



TOWN OF HANOVER
550 HANOVER STREET
HANOVER, MASSACHUSETTS 02339

Advisory Committee

Hanover Advisory Committee
550 Hanover Street
Hanover, MA 02339
Meeting Minutes
Tuesday, July 10, 2018 - 7:00 p.m.
Advisory Committee Meeting Room
Hanover Town Hall

Committee Attendees

Ted Hickey, Chair
Steven Freedman
Sandra Hayes
Steve Kmito
Jerry O'Hearn
Joan Port-Farwell

Other Attendees

Lincoln Heineman, Finance Director
Chelsea Stevens, Town Accountant

Opening

The meeting was opened at 7:00 p.m. by Chairman, Ted Hickey.

Review of Meeting Minutes

The Committee reviewed and voted on the May 7 Advisory Committee meeting minutes:

The Committee unanimously voted to accept the meeting minutes of May 7, 2018.

Review and Vote Fiscal Year 2018 Municipal Relief Transfers

The Committee unanimously voted to accept the Fiscal Year 2018 Municipal Relief Transfers as outlined in the July 5, 2018 memo from Finance Director, Lincoln Heineman.

Other Business:

The Committee discussed the possibility of holding a separate Special Town meeting for Capital Budget items. The possibility of including all capital request items in one Town Meeting article was also discussed.

Board Re-organization for FY19:

The Board voted to elect Ted Hickey as Chairman and Sandra Hayes as Vice Chairman of the Advisory Committee for FY19. Sandra Hayes and Ted Hickey abstained from voting.

Adjournment:

The Committee unanimously voted to adjourn the meeting at 7:45 p.m.



TOWN OF HANOVER

DEPARTMENT OF MUNICIPAL FINANCE


550 HANOVER STREET

HANOVER, MASSACHUSETTS 02339

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TO: Board of Selectmen
Advisory Committee
FROM: Lincoln Heineman, Director of Finance 
DATE: July 5, 2018
RE: Fiscal Year 2018 Municipal Relief Transfers

In order to balance the Fiscal Year 2018 budget, the Board of Selectmen and Advisory Committee, at their July 9 and 10 meetings respectively, will be asked to approve four municipal relief transfers across budget lines. These transfers are authorized by Massachusetts General Laws Chapter 44 Section 33B, which states in part that “the selectmen, with the concurrence of the [Advisory Committee], may transfer within the last 2 months of any fiscal year, or during the first 15 days of the new fiscal year to apply to the previous fiscal year, any amount appropriated, other than for the use of a municipal light department or a school department, to any other appropriation.”

The proposed municipal relief transfers are:

General Government – Expenses

The primary factor necessitating this transfer is that the Town’s costs for legal counsel have exceeded the \$155,000 budgeted for them in Fiscal Year 2018.

This transfer, if approved, would be funded by the Department of Public Works’ Expenses line.

Finance Department – Expenses

Two components have contributed to a shortfall in the Finance Department’s Expenses budget. First, for the first 5 months of the Fiscal Year, prior to my start date, the Town contracted with an outside firm to act as the Interim Treasurer/Collector and ensure the office’s smooth operations. Second, the Town’s new Director of Assessing Elaine Boidi was promoted in September 2017, and her replacement as the Assessing Office’s Senior Clerk was hired in January 2018. Increased training opportunities have been offered to both staff members to help ensure the continued smooth functioning of this office.

Most of this transfer would be funded by the Finance Department’s Salaries line, with the remainder from Town Wide Expenses.

Facilities Department – Salaries

A shortfall in the Facilities Department's Salaries budget was created by several factors, most significantly an increased need for staff overtime because of the Center School's clean-out and relocation costs that occurred at the close of the Fiscal Year. This work has facilitated the ongoing building and renovation efforts occurring at the school.

This transfer would be funded by the Department of Public Works' Salaries budget.

Snow & Ice

This winter's storms, particularly the three large events experienced in March, are necessitating a modest increase in the final Fiscal Year 2018 Snow & Ice budget. Based on information known at the time, the May 2018 Special Town Meeting transferred \$300,000 to this account to fund most of the shortfall; the remaining municipal relief transfer requested here is based on the complete cost of clean-up from the winter storms, which is now known with certainty. Based on the Advisory Committee's recommendation, Annual Town Meeting significantly increased this budget for Fiscal Year 2019, which depending on the severity of the coming winter's storms, should reduce the future reliance on Special Town Meeting appropriations and municipal relief transfers to balance this budget.

This transfer would be funded from the Department of Public Works' Expenses budget.

Please see the attached chart for further information on these requests. Thank you for your consideration.

FY18 Year End Transfers

Department	Budget Category	Proposed Transfer	Department	Budget Category	Proposed Transfer
General Government	Town Manager		Public Works	Transfer Station	
	Expenses	\$ 45,000.00		Expenses	\$ (45,000.00)
	Transfer Needed	\$ 45,000.00		Transfer Covered	\$ (45,000.00)
Finance	Treasurer/Collector		Finance	Treasurer/Collector	
Finance	Assessing		Town Wide Expenses	Salaries	\$ (40,000.00)
	Expenses	\$ 40,000.00		Expenses	\$ (25,000.00)
	Transfer Needed	\$ 65,000.00		Transfer Covered	\$ (65,000.00)
Facilities	Public Buildings		Public Works	Administration	
	Salaries	\$ 20,000.00		Salaries	\$ (20,000.00)
	Transfer Needed	\$ 20,000.00		Transfer Covered	\$ (20,000.00)
Snow & Ice	Snow & Ice		Public Works	Highway	
	Expenses	\$ 15,650.00		Expenses	\$ (15,650.00)
	Transfer Needed	\$ 15,650.00		Transfer Covered	\$ (15,650.00)
Board of Selectmen:			Date		
Advisory Committee:			Date		