

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

Meeting Minutes
Wednesday March 26, 2014

Opening:

John O'Leary called the meeting to order at 7:00p.m.

Committee Attendees:

John O'Leary, Helen Graves, Donald White, Jim Van Arsdale, Jerry O'Hearn, Wayne Moores, Nicole Duhamel, Angela Blanchard

Absent:

Chris Martin

Meeting Minutes:

Jim VanArsdale made a motion to accept the Meeting minutes from March 18, 2014 as amended Don White seconded and it was so voted.

Transfer request from Chief Sweeney:

Chief Sweeney presented the Advisory Committee with a [Memo](#) detailing the purpose of the Reserve Fund Transfer Request as well as the Reserve Fund Transfer Request Form. Chief Sweeney is requesting a transfer of \$11,842.00 for the purpose of training and equipping 2 full time police officers. Chief Sweeney explained to the Committee that up until 4 years ago the police academies were offered at no cost; police academies now have tuition of \$3,000 per cadet. These trainings outlined in the Memo are required by the State of Massachusetts, however are not funded by the State.

Jim VanArsdale made a motion to approve the transfer of funds Don White seconded and it was so voted.

Meeting with Troy Clarkson-Town Manager and Janine Anderson-Director of Finance:

Janine presented the Committee with a brief overview of each Departments budget

- **Advisory Committee:** No major changes
- **Finance:**
 - Janine presented a worksheet comparing Finance budget from FY14 to FY15
 - Plans to have Assistant Town Accountant sit for her CPA exam next March.
- **Town Audit:**
 - Melanson Heath & Company PC will perform FY2015 audit.
 - Committee asked about FY2013 audit results. Janine informed the Committee that it should be wrapping up soon and Melanson will be making their recommendations. Part of FY2015 budget will cover the end of the year report.
 - Jim VanArsdale inquired about the change in funding for the \$4,500 decrease in budgeted expenses in the Town Audit budget. Janine explained that when she was preparing FY2014 budget she had no real guideline as to the actual cost. As she became more familiar with the audit process she was more accurately able to forecast the cost for FY2015.
- **Assessors:**
 - Assessors Department has one vacant position as of 12/31/13. Even with this position vacant the department has been running well.
 - Janine is recommending this position not be filled but rather the current Assessor position be upgraded to Director of Assessing. The position would be posted and the current Assessor Bob Cole would submit his application for the position.
 - The Senior Clerk within the Assessors Department is currently a 28 hour position. Janine is recommending that the position be increased by 7 hours making it a full-time position.
 - With these recommended changes there would be no need to fill the current vacancy. There would be some use of outside consultants during the Assessors busiest times and an increase in contracted services if the need to cover unforeseen circumstances. Even with these changes this represents a \$20,000 decrease for this budget.
 - Helen Graves asked Janine if the new title Director of Assessor represents a salary increase for this position. Janine responded that it did and would be approximately \$75,000/year.
- **Treasurer Collector:**
 - Recommending Assistant Treasure Collector be downgraded to a Clerk. Payroll will be outsourced for FY2015 and that represents a decrease in responsibilities for the Assistant Treasurer Collector.
 - Don White asked Janine to speak about the possible contractor for the outsourcing of payroll. Janine responded that she had spoken with both

ADP and Paychex, but felt that neither had enough knowledge of Town pensions or MTRS. She is still looking into other companies.

