sub-Total
			\$510,000
			50% Engineering & Contingency
			\$255,000
			Total
			\$765,000

11A	Pond St.	Replace Generator, locate outside in a soundproof enclosure and add an automatic transfer switch	\$260,000
			50% Engineering & Contingency
			\$130,000
			Total
			\$390,000

Work to be conducted by the Town including 20% contingency in individual items (T items)

T1	Pond St.	Remove and replace ductile iron pipe from raw flow meter to flash mixers. COMPLETED	
T2	Pond St.	<u>Generator Room.</u> Check for asbestos, contain if asbestos confirmed. COMPLETED	
T3	Pond St.	Repair roof leaks in WTP building.	\$38,000
T4	Broadway	Rebuild/Replace all filter valves.	\$144,000
T5	Broadway	Safety improvements including installing a vent hood in the lab, providing an additional shower / eyewash station, repairing the fire alarm system and emergency lighting at the well stations.	\$9,000
T6	Broadway	<u>Alum, permanganate, hypochlorite feed systems</u> Perform preventative maintenance including cleaning bulk/day tanks, cleaning injectors, repairing alarms, repairing/rebuilding all back-up pumps, repairing all minor chemical piping/valve leaks, and clearing blockages.	\$12,000
T7	Broadway	Install protective shield at finished water chemical injection (pit) and flood sensor.	\$4,000
T8	Broadway	Install LED interior lighting, paint buildings, and correct electrical wiring at Broadway Wells 1 & 2.	\$12,000
T9	Beal	Repair/install double sump pump system for Wells 1 & 2.	\$5,000
T10	Beal	Replace venturi meters with magmeters at Wells 1 & 2. Correct wiring deficiency. Install new LED lighting system.	\$19,000
T11	All	Install electronic water level transducers for all wells.	\$32,000
T12	Broadway	Perform preventative maintenance on one filter annually for all 6 filters. Replace media, inspect/replace under drain system, and repair/replace valves actuators. After initial media replacements, core filters to determine filter media condition. Filter 5 should be rebuilt first based on Robert's inspection.	\$432,000
T13	Broadway	Architectural repairs including mortar joints, glass, and gutters.	\$10,000
T14	Broadway	Replace doors, roofs and paint Broadway Well buildings 1 & 2.	\$32,000
T15	Broadway	Paint building interior and exterior, remove abandoned radio equipment, replace door and frame, repair holes in the wall, and repair fencing at Hanover Well 1.	\$15,000
T16	Broadway	Paint building interior and exterior, remove abandoned radio equipment, replace door and frame, repair holes in the wall, repair fencing and repair roof hatch at Hanover Well 2.	\$22,000
T17	Beal	Conduct a field investigation, isolate flow signals and take well VFDs out of bypass mode	\$12,000
T18	Broadway	Replace dehumidifier with high efficiency refrigerant type when the existing unit is no longer maintainable.	\$78,000

Total \$876,000

Long-Term Improvements (6 to 10 years)

LT1	Pond St.	Replace all internal lights with LED fixtures.	\$85,000
LT2	Pond St.	Replace Boiler	\$150,000
LT3	Pond St.	Replace Dehumidifier	\$65,000
LT4	Pond St.	WTP Building – Replace roof in 2020	\$190,000
LT5	Pond St.	Lime Building – Replace roof in 2025	\$35,000
LT6	Pond St.	Well 2 – Replace roof in 2025	\$5,000
LT7	Pond St.	Well 3 – Replace roof in 2025	\$5,000
LT8	Pond St.	Reconstruct Laboratory to be ADA compliant	\$100,000
Sub-Total			\$635,000
50% Engineering & Contingency			\$317,500
Total			\$952,500

LT10	Beal	Replace roof in 2020	\$58,000
LT11	Beal	Rework bathroom to make it ADA compliant.	\$40,000
LT12	Beal	Paint interior walls.	\$17,000
LT13	Beal	Increase roof hatch to 24" x 30" for high lift pumps.	\$5,000
LT14	Beal	Replace wooden stairs to Wells with aluminum stairs.	\$3,000
LT15	Beal	Replace broken A/C unit in control area.	\$4,500
LT16	Beal	Replace internal lights with LED lighting.	\$15,000
LT17	Beal	Replace MCC with new power distribution panel.	\$25,000
Sub-Total			\$167,500
50% Engineering & Contingency			\$83,750
Total			\$251,250

**Long-Term Improvements including 50% contingency in individual items
(11 to 20 years, not mandatory)**

LT18	Pond St.	Construct GAC polishing filters for filter effluent	\$2,880,000
LT19	Pond St.	Construct redundant clearwell	\$840,000
LT20	Broadway	Construct pipeline from Hanover Well 2 to treat at the Pond St. WTP	\$1,440,000
LT21	Broadway	Hanover 2 Replacement Well	\$570,000

