



TOWN OF HANOVER
550 HANOVER STREET
HANOVER, MASSACHUSETTS 02339

Advisory Committee

Hanover Advisory Committee
550 Hanover Street
Hanover, MA 02339
Meeting Minutes
Saturday, March 23, 2019 – 10:00 am
Hanover Town Hall

Committee Attendees

Ted Hickey
Sandra Hayes
Gavin Little-Gill
James Hoyes
Joan Port-Farwell
Jerry O'Hearn
Steven Freedman
Steven Kmito

Absent

Nick Morwood

Other Attendees

Joseph Colangelo, Town Manager
Lincoln Heineman, Director of Finance
Thomas Raab, Assistant Superintendent/Schools Business Manager

Opening

The meeting was opened at 10:00 a.m. by Chairman Ted Hickey.

Meeting Minutes

Sandy Hayes made a motion to accept the Advisory Committee meeting minutes of March 19, 2019 as written. James Hoyes seconded the motion, all others were in favor, and it was so voted.

Sandy Hayes made a motion to accept the Advisory Committee meeting minutes of March 20, 2019. Jerry O'Hearn seconded the motion, all others were in favor, and it was so voted.

Finance Department Operating Budget

Lincoln Heineman, Finance Director, presented the Finance Department's FY20 Operating Budget (attached). He provided detail on changes to the salary and expense budgets for each of his departments.

2019 Special and Annual Town Meeting Articles

The Committee reviewed and voted motions and commentary for the following 2019 Special and Annual Town Meeting Articles:

STM XX: Sandy Hayes made a motion to accept the motion as written and the commentary as amended for Special Town Meeting Article XX, regarding prior year expenditures. Jerry O'Hearn seconded the motion. All others were in favor, and it was so voted.

STM 1: Jerry O'Hearn made a motion to accept the motion and commentary as written for Special Town Meeting Article 1. Sandy Hayes seconded the motion. All others were in favor, and it was so voted.

STM 2: Sandy Hayes made a motion to accept the motion and commentary as written for Special Town Meeting Article 2. Jerry O'Hearn seconded the motion. All others were in favor, and it was so voted.

STM 3: Sandy Hayes made a motion to accept the motion and commentary as written for Special Town Meeting Article 3. Jerry O'Hearn seconded the motion. All others were in favor, and it was so voted.

STM 4: Sandy Hayes made a motion to accept the motion and commentary as written for Special Town Meeting Article 4. Jerry O'Hearn seconded the motion. All others were in favor, and it was so voted.

STM 5: Assistant Superintendent and School Business Manager Tom Raab provided an explanation of Chapter 70 money, and details about the request for funding in Special Town Meeting Article 5.

ATM 6: Sandy Hayes made a motion to accept the motion and commentary as written for Annual Town Meeting Article 6. Joan Port-Farwell seconded the motion. All others were in favor, and it was so voted.

ATM 8: Sandy Hayes made a motion to accept the motion and commentary as written for Annual Town Meeting Article 8. Jerry O'Hearn seconded the motion. All others were in favor, and it was so voted.

ATM 9: Sandy Hayes made a motion to accept the motion and commentary as written for Annual Town Meeting Article 9. Jerry O’Hearn seconded the motion. All others were in favor, and it was so voted.

ATM 10: Sandy Hayes made a motion to accept the motion and commentary as written for Annual Town Meeting Article 10. Joan Port-Farwell seconded the motion. All others were in favor, and it was so voted.

ATM 11: Sandy Hayes made a motion to accept the motion and commentary as written for Annual Town Meeting Article 11. Joan Port-Farwell seconded the motion. All others were in favor, and it was so voted.

ATM 12: Sandy Hayes made a motion to accept the motion and commentary as written for Annual Town Meeting Article 12. Steven Kmito seconded the motion. All others were in favor, and it was so voted.

ATM 13: Sandy Hayes made a motion to accept the motion and commentary as written for Annual Town Meeting Article 13. Joan Port-Farwell seconded the motion. All others were in favor, and it was so voted.

ATM 14: Sandy Hayes made a motion to accept the motion and commentary as written for Annual Town Meeting Article 14. Joan Port-Farwell seconded the motion. All others were in favor, and it was so voted.

ATM 15: Sandy Hayes made a motion to accept the motion and commentary as written for Annual Town Meeting Article 15. Joan Port-Farwell seconded the motion. All others were in favor, and it was so voted.

ATM 16: Sandy Hayes made a motion to accept the motion as written and the proposed commentary for Annual Town Meeting Article 16. Joan Port-Farwell seconded the motion. All others were in favor, and it was so voted.

ATM 17: Sandy Hayes made a motion to accept the motion and commentary as written for Annual Town Meeting Article 17. Joan Port-Farwell seconded the motion. All others were in favor, and it was so voted.

ATM 18: Sandy Hayes made a motion to accept the motion and commentary as written for Annual Town Meeting Article 18. Joan Port-Farwell seconded the motion. All others were in favor, and it was so voted.

