

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

Meeting Minutes of March 9, 2011

Committee Attendees: David Bond, Florence Grady, David Walsh, Brian Barthelmes, Donald White, Joe Sullivan, Joan Young, Helen Graves

Others: Finance Director, Jennifer Petit, Town Manager, Steve Rollins, Selectmen, Susan Settlerland, Selectmen, Dan Pallotta, Selectmen, Joe Salvucci, Margaret Hoffman, Selectmen, Joe O'Brien, Diane Campbell, Wallace Kemp, Harry Dunn, Paul Breslin, Doug Thompson, Susan Amato

David Walsh, Advisory Committee Chairman, called the meeting to order at 6:00 p.m.

Petition article regarding liquor license for Rocco's Restaurant:

Susan Amato one of the owner's of Rocco's Restaurant on Broadway Street explained her reasons for submitting a petition article for a liquor license for this location. She is seeking a license to sell wine and beer. She mentioned that she does not have enough storage space at her restaurant for a full liquor license. Brian Barthelmes asked what would happen to the liquor license if a new owner took over the space on Broadway. Steve Rollins said it might stay with the location. Florence Grady asked if there was any concern about loitering outside the restaurant. Susan said they have not had any issues with loitering.

General Government FY2012 Budget:

Steve Rollins provided details on the FY2012 budget requests for General Government. The FY2012 budget requests for the Advisory Committee and Capital Improvement Committee is zero because the budget for these two Boards has been moved to the Finance budget. Town Boards and Committees no longer have employees. The Animal Control budget was moved to Police Department. The Personnel budget was moved to the Finance Department budget. Legal Expenses and Town Audit expenses were moved to Townwide Expenses.

Steve Rollins spoke about the Town Clerk's salary which is voted at Town Meeting. He would like to see two salary amounts included in the article regarding fixing the pay of elective officers. One salary amount would be for the incumbent, one would be for a replacement.

He spoke about other accounts such as revolving accounts, school lunch accounts, ambulance funds, trust funds and agency funds which are part of the Town's budget.

A staffing summary was provided to the Advisory Committee, which outlined Town positions that were not filled when vacated, and positions whose hours were reduced.

Finance Director, Jennifer Petit explained that Free Cash comes from budget turn backs and actual receipts over what was estimated. For FY2012 there is an additional \$300,000 in free cash because accruals were backed out of this account.

Florence Grady asked what was included in the Compensated Absences account. Jennifer said this included vacation and sick-leave pay.

Jennifer outlined some of the changes to the Finance Department's budget for FY2012. The Treasurer/ Collector position was filled with an internal applicant, Darleen Sullivan. Kelly Craig from the Payroll Department has been helping out in the Treasurer's Office. Meg Coogan has been cross-training on payroll. Joanne O'Connor from the Town Clerk's office has been helping out in the Assessor's office.

The General Government budget has been level funded. 13 weeks of pay for a new Town Manager based on a salary of \$150,000 (\$37,500) was added to the Town Manager's budget.

Brian Barthelmes asked if the Assessor's position, Darleen Sullivan vacated, would be filled. Jen said she anticipates filling this position. A strong second person is needed in the Assessor's office. It would be difficult to cross train someone for this position. The Assistant Assessor's job description may need to be re-evaluated.

Donald White asked why the Finance Department's postage budget had increased. Jennifer Petit will research this question.

Under Townwide Expenses the Legal Services, Reserve Fund, and the Property and Liability budgets were level funded. In the Employee Benefits budget group health insurance was increased. All other items in the Employee Benefits budget were level funded. The Town Audit budget was increased from \$27,500 to \$31,000 to pay for the new audit firm. The additional \$8,000 for other contracted services in the audit budget is to pay for Other Post Employment Benefits (OPEB). Jennifer Petit said other Towns are starting to fund OPEB liability. Not funding the OPEB liability could affect the Town's bond rating. The bond rating committee wants to see that the Town has a plan in place to fund this liability.

The budget request for Sick Leave Buyback for the Town and Schools has been level funded for FY2012. Donald White expressed his concern about the Town's long term liabilities. He said the original intent was for sick leave buyback to be paid off by 2011.

Petition article regarding the naming of the High School and the High School auditorium:

Paul Breslin has submitted two articles, one to name the High School after Robert Nyman, and one to name the new High School auditorium after Robert Nyman. He said he did this to recognize all the work Robert Nyman had done for the Town. Selectman Dan Pallotta mentioned that the Town doesn't usually name buildings after. He mentioned that the Center School auditorium was named after Clifton Bradley. It was discussed that it would cost the Town extra money if the new High School's name were to be changed.

Brian Barthelmes asked if Paul Breslin had spoken to the School Building Committee about his article to name the new High School. Paul said he has. He did not get great feedback about the naming of the high school but received good feedback on the auditorium.

Brian Barthelmes mentioned his concern about petition articles coming in for the naming of Town buildings and grounds. A better process for the naming of buildings and grounds should be put in place.

Paul Breslin said that since Town Meetings would be held in the High School auditorium it would be a good memorial to Robert Nyman.

CPC FY2012 Budget and Town Meeting articles:

Margaret Hoffman, CPC Administrator explained that there would not be a Town Meeting article for CPC Administrative Expenses this year, since these expenses were added to the Community Services overall budget. The annual debt service for CPC has been added to the Town's debt service for FY2012. For FY2012, the CPC has submitted the following Town Meeting articles:

- Appropriation of CPC revenues.
- Transfer of \$100,000 to the Hanover Affordable Housing Trust.
- \$80,000 for cemetery preservation and restoration.
- Paying down the principal on the bond note for the King Street fields.
- Naming of conservation area on Center Street.
- Naming of King Street fields.

The CPC voted on the naming of the conservation area on Center Street (Stasiluk-Nava Conservation Area) and the King Street fields (Forge Pond Park), prior to the passing of the May 2010 Town Meeting article regarding the naming of buildings and grounds.

A discussion took place about the paying down the principal on the bond note for the King Street fields. Jennifer Petit explained that it cost money to do a bond issue. The Town will go out for a bond issue in September 2011.

FY2012 Budget Overview:

Jennifer Petit provided the Advisory Committee with an overview of the FY2012 budget. The cost to demolish the Curtis School has changed from \$50,000 to \$75,000. The School Department requested that \$120,000 be put in the Stabilization Fund for them. Projected tax rate impacts for the Senior Center, New High School and Paving were reviewed.

Revenue for the new high school construction is included under State Revenue. The Town is expecting a 5% cut in State Aid this year. The Town's biggest receipt items are motor vehicle excise.

Most of the Town's free cash is from budget turn backs. Jennifer explained that as department budgets get tighter, there will not be as much money going back into free cash. She recommended that in the future the Town's free cash be used for capital item, instead of to fund department budgets.

Water overhead needs to be re-calculated.

The Fire Department's capital items for FY2012, ambulance and cardiac monitors would be paid for out of the ambulance account. Florence Grady asked about the grant for the cardiac monitors. If the Fire Department receives the grant, the monitors will not need to be paid for out of the ambulance account.

The Advisory Committee reviewed the meeting minutes of February 23, 2011 and March 2, 2011. Helen Graves made a motion to accept the meeting minutes of February 23, 2011. David Walsh and Flo Grady abstained from voting since they were absent from this meeting. All others were in favor.

Helen Graves made a motion to accept the meeting minutes of March 2, 2011. David Bond seconded the motion. Brian Barthelmes and Joe Sullivan abstained from voting since they were absent from this meeting. All others were in favor.

Prepared by: Audrey Barresi, Advisory Committee Secretary