Contract	1	Pond St Sed Basin	\$507,500	1-2 yrs Short-term
	2	Chloramines, etc.	2,031,450	
	3	Pond St Well 2+3	178,000	
	4	Pond St Well 1	900,000	
	5	SCADA	663,000	
	6	Pond St Lime Bldg, etc.	424,500	
	7	Pond St Filters I	117,000	
	8	Pond St Filters II	81,000	
	9	Beal	<u>1,390,500</u>	
			6,292,950 ✓	

Contract	10	Pond St Filters III	765,000	2-5 yrs Med
	11	Pond St generator	<u>390,000</u>	
			1,155,000 ✓	

Town

T1-T11	Short-term	275,000 ✓
T12-T17	Medium	523,000 ✓
T18-	Long	78,000 ✓

LT1-8	Pond St.	952,500	6-10 yrs Long
LT10-17	Beal	<u>251,250</u>	
		1,203,750 ✓	

<u>Short-term</u>	<u>Medium</u>	<u>6-10 yrs Long</u>	<u>11-20 yrs Long not mandatory</u>
6,292,950	1,155,000	1,203,750	5,730,000
275,000	523,000	78,000	
<u>6,567,950</u>	<u>1,678,000</u>	<u>1,281,750</u>	

Short+Med
8,246,000

Total 9,527,700 + 5,730,000
= 15,257,700

Estimated Revenues

TAX/LEVY			
	FY17	FY16	FY15
FY Levy Limit	36,980,861	35,747,973	34,450,915
Add 2.5%	924,522	893,699	861,273
Add Estimated FY New Growth	340,000	340,000	240,000
	38,245,383	36,981,672	35,552,188
FY Excluded Debt			
Scheduled Net Excludable principal and interest payments	4,352,976	4,577,189	3,522,771
Adjusted Levy Limit	42,598,359	41,558,861	39,074,959
STATE AID			
	FY17	FY16	FY15
Net of Public Libraries/School Lunch Direct Expenditure	8,817,141	8,705,980	8,553,514
MSBA School Project	888,582	888,582	888,582
Total State Aid	9,705,723	9,594,562	9,442,096
LOCAL RECEIPTS			
	FY17	FY16	FY15
Motor Vehicle	2,350,000	1,982,228	1,755,525
Other Excise - Boat	835	860	1,000
Penalties & Interest on Taxes and Excises	90,000	90,000	90,000
Fees	285,823	313,043	312,671
Rentals/Leases	35,000	35,000	27,500
Licenses and Permits	415,485	417,886	447,588
Fines and Forfeits	90,775	87,570	84,250
Investment Income	50,000	35,000	35,000
Miscellaneous - Recurring	-	-	30,000
Total Local Receipts	3,317,918	2,961,587	2,783,534
OTHER FINANCING SOURCES			
	FY17	FY16	FY15
Indirect Costs - Water Enterprise	358,739	358,739	358,739
Cemetery Graves & Foundations Account	65,000	65,000	65,000
Sale of Cemetery Lots	10,000	10,000	10,000
Title V Receipts Reserved Account	39,810	40,865	32,851
Ambulance Receipts Reserved Account	915,295	815,295	675,095
Community Preservation Fund - Debt Service	-	-	466,375
Undesignated Fund Balance/Free Cash	-	-	250,000
Total OFS	1,388,844	1,289,899	1,858,060
TOTAL ESTIMATED REVENUES	57,010,844	55,404,909	53,158,649

