

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

Meeting Minutes of October 13, 2011

Committee Attendees: David Bond, Joseph Sullivan, John O’Leary, Brian Barthelmes, David Walsh, Florence Grady, Joan Young, Jerry O’Hearn

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

David Walsh, Advisory Committee Chairman, called the meeting to order at 7:00 p.m.

Introduction of New Members:

David Walsh welcomed new Advisory Committee members, John O’Leary and Jerry O’Hearn to the Committee.

FY2013 Budget Liaisons:

The Committee reviewed budget liaison roles and responsibilities provided by Brian Barthelmes. FY2013 budget liaison assignments were discussed and finalized.

Meeting Minutes:

The Committee reviewed a draft of the July 6, 2011 Advisory Committee meeting minutes. Brian Barthelmes made a motion to accept the July 6, 2011 Advisory Committee meeting minutes as written. Florence Grady seconded the motion. Joe Sullivan, John O’Leary, and Jerry O’Hearn abstained from voting since they were not in attendance at this meeting. All others were in favor.

Capital Improvement Committee:

A discussion took place about the future role and responsibilities of the Capital Improvement Committee with the change over to a Town Manager form of government. The Advisory Committee proposed setting up a meeting with the Capital Improvement Committee, Bylaw Review Committee, Finance Director, Town Manager, and themselves to discuss this topic. John O’Leary recommended preparing an agenda that would set goals for the meeting. David Bond suggested that the role of the Capital Improvement Committee be to review the Town’s long-term capital plans and make recommendations to the Facilities Manager.

FY2013 Budget:

Finance Director, Jennifer Petit, explained the FY2013 budget process. The budget request memo for FY2013 was sent to all Department Heads on October 11, 2011. Operating budgets, capital request forms, and financial town meeting articles are due back to the Finance Director by November 16, 2011.

Florence Grady made a motion to adjourn the meeting at 8:40 p.m. Joan Young seconded the motion. All others were in favor.

Prepared by: Audrey Barresi, Advisory Committee Secretary