

FINAL

BOARD OF SELECTMEN'S MEETING

June 3, 2013

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; Athos Rassias, Selectman; Bill Geraghty, Selectman; Nancy Carter, Selectman; Jay Buckey, Selectman; and Julia Griffin, Town Manager.

1. PUBLIC COMMENT.

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

2. INITIAL REVIEW AND DISCUSSION OF DRAFT RENTAL HOUSING ORDINANCE.

Ms. Griffin stated that this would be a first look at the approach that the Board felt would make sense with regard to a Rental Housing Ordinance which was discussed prior to the budget sessions and Town Meeting. She noted that Attorney Laura Spector-Morgan was present to answer any questions.

Ms. Griffin stated that originally this Ordinance was meant to allow the Town to respond to specific problems vs. inspecting and certifying properties. She noted that Durham, NH is taking a more comprehensive and proactive approach. She noted that there had been previous discussions about registering rental units in Town. There would not be a charge for this but there would be a penalty for landowners who fail to register their rental units.

Chairman Christie thanked Ms. Spector-Morgan and was impressed that the document was only 2 pages long. Ms. Spector-Morgan stated that she tried to make it as simple as possible and she was hoping to receive feedback and make any changes the Board feels appropriate.

Chairman Christie had questions about paragraph #2 regarding the definition of rental properties as it seemed limited. Ms. Griffin read paragraph #2: "Rental properties shall include any property which is currently leased to a tenant or which is being advertised or otherwise made available for lease or occupancy by any person other than the owner of the property." Ms. Griffin and Ms. Spector-Morgan clarified that if someone had an apartment in their home, they would be subject to the ordinance. Chairman Christie suggested changing the sentence to add a period after occupancy and remove the rest of the sentence.

Selectman Carter clarified with Ms. Spector-Morgan that the Ordinance is not defining what constitutes a unit and Ms. Spector-Morgan agreed. Ms. Spector-Morgan stated that they could try to exempt certain types of room rentals within a property but the more exemptions that they make the more problems can come up.

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Chairman Christie had questions regarding paragraph #5 and wanted to clarify who can complain and what constitutes a complaint and whether they can include language that would give the Town the right to inspect at its discretion upon reasonable concern.

Ms. Spector-Morgan stated that they could add language that says “upon receipt of any well founded credible complaint at the Town’s discretion.” Ms. Griffin clarified with Chairman Christie that he was hoping to have the Town inspect if it is suspected there is an issue even if there isn’t an official complaint. Chairman Christie wanted the Town to have the option of becoming a complainant. Ms. Spector-Morgan offered to craft additional language.

Chairman Christie felt that the Board was prepared to go forward and take the legal risk if they have a reason to believe there is a problem. Ms. Spector-Morgan felt that the Town just needs to make sure that there is a very good paper trail so that they can explain the basis of their concerns.

Selectman Carter would like for the complaints to be written versus anonymous. She felt that if someone cares about a circumstance strongly enough, they should be willing to put it in writing and sign their name to it. Ms. Spector-Morgan cautioned that some of the complainants are students who are going to be afraid of retaliation from the landlord. Selectman Carter stated that a written complaint creates a paper trail. Selectman Geraghty asked if a written complaint would require a signature. Selectman Carter noted that people have asked her to back away from that requirement although she would prefer it.

Selectman Geraghty stated that this comes back to the issue of a student who doesn’t have anywhere to go but if there’s a serious issue, the Town wants them to feel comfortable coming forward. Selectman Carter wanted to protect all parties but especially the Town if a landlord comes back asking about the origin of a complaint. Chairman Christie wanted the Town to be able to inspect if there is reasonable belief that there is a violation whether it comes to them verbally or in writing.

Selectman Buckey suggested wording that ‘the Town shall have authority to conduct an inspection’ versus ‘shall conduct’ and ‘shall inspect’ which sounds more like a mandate. Ms. Spector-Morgan stated that they can change this to ‘may but shall not be obligated.’

Ms. Spector-Morgan referred to paragraph #3 and asked if the Town would want to exempt other group living arrangements such as CCRCs (Continuing Care Retirement Communities) and other short-stay facilities. Ms. Griffin stated that they could come up with some type of definition that would address those facilities since these aren’t the problem areas for the Town.

