

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

**Meeting Minutes of February 13, 2013**

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

**Others:** Troy Clarkson, Town Manager, Janine Smith, Senior Town Accountant, Police Chief, Walter Sweeney, Fire Chief, Jeff Blanchard, Deputy Fire Chief, Barbara Stone

Brian Barthelmes, Advisory Committee Chairman, opened the meeting at 6:30 p.m. in the Advisory Committee Hearing Room at Town Hall.

**Fire Department Budget Presentation:**

Fire Chief Jeffrey Blanchard provided Advisory Committee members with a copy of the Fire Department’s 2020 Vision document and spoke on the following topics:

- Number of Calls by Calendar Year
- Alarms by Day of Week
- Simultaneous Calls
- Call Activity by Hour
- Current & Proposed Staffing
- Ambulance Billing Rates
- Ambulance Revenues
- Capital Plan

The Fire Department is proposing the addition of two full-time firefighters for FY2014. It is expected that revenue from ambulance receipts will cover the costs of the two additional salaries.

Brian Barthelmes requested that information on the “true cost” of hiring a new employee be provided as part of the budget process. This would include such expenses as benefits, vacation pay, and retirement.

It was discussed that certain accounts within the Fire Department’s budget such as Office Supplies may need to be broken out further in the future.

**Board of Selectmen’s Intern:**

Town Manager, Troy Clarkson, introduced Troy Bridson, a new intern in his office.

**Police, ECC, and Animal Control, Budget Presentation:**

Police Chief Walter Sweeney provided information on the budgets under his area of control. The proposed salary budget includes increases based on the anticipated collective bargaining agreement.

For FY2014, The Police Department has submitted a capital request for the replacement of one unmarked Crown Victoria with approximately 91,000 miles, and 2 unmarked cars one with 101,000 miles and the second with 97,000. The Police Department's capital request for the three vehicles was amended to \$114,000, instead of \$100,000.

Chief Sweeney explained that Crown Victorias are not being made anymore. The new police vehicles that are being purchased will also need to be equipped. Equipment from the vehicles being traded in will not fit into the new make of car.

An article has been submitted to the May 2013 Special Town Meeting for the completion of the replacement of the HVAC system and related renovations at the Police Station.

The Police Department is submitting a second FY2014 capital request, for the replacement of firearms. The replacement of these firearms has been on the Police Department's long term capital plan. The weapons that are being traded in are about twelve years old. The existing weapons were originally purchased with a donation from the American Legion.

#### **ECC FY2014 Budget:**

The ECC FY2014 budget request includes contractual step increases and cost of living adjustments. It does not include any increases in staffing. The expense budget request for FY2014 remains the same as last year. Costs of maintenance contracts for computerized, radio, and telephone equipment are included in the equipment maintenance budget. The ECC receives 911 grant money. This money can be used for training.

#### **Animal Control:**

The FY2014 salary budget request includes salary increases for 20A & 20B positions. The primary employee in Animal Control works 16 hours a week. This position's primary responsibilities include patrolling Forge Pond Park, responding to emergencies, and inspecting barns and kennels. Chief Sweeney mentioned that there is not enough money in the current salary budget to enforce the registration of dog licenses. Additional money could be raised for the Town if the registration of dogs was enforced.

#### **Senior Town Accountant Update:**

The Advisory Committee received and reviewed a Reserve Fund Transfer Request from the Finance Department for a forensic audit. This audit will be conducted by Melanson & Heath. A forensic audit line item will be created within the Finance Department's budget.

Florence Grady made a motion to approve the Reserve Fund Transfer Request in the amount of \$18,700 to the Forensic and Audit budget line within the Finance Department's budget. Helen Graves seconded the motion, and it was so voted unanimously.

**Meeting Minutes:** The Committee reviewed the meeting minutes of January 30, 2013. Florence Grady made a motion to accept the Advisory Committee meeting minutes of January 30, 2013 as written. David Bond seconded the motion, and it was so voted unanimously.

Helen Graves made a motion to adjourn the meeting at 9:10 p.m. Jerry O'Hearn seconded the motion and it was so voted unanimously.

Prepared by: Audrey Barresi, Advisory Committee Secretary