

FINAL

BOARD OF SELECTMEN'S MEETING

September 12, 2011

7:30 P.M. – MUNICIPAL OFFICE BUILDING – HANOVER, NH

The meeting of the Board of Selectmen was called to order at 7:30 p.m. by Chairman Brian Walsh. Present were: Brian Walsh, Chairman; Katherine Connolly, Vice Chairman; Peter Christie, Selectman; Athos Rassias, Selectman; Judy Doherty, Selectman; Julia Griffin, Town Manager and Jessie Levine, Assistant Town Manager/Human Resources Director.

1. PUBLIC COMMENT.

Chairman Walsh called the meeting to order and asked for Public Comment. There were no comments from the public.

2. STORM UPDATE.

Ms. Griffin stated that she forwarded to the Board members the preliminary summary for the storm damage which all of the communities affected by Hurricane Irene are required to submit to their State Office of Emergency Management. The States tabulate the preliminary damage assessments from all of the communities that have been impacted and if the numbers reach a certain amount by County, the County would then be eligible for FEMA funding. The Town of Hanover had \$44,960 worth of expense related to labor, materials and equipment. The Great Hollow Bridge abutment wall was damaged at the cost of about \$20,000 but other parts of Grafton County had significant damage. Hanover was fortunate to have experienced minimal damage which allowed the Department of Public Works staff to help the Town of Hartford. They spent most of their time hauling materials and helping to assist with getting the West Hartford Bridge re-opened and to stabilize sections of Route 14.

Ms. Griffin stated that the Town of Hanover should receive FEMA funding to offset the bulk of the Town's expense but it will go back into the DPW budget in preparation for anticipated winter related expenses.

Selectman Christie stated that he noted that the decision to rebuild Grasse Road from the storm damage 5 or 6 years ago at a level that they thought could sustain a storm like this shows that the Town got it's money worth.

Ms. Griffin stated that upsizing the cross culverts was critical and her assumption is that a great deal of damage in VT and NH was due to the inability of cross culverts to sustain the enormous amount of water coming through. Ms. Griffin stated that when a cross culvert is overwhelmed, the water comes over the road and wipes out the culvert and the road which is what happened to Hanover in 2005.

Ms. Griffin stated that the Ruddsboro Road retaining wall was saved because the Town received hazard mitigation money from the Federal Government to rebuild the wall. Otherwise the Town

might have lost Ruddsboro Road at the S curves. There was a little bit of a washout further up the S curves. Ms. Griffin stated that this was an example of hazard mitigation money being used which really did help the Town.

Chairman Walsh recalled that the Mink Brook Bridge is classified as a historic structure. Ms. Griffin stated that the Great Hollow Road Bridge is on the National Registry. Chairman Walsh stated that as they look at the costs of bringing this back up, it needs to be brought back up to today's standard in addition to its historic national registered level. Ms. Griffin stated that the \$20,000 estimate is based on the assumption that they need to restore the bridge to its original condition as a National Registered bridge. Chairman Walsh noted that this bridge and the Cory Road Bridge are the only two stone arch bridges in Hanover which makes it historic. Ms. Griffin stated that it was placed on the Historic Register in 1996. Vice Chairman Connolly noted that the Etna Library was also placed on the Registry at that time.

3. REIVEW OF FY 2010-2011 OPERATING RESULTS.

Ms. Griffin reported that there was \$652,000 in unspent departmental appropriations in the General Fund. This was due to savings in legal fees and also the way the auditors wanted to carry a paving budget item, unbudgeted salary for the HR Director position for the year that position was open and the LGC Health Insurance premium savings (a savings of \$230,000 in Health Insurance). She wanted to alert the Board that the Town is finally in a position to bring the Undesignated Fund Balance up to the level it was just prior to the storm of 2005. She stated that watching the devastation in Hartford and Norwich from Hurricane Irene made her think that keeping an amount closer to 10% in Undesignated Fund Balance makes sense.

Ms. Griffin stated that the Water Utility Fund was significantly under budget because they budgeted the bond payment to kick in for the purchase of the water utility before June 30, 2010 but it didn't kick in until July 1, 2012. There is a savings in one year which just accrues to fund balance.