Chairman Christie asked about the term “lease” and if there is a difference between lease and rent. Ms. Spector-Morgan stated that she could add “or rented” to that sentence. Selectman Carter liked the word ‘lease’ which indicates that there is a written document whereas a ‘rental’ might consist of a shorter period of time. Ms. Griffin stated that the law sees the terms as synonymous.

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Ms. Spector-Morgan asked if the Board wanted to exclude properties where someone rents a room within their home. Chairman Christie stated that the obligation is just to let the Town know that a situation exists; he didn't feel that this was an issue since it's free to register.

Selectman Carter felt that someone renting out a room in their own home would generally be less of a problem. Ms. Morgan stated that this has been their experience as well but they would need to fill out a registration form at no charge.

Selectman Buckey asked if they could list and maintain a list of the properties that would be exempt. Ms. Spector-Morgan stated that the CCRCs are required to get all of their approvals in place and they are not having the types of rental problems that the Town is trying to address. Ms. Griffin will work on the way that they exempt these types of facilities.

Vice Chairman Rassias went back to paragraph #2 and discussed the term occupancy. Ms. Spector-Morgan noted that someone could have frequent overnight guests. Vice Chairman Rassias felt that overall this document hits all of the concerns.

Chairman Christie asked for comments from the public.

Dr. Bill Boyle was present and noted his support of this Ordinance.

Judith Esmay, Planning Board Chair, commended Ms. Spector-Morgan and the Select Board for coming up with a simple document that targets the issue that concerned the Planning Board.

Ms. Laura Spector-Morgan asked if the Board wanted to charge inspection fees. Ms. Griffin stated that they were talking about a \$25 fee for failing to register. Selectman Geraghty suggested a \$500 fine because he didn't feel that anyone would take a \$25 fee seriously. Ms. Spector-Morgan stated that her recommendation is \$100.

Ms. Griffin asked if the registration should be by property or per owner. Selectman Geraghty felt that it should be per unit.

Chairman Christie wanted to make sure that landlords were aware of this fine and get a couple of chances to take care of this before charging them \$500. Selectman Geraghty felt that they should get two chances and then a fine. Ms. Griffin stated that will be part of an information campaign and then a targeted mailing to individuals that they know have rental units. The challenge will be finding those owners who rent a room out of their home that the Town doesn't necessarily know about. She felt that there may be certain people who use the registration requirement as the purpose for filing suit against the Town in protest.

Selectman Carter asked if someone will resist registering because they may be out of compliance and whether there are parts of Town where you can't rent a room out within a home. Ms. Griffin stated that there may be some property owners that won't register all of the units in a property because the number of units would be illegal. She stated that if the Town doesn't inspect the property because they don't receive a complaint, they may never know. There needs to be some measure of trust that landlords will come forward with accurate registration information.

Chairman Christie asked about a second offense differentiation. Ms. Spector-Morgan stated that the way that it is set up there is a fine and then automatic registration. Chairman Christie noted that there may be a second property that a landlord failed to register.

Ms. Spector-Morgan felt that they could incorporate a high fine and then allow the Board of Selectmen to waive the fine in extraordinary cases. Selectman Geraghty felt that the Town Manager could determine whether the fine should be waived.

Vice Chairman Rassias asked if they were taking this on per unit and not per owner. Chairman Christie stated that this would be per address. Ms. Spector-Morgan stated that the Board needed to decide about whether this would be per property, per owner or per unit. For example: a landlord registers 3 units and not the 4th because it would be in violations of the zoning ordinance.

Vice Chairman Rassias was going to suggest that if they were considering this per unit, \$250 might be more reasonable. Ms. Griffin agreed that the problem will be with the extra units that are not accounted for; they may find that the landlord registered 3 out of 4 units.

Chairman Christie asked about the definition of rental properties; he was reading this as rental property address. Ms. Spector-Morgan suggested changing the wording to rental units and she will work on a better definition.

Chairman Christie felt that property would mean an address. Selectman Buckey stated that the property could be out of compliance because it has too many units. Ms. Spector-Morgan suggested the following wording: "Rental properties shall include any property, any part of which is currently leased to a tenant or which is being advertised" which would cover rooms/units, etc.