Overlay (350,000)
56,660,844

Town of Hanover
FY17 Budget to Actual Revenues
10/31/16

Description	FY17 Estimated per Budget	Monthly Receipts			Quarter Ended 9/30/15	Quarter Ended 12/31/15	TOTAL REVENUE TO DATE	% Collected
		Aug	Sept	Oct				
Property Taxes:								
PERSONAL PROPERTY TAXES	844,967	15,689	1,906	186,783	247,686	186,783	434,469	51.42%
REAL ESTATE TAXES	41,403,392	2,253,746	324,490	7,678,187	10,553,951	7,678,187	18,232,138	44.04%
TAX LIENS REDEEMED		35,444	28,571	(164)	67,214	(164)	67,050	
DEFERRED LIENS REDEEMED		-	-	-	-	-	-	
ROLL BACK TAXES		-	-	-	-	-	-	
PRO RATA TAXES		-	-	-	-	-	-	
SALE OF FORECLOSURES		-	-	-	-	-	-	
SUBTOTAL	42,248,359	2,304,879	354,967	7,864,806	10,868,852	7,864,806	18,733,658	44.34%
Local Receipts:								
MOTOR VEHICLE EXCISE	2,350,000	129,790	26,049	80,814	296,496	80,814	377,310	16.06%
BOAT EXCISE TAXES	835	46	8	-	53	-	53	6.35%
SUBTOTAL	2,350,835	129,835	26,056	80,814	296,549	80,814	377,363	16.05%
P&I - PROPERTY TAXES		12,667	10,107	4,829	28,175	4,829	33,005	
P&I - MVE		1,060	874	870	2,937	870	3,807	
P&I - BOAT EXCISE		4	1	-	5	-	5	
P&I - TAX LIENS		18,838	16,061	-	34,931	-	34,931	
SUBTOTAL	90,000	32,569	27,042	5,700	66,048	5,700	71,747	79.72%
PAYMENTS IN LIEU OF TAXES		-	-	-	66,484	-	66,484	
TOWN CLERK FEES	1,326	91	90	95	268	95	363	27.38%
MLC FEES	20,000	3,350	2,450	3,100	8,500	3,100	11,600	58.00%
TREASURER DEMANDS & FEES	43,000	3,070	2,870	1,755	10,365	1,755	12,120	28.19%
PAYROLL - COBRA FEES	-	2	-	-	114	-	114	0.00%
SEALER OF WEIGHTS FEES	6,150	630	925	2,800	1,705	2,800	4,505	73.25%
TRANSFER STATION FEES	80,561	10,694	8,091	9,672	24,332	9,672	34,004	42.21%
BOARD OF HEALTH FEES	17,826	3,330	1,500	1,500	8,130	1,500	9,630	54.02%
DEPUTY TAX COLLECTOR FEES		-	-	-	-	-	-	0.00%
STREET OPENINGS	4,675	300	550	300	950	300	1,250	26.74%
OFF DUTY DETAIL ADMIN FEES	31,325	3,455	5,816	(293)	11,929	(293)	11,636	37.15%
PASSPORT FEES	35,000	3,665	3,775	2,080	10,045	2,080	12,125	34.64%
SELECTMEN FEES		-	-	-	-	-	-	0.00%
TREASURER/COLLECTOR FEES	900	100	127	164	302	164	466	51.78%
BOARD OF ASSESSOR FEES	1,100	-	-	-	-	-	-	0.00%
CONSERVATION FEES	11,200	450	2,168	2,707	2,828	2,707	5,535	49.42%
PLANNING BOARD FEES	19,000	2,702	2,000	3,000	12,758	3,000	15,758	82.94%
ZONING BOARD OF APPEALS FEES	3,675	594	-	250	2,435	250	2,685	73.07%
POLICE DEPARTMENT FEES	5,985	983	594	670	2,080	670	2,750	45.95%
ANIMAL CONTROL FEES	1,000	50	20	50	180	50	230	23.00%
SCHOOL DEPARTMENT FEES	-	-	-	25	25	25	50	0.00%
FIRE DEPARTMENT FEES	-	-	-	-	-	-	-	0.00%
DPW FEES	-	-	1,604	-	1,604	-	1,604	0.00%
LIBRARY FEES	-	-	-	-	-	-	-	0.00%
BUILDING DEPARTMENT FEES	3,100	370	230	350	650	350	1,000	32.26%
SUBTOTAL	285,823	33,836	32,810	28,225	99,200	28,225	127,425	44.58%
RENTAL/LEASE RECEIPTS	35,000	6,054	3,118	3,118	9,172	3,118	12,290	35.11%
ALCOHOLIC BEVERAGE LICENSES	41,500	-	290	40	330	40	370	0.89%
SELECTMEN LICENSES	15,000	200	-	-	200	-	200	1.33%
DOG LICENSES	7,295	135	40	150	380	150	530	7.27%
BOARD OF HEALTH LICENSES	4,000	-	-	-	-	-	-	0.00%
TOWN CLERK LICENSES	13,725	2,080	1,530	980	4,620	980	5,600	40.80%
CLERK GAS STATION PERMITS		-	-	200	-	200	200	0.00%
POLICE PERMITS	3,100	400	425	463	1,125	463	1,588	51.21%
FIRE PERMITS	14,450	2,790	1,750	1,550	6,325	1,550	7,875	54.50%
BUILDING PERMITS	205,000	17,390	27,302	22,007	61,552	22,007	83,559	40.76%
PLUMBING PERMITS	20,200	2,061	4,325	2,497	8,000	2,497	10,498	51.97%
GAS PERMITS	9,665	1,096	2,715	1,000	4,281	1,000	5,281	54.64%
WIRING PERMITS	34,000	6,306	4,191	4,410	20,442	4,410	24,852	73.09%
BOARD OF SELECTMEN PERMITS	-	-	-	-	-	-	-	0.00%
BOARD OF HEALTH PERMITS	47,550	4,940	1,590	4,800	10,165	4,800	14,965	31.47%
SUBTOTAL	415,485	37,398	44,158	38,098	117,420	38,098	155,517	37.43%
DISTRICT COURT	9,950	554	1,182	620	3,464	620	4,084	41.04%
PARKING CLERK	5,620	-	-	60	30	60	90	1.60%
SURCHARGE RMV	11,135	1,320	1,080	1,080	3,200	1,080	4,280	38.44%
DOG FINES		-	230	100	230	100	330	0.00%