ATM 19: Sandy Hayes made a motion to accept the motion and commentary as written for Annual Town Meeting Article 19. Joan Port-Farwell seconded the motion. All others were in favor, and it was so voted.

ATM 20: Sandy Hayes made a motion to accept the motion and commentary as written for Annual Town Meeting Article 20. Joan Port-Farwell seconded the motion. All others were in favor, and it was so voted.

ATM 21: Sandy Hayes made a motion to accept the motion and commentary as written for Annual Town Meeting Article 21. Joan Port-Farwell seconded the motion. All others were in favor, and it was so voted.

ATM 22: Sandy Hayes made a motion to accept the motion as written and the commentary as amended for Annual Town Meeting Article 22. Joan Port-Farwell seconded the motion. All others were in favor, and it was so voted.

ATM 23: Sandy Hayes made a motion to accept the motion as written and the commentary as amended for Annual Town Meeting Article 23. Joan Port-Farwell seconded the motion. All others were in favor, and it was so voted.

ATM 24: Sandy Hayes made a motion to accept the motion as written and the commentary as amended for Annual Town Meeting Article 24. Joan Port-Farwell seconded the motion. All others were in favor, and it was so voted.

ATM 25: Sandy Hayes made a motion to accept the motion and commentary as written for Annual Town Meeting Article 25. Joan Port-Farwell seconded the motion. All others were in favor, and it was so voted.

ATM 26: Sandy Hayes made a motion to accept the motion and commentary as written for Annual Town Meeting Article 26. Jerry O'Hearn seconded the motion. All others were in favor, and it was so voted.

ATM 27: Sandy Hayes made a motion to accept the motion and commentary as written for Annual Town Meeting Article 27. Jerry O'Hearn seconded the motion. All others were in favor, and it was so voted.

ATM 28: Sandy Hayes made a motion to accept the motion and commentary as written for Annual Town Meeting Article 28. Joan Port-Farwell seconded the motion. All others were in favor, and it was so voted.

ATM 29: Sandy Hayes made a motion to accept the motion and commentary as written for Annual Town Meeting Article 29. Joan Port-Farwell seconded the motion. All others were in favor, and it was so voted.

ATM 30: Sandy Hayes made a motion to accept the motion and commentary as written for Annual Town Meeting Article 30. Joan Port-Farwell seconded the motion. All others were in favor, and it was so voted.

ATM 31: Sandy Hayes made a motion to accept the motion and commentary as written for Annual Town Meeting Article 31. Joan Port-Farwell seconded the motion. All others were in favor, and it was so voted.

ATM 32: Sandy Hayes made a motion to accept the motion and commentary as written for Annual Town Meeting Article 32. Joan Port-Farwell seconded the motion. All others were in favor, and it was so voted.

ATM 33: Sandy Hayes made a motion to accept the motion and commentary as written for Annual Town Meeting Article 33. Joan Port-Farwell seconded the motion. All others were in favor, and it was so voted.

ATM 34: Sandy Hayes made a motion to accept the motion and commentary as written for Annual Town Meeting Article 34. Joan Port-Farwell seconded the motion. All others were in favor, and it was so voted.

Next meeting: The Committee agreed to meet again at 6:00 p.m. on Wednesday, March 27, 2019.

Adjournment

Joan Port-Farwell made a motion to adjourn the meeting at 12:15 p.m. This was seconded by Jerry O'Hearn. All were in favor and the meeting adjourned at 12:15 p.m.

FINANCE DEPARTMENT



"Hanover, Honoring Yesterday As We Build For Tomorrow"

