

**Advisory Committee**  
**550 Hanover Street**  
**Hanover, MA 02339**  
Meeting Minutes  
Wednesday, March 18, 2015 7:00pm

**Opening:**

The meeting was opened at 7:03 p.m. by Chris Martin, Chairman.

**Committee Attendees:**

Chris Martin, Donald White, Jerry O’Hearn, Wayne Moores, Joan Port-Farwell, Edward Hickey, Helen Graves, Sandra Hayes

**Absent:**

Angela Blanchard

**Other Attendees:**

Ms. Janine Smith, Director of Municipal Finance  
Mr. Troy Clarkson, Town Manager  
Ms. Chelsea Stevens, Acting Town Accountant  
Dr. Thomas Raab, School Business Manager

**Review of Meeting Minutes:**

After review the following meeting minutes were approved by the committee.

**Wednesday, October 29, 2014**

Wayne Moores made a motion to approve. The motion was seconded by Donald White. Helen Graves abstained having not attended this meeting. The motion was approved.

**Wednesday, February 4, 2015**

After mentioned edits, Donald White made a motion to approve. The motion was seconded by Ted Hickey. The motion was approved.

**Wednesday, March 4, 2015**

Joan Port-Farwell made a motion to approve. The motion was seconded by Helen Graves. The motion was approved.

**Wednesday, March 11, 2015**

Ted Hickey made a motion to approve. The motion was seconded by Jerry O’Hearn. The motion was approved.

## **General Discussion**

Janine Smith, Director of Municipal Finance, informed the Board that the Community Preservation Committee (CPC) declined attending tonight's meeting because their articles were not on the agenda to be voted on. CPC would like to attend next Wednesday's meeting. The Board discussed that Forge Park is not being maintained financially self-sufficient. The Board requested that Parks and Recreation attend next Wednesday's meeting. Needed repairs to the Cedar Elementary School were mentioned. Jerry O'Hearn inquired regarding the addition of a reference librarian at the Hanover Public Library. Chris Martin stated that perhaps the position was in the library budget and was approved. Chris Martin proposed Saturday, April 11<sup>th</sup> at 8 am for the capitol requests tour. All present were in agreement. Chris Martin also mention keeping on a weekly schedule to be prepared for town meeting.

## **Discussion with Mr. Troy Clarkson, Town Manager, and Ms. Janine Smith, Director of Municipal Finance**

Donald White mentioned the football field at Hanover High School having an 8 year warranty. Chris Martin clarified that the field is expected to last 20 years and explained the machine that adds pellets to the field. Donald suggested a plan to financially prepare for field repairs should be considered.

Helen Graves inquired regarding funds for special education. A discussion was had explaining a plan to create a stabilization fund for special education. Janine Smith stated that such a fund would give the town more oversight when money is requested by the schools. Troy Clarkson stated a stabilization fund is a good way to address the unexpected nature of monies needed for special education.

Joan Port-Farwell questioned the necessity of Janine Smith's role working with the Hanover School Department and the fee associated. Troy Clarkson stated that we need to continually look to increase our efficiency working with the schools and feels the money is well spent. Troy see the role Janine plays with the school department as significant and valuable.

Jerry O'Hearn inquired if financials were backed up. Janine Smith stated that all financials are backed up nightly.

Helen Graves inquired regarding the town's financial liability. Janine Smith said the town's liability has decreased. Troy Clarkson stated that with the authorization of the selectman, he has entered into discussions with the employee union regarding buying back sick days. This would help lower the town future liability further. All avenues are being explored to address this issue.

Ted Hickey mentioned the transfer station and the large expense of trash removal. Lowering this expense would free up monies for schools and other town needs. The Board questioned whether Troy had looked into pay per bag for trash. Troy stated he had not but certainly would do the research. The Board would also like to find a way to educate the public regarding recycling and the high cost of solid waste removal in our community.

Helen Graves inquired regarding the registrars working less. Janine Smith stated they're working well with the registrars and utilizing other resources including volunteers. Troy Clarkson stated it's a success story in change and team work.

Donald White inquired regarding digital archiving the town documents in the basement. The basement documents. Troy Clarkson stated Cathy Harder-Bernier, Town Clerk, is working on that project. Chris Martin stated that Cathy would like to meet with the Board regarding a separate issue.

Helen Graves inquired regarding The Stetson House financials. Troy Clarkson stated that the town maintains the building. This was done so the Historic Society could use any funds they raise for their educational programs. The Historic Society was issued a license by the town to make decisions regarding The Stetson House.

A general discussion was had regarding the Community Preserve Committee (CPC) attending next week's meeting.

#### **Discussion with Dr. Thomas Raab, Hanover Schools Business Manager**

Dr. Raab gave the Board an update regarding his plan to prioritize district tuitions.

#### **Schedule for next Wednesday, March 25<sup>th</sup> meeting**

The Board requested the CPC attend the next meeting. The Board would like the CPC's updated financials prior to the meeting.

The Board requested Parks and Recreation attend the next meeting.

The Board requested Cathy Harder-Bernier, Town Clerk, attend the next meeting.

Any additional petitioners should attend.

The Board would like to meet in the downstairs large meeting room to accommodate the additional attendees.

Helen Graves made a motion to adjourn the meeting. The motion was seconded by Jerry O'Hearn. The meeting was adjourned at 9:13 pm.