Town of Hanover
FY17 Budget to Actual Revenues
10/31/16

Description	FY 17 Estimated per Budget	Monthly Receipts			Quarter Ended 9/30/15	Quarter Ended 12/31/15	TOTAL REVENUE TO DATE	Collected
		Aug	Sept	Oct				
LIBRARY FINES	8,500	-	-	-	-	-	0.00%	
MOTOR VEHICLE FINES	49,675	-	15,850	7,375	22,702	7,375	60.55%	
MV LEASE SURCHARGE		656	713	601	1,984	601	0.00%	
MARIJUANA FINES	850	-	100	200	100	200	35.29%	
BY LAW VIOLATIONS		-	-	-	-	-	0.00%	
FALSE ALARMS - PUBLIC SAFETY	5,045	940	-	105	1,045	105	22.79%	
SUBTOTAL	90,775	3,470	19,155	10,141	32,754	10,141	47.25%	
EARNINGS ON INVESTMENTS	50,000	3,997	13,507	5,407	21,555	5,407	53.92%	
MISCELLANEOUS REVENUE	-	-	18,869	798	21,740	798	22,538	
SOLAR ENERGY CREDITS		-	-	-	-	-	-	
MISC REV - DEBT REFUNDING		-	-	-	-	-	-	
REFUND PRIOR YEAR EXPENSE		13,552	725	-	14,877	-	14,877	
MISC RECURRING - MEDICAID REIMB		-	10,528	-	10,528	-	10,528	
MISC NON-RECURRING		-	61	1,898	61	1,898	1,958	
SUBTOTAL	-	13,552	30,182	2,695	47,206	2,695	49,901	
Estimated State Receipts:								
SCHOOL AID CH 70	6,654,914	566,296	566,296	566,296	1,698,887	566,296	2,265,183	34.04%
SCHOOL AID TRANSPORTATION	-	-	(2,869)	-	-	-	-	-
CHARTER SCHOOL REIMBURSEMENT	45,142	-	-	-	-	-	-	0.00%
LOTTERY, BEANO, ETC CH29 S2D	1,952,822	169,733	169,733	169,733	509,198	169,733	678,931	34.77%
VETERANS BENEFITS CH115 S6	88,919	-	-	18,674	20,734	18,674	39,408	44.32%
ABATE TO VETS, BLIND & SURV SP	68,409	13,957	11,450	-	63,845	-	63,845	93.33%
ELD PERSONS CH967 ACTS OF 77		1,174	1,171	1,172	3,518	1,172	4,690	0.00%
ELECTION REIMBURSEMENT		-	3,584	1,000	4,584	1,000	5,584	0.00%
STATE OWNED LAND	6,935	571	571	571	1,713	571	2,284	32.93%
SUBTOTAL	8,817,141	751,731	749,936	757,446	2,302,479	757,446	3,059,925	34.70%
CONSTR OF SCHOOL PROJ CH 645	888,582	-	888,582	-	888,582	-	888,582	100.00%
Other Financing Sources:								
FREE CASH								
TRANS FROM SPECIAL REVENUE					1,030,105		1,030,105	
TRANS FROM CAPITAL PROJECT								
TRANS FROM ENTERPRISE					358,739		358,739	
TRANS FROM TRUST FUND								0.00%
TRANS FROM AGENCY FUND								0.00%
SUBTOTAL	1,388,844	-	-	-	1,388,844	-	1,388,844	100.00%
Total Revenue & OFS	56,660,844	3,317,320	2,189,513	8,796,449	16,205,144	8,796,449	25,001,593	44.12%
Tax Levy (net overlay) *	42,248,359	2,304,879	354,967	7,864,806	10,868,852	7,864,806	18,733,658	44.34%
Local Receipts	3,317,918	260,711	196,028	174,197	756,387	174,197	930,584	28.05%
State Aid (Net of Public Libraries)	9,705,723	751,731	1,638,518	757,446	3,190,061	757,446	3,947,507	40.67%
Other Financing Sources	1,388,844	-	-	-	1,388,844	-	1,388,844	100.00%
SUBTOTAL	56,660,844	3,317,320	2,189,513	8,796,449	16,204,144	8,796,449	25,000,593	44.12%

overlay 350,000
\$57,010,844

ARTICLE 13. GENERAL FUND OPERATING BUDGET

To see if the Town will vote to appropriate \$56,073,671 for a total General Fund Operating Budget, to provide for a reserve fund and to defray the expenses of the Town, and for the purposes listed in the budget document, and to meet said appropriation transfer the sum of \$65,000 from the Cemetery Graves & Foundations account, and transfer the sum of \$10,000 from the Sale of Cemetery Lots account, and transfer the sum of \$39,810 from the Title V Betterment Program, and transfer the sum of \$915,295 from the Ambulance Receipt Reserved account and raise \$55,043,566 from the 2017 Tax Levy.

