

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

Meeting Minutes of February 8, 2012

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

Others: Finance Director Jennifer Petit, Town Manager Steve Rollins, Director of Community Services Tony Marino, Fire Chief Jeff Blanchard, Police Chief Walter Sweeney, Library Director Lorraine Welsh, COA Robyn Mitton, others

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

Advisory Committee openings:

Florence Grady made a motion to nominate Wayne Moores to fill David Walsh’s vacancy on the Advisory Committee. Helen Graves seconded the motion. All others were in favor. Florence Grady made a motion to nominate Jim Van Arsdale to fill Joe Sullivan’s vacancy on the Advisory Committee. Helen Graves seconded the motion. All others were in favor. A letter was submitted to the Town Clerk acknowledging the vote on the appointment of new committee members. Wayne Moores and Jim Van Arsdale were then sworn in at the Town Clerk’s office.

FY2013 Budget presentations:

John Curtis Library: Library Director, Lorraine Welsh provided an overview of the FY2013 budget requests for the John Curtis Library. The salary request for FY2013 was increased from FY2012 due to the settlement of contracts. The expense budget for FY2013 was increased to ensure that the library will meet certification requirements. 10% of the Director of Community Services salary is included in the Library’s budget. The equipment maintenance budget request for FY2013 was increased based on actual expenses for FY2011. Utility expenses for the library have been moved to the Centralized maintenance budget. The state requires that a certain percentage of the Library’s budget must be spent on library materials in order to qualify for state aid.

Council on Aging: Robyn Mitton, COA Director, provided an overview of FY2013 budget requests for the Council on Aging. 10% of the Director of Community Services salary is included in the COA’s budget request. Utility expenses for the COA have been moved to the Centralized maintenance budget. The Council on Aging is currently considering several options for transportation. The COA is currently only allowing Town organizations to use the Senior Center for meetings.

VNA: Maureen Cooke from the VNA, provided an overview of FY2013 budget requests for her department. Most of the department’s budget is salary. 10% of the Director of Community Services salary is included in the VNA’s budget request. The VNA pays \$1,500 a year for a contract with the South Shore Women’s Resource Center, which is included in their expense budget.

Veteran's Benefits: Community Services Director, Tony Marino said the budget request for Veteran's Benefits had increased for FY2013 because the number of benefits requests from veterans has been increasing. \$59,550 of the \$74,000 FY2013 budget request for Veteran's Benefits would be reimbursable from the State.

Department of Municipal Inspections: Community Services Director, Tony Marino indicated that the number of building permits has increased. Based on an increase in zoning and planning applications, he is requesting funding for an additional part-time Administrative Assistant to work in the Planning Department. This position would also handle the processing of passports. The analysis to determine the revenue brought into the Town from the processing of passports was inclusive. DMI currently pays an additional \$3,000 to the Assistant Town Planner to provide support of the Affordable Housing Trust. The Department receives funds from the trust to cover this and other Administrative expenses.

The Department of Municipal Inspections has been working with new permitting software. Additional scanners will also be installed for use within the department.

Police Department:

Police Chief, Walter Sweeney presented information on the Police department's FY2013 budget requests. An officer is expected to retire in September 2012. Money has been budgeted for the uniforms and training of a new employee to re-fill this position. Utility expenses have been moved to the Centralized maintenance budget for FY2013. Police details are funded by the Town department or organization requesting them.

A discussion about employee training and education benefits took place. It is anticipated that an article will be submitted to the May 2012 Town Meeting requesting funds for professional training for public safety personnel.

The Police Department will be submitting an article to the May 2012 Town Meeting for the replacement of three vehicles.

Emergency Communications:

Police Chief, Walter Sweeney presented information on the Emergency Communications Center's FY2013 budget requests. The FY2013 salary request includes contract negotiations. As of July 1, 2012, the state will mandate that all employees in emergency communications centers must be EMD trained. All of the employees in Hanover's ECC are EMD trained.

Animal Control:

There was a slight increase in the salary budget request for FY2013. The expense budget request for FY2013 for Animal Control was level funded.

Fire Department:

Fire Chief, Jeff Blanchard presented information about the Fire Department's FY2013 budget requests. Requested increases in salary budgets were due to the settlement of union contracts. The Fire Department's Administrative Assistant position was reduced to 28 hours for FY2012. The Fire Department is requesting that this position be restored to 35 hours for FY2013.

The department has had to replace several employees this year due to a death and retirements. There staff is comprised of full-time firefighters and call firefighters. The Fire Department would like to increase the amount of training hours employees are currently receiving.

Gas and Electrical expenses will be moved over to the Centralized maintenance budget for FY2013. Replacing the Fire headquarter garage doors with money from a Green Energy Grant has saved money on the gas bill this year.

The FY2013 budget request for Vehicle Maintenance has increased from FY2012 based on actual expenses and the fact that many of the department's vehicles are aging.

The Fire Department has submitted capital requests to the May 2012 Town Meeting for the purchase of a command vehicle and an emergency response vehicle.

Advisory Committee Meeting Minutes

Florence Grady made a motion to accept the Advisory Committee meeting minutes of February 1, 2012. David Bond seconded the motion. All others were in favor.

Helen Graves made a motion to adjourn the meeting at 9:30 p.m. Jerry O'Hearn seconded the motion. All others were in favor.

Prepared by: Audrey Barresi, Advisory Committee Secretary