Chairman Christie stated that if a person registers a property, they will indicate how many tenants they have. Ms. Spector-Morgan suggested that they could work on the registration form to further clarify this.

Chairman Christie stated that each case will be subject to inspection and fines. There was further discussion regarding the difference between a property and a unit specifically in the case where a landlord registers 3 units but has a 4th undetected unit. Ms. Spector-Morgan suggested adding wording to include a fine for failing to accurately register a property.

Selectman Buckey suggested a fine for failing to register and a fine for misrepresenting the rental property. Selectman Carter asked if landlords have any recourse for student violations specifically when a tenant allows additional people to live at the property to offset the rent.

Ms. Spector-Morgan stated that the ordinance can be used against owners and occupants. She noted that she has never heard the scenario that Selectman Carter was suggesting. Ms. Griffin stated that it's usually an issue where the landlord has the appropriate amount of signatories on

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the lease but claim to be unaware that more people were living there. Chairman Christie stated that he would like to keep the landlord responsible for this and not the Town.

Ms. Spector-Morgan stated that this would be part of the “frequent overnight guest” designation. Ms. Griffin stated that the Town would rather not get between the landlord and the students but the landlord needs to be held responsible for the use of the property.

Ms. Spector-Morgan asked the Board about the fine amount for a re-inspection; the first complaint based inspection is free but a re-inspection would result in a fine. She suggested that she could work with Ms. Griffin to determine a cost for staff time and come back to the Board with a proposal. Ms. Griffin stated that a typical plan review costs between \$50/hour & \$75/hour which is a reasonable reflection of the cost for an inspection. The Board agreed that \$500 would be the fee for failing to register.

Ms. Spector-Morgan stated she would make the changes to the draft ordinance. Ms. Griffin stated that they could make the changes and have the first public hearing and there should be two hearings on this issue.

Selectman Carter would like this in place for the upcoming start of the school year and give the landlords a couple of months to understand the requirements. Selectman Buckey suggested making an on-line registration system.

Chairman Christie MOVED to Set a Public Hearing to Discuss the Proposed Rental Housing Ordinance on Monday, June 17, 2013. Vice Chairman Rassias SECONDED the Motion.

THE BOARD VOTED UNANIMOUSLY TO SET A PUBLIC HEARING TO DISCUSS THE PROPOSED RENTAL HOUSING ORDINANCE ON MONDAY, JUNE 17, 2013.

3. WORK SESSION TO CONSIDER PROPOSED RATES AND FEES FOR FY 2013-14.

Ms. Griffin stated that Town staff has been busy looking at potential modifications to the Rate and Fee Schedule. It has been a long time since they have made any changes to the Planning and Zoning fees and noted that Beth Rivard in the Planning and Zoning Department did a lot of research with comparable communities for the Board to consider.

Ms. Griffin stated that there are minor modifications to the Rate and Fee Schedule as proposed.

Selectman Geraghty asked about the Ambulance per capita charge at \$25.99 and whether the Town is being that precise and whether they could change the rate to an even \$26.00. Ms. Griffin stated that this has to do with reimbursement by Medicaid.

Ms. Griffin noted the change to eliminate the item regarding the valuation listing for which there was no charge so it should be removed from the Rate and Fee Schedule.

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Ms. Griffin noted that charge of \$7.00 for Trail Maps which is based on the cost to produce the maps and goes into the Conservation Fund.

Ms. Griffin noted the change in the Howe Library inter-library loan fee where there would now be no charge since this amount is included in the non-resident card fee. There is a fee of \$1.00/day included for the Amazon Kindle and the telescope.

Ms. Griffin noted that the Non-Resident Childcare providers' fee for borrowing books would increase to \$135.00/year.

Parking Presentation

Ms. Griffin noted that Lt. Patrick O'Neill from the Parking Division was going to make a presentation to the Board regarding three things: 1) parking meter options; 2) strategy for raising meter rates modestly to pay into the Capital Reserve to pay back the cost of the meters; and 3) additional parking space sites on Hovey, Sanborn and Lebanon Street.

