

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

Meeting Minutes of February 20, 2013

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

Absent: Brian Barthelmes

Others: Troy Clarkson, Town Manager, Janine Smith, Senior Town Accountant, Tony Marino, Director of Community Services, Robyn Mitton, Maureen Cooke, Lorraine Welsh, others

Florence Grady, Advisory Committee Vice Chairman, opened the meeting at 6:30 p.m. in the Advisory Committee Hearing Room at Town Hall.

Council on Aging FY2014 Budget Presentation:

Robyn Mitton provided an overview of the Council on Aging’s FY2014 budget requests. Due to the increase in demand for services, the COA is requesting the addition of a full-time Administrative Assistant for FY2014. The anticipated salary for this position is \$35,000. The COA has been billing for GATRA services. The Council on Aging is still operating a van. The van has been driving residents to the GATRA service in Pembroke.

Library:

Lorraine Welsh provided information about the Library’s FY2014 budget requests. The library will be retaining its certification for FY2014. Certification allows residents to borrow books from other libraries in the Old Colony Network. The library must be open 40 hours a week to be certified. 16% of the library’s appropriated budget must be spent on library materials. The library expects to receive roughly the same amount of state aid as last year. CPC funds paid for the restoration of the posts at the front of the library. The library received grant money which will be used towards a new security system. Security cameras will also be installed. The library is inspected annually by the Building Department. An article has been submitted to the May 2013 Town Meeting for funds for the painting of the trim and columns at the library.

Visiting Nurses Association:

Maureen Cooke provided information about the VNA’s FY2014 budget request. Most of the VNA’s budget is salary. \$1,500 is a contract with the South Shore Women’s Center. The VNA has a part-time Administrative Assistant who works 7.5 hours per week. The only changes to this year’s budget request were salary increases. A discussion took place about flu clinics and vaccinations. An article has been submitted to the May 2013 Town Meeting for the establishment of a revolving funds for certain Town departments, including Community Services. This would include flu clinics.

Tony Marino, Director of Community Services, provided information on the FY2014 budget requests for the Veteran’s Agent, and the Department of Municipal Inspections.

Veterans' Agent:

The agent spends most of his time doing outreach work. Tony Marino also serves as a part-time Veterans' Agent.

Department of Municipal Inspections:

A proposed reorganization of the Department of Municipal Inspections has been submitted to the Board of Selectmen. A copy of the proposed organizational chart for DMI was circulated to Advisory Committee members during the meeting. An administrative position in the Health Office is not being filled, which will be a cost savings. The addition of a full-time Planner position is being proposed. Also, based on the increased need for help with inspections, it is proposed that some of the administrative positions within the department be elevated.

A general discussion took place about on-line permitting and the GIS system. The DMI is not submitting any capital requests for FY2014.

General Government:

Town Manager Troy Clarkson gave an overview of the FY2014 budget request for General Government. There are no proposed additions to staff for this budget for FY2014. Duties from the eliminated Personnel Administrator position have been transferred to the Executive Assistant in the Board of Selectmen's Office.

An article has been submitted to the Special Town Meeting warrant for \$20,000 to be expended towards Hanover Day festivities.

A general discussion took place about Legal Services and its budget.

Finance:

Senior Town Accountant, Janine Smith provided information about the FY2014 budget requests for the Finance Department.

Janine spoke about some of the anticipated organizational and systems changes that will be implemented during the next year. An Assistant Treasurer position was posted this week.

A centralized procurement/ contract function is being considered. The creation of uniform e-mail programs and department websites is in process.

IT costs, such as GIS and View Permit will be consolidated. The FY2014 budget request for Computer Services reflects the use of contracted services.

The total salary budget request for the Finance Department has decreased due to the elimination of the Personnel Administrator position and the previous Finance Director's salary. Current positions in Finance are being reviewed and there may be some shifting of responsibilities. Funds for training and employee development are included in each of the Finance Department's budgets.

Meeting Minutes: The Committee reviewed the meeting minutes of February 13, 2013.

John O'Leary recommended an amendment to the minutes. Jim Van Arsdale made a motion to accept the Advisory Committee meeting minutes of February 13, 2013 as amended.

John O'Leary seconded the motion, and it was so voted unanimously.

John O'Leary made a motion to adjourn the meeting at 9:10 p.m. Joan Young seconded the motion and it was so voted unanimously.

Prepared by Audrey Barresi, Advisory Committee Secretary