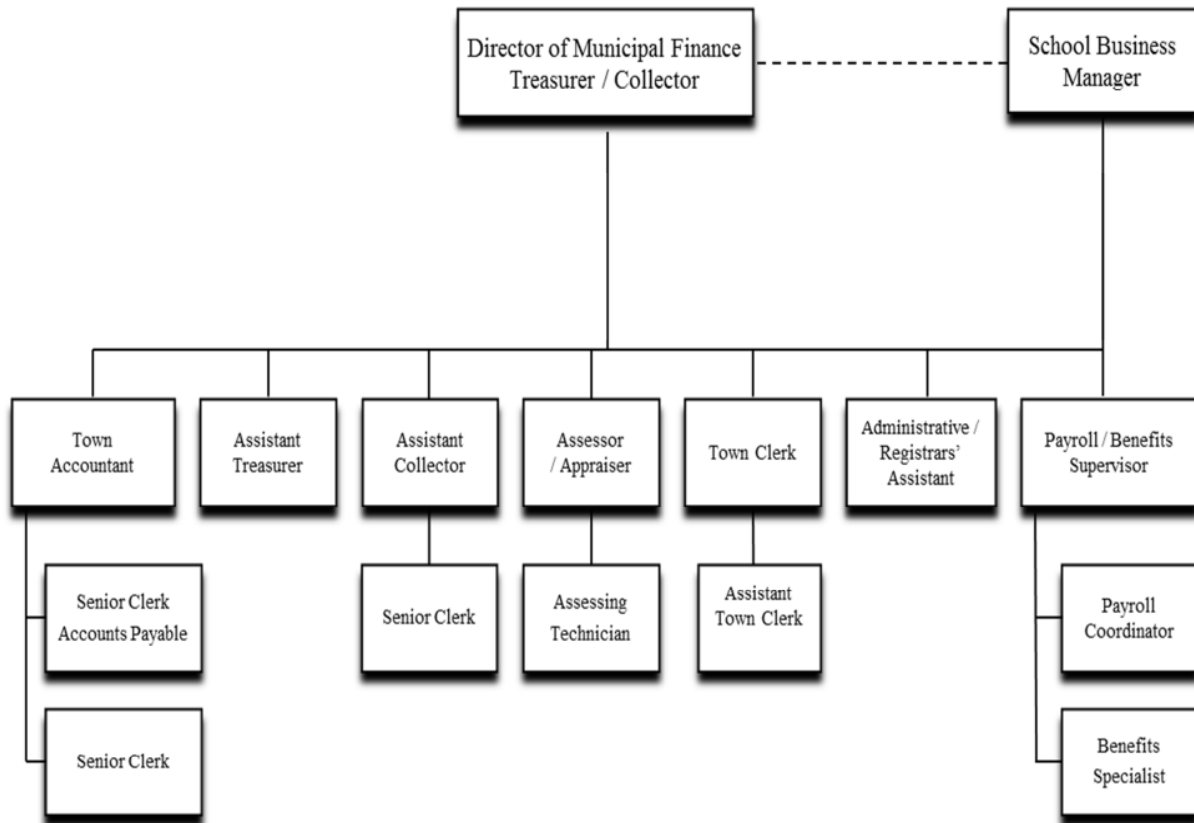


Finance Department

Finance Department Mission

The Finance Department's mission is to safeguard the financial assets of the Town of Hanover through the use of professional financial practices, thereby preserving and enhancing the Town's financial integrity. The department consists of six offices that work closely with the Town Manager's office to prepare information needed to reach essential management decisions and formulate fiscal policies. The Director of Finance/Treasurer-Collector is responsible for the management and supervision of the six finance offices, consisting of the Treasurer-Collector, Town Accountant, Assessors, Registrars, Town Clerk, and Payroll/Benefits.

Organizational Chart





Finance Department

Goals and Objectives

- Move forward with technology advances in all Finance offices to assist with processing and communication.
- Finish implementation of more user-friendly online access to billing and payment history for taxpayers, subsequent to the already-realized autopay option for residents to pay their real estate taxes.
- Continue to develop policies to improve financial procedures and expand internal controls to efficiently manage the Town's financial resources.
- Support and encourage staff development and advancement so as to better serve the public, blending opportunities for new staff with advanced trainings for longer-serving employees.
- Continue to aggressively pursue tax title cases, turning these existing receivables into a needed revenue stream for the Town while also returning land parcels to their highest and best use.
- Complete competitive process to choose an Investment Manager for the Town's Other Post-Employment Benefits (OPEB) Trust Fund.

Accomplishments

- Received the GFOA FY2019 Distinguished Budget Presentation Award.
- Actively pursued and implemented the autopay option for Hanover taxpayers, allowing more seamless online interaction with the Town.
- Proposed new funding for the Town's OPEB liability, and worked towards its implementation.
- Completely updated and revised the Town's OPEB Investment Policy Statement to encourage maximum return on investment for these funds while minimizing risk.



Finance Department

Significant Budget Changes or Initiatives

Accounting

The only change from FY2019 are nominal pay increases to begin to bring staff into alignment with comparable positions in nearby towns, and an increase in expenses for a required actuarial study to evaluate the Town's OPEB liability.

Assessors

The FY20 request reflects a modest proposed pay adjustment for the Director of Assessing to bring her salary more in line with salaries for the same position in other like towns, and a decrease in the other assessing salary line to reflect the annualization of the actual wage of the Town's new Assessing Technician.

Treasurer-Collector

This change reflects the annualization of a salary adjustment for the Town's Finance Director/Treasurer-Collector, and a portion of the new administrative position which is envisioned to assist the entire Finance Department.

Payroll/Benefits

No major changes.

Town Clerk

No changes outside a 3% proposed pay increase for the Town Clerk and a reduction of some expense line items to reflect the amounts projected to be needed.

Elections & Town Meetings

No changes, except two reductions to expenses to reflect the amounts projected to be needed.

