

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

Meeting Minutes of February 23, 2011

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

Others: Finance Director, Jennifer Petit, Town Manager, Steve Rollins, Tony Marino, Director of Community Services, Victor Diniak, Director of Public Works, Lou Avitable, Curt MacClean, Lorraine Welsh, Joan Thomas, Larry Bandini, John O’Leary, Donald Buckley, Richard Farwell, Ben Kruser, Lorraine Gaysunas, Clifford Gaysunas, others

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

Steve Rollins mentioned that for FY2012 CPC Administrative Expenses would be included in the overall budget for Community Services. Library salaries and expenses will retain a separate budget. For FY2012 Library Fines will be included in the Library’s budget.

Municipal Inspections:

Donald White asked Tony Marino, Director of Community Services, what had caused their FY2012 salary budget to decrease from FY2011, and whether this would impact services. Tony stated that Andy Port’s position was not refilled at the same level. Margaret Hoffman moved into a part-time position of Assistant Town Planner. The full-time Administrative position vacated by Hannah Butler, was filled with a part-time Administrative Assistant, Audrey Barresi. The DMI currently has an open position for a part-time Inspector/ Assistant Health Agent.

Donald White asked what the long term plan is for the Planner position, and could there be a potential increase to the DMI salary budget if a Planner needs to be hired. Tony said he was not sure if a full-time Planner would need to be hired. If there were a need, he would like to see the position filled internally.

Brian Barthelmes asked why the mileage reimbursement budget request had increased for FY2011. Tony said this was due to the fact they would be hiring another inspector and due to rising gas prices. He said that the inspectors use their own cars for inspections. There may also be some additional mileage due to training classes. Steve Rollins said it has been more cost effective to pay inspectors for mileage than purchasing a town vehicle for them to use.

Donald White asked about the increase in the FY2012 equipment budget request. Tony said the DMI had purchased a new permitting software called View Permit. The inspectors will have tablets which they can take into the field to access View Permit.

Library:

Brian Barthelmes asked the Library Board of Trustees what they thought about where they stood in the organization. The Library Board is stilled concern about reporting into Community Services.

John O'Leary from the Library Board of Trustees, said it took some time for their committee to obtain a copy of the job description for the Director of Community Services. Before the reorganization, the Library Board of Trustees would review all bills and purchases for the Library.

Donald White asked about the maintenance for the Library. Steve Rollins said all of the library's custodians had been moved to the Centralized Maintenance department under the DPW. An expense budget has not yet been determined for the Centralized Maintenance department. Donald White asked who does the snow plowing and lawn care for the Library. Lorraine Welsh, Library Director said that is done by DPW. Donald White suggested that the Data Processing & Supplies line be removed from the Library budget since the expense for the Old Colony Network has its own line in the budget now.

Brian Barthelmes asked if the Library's level funded budget for FY2012 would allow them to maintain the same hours of operation. Lorraine Welsh said the library hours would stay the same. The library receives some state aid which can be used for salaries and equipment if necessary.

The State requires that 16% of what the Town allocates for the Library's budget must be used for books and materials and supplies for the library.

David Bond asked about the fees to belong to the Old Colony Network. He said he was surprised the fees had not increased. Lorraine Welsh said this expense is being kept level to allow libraries to stay in the network.

Brian Barthelmes asked how library usage was measured. Lorraine said the department studies book circulation and computer usage. Donald White asked about book circulation. Lorraine said book circulation has stayed level, but computer usage has increased. The circulation of children's books is tracked separately.

Donald White asked Lorraine what a people counter for the library would cost. Lorraine was not sure, but would eventually like to purchase one.

John O'Leary said it was important to keep the library budget as a separate line in the Town's budget.

Council on Aging:

Brian Barthelmes asked Robyn Mitton, COA Director, about energy usage for the new Senior Center. Robyn said they are still on track. The amount that was budgeted for heating oil and electricity for FY2011 has been running true to what had been predicted. The building has considerable natural light which has lowered the amount of electricity being used.

Donald White mentioned that the COA custodian had been moved to the DPW. Robyn Mitton said that most of the work at the COA was done by volunteers.

Steve Rollins said that 4 hours a week of salary for an Administrative Assistant had been moved from the Fire Department to the Community Services budget, primarily for the COA. Robyn said they were requesting money for Volunteer Recognition, \$1,000 for FY2012. The department has had this line item before, but this is the first time they are asking for money for this budget.

The COA's van is three years old with over 51,000 miles on it. The van is scheduled to be replaced in FY2014.

Robyn said the number of visitors to the Senior Center had increased significantly since the new building had opened.

David Bond asked about the COA's volunteer drivers. Robyn said liability is still an issue. It has been hard to get drivers. Many volunteers have gone back to work.

Visiting Nurses Association:

Maureen Cooke, from the VNA, said her department has been able to stay within its budget. The department is comprised of Maureen's position, two nurses, and a part-time secretary. All of the clinics the COA sponsored this year were well attended.

David Bond mentioned that their department was unique because of all the different fundraising and programs they offer.