Ms. Griffin stated that she and Patrick looked around to find additional parking spaces for downtown employees. Ms. Griffin reported that she spoke with Janet Rebman from the Hanover Chamber of Commerce about raising meter rates and she asked that they look at additional parking spaces for employees. She noted that Lt. O'Neill and Mike Chase measured the spaces to make sure that this would work.

Ms. Griffin stated that they also looked at starting a pilot program where every morning at 10:00 a.m. the Town could alert employees there is parking available downtown for \$2.00. This would move vehicles from Main Street and out of Lot 1 but it would be on the days when there are fewer cars in the garage.

Lt. O'Neill provided a chart with the areas that would be upgraded with the purchase of the parking meters. There are 224 spaces including the areas of South Main Street, Upper Lebanon Street, Municipal Lot 1, Bank of America Deck School Street, and Allen Street Extension. He noted an additional 175 spaces that would be served by an upgraded kiosk; Marshall Lot, Lot 6, Lot 7, South Block and E. Wheelock. These upgrades would take care of 399 spaces out of 600 single spaces which do not include the Parking Garage.

Lt. O'Neill had multiple parking meters on display from three companies; IPS, Duncan & POM. He stated that IPS has the most experience with single space meters that accept credit cards and noted that the technology hasn't been around a long time. The parking kiosks that accept credit cards have been around for a longer period of time.

Lt. O'Neill stated that the second company is Duncan and the Town currently has Duncan meters on the street. The last company is POM and he noted that this company has an electronic unit that accepts coins and then you can purchase a separate module that plugs into the bottom of the mechanism so it's not an 'all or nothing' unit. There is another POM unit that allows you to select the space that you are paying for.

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Lt. O'Neill stated that the advantage is in terms of the connectivity fees where there is one mechanism to cover two spaces so the cost is less. Lt. O'Neill noted that the units are PCI compliant so the transactions are secure. A customer could use coin and credit cards so if someone wanted to mix their transaction, they could do this.

Vice Chairman Rassias asked how these meters are connecting. Lt. O'Neill stated that it is a cell connection.

Lt. O'Neill discussed the Parkeon Kiosks where a customer can use a credit card or coin and then a receipt prints out with a time of expiration and this would be placed on the vehicle's dashboard. Lt. O'Neill stated that this option looks better visually than having all of the meters everywhere. They would need extra signage if they planned on doing this down Main Street which may defeat the purpose of cleaning up the sidewalk.

Selectman Carter asked if the current kiosks can be converted to accept credit cards. Lt. O'Neil stated that it costs \$5,000 each to convert to a credit card capable unit.

Lt. O'Neill played a YouTube video (<http://www.youtube.com/watch?v=8-9Mk5XvKc>) to show the technology associated with using a smart phone to pay for parking. After a car is parked, the user enters a code on the parking meter and a text reminder will be sent to the user as time is running out. There's a mobile app and website and users can choose to use a credit card or direct debit. Lt. O'Neill pointed out that there would be stickers plastered all over the housings so that users can understand how to register. Ms. Griffin stated that they are highlighting this because customers have asked about it.

Lt. O'Neill gave a breakdown of the equipment investment. Through IPS, the cost of the meters is \$110,000 and if they include \$40,000 for new housings the total cost would be \$151,000; the addition of the upgrades for the Parkeon 8 would cost a total of \$191,095.

Lt. O'Neill noted that if the Town chose to purchase new housings without the credit card capability on the equipment it would cost \$67,200. The Town could choose to add the Pay-By-Cell option which would require an account be set up for Hanover, NH and the user would have the ability to use their cell phone. Ms. Griffin further stated that the customer could increase their parking time by app or by cell but they couldn't physically use their credit card on the machine.

Lt. O'Neill discussed the per credit transaction gateway fee per company: IPS would charge the Town \$0.13; Duncan \$0.06; and POM \$0.10. There is a monthly connectivity fee per space: IPS and Duncan charge \$5.75/month; POM charges \$2.50 per space or \$5.00 per the mech that handles 2 spaces; and Parkeon charges \$55.00/unit for 29 units per month. The Pay-By-Cell option would cost users \$0.35 per transaction.