- **Technology:** Moved to School budget
- **Town Clerk:** Some changes in support staff may be made in FY 2015.
 - Helen Graves asked Janine how the staff felt about these moves and if discussions had been had with the staff. Janine responded that they had.
 - John O'Leary asked about the position of Assistant Town Clerk position and if other towns had this title as well. Janine responded that many do especially if they have an elected Town Clerk, as the Assistant handles a lot of the day to day duties
- **Registrars:** This budget has the most changes from FY2014 to FY 2015
 - Salaries have been reduced but no positions are being eliminated. The budget reflects 3 Registrars each working 2 hours per week. Each Registrar would also have an extra 15 hours of work added during events. Due to the nature of the Registrars position some months are busier than others. This 2 hour per week schedule reflects is an average over all 52 weeks to account for the slower summer months. Some of the tasks currently performed by the Board of Registrars would be outsourced to programs such as the senior work off program and student intern programs.
 - John O'Leary asked about the duties the volunteers will have, for example will they be opening ballots. Janine responded that they would not they will be doing tasks such as opening mail and filing.
 - Helen Graves asked if the Board of Registrar staff would need to be there to oversee the volunteers. Janine responded that the Assistant Town Clerk would perform those duties.
 - Helen asked Town Manager Troy Clarkson if the Advisory Committee had the ability to increase the Board of Registrars budget.
 - Troy Clarkson spoke to the Committee reminding them that although the Committee may vote to increase the budget for the Board of Registrars that does not guarantee that the extra money will go to the Board of Registrars. That decision is up to the Board of Selectman.
 - At this time the Board of Registrars was given time to meet with the Advisory Committee to discuss their opinion on the new budget. Present were: Katherine DiSabato, Pamela Ferguson, and Nancy Goldthwait.
 - Nancy Goldthwait spoke in regards to the B.O.R. duties. She informed the Committee that in her opinion some of the duties that were planning to be outsourced needed to be performed by the B.O.R. She explained that the mail, for example, had to be opened and examined because many townspeople will make changes to their information on the incoming census. She detailed the time consuming tasks of printing and distributing the census and although she felt that interns would be helpful the B.O.R. feels that one of the members need to present to oversee the interns.

- The Board spoke as a whole explaining that they did not see how they could operate on the hours the new budget proposes.
- **Debt:** All debt principal on bonds is now set in each issuance
- **Pension and Retirement:** We get the amount due to Plymouth County Retirement and pay it in full up front. This [process saves the Town of Hanover Approximately \$40,000.
 - Don White asked Janine what the Town's projected liability was. Janine responded it was about \$29 million.
- **Workers Compensation:** Under new system no claims are slipping through the cracks. Much more efficient system
- **Health Insurance:** The Health Insurance budget is based on January and February bills. This budget is fluid, but is as accurate as we can make it. It included 5 open spots with each spot reflecting a full time family plan.
- Life Insurance: Down some due to people carrying it on their own.
- **Medical:** Budgeted the same as FY2014 because of huge fluctuation.
- **Risk Management:** The Town of Hanover uses Cook and Co. on injury on duty claims.
 - The Town received a %5 discount for paying these expenses up front.
- **Central Supply Budget:** The Town of Hanover now is part of the Town of Kingston supply bid to receive better pricing.

John O'Leary asked Town Manager Troy Clarkson to speak about the 2 new articles.

ARTICLE 41. - PRIVITIZATION OF TRANSFER STATION

To see if the Town will offer a non-binding opinion on the efficacy of the privatization of the Town's Transfer Station, or take any other action relative thereto.

Board of Selectmen

Troy explained that the Town will have a Town Forum before the Annual Warrant meeting to review this possibility. Troy feels it is a very tangible opportunity to save up to a \$500,000 per year. It would involve using a private company and raising the tonnage at the transfer station. Troy pointed out that although there are many benefits to the Town in this it would also represent an intensified use of the Transfer Station and more traffic to that area.

ARTICLE 10. - ACCEPT MGL CHAPTER 51, §16A

To see if the Town will vote to adopt Massachusetts General Laws Ch. 51 Sec. 16A, or take any other action relative thereto.

This article adopts a status that the Town has not voted on in the past. It would ensure that the current member status of the Board of Selectman can remain as it is.

Adjourn: Jim Van Arsdale made a motion to adjourn at 10:19 PM Nicole Duhamel seconded and it was so voted.

DRAFT