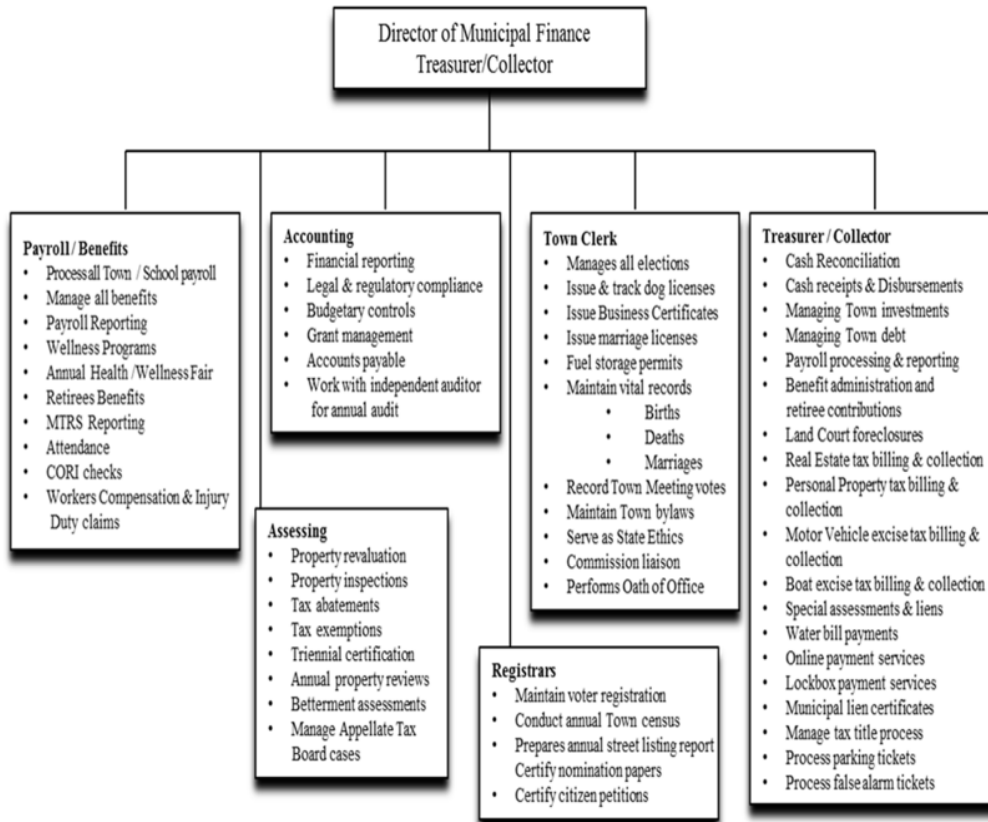
Registrars

The increase in this salaries budget is to account for a new planned position which will administer the day-to-day operations of the Registrars' Office and provide administrative support to the rest of the Finance Department.



Finance Department

Programs and Services

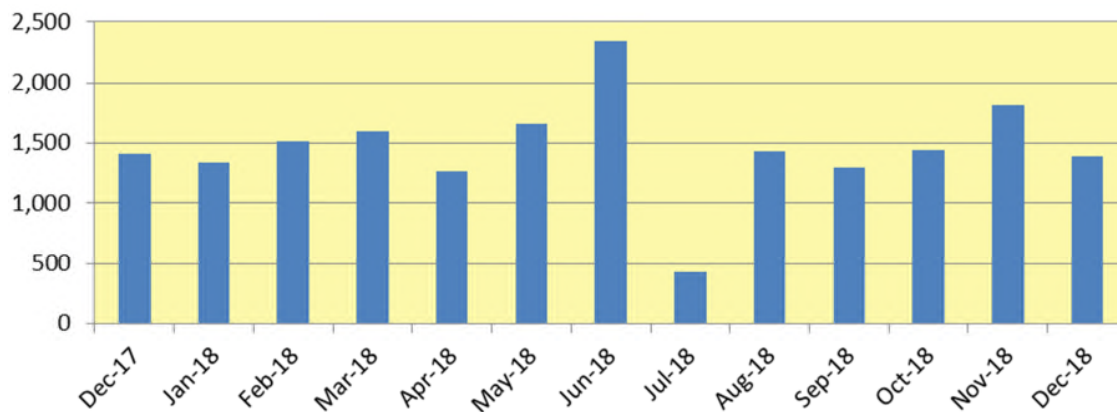




Finance Department

Performance Measures

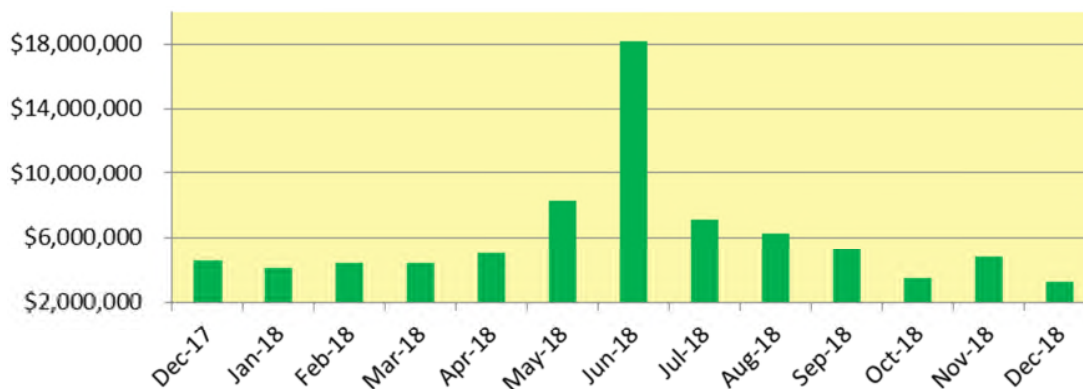
Number of Invoices Paid



This indicator includes invoices for all Town departments including the Hanover Public Schools.