Lt. O'Neill noted that there are credit card processing fees at a rate of 1.87% plus \$.10 per transaction fee. He noted that the cost for the meters with the addition of the credit card processing fees for IPS & Parkeon would be \$33,381/year for the 399 upgraded spaces.

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Vice Chairman Rassias asked if upgrading the meters would reduce staffing in the department. Lt. O'Neill stated that they are currently looking to hire two additional parking meter employees to take the place of one full-time person. He would want to wait and see what happens over a 12 month period.

Lt. O'Neill stated that the connectivity enables credit card transactions but also allows the Town to have control over the rate and min/max settings from the parking office; reporting features tracking card and coin transactions; and broken meter alerts.

Lt. O'Neill stated that this year's investment upgrades 399 out of 600 metered parking spaces. The space sensors cost as much as \$300 per space with additional monthly fees.

Selectman Carter asked if any of the broken meters have been replaced. Lt. O'Neill stated that the meters have been routinely repaired but not replaced.

Lt. O'Neill stated that the Parking & Transportation Board liked the IPS unit the best because it appeared to be the most user friendly. Lt. O'Neill liked the POM unit that controls 2 spaces and noted that the housings appear to be very solid and sturdy.

Lt. O'Neill reported that the Town doubled parking rates and fines in 2001 and 2002. The rates went from \$.25/hour to \$.50/hour and \$.10/hour to \$.25/hour in the employee areas. The fines doubled from \$5.00 to \$10.00 and some went from \$15.00 to \$30.00. He noted that there were quite a few years where they put money into the Parking Undesignated Fund Balance. In 2010 they started to spend a lot of money to maintain the parking garage and to replace equipment.

Lt. O'Neill gave an overview of other Parking Fund Revenue sources that were suspended, eliminated or reduced in 2003/2004. The Parking District Tax was suspended because the fund was doing so well. There were changes to the Zoning Ordinance which led to the elimination of the Parking Deficit Fee. The Tax Increment Financing District was attached to the parking garage construction that was taxable property and some of this money was used to pay for the bond and this has been reduced.

Lt. O'Neill stated that there was a 'honeymoon period' from 2001 to 2009 in which the Town was spending very little in terms of transfers from capital reserve with large contributions into the reserve. He noted that in 2010 the Town came up with a solid plan for future expenditures.

Lt. O'Neill stated that the Capital Reserve Balance is \$537,000 and the current annual contribution is \$65,000 and continuing this pace will result in a deficit in FY2018 of \$96,000. The new equipment expenditures would bring the deficit to \$865,000. He noted that he looked at this with Betsy McClain, Finance Director, and they determined that if they increase the annual contributions to the fund by \$80,000 to a total of \$145,000, this would cover anticipated expenditures through 2025.

Lt. O'Neill stated that there are three proposals for meter rate increases. He noted that Janet Rebman from the Chamber supports proposal #1 and the Parking & Transportation Board approves proposal #2. Proposal #1 would increase the parking meters that would be upgraded from

\$.50/hour to \$.75/hour and the current \$.25/hour locations would go up to \$.35/hour which would increase revenue by \$137,855. Proposal #2 would change the rates for Lot 1 behind Town Hall and South Main Street from \$.50/hour to \$1.00/hour. This would result in new meter revenue of \$204,890. Proposal #3 would double the employee parking rates to \$.50/hour (from the current \$.25/hour) which would raise an additional \$249,241. Ms. Griffin noted that the areas that they consider “employee parking” are the areas that have 10 hour parking: the Marshall Lot, 63 South Main Street deck, School Street, Allen Street Extension and Lot 7.

Lt. O’Neill stated that with regard to the expenditures, the net new revenue for Proposal 1 is \$104,474; Proposal 2 would be \$186,929 and Proposal 3 would be \$106,929. If all 600 spaces were upgraded to accept credit cards, they would probably bring in an additional \$100,000 in revenue to \$237,000 and fees would increase to \$50,000. He stated that in the 3rd year they would look at increasing the contribution to the reserve to \$80,000 so there would always be a cushion of around \$100,000.

Lt. O’Neill stated that they looked for new parking spaces and he and Mike Chase measured the area on Hovey Lane and noted that if the parallel spaces are moved and they shorten the grass areas, they could create 15 new angled spaces.

