

Hanover Advisory Committee
550 Hanover Street
Hanover, MA 02339
Meeting Minutes
Wednesday, March 29, 2017 – 7:00 pm
First Floor Large Hearing Room
Hanover Town Hall

Opening:

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

Committee Attendees:

Edward Hickey
Emmanuel Dockter
Wayne Moores
Sandra Hayes
Jerry O'Hearn
Gavin Little-Gill
Brandon Freeman
Joan Port-Farwell

Absent

Angela Blanchard

Other Attendees:

Anthony Marino, Assistant Town Manager
Cathy Harder-Bernier, Town Clerk
Chelsea Stevens, Acting Finance Director
Jocelyn Keegan, Hanover Resident

Review of Meeting Minutes

Sandra Hayes made a motion to accept the minutes from March 22nd as written. This was seconded by Gavin Little-Gill. Ted Hickey recused himself as he left the meeting early. Joan Port-Farwell recused herself as she did not attend the March 22th meeting. The remaining Committee members were in favor and the motion passed.

Review of FY18 Proposed Town Clerk Department Budget and Capital Requests

Cathy Harder-Bernier presented to the Committee many of the accomplishments of the Town Clerks office. These included improving elections, training of election workers, Welcome to Hanover mailings, voter registration, business certificates, dog licenses, open meeting law training, document preservation and new voting machine technology. Ms. Harder-Bernier also discussed **Article 7 Set Pay Elected Officials** and **Article 62 Town Clerk Fee Schedule**. Ms. Harder-Bernier presented the Committee with salary figures of town clerks from the surrounding towns and noted that her position is the lowest paid. The Committee discussed with Ms. Harder-Bernier the salary history of her position and the roles of other town clerks compared to her position. The Committee thanked Cathy Harder-Bernier and she departed at 8:13 pm.

Review of FY18 Proposed Finance Department Budget

Tony Marino and Chelsea Stevens met with the Committee to discuss the Finance Departments FY18 proposed budget. Mr. Marino gave the Committee an overview of the budget figures and stated that they remain similar to last year's budget. There will be a merging of the accounts payable department with one person being responsible for this function for the Town hall, schools, fire department, police

department, library and DPW. Mr. Marino and Ms. Stevens explained an error with the postage meter budget figure and stated it will be corrected. The Committee discussed the best way to staff the finance department with assistant positions. The Committee thanked Mr. Marino and Ms. Stevens for their time and they departed at 8:58 pm.

General Discussion

Chairman Ted Hickey gave the Committee an update on the special education funding issues. After discussions with the School Committee, Town Manager Troy Clarkson and Selectman Brian Barthelmes, the general consensus is that the \$500,000 special education funds required for FY18 should be incorporated into the School Department's annual operating budget, and at least for fiscal year 2018, it should be funded by free cash instead of pursuant to a special Annual Town Meeting warrant article. Mr. Hickey indicated that in future years we will need to get back to balancing all operating budget costs without the use of free cash but that the transition might take a year or two before special education funds are incorporated into the school department operating budget for that year. The Committee also discussed the availability of a new special education reserve fund mechanism that was added pursuant to the Municipal Modernization Act. The new type of reserve fund has advantages over the prior stabilization fund approach, and Mr. Hickey expressed optimism that the School Committee and Board of Selectmen would present a proposal to Town Meeting to create such a reserve. Funding the reserve would be a second step to be addressed in the future.

Next Meetings

The Committee's next meeting will be held on Saturday, April 1, 2017 at 10:00 am.

Adjournment

Emmanuel Dockter made a motion to adjourn. This was seconded by Sandra Hayes. All were in favor, and the meeting adjourned at 9:19 pm.

