Hanover Advisory Committee
550 Hanover Street
Hanover, MA 02339
Meeting Minutes
Wednesday, September 22, 2021 – 6 PM
Virtual Meeting

Committee Attendees

Emmanuel Dockter   Gavin Little-Gill

Sandy Hayes   Jim Hoyes

Joan Port-Farwell   Gerry O'Hearn-hybrid

Greg Satterwhite   Steven Freedman

Absent

Steve Kmito

**Other Attendees**

Joe Colangelo, Town Manager

Emmanuel Dockter, Chairman, called the meeting to order at 6 PM.

The minutes for the September 8, 2021 meeting - a motion that was made and accepted to approve the minutes. The motion passed with 7 approving and 1 abstaining.

Emmanuel thought it was a good ice breaker, where the committee has a new member, to have everyone introduce themselves. After introductions, Emmanuel shared that there were several residents interested in being considered to fill the open Advisory Committee position. Emmanuel shared that he thought he would reach out to those who were interested and invite them to attend AdCom meetings. The committee liked the idea and it was agreed that those who do attend will receive agendas and minutes. Emmanuel will provide Carol with the names and emails so she can include them in meeting reminder emails.

One of the committee members wanted to review the committees plan this year for reviewing warrant articles. Ideas were discussed and one idea that received a solid yes was having an explanation for the reason for each article, then developing the motion and commentaries for each article.

The next discussion point was to again have liasons for each department. The liason will meet with the department head and come back to the committee their findings. The committee likes the idea of liasons because the committee is looped in throughout the year with each department prior to each department's meeting .
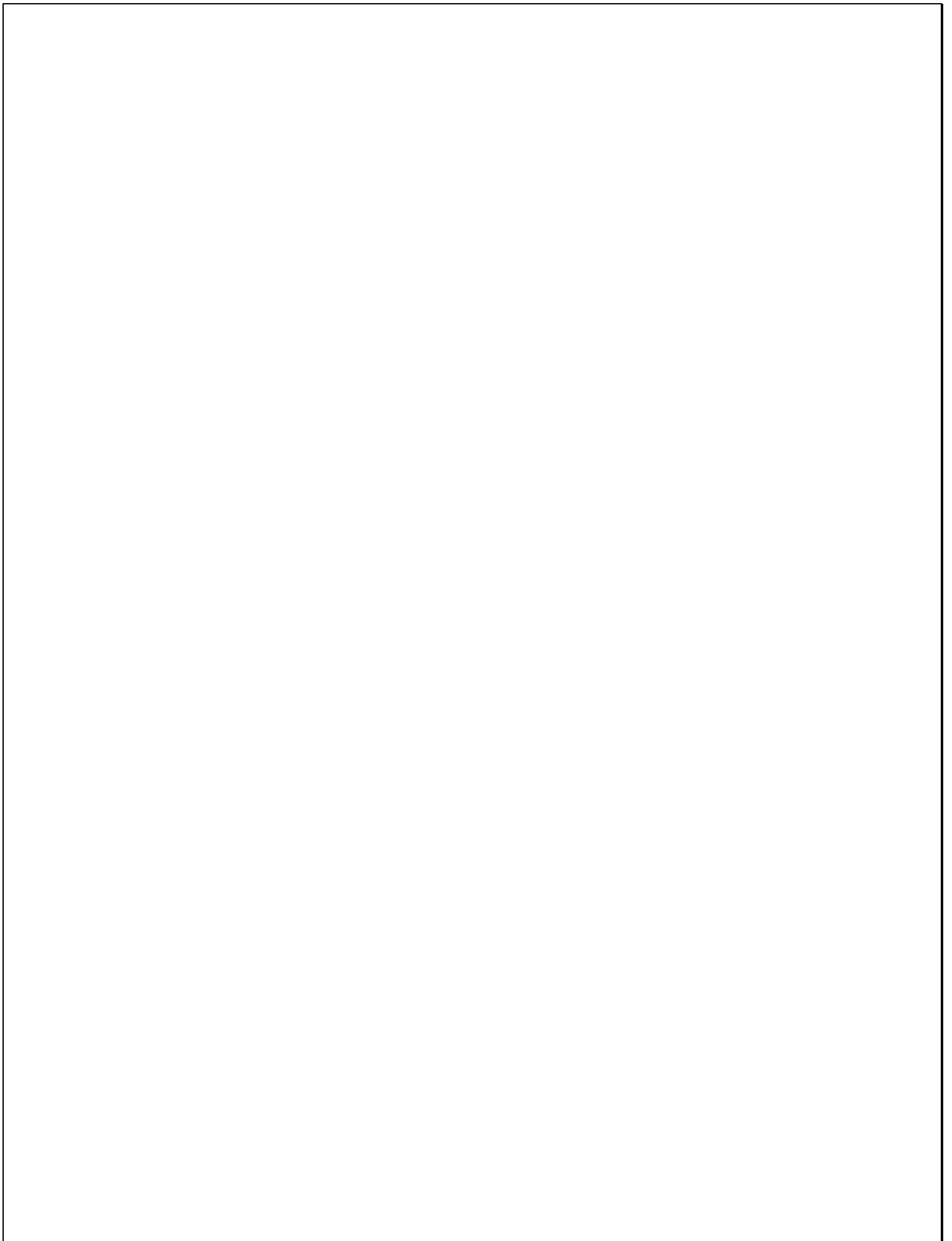
LIASON ASSIGNMENTS

- Commuity Services – Sandy Hayes
- DPW/Facilities – Jim Hoyes
- Water – Emmanuel Dockter and Jim Hoyes
- DPW/Highway and Transfer Station – Emmanuel Dockter
- Fire – Jerry O'Hearn
- Library – Steve Kmito
- Police – Greg Satterwhite
- School – Steve Freedman, Gavin Little-Gill and Greg Satterwhite
- Town Hall (CDMI, Finance, Town Manager) – Joan Port-Farwell

Meeting Dates

<u>Capital Budget</u>

- Throughout the month of October, Liaisons will meet with their respective Dept. Heads to review their capital budget requests.
- Oct 20: Meeting to discuss capital budget requests.
- Oct 27 - Meetings with Dept Heads to review capital budget requests.
- Nov 3 - Meetings with Dept Heads to review capital budget requests.
- Nov 10: Meeting to discuss and provide feedback on capital budget requests.
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<u>Operating Budget & Warrant Articles</u>

January: Liaisons meet with their respective Dept Heads to review their operating budget.

- Jan 3 –Select Board meeting where the Town Manger presents operating budget scenarios
- Jan 12 – To meet with Joe to provide feedback on operating budget.
- Jan 31: Town Manager to present proposed operating budget to joint AdCom/Select Board meeting

- Feb 9: Meeting to discuss operating budget
- Feb 16, Mar 2, 9, 16, 23, 30 – Meetings with Dept. Heads to review operating budgets and with article sponsors and CPC.

- Apr 6 - Discuss motions and commentary
- Apr 13 - Finalize and vote motions and commentary
- May 2 -Annual Town Meeting

The committee is interested in updates:

They would like a monthly budget update.

They would like to be updated on:
- Available ARPA funds
- Hanover Mall
- Prevites
- OPED
- Status on articles from prior years.

The committee would like to have a discussion on vehicles. They are interested in the tracking system, life span to have a picture of replacement for long-term planning. What expenses are one-time and what expenses are going to be on-going.

The committee is also interested in the additional costs associated with the added uses for Sylvester School. Is $40,000 enough or are there going to be a growing costs?

A motion was made to adjourn, that was seconded and passed unanimously. The meeting adjourned at 7:29 p.m.