Chairman Walsh noted that this is a one day timing issue so it's not a reality and only a reality on the financial statements; one day later the funds were expended. Ms. Griffin stated that this is an annual debt service payment so they didn't have to spend that debt service in the first year that they budgeted for it.

Ms. Griffin stated that for the Ambulance Fund, the patient billing is doing better than expected which resulted in \$40,000 in additional revenue. Ms. Griffin stated that the Town has a healthy balance in the Ambulance and Fire Fund and it was from those funds that the Town made decisions on the budget last fiscal year.

Selectman Christie stated that the Board has a specific policy as to how the Town deals with fund balance. If they are now thinking that the policy is no longer appropriate, then they should look at the policy. It's not a matter of thinking about what they should do with the money next year; they need to follow the direction of the policy.

Ms. Griffin stated that the policy says that the fund balance should be between 5 and 10% but the Board has used its judgment in the past as to how to handle amounts within that range. She wanted to make the Board aware of the excess so that the Board can determine how it wants to deal with this.

Selectman Christie stated that the policy advises what to do for balances under 5% and for those over 10% with guidance as to what to do for the amounts in between. He recalled that ten years ago they used this fund balance to try to manage the tax rate but in the past few years since the policy has been in place, they have not done this. If it appears that the policy is taking the Town in the wrong direction then they should review it.

Ms. Griffin stated that in terms of the General Fund with a storm like Irene, the Undesignated Fund Balance is the fund that gets hit with the lion's share of the expense. Selectman Christie recalled being at Town Meeting speaking about the amount of money spent on the storm of 2005 and it was characterized as a one time event and someone pointed out that there will be more storms in the future.

Selectman Doherty asked when the Board would need to take action and whether it's prudent for the Board to look at the policy and the possible timing of that review.

Ms. Griffin stated that there are two points at which this could be reviewed. The Board sets the tax rate target in November or they could look at it in conjunction with the budget in February or March.

Selectman Christie felt that they should consult with the people who see the trends and if saving at 10% is no longer adequate, they could consult with the Finance Committee and they may need to challenge some of the guidelines.

Selectman Doherty would like to look at this sooner rather than later and maybe bring this up in October or November and not when the Board is looking at setting the budget.

Chairman Walsh stated that the percentages of 5 to 10% are rules of thumb for Town from bond rating agencies and the State Department of Revenue Administration. The suggestion tonight is to think about the scope of risks that may need funding in a short period of time out of Undesignated Fund Balance. Selectman Christie noted that for a storm that had almost no impact on the Town of Hanover, it still cost \$40,000.

4. DISCUSSION REGARDING PROPOSED FY 2011-2012 GOALS AND OBJECTIVES.

Chairman Walsh reviewed the Goals and Objectives and noted that the first goal pertained to the way the Town sets the tax rate which is the process and not a figure. The Board completed this task. Selectman Christie stated that the Town has had a tight budget and felt that it might be fun to challenge the Department Heads to trade out something within their budget to try something new. He wasn't sure that this belonged in the Goals and Objectives but thought that it would be

a good exercise for this upcoming budget. Chairman Walsh felt that item could go under the goal for Administration instead of the Select Board.

Chairman Walsh reviewed the second item which was the goal to create a Total Compensation Policy which was completed. Vice Chairman Connolly stated that the goal could be to continue to utilize the Total Compensation Policy and keep it as a policy. Selectman Doherty commended Gloria Lacasse and Betsy McClain who did a really good job of presenting this and she felt that there was a lot more on-going education with this for the employees. Ms. Griffin stated that there will be an on-going review of the Total Compensation Policy and the numbers will continue to be updated as salaries and benefits are updated.

Selectman Christie stated that unless there's something specific that the Board is going to do, they have this policy now and it doesn't need to stay on the Goals and Objectives and has now become part of the Town's on-going business.

Chairman Walsh felt that the Select Board's part of this is done. Selectman Christie confirmed that there are no union negotiations to take place this year. Selectman Doherty felt that this item should be placed under the goals of Administration. Ms. Griffin stated that she will draft a goal for Jessie Levine (Assistant Town Manager/Human Resources Director) and Betsy McClain (Finance Director) for the Board's review at the next meeting.