There is a large spike in invoices paid in June. This is due to the end of the fiscal year. Departments needed to submit all Fiscal Year 2018 invoices to be paid by the end of June.

Total Dollars Paid to Vendors



This indicator shows the dollars spent by all Town departments including the Hanover Public Schools.

The spike in May is due to annual debt payments. The majority of the Town's debt payments are due in May. The spike in July is due to expenses from the beginning of the Fiscal Year, such as annual dues, subscriptions, etc.



Finance Department

Personnel Summary

FINANCE DEPARTMENT				
Personnel Summary				
Position	FY2018 FTE	FY2019 FTE	FY2020 FTE	Change
Director of Municipal Finance	1.00	1.00	1.00	-
Administrative Assistant	1.00	-	-	-
Administrative Assistant to Adv Comm	0.50	0.50	-	(0.50)
Assessor				
Assessor/Appraiser	1.00	1.00	1.00	-
Assessor Technician	-	-	1.00	1.00
Senior Clerk	1.00	1.00	-	(1.00)
Treasurer/Collector				
Treasurer/Collector	-	-	-	-
Assistant Treasurer	1.00	1.00	1.00	-
Assistant Collector	1.00	1.00	1.00	-
Senior Deputy Collector	-	-	-	-
Senior Clerk	1.00	1.00	1.00	-
Senior Clerk - PR	-	-	-	-
Senior Clerk - Water	-	-	-	-
Accounting				
Acting Town Accountant	1.00	1.00	1.00	-
Senior Clerk - Accounts Payable	1.00	1.00	1.00	-
Senior Clerk - Purchase Orders	1.00	1.00	0.60	(0.40)
Payroll/Benefits				
Payroll/Benefits Supervisor	1.00	1.00	1.00	-
Benefits Specialist	1.00	1.00	1.00	-
Payroll Coordinator	1.00	1.00	1.00	-



Finance Department

Personnel Summary Cont'd

Town Clerk				
Town Clerk (Elected)	1.00	1.00	1.00	-
Administrative Assistant	1.00	1.00	1.00	-
Registrars				
Part-time Registrars (3)	1.50	1.50	-	(1.50)
Administrative Support	0.50	-	1.00	1.00
Total Full-time Equivalents	17.50	16.00	14.60	(1.40)

Personnel Notes

The only significant change is the combination of the Advisory Committee Administrative Assistant and Registrars' positions to create a new administrative position who will assist the entire Finance Department.

Town of Hanover
Town Manager Recommended Budget
FY20 Operating Budget

131 - ADVISORY COMMITTEE		FY2017	FY2018	FY2019	FY2019	FY2020 Town	\$	%
Account Number	Account Description	Expended	Expended	Budget	Expended	Manager Rec	Change	Change
01-131-5113	SALARIES - CLERICAL	\$3,156.79	\$1,320.66	\$2,500.00	\$0.00	\$0.00	\$-2,500.00	-100.00
PERSONNEL SUB-TOTAL:		\$3,156.79	\$1,320.66	\$2,500.00	\$0.00	\$0.00	\$-2,500.00	-100.00
01-131-5720	REGISTRATION FEES	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	\$0.00	0.00
01-131-5730	DUES	\$204.00	\$0.00	\$205.00	\$0.00	\$205.00	\$0.00	0.00
EXPENSES SUB-TOTAL:		\$204.00	\$0.00	\$705.00	\$0.00	\$705.00	\$0.00	0.00
131 ADVISORY COMMITTEE SUB-TOTAL:		\$3,360.79	\$1,320.66	\$3,205.00	\$0.00	\$705.00	\$-2,500.00	-78.00

Town of Hanover
Town Manager Recommended Budget
FY20 Operating Budget

133 - FINANCE		FY2017	FY2018	FY2019	FY2019	FY2020 Town	\$	%
Account Number	Account Description	Expended	Expended	Budget	Expended	Manager Rec	Change	Change
01-133-5110	SALARIES-APPOINTED	\$72,546.16	\$88,349.10	\$76,500.00	\$43,552.15	\$85,400.00	\$8,900.00	11.63
01-133-5113	SALARIES-CLERICAL	\$26,725.87	\$66,542.84	\$71,634.00	\$39,195.01	\$78,041.00	\$6,407.00	8.94
01-133-5148	STIPENDS	\$2,000.00	\$4,000.00	\$4,000.00	\$1,500.00	\$3,000.00	\$-1,000.00	-25.00
PERSONNEL SUB-TOTAL:		\$101,272.03	\$158,891.94	\$152,134.00	\$84,247.16	\$166,441.00	\$14,307.00	9.40
01-133-5319	EMPLOYEE TRAINING	\$695.00	\$904.40	\$1,750.00	\$228.56	\$1,750.00	\$0.00	0.00
01-133-5342	OTHER CONTRACTED SERVICES	\$11,199.85	\$3,853.68	\$1,750.00	\$694.39	\$10,750.00	\$9,000.00	514.28
01-133-5345	POSTAGE & MAIL PERMITS	\$6,117.11	\$5,457.48	\$6,500.00	\$2,220.61	\$6,500.00	\$0.00	0.00
01-133-5710	MILEAGE REIMBURSEMENT	\$0.00	\$126.44	\$175.00	\$0.00	\$175.00	\$0.00	0.00
01-133-5720	REGISTRATION FEES	\$115.00	\$75.00	\$115.00	\$0.00	\$115.00	\$0.00	0.00
01-133-5730	DUES	\$110.00	\$110.00	\$110.00	\$110.00	\$110.00	\$0.00	0.00
EXPENSES SUB-TOTAL:		\$18,236.96	\$10,527.00	\$10,400.00	\$3,253.56	\$19,400.00	\$9,000.00	86.53
133 FINANCE SUB-TOTAL:		\$119,508.99	\$169,418.94	\$162,534.00	\$87,500.72	\$185,841.00	\$23,307.00	14.33

