

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

**Meeting Minutes of February 15, 2012**

**Committee Attendees:** David Bond, John O’Leary, Brian Barthelmes, Florence Grady, Jerry O’Hearn, Helen Graves, Jim Van Arsdale, Wayne Moores

**Others:** Finance Director Jennifer Petit, Town Manager Steve Rollins, Director of Public Works, Victor Diniak, Recreation Administrator, Lauren Devine, Deputy Superintendent, DPW, Curt MacLean

Florence Grady , Advisory Committee Vice Chairman, called the meeting to order at 7:00 p.m.

**Articles for May 2012 Annual Town Meeting:** The Advisory Committee received a draft of articles to be included in the May 2012 Annual Town Meeting warrant.

**FY2013 Budget presentations:**

**DPW, Parks & Recreation, Central Advisory Committee Meeting Minutes**

Victor Diniak, Director of Public Works, spoke about long term goals for the departments under his responsibility and the improvements he would like to make to improve the quality of life and services for residents. He spoke about the importance of preventative maintenance, good inspection procedures and catching problems early, in the maintenance of the Town assets.

The DPW has many legal obligations that it has to satisfy. The State is expected to pass a new stormwater management bylaw. Many retention ponds in Town neighborhoods are currently overgrown. Homeowner associations should be responsible for maintaining the retention ponds.

There are many costs such as solid waste, energy, asphalt and chemicals that must be considered when putting together the DPW’s budget. Potential liabilities such as bridge and dam work also must be considered.

**Parks & Recreation:** The department has had much success with its programs, especially Summer Parks and Recreation. The department will continue to add new and diverse programs for residents of all ages.

**Centralized maintenance:**

The actual operating costs of Town Buildings such as the library and police station will be included in FY2014 budget requests.

The DPW hopes to save money on electrical work by doing some of the work on Town and School buildings in-house. The department will continue to work with other communities to share ideas and create efficiencies.

A transition plan is being developed so that the transfer of Town and School custodians to the Centralized Maintenance department is smooth.

The question of whether additional staff will be needed for the Centralized Maintenance department is still being reviewed.

**Wind Turbine:** The wind turbine, to be located at the Pond Street facility, is expected to be delivered this week. The foundation for the wind turbine is already in the ground.

**Renting out of School facilities and fields:** The School Department has a revolving fund for school gym and field rentals.

**General Government:** Jennifer Petit, Finance Director, presented information about the FY2013 budget requests for General Government.

**Finance:**

There has been some turnover in the Finance department during the last year. Due to a retirement, an open position in the Assessor's office was filled with a part-time employee, saving money. Currently dual systems are being run for payroll, the old and the new. The new payroll system is expected to go live in April 2012. It is expected that the Tax Collector's office and Accounting departments will convert over to the new system in July 2012. The School department is currently being trained on the new system and is also running dual systems.

**Town wide Expenses:**

The Plymouth County Retirement budget has increased 15% for FY2013. The budget request for Unemployment Insurance has been decreased for FY2013. Unemployment Insurance expenses for the School Department are also included in this budget. The FY2013 budget request for Group Health Insurance has decreased \$35,000 from FY2013, due to new health care legislation. The Property and Liability insurance budget decreased \$20,000 for FY2013. The Software Maintenance Fee increased \$25,000 for FY2013. A general discussion took place about the possibility of centralizing IT functions and expenses in the future.

**Debt Service:** Jennifer Petit spoke about the debt service the Town will be paying for projects such as the High School, Senior Center and King Street fields.

**Election Day, May 6, 2012:**

The Registrar's office may require additional funding for the Town Elections on May 6, 2012.

**Meeting Minutes:**

Jim Van Arsdale made a motion to accept the Advisory Committee meeting minutes of February 8, 2012. David Bond seconded the motion. All others were in favor.

Florence Grady made a motion to adjourn the meeting at 9:45 p.m. John O'Leary seconded the motion. All others were in favor.

Prepared by: Audrey Barresi, Advisory Committee Secretary