

**Hanover Advisory Committee**  
**550 Hanover Street**  
**Hanover, MA 02339**  
Meeting Minutes  
Wednesday, June 22, 2016

**Opening:**

The meeting was opened at 6:57 p.m. by Chris Martin, Chairman.

**Committee Attendees:**

Chris Martin  
Jerry O'Hearn  
Emmanuel Dockter  
Edward Hickey

Sandra Hayes  
Joan Port-Farwell  
Angela Blanchard

**Absent**

Wayne Moores  
Brandon Freeman

**Other Attendees:**

Tony Marino, Assistant Town Manager/Building Commissioner  
Gavin Little-Gill, Hanover resident

**Approval of Minutes**

Angela Blanchard made a motion to accept the minutes from *April 20, 2016*. This was seconded by Joan Port-Farwell. All were in favor and the motion passed.

Joan Port-Farwell made a motion to accept the minutes from *April 21, 2016*. This was seconded by Angela Blanchard. All were in favor and the motion passed.

Sandra Hayes made a motion to accept the minutes from *May 2, 2016*. This was seconded by Jerry O'Hearn. All were in favor and the motion passed.

**Year End Budget Transfers**

Tony Marino explained the year end budget transfers submitted to the Committee for review by Janine Smith, Finance Director (*see attached*). After a brief discussion, Edward Hickey made a motion to approve the year end budget transfers as proposed. This was seconded by Joan Port-Farwell. Angela Blanchard recused herself from this vote. All were in favor and the motion passed.

The Committee had a brief discussion with Tony Marino regarding the Parks and Recreation Department and making their working relationship with HYAA more efficient.

**Election of New Officers**

Chairman Chris Martin resigned from the Committee and will be joining another committee in town. The Advisory Committee members thanked him for his service, knowledge and leadership.

Joan Port-Farwell made a motion to nominate Edward Hickey as Chairman of the Advisory Committee. This was seconded by Jerry O'Hearn. All were in favor and the motion passed.

Joan Port-Farwell made a motion to nominate Emmanuel Dockter as Vice Chairman of the Advisory Committee. This was seconded by Sandra Hayes. All were in favor and the motion passed.

### **General Discussion**

The Committee discussed the previous Town Meeting and ways they could make their review process more efficient and effective. The Committee suggested reviewing all capital improvement requests in the fall prior to reviewing the operating budget in order to have less workload at once. Tony Marino stated this could be accommodated.

The Committee discussed the recent Norovirus outbreak at the Center School and the expense incurred to clean the building.

Tony Marino updated the Committee on dates for the fall Special Town Meeting and the Special Election which will both be held in October separate from the November election.

The Committee welcomed Hanover resident Gavin Little-Gill as a prospective new Advisory Committee member. The Committee gave Mr. Little-Gill a summary of their duties.

The Committee discussed the year end gathering to be held at Joan Port-Farwell's home on July 13<sup>th</sup> at 7 pm.

### **Adjournment**

Angela Blanchard made a motion to adjourn the meeting. The motion was seconded by Joan Port-Farwell. All were in favor and the meeting adjourned at 7:41 pm.



## TOWN OF HANOVER

DEPARTMENT OF MUNICIPAL FINANCE

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Website: [www.hanover-ma.gov](http://www.hanover-ma.gov)

TO: Advisory Committee Members  
Board of Selectmen  
FROM: Janine Smith, Director of Finance  
DATE: June 21, 2016  
RE: Year End Municipal Relief Transfers

Presented to you this evening for your consideration are two requests for year end municipal relief transfers.

### **General Government – Salaries**

The areas of the budget that are included in the General Government category are the Town Manager's office, Legal Services and Central Office Supplies. The formation of the Payroll/Benefits office midyear proved to be a worthy initiative. The feedback received from employees, retirees, Department Heads and vendors has been overwhelmingly positive. We are now able to provide a much higher level of customer service. There has been the introduction of a Flexible Spending Account to our employees, what I would say was the "best ever" health and wellness fair in April and an overall emphasis on taking care of our employees and retirees. As part of the transition, the Administrative Assistant salary remained within the Town Manager's office. The backfilling of the position in order to maintain the administrative function within the Town Manager's office was also carried in this budget. The FY17 budget, as presented and adopted, correctly categorized these salaries. The payroll/benefits salaries are shared by the Finance Department and School Department equally. The other portion that is factored into this transfer request is the discretionary bonus of up to \$7,500 awarded to the Town Manager as outlined in the contract. Because this is not automatically paid, it was not originally budgeted in the base salary for this position.

The above transfer request, if approved, is being funded by the Department of Public Works expense budget. The Town gas pump is the main supporter of the balance being used as the actual gas prices throughout the year were much lower than budgeted.

### **Finance Department – Expenses**

The areas of this budget that are causing the needed transfer are Accounting and Elections & Town Meeting. This past year there was the critical need to have an updated OPEB study completed as well as an Indirect Cost Study. These items were not presented within the original FY16 budget. The costs associated with the elections and town meetings were under budgeted and a review of the FY17 budget will be done. This will be a joint effort between the Finance Director and Town Clerk. The goal will be to identify any issues early on to develop a plan for the fiscal year.

**FY16 Municipal Relief Transfers**

Department	Budget Category	FY16 Current Balance as of 6/16/16	Proposed Transfer	Department	Budget Category	FY16 Current Balance as of 6/16/16	Proposed Transfer
General Government	Salaries	\$ (18,142)	\$ (35,965)	Public Works	Expenses	\$ 335,254	\$ 35,965
		<b>Transfer Needed</b>	<b>\$ (35,965)</b>			<b>Transfer Covered</b>	<b>\$ 35,965</b>
Finance Department	Expenses	\$ (10,120)	\$ (18,120)	Finance Department	Salaries	\$ 69,488	\$ 18,120
		<b>Transfer Needed</b>	<b>\$ (18,120)</b>			<b>Transfer Covered</b>	<b>\$ 18,120</b>

Board of Selectmen: \_\_\_\_\_ Date \_\_\_\_\_

Advisory Committee: \_\_\_\_\_ Date \_\_\_\_\_