

**Hanover Advisory Committee**  
**550 Hanover Street**  
**Hanover, MA 02339**  
Meeting Minutes  
Tuesday, November 28, 2017 – 7:00 pm  
**Large Hearing Room**  
**Hanover Town Hall**

**Opening:**

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

**Committee Attendees:**

Edward Hickey  
Sandra Hayes  
Brandon Freeman  
Steve Kmito  
Gavin Little-Gill  
Wayne Moores  
Jerry O’Hearn  
Joan Port-Farwell

**Absent**

Nick Morwood

**Other Attendees:**

Chelsea Stevens, Acting Finance Director  
Brian Barthelmes, Board of Selectmen  
Emmanuel Dockter, Board of Selectmen

**Reserve Fund Transfer Request: Town Manager Search**

Brian Barthelmes and Emmanuel Dockter from the Board of Selectmen spoke to the committee to explain why the transfer is necessary. The transfer will pay for the costs of hiring a firm to conduct the search for a new Town Manager. The transfer requested is for \$18,000.

Joan Port-Farwell made a motion to approve the transfer of funds from the Advisory Committee Reserve Fund. This was seconded by Sandra Hayes. All were in favor, and the motion passed.

**Reserve Fund Transfer Request: Town Manager Contract Termination Costs**

Chairman Edward Hickey read a letter from the Board of Selectmen (attached) explaining why a \$30,000 transfer is needed to cover costs relating to the Town Manager’s contract termination. The committee discussed.

Sandra Hayes made a motion to approve the transfer of funds from the Advisory Committee Reserve Fund. This was seconded by Jerry O’Hearn. All were in favor, and the motion passed.

**Other Discussions**

Chairman Edward Hickey brought up an issue discussed at a recent Board of Selectmen’s meeting. An invoice was paid relating to the Build the Boards project. This project was not funded at last year’s Town

Meeting and the project was referred back to a committee. The prior Town Manager Troy Clarkson authorized the payment to Becker Arenas for \$45,819.60 from the Park & Recreation Revolving fund. The committee discussed. Questions were brought up on whether procurement rules were violated and if internal controls were broken within the Finance Department. There was also discussion that an audit of the Finance Department and the Town may be necessary, as well as a look at the current internal controls. It was also mentioned that Build the Boards was unaware of the payment and that the Committee thinks it would be a shame if this reflected negatively on the project.

**Next Meeting**

The Committee's next meeting will be held on Wednesday, December 6, 2017 at 7:00 pm.

**Adjournment**

Joan Port-Farwell made a motion to adjourn. This was seconded by Sandra Hayes. All were in favor, and the meeting adjourned at 7:37 pm.



**TOWN OF HANOVER**  
 DEPARTMENT OF MUNICIPAL FINANCE  
 550 HANOVER STREET  
 HANOVER, MASSACHUSETTS 02339  
 (781) 826-5000  
 (781) 826-5239 (fax)  
 Website: www.hanover-ma.gov

**Advisory Committee Reserve Fund Transfer Request**

Chapter 40, Section 6 of M.G.L. "To provide for extraordinary or unforeseen expenditures, a town may, at an annual or special town meeting, appropriate or transfer a sum or sums...to be known as the Reserve Fund."

Date: 11/20/17

Amount Requested \$ 30,000

Line Description: OCS

Account Number 01-122-5319

Transfer Information

Please explain in detail the reason for this request. (Attach additional sheets if more room is needed.)

To cover Town Manager contract termination expenses  
(see attached)

Will this transfer impact next Fiscal Year's budget: Yes \_\_\_ No  If Yes, please explain.

Sign-offs for Submission

Department Head: BOS vote on 11/20/17 Title: \_\_\_\_\_

Signature of BOTH Finance Director and Town Manager required before submission to Advisory Committee.

Finance Director: [Signature] Date: 11/28/17

Town Manager: [Signature] Date: 11/28/17

Action by Advisory Committee

Date: 11/28/17 Approved: Yes  No \_\_\_ Partial \_\_\_ If partial, indicate amount: \$ \_\_\_\_\_

If No or Partial, please explain: \_\_\_\_\_

Signature of Chairman: [Signature] Date: 11/28/17



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## Advisory Committee Reserve Fund Transfer Request

Chapter 40, Section 6 of M.G.L. "To provide for extraordinary or unforeseen expenditures, a town may, at an annual or special town meeting, appropriate or transfer a sum or sums...to be known as the Reserve Fund."

Date: 11/20/17

Amount Requested \$18,000

Line Description: Other Contracted Svcs

Account Number 01-122-5319

### Transfer Information

Please explain in detail the reason for this request. (Attach additional sheets if more room is needed.)

Cover cost for Town Manager Search company (see attached)

Will this transfer impact next Fiscal Year's budget: Yes \_\_\_ No  If Yes, please explain.

### Sign-offs for Submission

Department Head: Bos vote on 11/20/17

Title: \_\_\_\_\_

Signature of BOTH Finance Director and Town Manager required before submission to Advisory Committee.

Finance Director: [Signature]

Date: 11/28/17

Town Manager: [Signature]

Date: 11/28/17

### Action by Advisory Committee

Date: 11/28/17 Approved: Yes  No \_\_\_ Partial \_\_\_ If partial, indicate amount: \$ \_\_\_\_\_

If No or Partial, please explain:

Signature of Chairman: [Signature] Date: 11/28/17



**TOWN OF HANOVER**  
**BOARD OF SELECTMEN**  
550 HANOVER STREET, SUITE 29  
HANOVER, MASSACHUSETTS 02339  
781-826-5000 ext. 1084

*David Delaney, Chairman*  
*John Tuzik, Vice-Chair*  
*Brian Barthelmes*  
*Jocelyn Keegan*  
*Emmanuel Dockter*

November 27, 2017

Ted Hickey, Chairman  
Advisory Committee  
Hanover Town Hall  
550 Hanover Street  
Hanover, Massachusetts 02339

RE: Reserve Fund Transfer Request

Mr. Chairman:

The Board of Selectmen is requesting that the Advisory Committee approve a Reserve Fund Transfer Request to the Town Manager Budget in the amount of \$18,000 to fund the Town Manager Search and \$30,000 for Town Manager Contract Expenses.

The Board voted on September 5, 2017 not to enter into negotiations with Troy Clarkson to extend his contract as the Town Manger beyond April 2018. Mr. Clarkson delivered the attached demand letter to the Board on September 26, 2017. Mr. Clarkson's demand included \$140,236 for monies due under the remainder of his contract, broken down as follows:

- \$77,292: Remaining base compensation
- \$10,000: Performance bonus
- \$3,150: Monthly auto/phone stipend of \$450
- \$39,994: 10 weeks of sick leave, 4 weeks of vacation, and 1 week of bereavement/personal
- \$9,800: Town's share of health insurance premium

The Board and Mr. Clarkson entered into the attached agreement on October 31, 2017 which provides that Mr. Clarkson receives \$120,000 as a complete buy-out and his tenure as Town Manger ends on November 3, 2017. The Board named Anthony Marino as the Acting Town Manager on November 6, 2017

The Board is requesting \$18,000 to fund the search for Mr. Clarkson's replacement. The Board is requesting \$30,000 to cover additional funds beyond the budget needed to cover both Mr. Clarkson's \$120,000 buy-out and a stipend for the Acting Town Manager.

Sincerely,

David R. Delaney  
Chairman