<i>Summary of Vote</i>	
General Government:	
Salaries	\$ 251,892
Expenses	\$ 218,900
Finance Department:	
Salaries	\$ 767,361
Expenses	\$ 199,207
Community Services:	
Salaries	\$ 1,439,804
Expenses	\$ 468,257
Police:	
Salaries	\$ 3,389,731
Expenses	\$ 245,107
Fire:	
Salaries	\$ 2,607,595
Expenses	\$ 269,084
Hanover Public Schools	\$ 25,765,115
Other Education - South Shore Vocational	\$ 794,915
Public Works:	
Salaries	\$ 1,229,619
Expenses	\$ 1,355,098
Facilities:	
Salaries	\$ 1,940,354
Expenses	\$ 1,862,332
Snow & Ice	\$ 387,000
Debt	\$ 5,474,530
Town Wide Expenses	\$ 7,217,770
Transfers	\$ 190,000
Total General Fund Operating Budget	\$ 56,073,671

Based on Town Manager Recommended

Free Cash	\$ -
Indirect Costs	\$ -
Cemetery Graves & Foundations	\$ 65,000
Sale of Cemetery Lots	\$ 10,000
Title V Receipts Reserved Account	\$ 39,810
Ambulance Receipt Reserved Account	\$ 915,295
<i>Less Total Transfers</i>	\$ 1,030,105
To be raised by the 2017 Tax Levy	\$ 55,043,566

Advisory Committee
Town Manager

We move that the Town vote to raise and appropriate \$56,073,671 for a total General Fund Operating Budget, to provide for a reserve fund and to defray the expenses of the Town, and for the purposes listed in the budget document, and to meet said appropriation transfer the sum of \$65,000 from the Cemetery Graves & Foundations account, and transfer the sum of \$10,000 from the Sale of Cemetery Lots account, and transfer the sum of \$39,810 from the Title V Betterment Program, and transfer the sum of \$915,295 from the Ambulance Receipt Reserved account and raise \$55,043,566 from the 2017 Tax Levy.

<i>Summary of Vote</i>	
① General Government:	
Salaries	\$ ② 251,892
Expenses	\$ ③ 218,900
④ Finance Department:	
Salaries	\$ ⑤ 769,131
Expenses	\$ ⑥ 199,207
Community Services:	
Salaries	\$ 1,439,804
Expenses	\$ 468,257
Police:	
Salaries	\$ 3,389,731
Expenses	\$ 245,107
Fire:	
Salaries	\$ 2,607,595
Expenses	\$ 269,084
Hanover Public Schools	\$ 25,765,115
Other Education - South Shore Vocational	\$ 725,406
Public Works:	
Salaries	\$ 1,229,619
Expenses	\$ 1,355,098

Facilities:	
Salaries	\$ 1,940,354
Expenses	\$ 1,738,932
Snow & Ice	\$ 387,000
Debt	\$ 5,474,530
Town Wide Expenses	\$ 7,362,693
Transfers	\$ 236,216
<i>Total General Fund Operating Budget</i>	\$ 56,073,671
Free Cash	\$ -
Indirect Costs	\$ -
Cemetery Graves & Foundations	\$ 65,000
Sale of Cemetery Lots	\$ 10,000
Title V Receipts Reserved Account	\$ 39,810
Ambulance Receipt Reserved Account	\$ 915,295
<i>Less Total Transfers</i>	\$ 1,030,105
To be raised by the 2017 Tax Levy (General Fund revenues & other sources)	\$ 55,043,566

Commentary: The Advisory Committee reviewed the budget department by department and questioned individual line items that seemed over budgeted. Committee liaisons worked with department heads, requested additional information and supporting documents on many of the line items, and ultimately changed the Town Managers recommended overall operating budget by transferring \$123,400 from the department budgets to the Advisory Committee Reserve Fund. This requires Advisory Committee approval for any transfers for unforeseen or extraordinary circumstances.

The Advisory Committee is concerned that many of the line item amounts in the budget seemed to be identical from the prior fiscal year, even though the expenditures from the previous years were substantially less than the budgeted amount. The Advisory Committee feels strongly that back up documentation for zero based budgeting should be made available to the Committee early in the budgeting process.

Capital projects over the next four fiscal years potentially total over 25 million dollars. Even though we will have some debt reduction through retiring bonds, these projects will still put a substantial burden on tax payers.