Town of Hanover
Town Manager Recommended Budget
FY20 Operating Budget

141 - ASSESSORS		FY2017	FY2018	FY2019	FY2019	FY2020 Town	\$	%
Account Number	Account Description	Expended	Expended	Budget	Expended	Manager Rec	Change	Change
01-141-5110	SALARIES APPOINTED	\$75,440.64	\$80,319.87	\$76,500.00	\$42,884.65	\$79,195.00	\$2,695.00	3.52
01-141-5113	SALARIES-CLERICAL	\$31,311.28	\$25,838.09	\$58,592.00	\$16,889.60	\$55,000.00	\$-3,592.00	-6.13
01-141-5148	STIPENDS	\$2,000.00	\$1,500.00	\$2,000.00	\$0.00	\$2,000.00	\$0.00	0.00
PERSONNEL SUB-TOTAL:		\$108,751.92	\$107,657.96	\$137,092.00	\$59,774.25	\$136,195.00	\$-897.00	-0.65
01-141-5319	OTHER CONTRACTED SERVICE	\$15,511.34	\$28,159.43	\$15,000.00	\$17,747.62	\$15,000.00	\$0.00	0.00
01-141-5342	BINDING SERVICES	\$36.50	\$0.00	\$1,460.00	\$0.00	\$1,460.00	\$0.00	0.00
01-141-5344	ADVERTISING	\$0.00	\$0.00	\$310.00	\$0.00	\$310.00	\$0.00	0.00
01-141-5345	POSTAGE & MAIL PERMITS	\$1,008.69	\$1,244.27	\$1,200.00	\$264.71	\$1,200.00	\$0.00	0.00
01-141-5710	MILEAGE REIMBURSEMENT	\$342.58	\$373.00	\$600.00	\$130.80	\$600.00	\$0.00	0.00
01-141-5720	REGISTRATION FEES	\$2,489.38	\$2,279.62	\$4,000.00	\$1,324.42	\$4,000.00	\$0.00	0.00
01-141-5730	DUES	\$30.00	\$290.00	\$300.00	\$300.00	\$300.00	\$0.00	0.00
01-141-5780	REVALUATION EXPENSES	\$9,881.19	\$0.00	\$16,000.00	\$14,340.00	\$16,000.00	\$0.00	0.00
EXPENSES SUB-TOTAL:		\$29,299.68	\$32,346.32	\$38,870.00	\$34,107.55	\$38,870.00	\$0.00	0.00
141 ASSESSORS SUB-TOTAL:		\$138,051.60	\$140,004.28	\$175,962.00	\$93,881.80	\$175,065.00	\$-897.00	-0.50