Chairman Walsh moved on to the next goal which was to further refine the draft comprehensive Capital Improvements Program in preparation for development of an Impact Fee Ordinance. Ms. Griffin stated that she and Ms. Levine will be working on this.

Chairman Walsh moved on to the next goal which was to continue to support implementation of sustainability projects and programs currently being stewarded by the Sustainable Hanover Committee which specifically speaks to the Streetlight Policy. Chairman Walsh asked the Board for their thoughts. Vice Chairman Connolly stated that the Streetlight Policy should include wording to show that the policy should not be implemented at any time using antique technology. She felt that this should be confined to the latest technology if it should be implemented at all which would serve notice to the power companies that this is the Town's policy.

Selectman Rassias noted that the Sustainability Committee has a lot on their plate and the Streetlight Policy is just one part of what they are working on. He was wondering how they were going to incorporate that as a goal.

Ms. Griffin stated that this doesn't need to be listed as a goal; they are working on it and will continue to work on it. She noted that it may not need to be on the Board's list of goals because it continues to be a priority.

Chairman Walsh stated that he would like to see a member from each of the Boards and Committees give the Select Board a short report to focus on the 5 things that the Town should be doing and what they might be looking for in terms of help from the Board. Chairman Walsh noted that in the budgeting process the Select Board gets to hear from certain committees.

Selectman Christie stated that the Select Board's goal should be to invite the committees and commissions to come to the Board. Chairman Walsh would like a focused discussion about what the Select Board can do to help the committees with their work and encouraged the Board to think about this request. Selectman Rassias noted that the Bike & Pedestrian Committee already reports to the Board to provide updates and has done a good job with this.

Chairman Walsh moved on to the next goal which was to adopt a formal Board and Commission Code of Ethical Conduct. Ms. Griffin asked Ms. Levine to work on this. Ms. Griffin stated that there are varying forms of Ethic ordinances from very detailed and comprehensive to very broad.

Chairman Walsh would like this Code of Ethical Conduct to be very simple.

Chairman Walsh moved on to the next item which was to support the efforts of Dartmouth College to reduce the risks associated with alcohol consumption on campus by focusing on harm reduction strategies and the role of local government and law enforcement in the larger effort to curb underage and excessive consumption. Ms. Griffin stated that this is an on-going effort and there are new staff members at Dartmouth that the Town is now working with.

Selectman Doherty stated that this is an on-going effort that has been well supported in the last year but it is not clear that the goal has been met. Ms. Griffin stated that these efforts are still very active. Selectman Christie stated that they absolutely did support the efforts of Dartmouth College and it is part of the on-going effort. Unless there is something more to be done, it can be removed as a goal. Ms. Griffin stated that there are things that are happening in which the College could ask more from the Town. Selectman Christie stated that they had this goal and it was a special initiative and it was accomplished even if the problem hasn't gone away. The Town is going to need to support the College every year in different ways but he doesn't see it as a unique goal for this year.

Chairman Walsh stated that he feels that this is sufficiently new to the way the Town and the College does business so leaving it as a Selectman's goal is important in more than a symbolic way and he proposed simplifying it to read: 'support the efforts of Dartmouth College to reduce the risk associated with excess alcohol consumption and sexual assault on campus.'

Chairman Walsh moved on to the next goal to support regional efforts to foster build-out of middle mile and last mile broadband networks in West Central and Southwest New Hampshire.

Chairman Walsh and the Board felt that this was an issue of continuing business and not a specific goal for the Select Board.

Chairman Walsh moved on to the next goal relative to assessing strategies to address the widening gap between revenue available to Hanover and Grafton County to fund operating expenses and the increasing costs of local government services. Ms. Griffin stated that this was one in which it is pretty limited as to what the Board can do.

Selectman Christie stated that the Town knows that there is a potential for fundamental changes for the revenue capabilities and the demands from the State so the idea was to step back and find

out of the box ways to address it and if they look at the trend lines for 10 years, they could think about what they should look at in the next 5 years and he thinks that this was the intent of this goal.

Chairman Walsh stated that the Total Compensation Policy came out of this situation and part of this is relative to what, if anything, Hanover can do independently of everyone else and encourage the NH Municipal Association and the NH Center for Public Policy Studies to undertake what they can. He is not sure where they go with this since there is a limit as to what the Selectmen can do and felt that this may need to become part of the overview for the budget process relative to the widening gap but to have it as a continuing goal is difficult.