Town of Hanover
 FY17 Budget to Actual Comparison
 As of 10/31/16

	Original Budget	Monthly Expenditures				Quarter Ending 9/30/16	Quarter Ending 12/31/16	YTD Expenditures	Available Balance	% Used
		Aug	Sept	Oct						
1 General Government										
Salaries										
Town Manager	251,892	19,298	24,010	19,298	58,413	19,298	77,711	174,181	30.85%	
Total Salaries	251,892	19,298	24,010	19,298	58,413	19,298	77,711	174,181	30.85%	
Other Expenses										
Town Manager	63,900	9,715	1,309	6,630	15,320	6,630	21,950	41,950	34.35%	
Legal Services	125,000	8,016	15,390	13,819	38,755	13,819	38,755	86,245	31.00%	
Central Office Supply	30,000	923	1,402	2,422	2,569	2,422	4,991	25,009	16.64%	
Total Other Expenses	218,900	18,655	18,101	22,871	42,826	22,871	65,696	153,204	30.01%	
4 Finance										
Salaries										
Finance/Accounting	101,693	6,753	8,442	6,753	20,399	6,753	27,153	74,540	26.70%	
Assessors	122,331	8,302	10,315	8,218	24,946	8,218	33,164	89,167	27.11%	
Treasurer/Collector	273,845	18,974	22,795	18,179	56,830	18,179	75,009	198,836	27.39%	
Advisory Committee	4,059	-	187	268	187	268	454	3,605	11.20%	
Payroll/Benefits	104,018	7,152	8,316	6,543	22,361	6,543	28,904	75,114	27.79%	
Town Clerk	108,457	8,937	10,715	8,310	26,599	8,310	34,909	73,548	32.19%	
Elections & Town Meeting	25,728	765	8,504	7,957	9,269	7,957	17,226	8,502	66.96%	
Registrars	29,000	2,139	4,357	4,578	7,670	4,578	12,248	16,752	42.23%	
Total Salaries	769,131	53,023	74,230	60,806	188,261	60,806	229,067	540,064	29.78%	
Other Expenses										
Finance/Accounting	12,200	355	508	512	1,335	512	1,848	10,352	15.15%	
Assessors	31,585	3,554	9,831	151	13,465	151	13,616	17,969	43.11%	
Treasurer/Collector	42,660	3,186	3,046	(225)	7,349	(225)	7,124	35,536	16.70%	
Advisory Committee	505	-	-	-	204	-	204	301	40.40%	
Tax Title	5,000	-	-	-	-	-	-	5,000	0.00%	
Payroll/Benefits	73,480	-	2,976	5,310	5,054	5,310	10,364	63,116	14.10%	
Town Clerk	4,940	248	110	6	583	6	589	4,351	11.97%	
Elections & Town Meeting	27,037	1,543	4,337	9,484	6,443	9,484	15,926	11,111	58.91%	
Registrars	6,800	88	84	215	234	215	449	6,351	6.60%	
Total Other Expenses	204,207	8,975	20,891	15,453	34,667	15,453	50,120	154,087	24.54%	
10 Police Department										
Salaries										
Police	2,822,706	194,207	248,733	207,385	594,083	207,385	801,468	2,021,238	28.39%	
Communications	567,025	41,433	51,645	40,387	127,876	40,387	168,263	398,762	29.67%	
Total Salaries	3,389,731	235,640	300,379	247,772	721,959	247,772	969,731	2,420,000	28.61%	
Other Expenses										
Police	174,598	8,377	16,865	7,634	29,136	7,634	36,770	137,828	21.06%	
Animal Control	4,761	29	175	655	205	655	860	3,901	18.06%	
Communications	65,748	2,178	2,630	2,378	17,282	2,378	19,660	46,088	29.90%	
Total Other Expenses	245,107	10,584	19,671	10,667	46,622	10,667	57,289	187,818	23.37%	
Fire Rescue & EMS										
Salaries										
Fire	2,607,595	206,204	248,975	193,640	594,765	193,640	788,405	1,819,190	30.23%	
Total Salaries	2,607,595	206,204	248,975	193,640	594,765	193,640	788,405	1,819,190	30.23%	

Town of Hanover
 FY17 Budget to Actual Comparison
 As of 10/31/16

	Original Budget	Monthly Expenditures			Quarter Ending 9/30/16	Quarter Ending 12/31/16	YTD Expenditures	Available Balance	% Used
		Aug	Sept	Oct					
Other Expenses									
Fire	260,584	12,679	21,752	13,930	59,271	73,202	187,383	28.09%	
EMS	8,500	-	-	82	-	82	8,418	0.97%	
Total Other Expenses	269,084	12,679	21,752	14,012	59,271	73,284	195,800	27.23%	
Community Services									
Salaries									
Municipal Inspections	671,795	50,640	60,015	48,786	149,593	198,379	473,416	29.53%	
Visiting Nurse Association	120,368	8,195	11,070	8,929	25,709	34,638	85,730	28.78%	
Council on Aging	158,382	11,583	14,512	11,623	36,173	47,797	110,585	30.18%	
Veterans Services	20,828	1,638	2,079	1,638	4,946	6,584	14,245	31.61%	
John Curtis Library	396,491	26,373	35,141	29,943	82,589	112,532	283,959	28.38%	
Parks & Recreation	71,940	4,468	5,390	4,312	13,308	17,620	54,320	24.49%	
Total Salaries	1,439,804	102,897	128,206	105,232	312,317	417,549	1,022,255	29.00%	
Other Expenses									
Municipal Inspections	43,500	3,358	2,872	2,383	8,244	10,627	32,873	24.43%	
Visiting Nurse Association	1,500	-	-	-	1,500	1,500	-	100.00%	
Council on Aging	46,587	2,046	4,039	4,908	7,041	11,949	34,638	25.65%	
Veterans Services	129,950	8,791	8,734	9,483	26,269	35,752	94,198	27.51%	
John Curtis Library	166,520	8,642	6,600	11,955	48,764	60,719	105,801	36.46%	
Parks & Recreation	80,200	1,734	10,509	3,495	12,243	15,738	64,462	19.62%	
Total Other Expenses	468,257	24,570	32,755	32,224	104,060	136,284	331,973	29.10%	
Education									
Salaries & Expense	25,765,115	500,502	2,449,842	2,107,090	3,228,137	5,335,227	20,429,888	20.71%	
SS Regional School Assessment	725,406	-	-	-	181,352	181,352	544,055	25.00%	
Facilities									
Public Buildings	1,940,354	145,825	190,441	140,048	448,606	588,653	1,351,701	30.34%	
Other Expenses	1,738,932	128,768	165,856	105,816	325,429	431,245	1,307,687	24.80%	
DPW									
Salaries									
Administration	221,866	16,678	21,029	16,914	51,029	67,943	153,923	30.62%	
Highway	417,430	31,646	40,567	31,979	97,729	129,708	287,722	31.07%	
Public Grounds	335,918	28,481	26,435	19,495	77,454	96,949	238,969	28.86%	
Transfer Station	254,405	16,660	19,035	19,689	49,787	69,476	184,929	27.31%	
Total Salaries	1,229,619	93,464	107,066	88,078	276,000	364,077	865,542	29.61%	
Other Expenses									
Administration	58,080	1,636	3,213	6,605	7,044	13,649	44,431	23.50%	
Highway	177,185	1,153	17,622	37,539	19,589	57,128	120,057	32.24%	
Street Lighting	61,000	3,819	4,287	4,485	8,203	12,688	48,312	20.80%	
Public Grounds	63,393	1,588	9,116	1,847	14,149	15,996	47,397	25.23%	