Veteran's Agent:

The Town has hired a new veteran's agent. The FY2012 salary budget request has increased due to the fact that this position has gone from 14 to 18 hours. For this year, \$2,000 from the DMI budget was moved to the Veteran Agent's budget. Brian Barthelmes asked about mileage reimbursement. Tony Marino said this is for the agent to do outreach work in the community. Donald White asked why there wasn't any money in the budget for postage. Tony said money could be moved into this account if needed.

Donald White asked Steve Rollins when the Advisory Committee would receive a copy of the May 2011 Town Meeting warrant. He said the Advisory Committee's bylaw requires that the Advisory Committee make a recommendation on every Town Meeting article.

Department of Public Works:

Steve Rollins spoke about the centralization of maintenance under the Department of Public Works. There will be a Town Meeting article to consolidate all maintenance functions.

Brian Barthelmes asked Victor Diniak, Director of Public Works, about the potential override to address pavement management issues. Victor Diniak provided all Advisory Committee members with a copy of a document outlining current pavement conditions on Town roads. He also provided a summary of estimated replacement costs for these road repairs. Victor said curbing is the biggest issue. The streets in the pavement condition report were grouped geographically. The DPW considered how much work could be done in one year.

Victor mentioned the importance of timing when doing roadwork. The DPW will refine some of the estimated costs for road repairs, and post this list on the Town's website.

The override for pavement management would propose that 8.5 million be borrowed for 10 years. David Bond expressed concern about the length of bonding for a four year project.

Victor Diniak said Chapter 90 money has been used to keep "yellow" roads from turning into "red" roads.

Brian Barthelmes asked about curbing. Victor Diniak said you need to determine what type of curbing is appropriate for a road. Cape Cod berm may not work on every road. Donald White asked if the Town could get a better price for granite curbing if we have more road. Victor said it wouldn't cost less because granite curbing is done by hand. Victor said there are three different types of Cape Cod berm.

Ben Kruser, a Hanover resident, spoke about sidewalks and curbing.

Donald White asked if the plan for road repairs includes the installation of sidewalks. Victor said no, but the long-term plan is to put sidewalks in.

Victor said he needs to talk with the gas and cable companies to make sure that they don't have any upcoming repairs that would affect the DPW's plan for road repairs.

Helen Graves asked if the override doesn't pass, how much work can the DPW do? Victor said they would only be able to do the repairs to West Street.

Donald White said the Advisory Committee should go out and look at the roads in the Pavement Condition report.

Lorraine Gaysunas, a Mayflower Circle resident, said her road was built in 1972, but was not approved by the Town until 1989.

Donald White asked if there is any other curbing alternative other than granite or Cape Cod berm. Victor said there are not currently any other alternatives.

Cliff Gaysunas, a Mayflower Circle resident, suggested a \$5,000,000 override for pavement management with another potential override.

Victor Diniak provided details on the DPW's budget requests for FY2012.

Overtime was cut in the DPW budget to pay for salary increases.

The DPW will be submitting a fee article for the May 2011 Town Meeting to collect for construction and demolition debris. This fee should generate more revenue for the Town.

The union employee contract is currently in negotiations.

Victor mentioned that the State will be setting new standards for road signs and road cleaning.

The Snow and Ice Budget request for FY2012 was level funded. New equipment has allowed the department to use less road salt. The Snow & Ice budget is over about \$180,000 for FY2011. Some of this can be paid for by other savings in DPW budgets.

Streetlights will be moved under the DPW's responsibility for FY2012.

The Cemetery budget was consolidated into the Public Grounds budget for FY2012 since both departments are managed by one supervisor and share staff.

The Town Fuel Pump's budget was based on gasoline at \$3.00 per gallon. The DPW buys gasoline about once a month.

Water revenues have been down the last two years. The DPW Water budget was decreased by 5% for FY2012 to make up for this decrease. The DPW will be recommending a 3 to 5% increase in the water rate this year. Water Debt Service is decreasing.

Brian Barthelmes asked Victor about vehicle replacement. Victor said he is most concerned about the one ton dump trucks in his department. There may be an increase in vehicle maintenance costs if these vehicles are not replaced.

The DPW does oil changes and brake repairs for the Police Department. They have spoken with the Fire Department about doing their oil changes. Victor said he has spoken with Joanne McDonough from the School Department about doing oil changes for the vans they use during the summer. The DPW will take over Snow and Ice responsibilities for the School Department.

The DPW is approaching the repairs need on the Hackett's Pond Dam in small pieces.

The contract for the Pond Street Wind Turbine has gone out. Victor said he hopes the foundation will be in by the May Town Meeting.

The Parks and Recreation Department has moved under DPW. Victor spoke about the success of the Summer Parks and Recreation program.

David Bond asked about HYAA. Victor said the HYAA pays a fee to use the recreation fields.

Brian Barthelmes mentioned concerned about the Sylvester Field playground. It is starting to need some repairs.

The Committee reviewed the February 16, 2011 Advisory Committee meeting minutes. Donald White made a motion to accept the minutes of February 16, 2011. David Bond seconded the motion. Brian Barthelmes abstained from voting since he was absent for this meeting. All others were in favor.

Donald White made a motion to adjourn the meeting at 10:10 p.m. Helen Graves seconded the motion. All others were in favor.

Prepared by: Audrey Barresi, Advisory Committee Secretary