Selectman Christie stated that unless you have to do an exercise to figure out what to do with a 10% revenue shortage or a 20% shortage and what does this look like for each department if you were to reduce the funding by 20%. He felt that this was a hard exercise to address in a meaningful way. Chairman Walsh stated that the real issue comes down to a loss of 2% per year.

The Board agreed to take this item off the goal list. Ms. Griffin asked the Board to consider things that they might like to add to their list.

Selectman Doherty noted that as she reviewed the goals and the pending vacancies on the Boards and Commissions, she wants to have something addressing whether the Select Board is adequately supporting and staffing the Boards and Commissions and a review of other possible commissions. Perhaps this can be a goal for this year.

Selectman Rassias agreed and added that increasing citizen involvement and participation should be a goal and he feels that there are a lot of people who might become involved if someone reached out to them. He felt that they are almost at a crisis point with some of their committees.

Selectman Doherty would like for the Board to review the purpose, function and mission statements and provide support. She noted that now that there is a new Town Website, they should review whether they are following all of the RSAs regarding meeting minutes, etc.

Selectman Christie stated that the Board needs to acknowledge that there is going to be turnover and is there something that they can do to encourage that and make that happen. He also felt that they need to work on a depth chart to review this. Selectman Doherty stated that Hank Tenney has talked about the volunteer base at the Parks and Recreation Department for years and people like Bill Young; there must be some better way to encourage involvement and engagement but what is the cultivation process? Does the Town have the depth to sustain the incredible programming that is being offered?

Chairman Walsh asked Ms. Griffin for additions to the Administration goals. Ms. Griffin stated that she hasn't had a lot of time to think about goals to add because she was focusing on the current goals and getting them updated. Selectman Doherty felt that the goals around budget should be articulated here such as the fire hydrants and other items that were brought forward during the budget process. Ms. Griffin noted that the list of goals that Betsy McClain prepared

as part of the budget are currently being worked on. Selectman Doherty felt that these items should be added under administration.

Vice Chairman Connolly noted that the Planning Board will be coming to the Board very soon with a proposed Rental Housing Ordinance.

Ms. Griffin stated that they are working with the Town's attorney on the Rental Housing Ordinance. There is an issue about whether they need additional Town Meeting authorization for what the Planning Board would like to see in place.

Chairman Walsh noted that the goal regarding the sewer rates was completed. Ms. Griffin noted that they are now working on drafting an Inter Municipal Agreement with the City of Lebanon which Lebanon has asked for since the old agreement is very old and never reviewed by the Attorney General's office. The new agreement reflects the Sewer Use Agreement which was adopted by the Board earlier this year and they will be coming to the Select Board after they conclude conversations with Lebanon staff. Chairman Walsh felt that this was on-going business versus a goal.

Chairman Walsh moved on to the next item with regard to a second draft of a proposed simple, complaint driven rental housing inspection and licensing program for the Select Board to review. The Board was in agreement that this goal should stay on the list.

Chairman Walsh moved on to the next item relative to developing a social service agency policy which has been completed. The Board felt that this item could be removed from the list.

Chairman Walsh noted that the goal regarding the plans for the Hanover 250th celebration was completed very well.

5. RECOMMENDATION TO APPOINT INTERIM TOWN MODERATOR.

Chairman Walsh reported that the Town Moderator, Dan Nelson, is moving to Enfield so they need to appoint an interim Town Moderator.

Chairman Walsh MOVED to appoint Willy Black as interim Town Moderator and proposed the Board consider compensating the Interim Town Moderator as thanks for stepping up to help as the Town heads in to what will be a very busy national primary season. Selectman Doherty SECONDED the motion.

THE BOARD VOTED UNANIMOUSLY TO APPOINT WILLY BLACK AS INTERIM TOWN MODERATOR.

The Board was thankful for Willy Black's offer of assistance.

6. RECOMMENDATION TO AUTHORIZE TOWN MANAGER TO ACCEPT GRAVEL ACCESS ROAD EASEMENT FOR SEWER MAINTENANCE AND PEDESTRIAN USE.