Town of Hanover
Town Manager Recommended Budget
FY20 Operating Budget

145 - TREASURER		FY2017	FY2018	FY2019	FY2019	FY2020 Town	\$	%
Account Number	Account Description	Expended	Expended	Budget	Expended	Manager Rec	Change	Change
01-145-5110	SALARIES - APPOINTED	\$123,609.55	\$114,342.01	\$167,000.00	\$100,302.30	\$189,425.00	\$22,425.00	13.42
01-145-5113	SALARIES - CLERICAL	\$83,347.90	\$85,723.91	\$96,004.00	\$51,308.25	\$95,036.00	\$-968.00	-1.00
01-145-5130	OVERTIME	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00	0.00
01-145-5148	STIPENDS	\$4,000.00	\$4,000.00	\$4,000.00	\$2,000.00	\$4,000.00	\$0.00	0.00
PERSONNEL SUB-TOTAL:		\$212,704.95	\$204,065.92	\$268,004.00	\$153,610.55	\$289,461.00	\$21,457.00	8.00
01-145-5250	EQUIPMENT MAINTENANCE	\$107.49	\$114.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
01-145-5271	EQUIPMENT LEASE - PITNEY BOWES	\$2,263.50	\$2,445.56	\$2,500.00	\$1,126.56	\$2,500.00	\$0.00	0.00
01-145-5302	FINANCIAL SERVICES	\$105.00	\$90.00	\$0.00	\$75.00	\$0.00	\$0.00	0.00
01-145-5319	EMPLOYEE TRAINING	\$395.20	\$1,889.15	\$3,070.00	\$459.62	\$3,070.00	\$0.00	0.00
01-145-5342	OTHER CONTRACTED SERVICES	\$69,343.10	\$76,218.80	\$36,660.00	\$10,166.77	\$36,660.00	\$0.00	0.00
01-145-5345	POSTAGE & MAIL PERMITS	\$-3,033.91	\$3,429.37	\$2,500.00	\$6,646.28	\$2,500.00	\$0.00	0.00
01-145-5405	BANK & PAYMENT SUPPLIES	\$688.76	\$202.12	\$1,675.00	\$1,624.33	\$1,675.00	\$0.00	0.00
01-145-5421	PRINTING & STATIONARY	\$1,061.41	\$1,642.44	\$1,750.00	\$636.06	\$1,750.00	\$0.00	0.00
01-145-5710	MILEAGE REIMBURSEMENT	\$127.05	\$165.70	\$350.00	\$75.76	\$350.00	\$0.00	0.00
01-145-5720	REGISTRATION FEES	\$145.00	\$95.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00
01-145-5730	DUES	\$395.00	\$315.00	\$265.00	\$290.00	\$290.00	\$25.00	9.43
01-145-5780	OTHER EXPENSES	\$944.11	\$359.66	\$0.00	\$439.96	\$0.00	\$0.00	0.00
EXPENSES SUB-TOTAL:		\$72,541.71	\$86,966.80	\$48,770.00	\$21,540.34	\$48,795.00	\$25.00	0.05
145 TREASURER SUB-TOTAL:		\$285,246.66	\$291,032.72	\$316,774.00	\$175,150.89	\$338,256.00	\$21,482.00	6.78

Town of Hanover
Town Manager Recommended Budget
FY20 Operating Budget

148 - PAYROLL/BENEFITS		FY2017	FY2018	FY2019	FY2019	FY2020 Town	\$	%
Account Number	Account Description	Expended	Expended	Budget	Expended	Manager Rec	Change	Change
01-148-5110	SALARIES - APPOINTED	\$93,546.43	\$97,913.22	\$98,133.00	\$55,623.43	\$102,642.00	\$4,509.00	4.59
01-148-5121	WAGES - TEMPORARY EMPLOYEES	\$0.00	\$0.00	\$3,600.00	\$0.00	\$3,600.00	\$0.00	0.00
01-148-5130	OVERTIME	\$0.00	\$536.26	\$1,000.00	\$0.00	\$1,000.00	\$0.00	0.00
PERSONNEL SUB-TOTAL:		\$93,546.43	\$98,449.48	\$102,733.00	\$55,623.43	\$107,242.00	\$4,509.00	4.38
01-148-5303	PAYROLL SERVICES	\$39,184.05	\$47,012.15	\$50,000.00	\$21,064.00	\$50,000.00	\$0.00	0.00
01-148-5319	EMPLOYEE TRAINING	\$68.35	\$99.00	\$1,000.00	\$250.00	\$1,000.00	\$0.00	0.00
01-148-5420	OFFICE SUPPLIES	\$3,348.50	\$4,909.87	\$3,000.00	\$174.88	\$3,000.00	\$0.00	0.00
01-148-5777	WELLNESS PROGRAM	\$498.46	\$88.54	\$3,000.00	\$0.00	\$3,000.00	\$0.00	0.00
01-148-5780	OTHER CHARGES	\$7,612.20	\$10,796.02	\$8,500.00	\$4,231.62	\$8,500.00	\$0.00	0.00
EXPENSES SUB-TOTAL:		\$50,711.56	\$62,905.58	\$65,500.00	\$25,720.50	\$65,500.00	\$0.00	0.00
148 PAYROLL/BENEFITS SUB-TOTAL:		\$144,257.99	\$161,355.06	\$168,233.00	\$81,343.93	\$172,742.00	\$4,509.00	2.68