Town of Hanover
 FY17 Budget to Actual Comparison
 As of 10/31/16

	Original Budget	Monthly Expenditures				Quarter Ending 9/30/16	Quarter Ending 12/31/16	YTD Expenditures	Available Balance	% Used
		Aug	Sept	Oct	Nov					
Transfer Station	729,040	39,951	61,448	50,111	110,998	50,111	161,109	567,931	22.10%	
Town Gas Pump	266,400	11,100	18,007	-	29,107	-	29,107	237,293	10.93%	
Total Other Expenses	1,355,098	59,246	113,692	100,587	189,090	100,587	289,677	1,065,421	21.38%	
Snow & Ice										
Salaries & Expenses										
Snow & Ice	387,000	-	-	138,303	-	138,303	138,303	248,697	35.74%	
Townwide Expenses										
Workers Compensation Insurance	195,314	-	-	-	255,358	-	255,358	(60,044)	130.74%	
Pension/Retirement	3,404,748	18,311	42,222	38,976	3,037,267	38,976	3,076,243	328,505	90.35%	
Unemployment Insurance	125,000	4,600	8,478	15,150	13,598	15,150	28,748	96,252	23.00%	
Health Insurance	3,333,211	540,550	272,350	272,917	1,082,464	272,917	1,355,381	1,977,830	40.66%	
Life Insurance	5,480	1,192	539	559	1,731	559	2,291	3,189	41.80%	
Education Benefits	3,000	-	-	-	-	-	-	3,000	0.00%	
Medical	25,000	-	596	485	596	485	1,081	23,919	4.32%	
Risk Management	233,440	-	4,155	4,161	220,851	4,161	225,012	8,428	96.39%	
Town Audit	37,500	3,500	3,000	2,500	6,500	2,500	9,000	28,500	24.00%	
Court Judgements	-	-	-	-	-	-	-	-	0.00%	
	7,362,693	568,153	331,339	334,749	4,618,365	334,749	4,953,114	2,409,579	67.27%	
Reserve Fund										
Reserve Fund	236,216	-	-	-	-	-	-	236,216	0.00%	
Debt Expense										
Bond Issuance Cost	10,000	-	-	-	-	-	-	10,000	0.00%	
Principal	3,795,568	710,000	-	-	727,794	-	727,794	3,067,774	19.17%	
Interest	1,651,551	221,313	-	-	221,313	-	221,313	1,430,239	13.40%	
Other Interest	-	-	-	-	-	-	-	-	0.00%	
Short term interest	17,411	-	-	-	-	-	-	17,411	0.00%	
	5,474,530	931,313	-	-	949,107	-	949,107	4,525,423	17.34%	
Total Operating Budget	56,078,671	3,119,797	4,247,207	3,736,647	12,359,245	3,736,647	16,095,891	39,982,780	28.70%	

TaxTHe (5,000)
56,073,671

Town of Hanover, Massachusetts

Costs of Issuance History

\$14,675,000 Refunding Bonds dated 6/24/16

FirstSouthwest	39,385.00	(\$1.50 per \$1,000 + \$15,000 base plus additional misc. expenses)
Locke Lord (Bond Counsel)	34,900.00	
Moody's (Rating)	21,200.00	
US Bank (Paying/Escrow Agent)	4,250.00	
Nixon Peabody (Escrow Counsel)	500.00	
Murphy & Co. (Printer)	3,500.00	
Grant Thornton (Verification Agent)	4,500.00	
	<u>108,235.00</u>	(1)

(1) Savings associated with a refunding issue must be net the costs of issuance.