Chairman Walsh reported that the Select Board did get the Quit Claim Deed to review which has also been reviewed by counsel and the Director of Public Works. Ms. Griffin stated that the gravel access driveway runs parallel to Lyme Road where the sewer is located. Because the College is selling the property, they wanted to make sure that the Town continued to have access. Selectman Rassias confirmed that this is the only vehicular access the Town has to the sewer and that the Town has been maintaining this area.

Selectman Christie MOVED to authorize the Town Manager to accept the Gravel Access Road Easement for sewer maintenance and pedestrian use. Selectman Doherty SECONDED the motion.

THE BOARD VOTED UNANIMOUSLY TO AUTHORIZE THE TOWN MANAGER TO ACCEPT THE GRAVEL ACCESS ROAD EASEMENT FOR SEWER MAINTENANCE AND PEDESTRIAN USE.

7. RECOMMENDATION TO AUTHORIZE TOWN MANAGER TO EXECUTE LEASES FOR PUBLIC WORKS DEPARTMENT AND TOWN HALL COPIERS.

Vice Chairman Connolly MOVED to authorize the Town Manager to execute leases for the Public Works Department and Town Hall copiers. Selectman Rassias SECONDED the motion.

THE BOARD VOTED UNANIMOUSLY TO AUTHORIZE THE TOWN MANAGER TO EXECUTE LEASES FOR THE PUBLIC WORKS DEPARTMENT AND TOWN HALL COPIERS.

**8. BANNER REQUESTS:
- Family Place**

Selectman Doherty MOVED to approve the Banner Request for the Family Place. Vice Chairman Connolly SECONDED the motion.

THE BOARD VOTED UNANIMOUSLY TO APPROVE THE BANNER REQUEST FOR THE FAMILY PLACE.

**9. APPROVAL OF MINUTES:
- June 20 & July 25, 2011**

Chairman Walsh MOVED to approve the Minutes of June 20, 2011. Vice Chairman Connolly SECONDED the motion.

THE BOARD VOTED 4 IN FAVOR, 0 OPPOSED, 1 ABSTAINED TO APPROVE THE MINUTES OF JUNE 20, 2011. (Selectman Christie abstained from the vote).

Selectman Christie MOVED to approve the Minutes of July 25, 2011. Selectman Doherty SECONDED the motion.

THE BOARD VOTED 3 IN FAVOR, 0 OPPOSED, 2 ABSTAINED TO APPROVE THE MINUTES OF JULY 25, 2011. (Chairman Walsh and Selectman Rassias abstained from the vote).

10. ADMINISTRATIVE REPORTS.

Ms. Griffin stated that staff have been working on the hydrant rental issue. As they municipalize the water utility, she, Betsy McClain, Jessie Levine, Peter Kulbacki and Roger Bradley have been working on the issue and they will come back to the Board this fall with recommendations for the Board to consider.

Ms. Griffin reported that the Trescott Board meets on Wednesday and there has been a lot of work regarding Forestry management.

11. SELECTMEN'S REPORTS.

Peter Christie

Selectman Christie stated that the Trescott Company has been focusing on invasive species. They have a committee working on it and a half dozen others with their own expertise trying to help figure this issue out. They continue to sort through the options and there is no silver bullet; they are most likely going to try 3 or 4 different experiments to see which ones work the best. None of the options are inexpensive so they will need to address the funding issue.

Kate Connolly

Vice Chairman Connolly reported that the Planning Board has not seen much in terms of business but it seems to be picking up. The Planning Board adjusted the lot lines on Allen Street which were approved at Town Meeting last May. The Planning Board is in the process of approving a minor subdivision on Balch Hill Lane. The Planning Board is also considering the demolition of a Park Street house and it's conversion into a dental office and apartments.

Vice Chairman Connolly also reported that the Planning Board rearranged the lots belonging to Dartmouth College on Park Street where there is a building being demolished which will be replaced by a sorority house. The lot lines had to be rearranged which was complicated but is now complete. She also noted that the Residential Project is on-going.

Judy Doherty

Selectman Doherty had nothing new to report but noted that the Affordable Housing Commission will be meeting on Thursday, September 15th at 7:30 in the Boardroom.