161 - Town Clerk**FY '18 Request**

Salaries - Elected Official	\$	78,003.25	based on ave of South Shore towns in FY'17 + 2%
Salaries - Clerical	\$	46,672.14	2% increase
Salaries - Part-time admin or intern	\$	15,600.00	\$20/hr x 15 hrs./week
Overtime - Clerical	\$	750.00	down from \$1147.23 actual as of 12/1 in FY'17
SUB-TOTAL PERSONNEL:	\$	141,025.39	
Equipment maintenance	\$	200.00	time clock, town seal
Binding	\$	540.00	6 books @\$90 ea
Postage and mail permits	\$	1,150.00	\$250 routine, \$100 DBA's, \$800 dogs
Office supplies	\$	-	
Printing and stationary	\$	400.00	business cards, dog or business applications, welcome packets
Mileage reimbursement	\$	300.00	when car is not available
Registration fees	\$	3,210.00	\$560x4, \$30x4, \$850 IIMC Institute
Dues	\$	300.00	MTCA, IIMC, Tri-County Clerks
Public official bonds	\$	200.00	just Cathy; add Meg?
Equipment purchase	\$	500.00	Replace small scanner or portable phone handset or add fax
SUB-TOTAL EXPENSES:	\$	6,800.00	
TOWN CLERK TOTAL:	\$	147,825.39	

[illegible]

[illegible]

Town	Population	FY'2017 Salary	Years of service	Elected/appointed
Hanover	14,618	\$61,900	4	Elected
Abington	16,010	\$66,222	5	Elected
Braintree	35,744	\$89,000	3	Appointed
Cohasset	8,169	\$79,000	6	Elected
Duxbury	16,043	\$70,000	3	Elected
E. Bridgewater	13,835	\$72,405	5	Elected
Hanson	10,208	\$65,887	7	Elected
Hingham	22,157	\$92,000	20	Elected
Marshfield	25,000	\$0	0	Temp. Appointed
Norwell	11,057	\$78,000	9	Elected
Pembroke	19,332	\$83,000	9	Elected
Rockland	17,556	\$72,250	2	Elected
Scituate	18,957	\$71,000	5	Elected
Weymouth	52,813	\$90,881	6	Appointed
Whitman	14,309	\$64,514	5	Elected
Total	281,190	\$994,159	85	

Average of 13 (without Hanover or Marshfield)

20,085

\$76,473.77

6.54



TOWN OF HANOVER
550 HANOVER STREET, SUITE 10
HANOVER, MASSACHUSETTS 02339
781-826-5000 EXT. 1079

Catherine Harder-Bernier
Town Clerk

MEMORANDUM

TO: Brian Barthelmes, Chairman, Board of Selectmen

From: Catherine Harder-Bernier, Town Clerk

Date: December 21, 2016

RE: Article for Annual Town Meeting Warrant

Per your request for Articles for the May 2017 Annual Town Meeting Warrant, please see the below Article for your consideration:

“To see if the Town will amend the Town Clerk’s Office fee schedule, that is currently on-file with the Town Clerk, so that the new schedule shall add the following fees:

Personal Kennel License	\$50
Commercial Breeder’s Kennel License	\$75
Commercial Boarding or Training Kennel License	\$100

And abolish the current fees, as follows:

Kennel License (not more than 4 dogs)	\$10
Kennel License (5-10 dogs)	\$25
Kennel License (more than 10 dogs)	\$50

Or take any other action relative thereto.”

When the fees for spayed/neutered dog licenses doubled in May of 2013, a related rate increase was not made for kennel licenses. As a result, we have now encountered residents with 2 or more dogs taking advantage of the low kennel license fees and declaring they now magically have a kennel. Due to a new law that was enacted in 2012, that declaration now also triggers a mandatory inspection from the Animal Control Officer, which of course is a cost to the town of both time and money. Additionally, we currently have among the lowest kennel license fees that I have encountered during my non-scientific assessment of my colleague’s fees. Therefore, I am suggesting we consider increasing the kennel fees so that they are approximately concurrent with the single dog fees. (Interestingly, I considered raising the fees long before the Briarwood incident, but that provides an interesting twist to this request.)