Town of Hanover
Town Manager Recommended Budget
FY20 Operating Budget

161 - TOWN CLERK		FY2017	FY2018	FY2019	FY2019	FY2020 Town	\$	%
Account Number	Account Description	Expended	Expended	Budget	Expended	Manager Rec	Change	Change
01-161-5111	SALARIES-ELECTED OFFICIALS	\$61,949.92	\$63,188.84	\$67,125.00	\$40,002.60	\$73,881.00	\$6,756.00	10.06
01-161-5113	SALARIES-CLERICAL	\$45,045.47	\$49,862.22	\$51,018.00	\$29,074.34	\$52,356.00	\$1,338.00	2.62
01-161-5121	WAGES - TEMPORARY EMPLOYEES	\$1,147.50	\$0.00	\$3,600.00	\$489.94	\$0.00	\$-3,600.00	-100.00
01-161-5130	OVERTIME	\$1,466.85	\$0.00	\$1,300.00	\$287.42	\$1,300.00	\$0.00	0.00
PERSONNEL SUB-TOTAL:		\$109,609.74	\$113,051.06	\$123,043.00	\$69,854.30	\$127,537.00	\$4,494.00	3.65
01-161-5250	EQUIPMENT MAINTENANCE	\$0.00	\$0.00	\$200.00	\$0.00	\$200.00	\$0.00	0.00
01-161-5342	BINDING	\$505.00	\$829.55	\$600.00	\$0.00	\$600.00	\$0.00	0.00
01-161-5345	POSTAGE & MAIL PERMITS	\$517.85	\$1,042.58	\$1,400.00	\$299.65	\$1,400.00	\$0.00	0.00
01-161-5421	PRINTING & STATIONARY	\$0.00	\$0.00	\$200.00	\$0.00	\$0.00	\$-200.00	-100.00
01-161-5710	MILEAGE REIMBURSEMENT	\$135.75	\$274.26	\$500.00	\$217.67	\$325.00	\$-175.00	-35.00
01-161-5720	REGISTRATION FEES	\$2,482.10	\$2,478.93	\$3,360.00	\$448.00	\$3,000.00	\$-360.00	-10.71
01-161-5730	DUES	\$345.00	\$320.00	\$520.00	\$95.00	\$500.00	\$-20.00	-3.84
01-161-5780	OTHER EXPENSES	\$1,460.00	\$0.00	\$0.00	\$368.02	\$500.00	\$500.00	100.00
01-161-5860	EQUIPMENT PURCHASE	\$0.00	\$0.00	\$1,000.00	\$0.00	\$0.00	\$-1,000.00	-100.00
EXPENSES SUB-TOTAL:		\$5,445.70	\$4,945.32	\$7,780.00	\$1,428.34	\$6,525.00	\$-1,255.00	-16.13
161 TOWN CLERK SUB-TOTAL:		\$115,055.44	\$117,996.38	\$130,823.00	\$71,282.64	\$134,062.00	\$3,239.00	2.47

Town of Hanover
Town Manager Recommended Budget
FY20 Operating Budget

162 - ELECTIONS & TOWN MEETINGS		FY2017	FY2018	FY2019	FY2019	FY2020 Town	\$	%
Account Number	Account Description	Expended	Expended	Budget	Expended	Manager Rec	Change	Change
01-162-5121	WAGES-TEMPORARY EMPLOYEES	\$45,299.18	\$10,670.82	\$25,000.00	\$26,349.95	\$25,000.00	\$0.00	0.00
PERSONNEL SUB-TOTAL:		\$45,299.18	\$10,670.82	\$25,000.00	\$26,349.95	\$25,000.00	\$0.00	0.00
01-162-5345	POSTAGE & MAIL PERMITS	\$539.56	\$64.94	\$567.00	\$324.83	\$567.00	\$0.00	0.00
01-162-5421	PRINTING & STATIONARY	\$0.00	\$0.00	\$4,950.00	\$0.00	\$0.00	\$-4,950.00	-100.00
01-162-5780	OTHER EXPENSES	\$16,687.41	\$4,563.91	\$17,000.00	\$8,200.87	\$12,000.00	\$-5,000.00	-29.41
01-162-5783	BALLOT EXPENSES	\$13,297.07	\$4,403.52	\$5,300.00	\$3,375.95	\$5,300.00	\$0.00	0.00
EXPENSES SUB-TOTAL:		\$30,524.04	\$9,032.37	\$27,817.00	\$11,901.65	\$17,867.00	\$-9,950.00	-35.76
162 ELECTIONS & TOWN MEETINGS		\$75,823.22	\$19,703.19	\$52,817.00	\$38,251.60	\$42,867.00	\$-9,950.00	-18.83

Town of Hanover
Town Manager Recommended Budget
FY20 Operating Budget

163 - REGISTRARS		FY2017	FY2018	FY2019	FY2019	FY2020 Town	\$	%
Account Number	Account Description	Expended	Expended	Budget	Expended	Manager Rec	Change	Change
01-163-5112	SALARIES-APPOINTED OFFICIALS	\$44,220.00	\$35,216.70	\$36,000.00	\$20,423.14	\$46,100.00	\$10,100.00	28.05
PERSONNEL SUB-TOTAL:		\$44,220.00	\$35,216.70	\$36,000.00	\$20,423.14	\$46,100.00	\$10,100.00	28.05
01-163-5345	POSTAGE & MAIL PERMITS	\$1,842.60	\$2,054.23	\$3,000.00	\$3,244.51	\$3,000.00	\$0.00	0.00
01-163-5421	PRINTING & STATIONARY	\$-600.00	\$0.00	\$3,700.00	\$632.13	\$3,700.00	\$0.00	0.00
01-163-5425	DATA PROCESSING SUPPLIES	\$4,275.41	\$5,073.26	\$0.00	\$0.00	\$0.00	\$0.00	0.00
EXPENSES SUB-TOTAL:		\$5,606.15	\$7,127.49	\$6,700.00	\$3,876.64	\$6,700.00	\$0.00	0.00
163 REGISTRARS SUB-TOTAL:		\$49,826.15	\$42,344.19	\$42,700.00	\$24,299.78	\$52,800.00	\$10,100.00	23.65

