

FINAL

BOARD OF SELECTMEN'S MEETING

December 19, 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 Peter Christie. Present were: Peter Christie, Chairman; Katherine Connolly, Vice Chairman; Athos Rassias, Selectman; Bill Geraghty, Selectman; Julia Griffin, Town Manager and Jessie Levine, Assistant Town Manager/Human Resources Director. Absent: Judy Doherty, Selectman.

1. PUBLIC COMMENT.

Chairman Christie asked for Public Comment. There were no comments from the public.

Chairman Christie stated that while driving through Town he noticed the beautiful lights on Main Street and noted that it is impressive; he asked who is responsible for all of the lights. Ms. Griffin stated that the grounds division from the Public Works Department does all of the lights. This year the Town added the wreaths as well from the Board of Selectmen's miscellaneous account. The wreaths were purchased by the Town from the Hanover Food Co-op. She noted that last year the Downtown Marketing Alliance started a window decorating contest and although the formal contest did not take place this year, a lot of the retail owners decorated their windows for the season. Chairman Christie wanted to thank all involved in making it happen because it does make a difference.

Chairman Christie wanted to thank Arthur Gardiner and the others sitting on the Zoning Board for the fine work that they have done relative to the Friends of Hanover Crew Application. Chairman Christie wanted to specifically thank Arthur Gardiner, Gert Assmus, Sheila Buckley, Ruth Lappin and Steven Marion who remained professional, thoughtful, thorough and really stayed focus on the task at hand. Chairman Christie stated that he spoke with a recently hired senior town staff member who has been following this case for the Select Board, she offered the following statement with regard to her impression of the process: "Hanover's blessed with intelligent Board members who thoroughly understand their role and thoroughly understand the ordinance, its application and its nuances." Chairman Christie couldn't agree more and wanted to thank the group for the fine work that they did in a very difficult situation.

2. OFFICIAL DECLARATION OF 250th ANNIVERSARY CELEBRATION.

Chairman Christie invited Tom Byrne to speak to the Board with regard to the 250th Anniversary Celebration.

Bill Young, Tom Byrne and Willy Black were present to speak to the Board. Mr. Young stated that they are wrapping up their 250th Anniversary Celebration. Mr. Young stated that they will be playing a sneak preview of the documentary film that has been created

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about the celebration. Mr. Young thanked the Select Board for supporting the 250th celebration both financially and with their enthusiasm. He wanted to also thank the Town Staff including Liz Burdette, Sherry Colfer, Hank Tenney, John Wilmot and the Parks and Recreation Board. Mr. Young also noted that you will see other Town staff members on the final cut of the documentary including the Department of Public Works, Fire Department, etc.

Mr. Young stated that he would be adding some animal sounds and narration during the viewing of the film tonight because they had some editing problems.

The Board viewed the sneak preview of the Celebration.

Ms. Griffin stated that Mr. Young was co-chair of the 250th Celebration but everyone struggled to keep up with him and this event was so much a result of his creativity. Ms. Griffin presented Mr. Young with a ceremonial parade banner including signatures and a Town of Hanover 250th Anniversary “team jacket” although he is the only one with a team jacket.

Mr. Young stated that participating in these events is just a joy. He also thanked the Board and promised that they would finish the movie.

3. RENEW CONSERVATION COMMISSION MEMO OF UNDERSTANDING.

Ms. Griffin stated that this is a renewal of a current Memorandum of Understanding (MOU). State Law dictates the process in which Conservation Commissions can expend money from their Conservation Fund. The community along with the Conservation Commission conceived of a modification of what is allowed by State Law which requires that the Commission comes to Town Meeting for certain purchases and consult with the Selectmen. This MOU memorializes the previously reached agreement and the previous MOU expired in late September and simply needs to be renewed. It has been updated to be retroactive to September 19th to go forward 5 years.

Chairman Christie stated that it appears that the critical number is \$50,000 for which the Commission would need to come to the Select Board and the Town to act. Ms. Griffin confirmed that this was the case.

Vice Chairman Connolly MOVED to approve the Memorandum of Understanding for the Conservation Commission. Selectman Rassias SECONDED the motion.

THE BOARD VOTED 4 IN FAVOR, 0 OPPOSED TO APPROVE THE MEMORANDUM OF UNDERSTANDING FOR THE CONSERVATION COMMISSION.