TOWN OF HANOVER
550 HANOVER STREET, SUITE 10
HANOVER, MASSACHUSETTS 02339
781-826-5000 EXT. 1079

Catherine Harder-Bernier
Town Clerk

Further, the new designations for “personal” or “commercial breeder” or “commercial boarding or training” kennels mirror the designations that appear in the 2012 law (MGL Ch 140, Sec. 136A, which applies to Sections 137 – 174E). The definitions are as follows:

- "Commercial boarding or training kennel", an establishment used for boarding, holding, day care, overnight stays or training of animals that are not the property of the owner of the establishment, at which such services are rendered in exchange for consideration and in the absence of the owner of any such animal; provided, however, that "commercial boarding or training kennel" shall not include an animal shelter or animal control facility, a pet shop licensed under section 39A of chapter 129, a grooming facility operated solely for the purpose of grooming and not for overnight boarding or an individual who temporarily, and not in the normal course of business, boards or cares for animals owned by others.
- "Commercial breeder kennel", an establishment, other than a personal kennel, engaged in the business of breeding animals for sale or exchange to wholesalers, brokers or pet shops in return for consideration.
- "Personal kennel", a pack or collection of more than 4 dogs, 3 months old or older, owned or kept under single ownership, for private personal use; provided, however, that breeding of personally owned dogs may take place for the purpose of improving, exhibiting or showing the breed or for use in legal sporting activity or for other personal reasons; provided further, that selling, trading, bartering or distributing such breeding from a personal kennel shall be to other breeders or individuals by private sale only and not to wholesalers, brokers or pet shops; provided further, that a personal kennel shall not sell, trade, barter or distribute a dog not bred from its personally-owned dog; and provided further, that dogs temporarily housed at a personal kennel, in conjunction with an animal shelter or rescue registered with the department, may be sold, traded, bartered or distributed if the transfer is not for profit.

I urge the Board to have this submission reviewed by Town Counsel prior to adding it to the Warrant in case she has an opinion regarding the breakdown of the fees vis-à-vis the new kennel law.

Regardless, thank you for your attention to this matter and please let me know if you have further questions or would like further information.

Kennel license fees article – considerations for the AdComm

Cost to license one spayed/neutered dog (as of 2013)	\$10
Cost to license one intact dog (as of 2013)	\$15
Current cost to license up to 4 dogs (same for many years)	\$10
Current cost to license 5 – 10 dogs (same for many years)	\$25
Current cost to license 11+ dogs (same for many years)	\$50

Approximate actual costs to inspect and license a kennel, 2017

Town Clerk's Office up-front staff time	\$12 - \$18
Animal Control Officer inspection time	\$17
Cost of tags @ \$0.33 each	\$1.32 - \$4.95
Staff time cost to produce certificate; cost to mail tags	\$9
Total =	\$39.32 - \$48.95

Based on above, possible new kennel fees:

Personal Kennel License	\$50
Commercial Breeder's Kennel License	\$75
Commercial Boarding or Training Kennel License	\$100

Kennels licensed in Hanover

2017 (as of 3/21/17)

<u>KENNEL NAME</u>	<u>FEE Paid</u>
COZY HOME DOGS	\$ 25.00
K-9 TO 5	\$ 50.00
PEACEFIELDS	\$ 25.00
TROUWE HOND K-9	\$ 50.00

2016

<u>KENNEL NAME</u>	<u>FEE Paid</u>
BRIARWOOD	\$ 50.00
COZY HOME DOGS	\$ 25.00
TROUWE HOND K-9	\$ 50.00
PEACEFIELDS	\$ 10.00
POOCH PAWS	\$ 50.00
N/A	\$ 10.00 (four dogs)
K-9 TO 5	\$ 50.00
N/A	\$ 35.00 (\$25 +\$10 late
N/A	\$10 + 10- (four dogs)

2015

<u>KENNEL NAME</u>	<u>FEE Paid</u>
TROUWE HOND K-9	\$ 50.00
BRIARWOOD	\$ 50.00
PEACEFIELDS	\$ 25.00
N/A	\$ 10.00
K-9 TO 5	\$ 50.00
BARKING LOT	(owner passed away; fee never paid)