Athos Rassias

Selectman Rassias reported that the Bike & Pedestrian Committee continues to be active. The Committee will be coming to the Select Board in November with an outline of priorities for the upcoming year. They are working on sidewalk standards.

Selectman Rassias reported that the Conservation Commission meets on Wednesday at 5 p.m. and they will be looking at the crew dock application. Selectman Rassias stated that they had a site visit today that he was unable to attend.

Selectman Christie asked what the Conservation Commission's role is in this process. Selectman Rassias reported that they have been advising the DES (Department of Environmental Services) along several lines and the application is coming up on Wednesday. Selectman Rassias stated that the Commission has already submitted their input to the DES but the dock permit is coming up. Ms. Griffin stated that the Friends of Hanover Crew will be on the Zoning Board agenda in the next couple of weeks with their formal application for the Fullington Farm property.

Selectman Rassias noted the receipt of a letter from the Dartmouth Athletic Director with regards to the College assisting the Hanover High program which is now straining their own programs. This news is not favorable for the Hanover High School program to continue to grow and use the Dartmouth dock.

Brian Walsh

Chairman Walsh stated that things have been quiet with regard to development over the last couple of years but he would like to see the Capital Improvements Program and the Impact Fee Ordinance in place long before things heat up.

12. OTHER BUSINESS.

There was no Other Business reported.

13. ADJOURNMENT.

Selectman Doherty MOVED to adjourn the meeting. Vice Chairman Connolly SECONDED the motion.

THE BOARD VOTED UNANIMOUSLY TO ADJOURN THE MEETING AT 8:50 P.M.

Respectfully Submitted,

Judith A. Doherty, Secretary

Minutes prepared by Elizabeth S. Rathburn

SUMMARY

1. **Chairman Walsh MOVED to appoint Willy Black as interim Town Moderator and proposed the Board consider compensating the Interim Town Moderator as thanks for stepping up to help as the Town heads in to what will be a very busy national primary season. Selectman Doherty SECONDED the motion.**

THE BOARD VOTED UNANIMOUSLY TO APPOINT WILLY BLACK AS INTERIM TOWN MODERATOR.

2. **Selectman Christie MOVED to authorize the Town Manager to accept the Gravel Access Road Easement for sewer maintenance and pedestrian use. Selectman Doherty SECONDED the motion.**

THE BOARD VOTED UNANIMOUSLY TO AUTHORIZE THE TOWN MANAGER TO ACCEPT THE GRAVEL ACCESS ROAD EASEMENT FOR SEWER MAINTENANCE AND PEDESTRIAN USE.

3. **Vice Chairman Connolly MOVED to authorize the Town Manager to execute leases for the Public Works Department and Town Hall copiers. Selectman Rassias SECONDED the motion.**

THE BOARD VOTED UNANIMOUSLY TO AUTHORIZE THE TOWN MANAGER TO EXECUTE LEASES FOR THE PUBLIC WORKS DEPARTMENT AND TOWN HALL COPIERS.

4. **Selectman Doherty MOVED to approve the Banner Request for the Family Place. Vice Chairman Connolly SECONDED the motion.**

THE BOARD VOTED UNANIMOUSLY TO APPROVE THE BANNER REQUEST FOR THE FAMILY PLACE.

5. **Chairman Walsh MOVED to approve the Minutes of June 20, 2011. Vice Chairman Connolly SECONDED the motion.**

THE BOARD VOTED 4 IN FAVOR, 0 OPPOSED, 1 ABSTAINED TO APPROVE THE MINUTES OF JUNE 20, 2011. (Selectman Christie abstained from the vote).

6. **Selectman Christie MOVED to approve the Minutes of July 25, 2011. Selectman Doherty SECONDED the motion.**

THE BOARD VOTED 3 IN FAVOR, 0 OPPOSED, 2 ABSTAINED TO APPROVE THE MINUTES OF JULY 25, 2011. (Chairman Walsh and Selectman Rassias abstained from the vote).

Board of Selectmen
September 12, 2011

7. **Selectman Doherty MOVED to adjourn the meeting. Vice Chairman Connolly SECONDED the motion.**

THE BOARD VOTED UNANIMOUSLY TO ADJOURN THE MEETING AT 8:50 P.M.