Selectman Geraghty asked Lt. O’Neill for the definition of a “compact car” because there are large SUVs that tend to park in those areas. Lt. O’Neill stated that Lt. Evans had a suggestion that the Town paint a block on the ground and if the vehicle fits in the space, it is considered a compact car in terms of length. Selectman Geraghty asked if there would be a fine if a vehicle doesn’t fit within the space and how they are going to manage this. Lt. O’Neill stated that they have done enforcement on a couple of spaces in town. He noted that there are already a lot of small cars parking in that area. Ms. Griffin noted that half of them are student cars which are typically the more economical vehicles.

Lt. O’Neill reported that on Hovey Lane there could be 4 new spaces on the sharp corner and 5 new spaces near the traffic calming area by changing to the angled spaces. There could be 8 new parking spaces on Sanborn Lane. Selectman Carter stated that for a long time these spaces were permit only. Lt. O’Neill noted that one restaurant rented the spaces before but once they were given up, no one else was interested.

Ms. Griffin reported that she did speak with Ms. Rebman at the Hanover Chamber who asked that if the Town is going to increase rates, they would like to see additional parking for the downtown employees. Ms. Griffin noted that they would also need to have additional conversation with Dartmouth before they can allow more students to park in the Thompson lot.

Selectman Carter asked if there is any traction with the Chamber in asking businesses to step up to their responsibilities with their employees in buying them parking passes. She felt that this would go a long way to create employee loyalty. Ms. Griffin noted that while she and Patrick were on Hovey Lane a local business owner who purchases passes for their employees asked why more retail owners don’t choose this option.

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Selectman Carter asked how soon after graduation they could put the new heads on the parking meters all the way up and down Lebanon Street to make Hanover as tourist friendly as possible.

Lt. O'Neill stated that they haven't had heads on the meters on lower Lebanon Street for a very long time. He stated that they don't currently have the equipment.

Ms. Griffin stated that downtown employees know that they are available and park there in the summertime. Lt. O'Neill stated that they do sell a few permits to the Co-op Food Store employees and then ILead fills up spaces as well on Wednesdays.

Selectman Buckey asked about the software for setting the rates and whether the Town has the ability to set the cash and credit card rates. Lt. O'Neill stated that the Town could choose separate rates.

Ms. Griffin stated that they are not asking the Board to make a decision. There will be a public hearing at the next meeting. The Chamber's preference is a more modest increase. The Parking and Transportation Board would like to increase rates to \$1.00. Ms. Rebman is more concerned about an increase because of the meter feeding. Chairman Christie stated that this is what they would be inclined to do to discourage meter feeding and create more spaces for customers. Ms. Griffin stated that she could see where Ms. Rebman was coming from but the goal was to find more parking spaces for the 5 day/week employees at the \$35 permit rate.

Ms. Griffin stated that the two key questions for the Board to resolve are: 1) do they support the Chamber's preference or the PTB's preference relative to parking meter rates; and 2) which technology should they purchase with the best outcome for the long term financial goals.

Selectman Buckey stated that with the parking rates, the fees are important and noted that out of a \$.50 parking rate, 20% are fees. On \$1.00 they are paying a 12% fee which is really high. To earn \$100,000 additional revenue the Town would be paying \$15,000 or 15%. He noted that the fees are substantial and noted that the transaction fees are much less in Europe.

Ms. Griffin stated that the sales people felt that charging less than \$1.00/hour with a credit card component didn't make a lot of sense. She noted that when the Town doubled the meter rates years ago, there were no complaints. She noted that doubling the parking fines didn't cause additional problems either. Raising the fee to \$1.00/hour would reduce the meter feeding.

Chairman Christie stated that the objective was to create more short term parking and an increase to \$1.00 may change some behaviors. Selectman Buckey suggested that the Town also speak with Metric Parking which is another vendor and noted that they are very savvy with regard to managing parking.