4. RECOMMENDATION TO ADOPT FISCAL AND DATABASE SPECIALIST JOB TITLE, LABOR GRADE 13.

Ms. Griffin stated that the recommendation is for a Labor Grade upgrade for the Fiscal and Database Specialist position. The role of the Select Board is to grant authorization for labor upgrades for positions within the classification and compensation system. Ms. Griffin stated that this position reflects an upgrade of a current Administrative Assistant position at the Public Works Department (DPW). Ms. Griffin stated that there had been 3 Administrative Assistant positions at DPW; one assigned to the Water Utility (Terry Jillson), an Administrative Assistant position assigned to the Public Works Department (Betsy Smith), and a data entry position that handled purchasing and inventory management (formerly held by Susan Love). Ms. Love left last fall and the position was eliminated. Ms. Smith left DPW to fill Penny Hoisington's position at the Town Office so the work load was reviewed and a new position was created. Ms. Griffin deferred to Ms. Levine for an explanation as to what the new position entails.

Ms. Levine stated that over the past couple of years DPW has purchased database software that manages it's fleet, it's equipment, it's long term capital planning and most recently added software that would handle GIS and mapping systems that maybe used by not only DPW but also Planning & Zoning, Assessing and eventually the public.

Ms. Levine stated that DPW has determined that with their current staffing levels, they don't have a single person who can handle those databases. They need someone who is better versed in the accounts payable process to track and manage the budget for various projects. This person could assist in grant management, project management, and utilizing the databases to assist the managers in following the budget for various jobs. She noted that she and Peter Kulbacki spent a significant amount of time on the job description making sure that they are clear about what the person filling this vacant position would be required to do. Terry Jillson is now filling the Administrative Assistant position and they would be looking at how the jobs would be split. Ms. Levine stated that in putting the job description together, there are some areas of complexity that is not required of other Administrative Assistants and the recommendation was to do a labor upgrade.

Vice Chairman Connolly MOVED to adopt Fiscal and Database Specialist Job Title, Labor Grade 13. Selectman Geraghty SECONDED the motion.

THE BOARD VOTED 4 IN FAVOR, 0 OPPOSED TO ADOPT THE FISCAL AND DATABASE SPECIALIST JOB TITLE, LABOR GRADE 13.

5. APPOINTMENT OF BALLOT CLERKS FOR JANUARY 10th PRESIDENTIAL PRIMARY.

Ms. Griffin stated that the Ballot Clerks are appointed for a two year term. State Law requires an equal amount of ballot clerks to represent each party.

Selectman Rassias asked how this is regulated. Ms. Griffin stated that it's not unusual for the State's Attorney's office to do inspections the day of voting. She's not sure how

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closely they audit the ballot clerks but Ms. McClain works hard to make sure the Town is in compliance.

Vice Chairman Connolly MOVED to appoint the following individuals as Ballot Clerks – Election Workers:

Steve Andreweg	Michael Evans	Elaine Lacy	Heidi Reynolds
Jan Assmus	Mary Fillinger	Becky LaHaye	Herb Roland
Antonia Barry	Joan Garipay	John LaHaye	Lois Roland
Nancy Bean	Laura Gillespie	Barbara McIlroy	Charlotte Sanborn
Tim Bent	Vail Haak	John McNamara	Bob Strauss
Susan Cohen	Ray Hogue	Judith Pettingell	Mary Wood
John Creagh	Pat Johnson	Richard Potter	Winnie Zappala
Emily Duncan	Glenn Johnson	Jill Terman Potter	
Judith Esmay	Chris Kennedy	Mary Proom	

Selectman Geraghty SECONDED the motion.

THE BOARD VOTED 4 IN FAVOR, 0 OPPOSED TO APPOINT THE LISTED INDIVIDUALS AS BALLOT CLERKS-ELECTION WORKERS.

6. APPROVAL OF MINUTES:
- December 5, 2011

Selectman Rassias had one clarification for the Minutes.

Vice Chairman Connolly MOVED to approve the Minutes of December 5, 2011 as amended. Selectman Rassias SECONDED the motion.

THE BOARD VOTED 4 IN FAVOR, 0 OPPOSED TO APPROVE THE MINUTES OF DECEMBER 5, 2011 AS AMENDED.

7. ADMINISTRATIVE REPORTS.

Ms. Griffin reported that the Town received a letter from the New Hampshire Department of Transportation (DOT) regarding Highway Block Grant aid. The Town typically receives \$290,000 (from gas tax revenue) but as a result of what the legislature did to the gas tax, effective 07/01/12, the Town will receive \$45,000 less than they have received for the past many years.

Chairman Christie noted that this equals ½% on the tax rate. Ms. Griffin stated that it comes out of the Public Works General Fund. Ms. Griffin stated that this was a larger reduction than they were expecting. The State is eliminating the \$30 surcharge on motor vehicle registrations which was money used to help pave the roads. The direct impact is a 20% cut for the highway department. Ms. Griffin stated that this amount of money is about what the Town spends for paving every year.

Ms. Griffin stated that they are nearing the completion of the first round of budget review sessions. Ms. Levine, Betsy McClain and Ms. Griffin have spent a lot of time meeting with departments. The budget draft should be ready the second week of January and it should be ready for the Select Board by mid-February. Ms. Griffin told the Social Service Agencies that they should come speak to the Board at the first meeting in February.