\$1,388,159 Bond Anticipation Notes dated 6/24/16

FirstSouthwest	2,650.00	(\$0.50 per \$1,000 + \$1,500 base plus document preparation and misc. expenses)
Locke Lord (Bond Counsel)	3,200.00	
US Bank (Paying Agent)	300.00	
	<u>6,150.00</u>	

\$826,757 Bond Anticipation Notes dated 6/25/15

FirstSouthwest	2,435.00	(\$0.50 per \$1,000 + \$1,500 base plus document preparation and misc. expenses)
Locke Lord (Bond Counsel)	2,700.00	
US Bank (Paying Agent)	300.00	
	<u>5,435.00</u>	

\$10,810,000 General Obligation Bonds dated 9/11/14

FirstSouthwest	32,630.00	(\$1.50 per \$1,000 + \$15,000 base plus additional misc. expenses)
Locke Lord (Bond Counsel)	28,500.00	
Moody's (Rating)	17,500.00	
US Bank (Paying Agent)	2,000.00	
Murphy & Co. (Printer)	3,750.00	
	<u>84,380.00</u>	

\$1,476,698 Bond Anticipation Notes dated 9/11/14

FirstSouthwest	2,658.35	(\$0.50 per \$1,000 + \$1,500 base plus document preparation and misc. expenses)
Locke Lord (Bond Counsel)	2,850.00	
Moody's (Rating)	2,500.00	
US Bank (Paying Agent)	300.00	
	<u>8,308.35</u>	

Hanover Public Schools Working Draft Budget Projections - November 30, 2016

SALARIES			EXPENSES				
	FY '17 Adj. 9/14/16	FY '18 1.0 Proposed	Difference		FY '17 Adj. 9/14/16	FY '18 1.0 Proposed	Difference
Cedar Salaries	\$ 3,491,247.00	\$ 3,641,805.00	\$ 150,558.00	Cedar Expenses	\$ 114,347.00	\$ 113,647.00	\$ (700.00)
Center/Sylvester Salaries	\$ 4,114,590.00	\$ 4,281,260.00	\$ 166,670.00	Center Expenses	\$ 91,488.00	\$ 90,954.00	\$ (534.00)
Middle School Salaries	\$ 6,386,625.00	\$ 6,690,880.00	\$ 304,255.00	Sylvester Expenses	\$ 57,993.00	\$ 59,835.00	\$ 1,842.00
High School Salaries	\$ 6,322,329.00	\$ 6,557,523.00	\$ 235,194.00	Middle School Expenses	\$ 147,238.00	\$ 156,023.00	\$ 8,785.00
Central Admin Salaries	\$ 745,608.00	\$ 770,796.00	\$ 25,188.00	High School Expenses	\$ 599,301.00	\$ 609,418.00	\$ 10,117.00
System Wide Salaries	\$ 891,227.00	\$ 985,016.00	\$ 93,789.00	Central Admin	\$ 117,772.00	\$ 118,672.00	\$ 900.00
Sub Total Salaries	\$ 21,951,626.00	\$ 22,927,280.00	\$ 975,654.00	System Wide	\$ 3,814,851.00	\$ 4,032,462.00	\$ 217,611.00
				Sub Total Expenses	\$ 4,942,990.00	\$ 5,181,011.00	\$ 238,021.00

Total Preliminary Operating Budget Projections			
FY '17 Salaries	\$ 21,951,626.00	\$ 22,927,280.00	FY '18 Salaries
FY '17 Expenses	\$ 4,942,990.00	\$ 5,181,011.00	FY '18 Expenses
Less Circuit Breaker	\$ (647,501.00)	\$ (500,000.00)	Less FY '18 C.B. Proj.
	\$ -	\$ (140,000.00)	Less Add'l FY 17 Chap. 70
SPED	\$ (20,000.00)	\$ -	
FACE	\$ (12,000.00)	\$ (12,000.00)	Less FACE
Less ATM	\$ (450,000.00)	\$ (500,000.00)	Less Sped Tuition ATM
Total Budget FY '17	\$ 25,765,115.00	\$ 26,956,291.00	Total FY '18 Budget Proj.
		\$ 1,191,176.00	Difference
		4.62%	Increase

Notes

- Projects level services salary budget. (Offsets from retirements are not included).
- Projected expense budget includes \$103,000 for town wide technology expenses to replace the Annual Town Meeting Article. All personnel costs are included in the salary projections.
- Projected personnel changes to be discussed:
 - Leave Data Manager position vacant and replace with technology support staff: 1.0 plus contract services support as needed. 0 FTE increase.
 - Convert ELL tutor position to teacher position to meet DESE English Language Learner requirements. 0 FTE increase.
- Projects increased Circuit Breaker receipt and reliance due to increased FY '17 residential tuitions.
- Projects \$140,000 FY '17 Chapter 70 funds approved at May '17 Town meeting to pre-pay FY '18 special education tuitions.
- Projects reverting back to \$500,000 Town Meeting Article for special education tuitions.