

**Advisory Committee
Town of Hanover
550 Hanover Street
Hanover, MA 02339**

Meeting Minutes of January 11, 2012

Committee Attendees: John O’Leary, Brian Barthelmes, Florence Grady, Joan Young, Jerry O’Hearn, Helen Graves

Others: Finance Director, Jennifer Petit, Town Manager, Steve Rollins

Brian Barthelmes, Advisory Committee Vice Chairman, called the meeting to order at 7:05 p.m.

Committee membership: Brian informed the Advisory Committee that Joseph Sullivan has submitted his resignation from the Advisory Committee. The Advisory Committee has the authority to appoint new Advisory Committee members until the end of fiscal year.

Finance Update: Finance Director, Jennifer Petit gave an update on fiscal policies and the budget process for this year. A discussion about free cash took place. All Advisory Committee liaisons have had their initial budget meetings with their assigned departments. Department budgets will be available for review by the Advisory Committee on Google Docs.

Town Manager Update: Steve Rollins spoke about the following FY2013 budget items:

Health insurance savings: An insurance savings is anticipated for the Town for Fiscal Year 2013. Some of the money from this savings may be set aside for Special Education.

Library Recertification: A discussion took place about the expense and value of having the library certified.

Passport Services: The Town is currently evaluating whether it makes financial sense for the Town to process passports.

Ambulance Activity: The Town is considering adding on another fire station building location to primarily house ambulances. The number of daytime ambulance runs has increased.

Center School: The option of making improvements to the Center elementary school, so that Center and Sylvester School could be consolidated, is being considered.

COA Transportation: Providing transportation for COA through GATRA is not a good option for the Town. If the Schools decide to outsource special needs transportation, there may be a van available for the COA.

Special Needs Transportation: The School Department is considering outsourcing transportation for special needs students. It hasn’t been determined yet, if all of the school vans will be sold, and where the proceeds from the sale of the vans would go to.

School Custodians: The budget for School custodians will be moved over to the Town's budget. The High School may need to hire an additional maintenance person. It was discussed that funds from a meal tax might pay for an additional maintenance person.

Middle School Improvements: Funding will be recommended this year for the removal of carpeting, asbestos abatements, etc. at the Middle School.

Upcoming Meetings: Advisory Committee meetings are scheduled for January 25, 2012, and February 1, 2012. Steve Rollins, Town Manager will present his balanced budget to the Board of Selectmen and the Advisory Committee on January 30, 2012.

Reorganization: Due to the resignation of David Walsh, the Advisory Committee held re-organization elections. Florence Grady made a motion to nominate Brian Barthelmes as Chairman of the Advisory Committee. Jerry O'Hearn seconded the motion. All others were in favor. Helen Graves made a motion to nominate Florence Grady as Vice Chairman of the Advisory Committee. Joan Young seconded the motion. All others were in favor.

Meeting Minutes: Florence Grady made a motion to accept the Advisory Committee meeting minutes of October 12, 2011. Jerry O'Hearn seconded the motion. Helen Graves abstained from voting since she was absent from this meeting.

Helen Graves made a motion to adjourn the meeting at 9:00 p.m. Joan Young seconded the motion. All others were in favor.

Prepared by: Audrey Barresi, Advisory Committee Secretary