8. SELECTMEN'S REPORTS.

Athos Rassias

Selectman Rassias reported that the Conservation Commission met last Wednesday. There are several new commissioners and there were a couple of applications that were reviewed and general discussions about the Commission's priorities. The Commission is looking forward to planning some education and mission development in the next year.

Peter Christie

Selectman Christie reported that the Finance Committee met and discussed the School Budget. They were given some early numbers and were told about some initiatives that each of the Principals was hoping for. The School Board still needs to review the budget.

Selectman Christie reported that the Finance Committee did vote in support of the Town's 3.5% tax rate target.

Kate Connolly

Vice Chairman Connolly reported that the Planning Board met early in the month and there is not lot of building going on. The Planning Board started a lot merger which could not be finished due to other restrictions.

Vice Chairman Connolly reported that the Director of the Regional Planning Commission addressed the Planning Board about how they could be part of the \$3.5 million grant that the State of NH received for the 9 Regional Planning Commissions from HUD. The Planning Board also heard from another group about the possibility of a Heritage District on the West End to deal with some anomalies in zoning.

Vice Chairman Connolly also wanted to congratulate the Water Reclamation Facility employees for the Plan of the Year award since the Town has been recognized nationally for their work and structure.

Bill Geraghty

Selectman Geraghty reported that he toured all of the departments in 3½ days. He had an opportunity to spend some quality time with each Director, toured the facilities and

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learned a lot. He knows more today than he did a month ago. Selectman Geraghty was impressed with the staff.

Selectman Geraghty mentioned the he is not on any commission or committee and after a brief discussion with Chairman Christie noted that the thought is to make it simple and that he would sit on the committees that Brian Walsh was assigned to until the May election.

Chairman Christie thanked Selectman Geraghty for being willing to do this and noted that he would be sitting on the following committees: Parks & Recreation, Chamber of Commerce, Hanover Improvement Society and Sustainable Hanover. Ms. Griffin will get Selectman Geraghty on the e-mail and distribution lists for the Boards and Commissions.

9. OTHER BUSINESS.

Chairman Christie mentioned that Daryl Press joined the Hanover Finance Committee. He is the Associate Professor at Dartmouth College in the Department of Government and Chairman Christie wanted to thank him for serving.

10. ADJOURNMENT.

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

THE BOARD VOTED 4 IN FAVOR, 0 OPPOSED TO ADJOURN THE MEETING AT 8:25 P.M.

Respectfully Submitted,

Athos Rassias, Secretary

Minutes prepared by Elizabeth S. Rathburn.

SUMMARY

1. **Vice Chairman Connolly MOVED to approve the Memorandum of Understanding for the Conservation Fund. Selectman Rassias SECONDED the motion.**

THE BOARD VOTED 4 IN FAVOR, 0 OPPOSED TO APPROVE THE MEMORANDUM OF UNDERSTANDING FOR THE CONSERVATION FUND.

2. **Vice Chairman Connolly MOVED to adopt Fiscal and Database Specialist Job Title, Labor Grade 13. Selectman Geraghty SECONDED the motion.**

THE BOARD VOTED 4 IN FAVOR, 0 OPPOSED TO ADOPT THE FISCAL AND DATABASE SPECIALIST JOB TITLE, LABOR GRADE 13.

3. **Vice Chairman Connolly MOVED to appoint the following individuals as Ballot Clerks – Election Workers:**

Steve Andeweg	Michael Evans	Elaine Lacy	Heidi Reynolds
Jan Assmus	Mary Fillinger	Becky LaHaye	Herb Roland
Antonia Barry	Joan Garipay	John LaHaye	Lois Roland
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John Creagh	Pat Johnson	Richard Potter	Winnie Zappala
Emily Duncan	Glenn Johnson	Jill Terman Potter	
Judith Esmay	Chris Kennedy	Mary Proom	

Selectman Geraghty SECONDED the motion.

THE BOARD VOTED 4 IN FAVOR, 0 OPPOSED TO APPOINT THE LISTED INDIVIDUALS AS BALLOT CLERKS-ELECTION WORKERS.

4. **Vice Chairman Connolly MOVED to approve the Minutes of December 5, 2011 as amended. Selectman Rassias SECONDED the motion.**

THE BOARD VOTED 4 IN FAVOR, 0 OPPOSED TO APPROVE THE MINUTES OF DECEMBER 5, 2011 AS AMENDED.

5. **Selectman Rassias MOVED to adjourn the meeting. Vice Chairman Connolly SECONDED the motion.**

THE BOARD VOTED 4 IN FAVOR, 0 OPPOSED TO ADJOURN THE MEETING AT 8:25 P.M.