Chairman Christie asked about enforcement beyond 5:00 p.m. Ms. Griffin stated that they have been focusing on the equipment; additional enforcement would be a phase 2 discussion and there were concerns from the Chamber. Chairman Christie asked what the concern was and Ms. Griffin stated that the customers would have to pay when they had never had to pay before. Selectman Geraghty stated that with the current system, the customers can't park because the

employees are using the space. His understanding is the customer is the priority and this will be a good discussion to have at the public hearing.

Ms. Griffin stated that there were two initial goals for the parking study; 1) to look at parking spaces and fees and 2) to look at parking for downtown employees. If the Town doesn't want employees to meter feed in the downtown areas, they need to find them opportunities to make it desirable to park in other areas.

Selectman Geraghty would like Lt. O'Neill to discuss the parking garage options at the public hearing where employees could park for \$2.00. He suggested that Lt. O'Neill articulate the dates/times when the parking garage would have spaces.

Selectman Buckey thanked Lt. O'Neill for his presentation. Selectman Carter wanted to make sure that the screens on the meters are as legible and user friendly as possible.

Planning and Zoning Fees

Ms. Griffin stated that they took a comprehensive look at almost all of the Planning and Zoning fees. She noted that they surveyed comparison communities and Hanover's rates are significantly lower than most other communities.

Selectman Geraghty asked if the proposed changes are at the higher end or mid-range. Ms. Griffin stated that some are at the mid-range and some are at the higher end. It depended on the amount of time each procedure requires. Selectman Geraghty clarified with Ms. Griffin that the basis for the changes are the labor costs.

Ms. Griffin stated that they did a detailed analysis of the average amount of time that the reviews and inspections take to determine an appropriate fee. The fees have not been increased in 10 years. Ms. Griffin stated that the Town received more permit revenue in the past generating three times the operating costs in revenue.

Selectman Buckey asked about the comparison communities which were Claremont, Concord, Keene, and Lebanon and noted that they are all cities as opposed to towns. Ms. Griffin stated that Hanover is a city in town clothing based on the amount of complex construction that takes place. She stated that they compared Hanover with other communities with similar building permits issues, range of types of building permits issues, types of square footage constructed, etc.

Ms. Griffin noted that they raised building permit fees from \$60 plus \$.50/square foot to \$100 plus \$.50/square foot. She noted that for construction of larger institutional buildings, they raised rates from \$5.50 per \$1,000 of construction costs to \$6.00 per \$1,000. They opted not to vary it based on the size of the building constructed.

Selectman Carter asked when the fees would take effect if approved by the Board. Ms. Griffin stated that it would go into effect July 1. Selectman Carter asked at what stage a building would have to be in, in order for these fees to take place.

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Ms. Griffin stated that if a building permit had already been applied for prior to July 1, the old rates would apply.

Selectman Buckey left the meeting.

Chairman Christie asked about the policy for setting the fees and whether they are trying to be competitive or whether they are trying to cover costs plus a profit. Ms. Griffin stated that the Town is trying to cover costs. Chairman Christie confirmed that they are trying to cover all costs and be competitive with other communities to ensure efficiency.

Ms. Griffin stated that from an ethical perspective, local government isn't supposed to make a profit by raising fees beyond the cost of the services provided. She noted that they are trying to bill additional fees when they go above and beyond with projects that are particularly complex; charging research fees when they get these requests and charging based on the costs associated with the employee providing the services and the average amount of time invested.

Selectman Carter asked about circumstances where the Town may make a profit and if this money goes into the General Fund. She recalled the passionate discussion about sidewalks and the goal to make Hanover a more pedestrian friendly Town. Ms. Griffin confirms that the revenue can go into the General Fund. Planning and Zoning has always made more revenue than the operating costs because of the level of building activity. Revenue above the operating costs is general revenue which can be used to fund other department operations.

Ms. Griffin began to review additional fee changes and Chairman Christie confirmed with her that the changes being discussed are based on covering the costs associated with the services.

Selectman Geraghty felt that this is a reasonable approach and would like to hear from the public. Ms. Griffin stated that the Board will be setting a public hearing and the notice will then be posted.

Chairman Christie stated that the Town should look at how they are dealing with the annual fees instead of changing them dramatically every 4 or more years. Ms. Griffin stated that they have looked at a few areas within the schedule and look at changes every 2 years for Parks & Recreation; this year the focus is Planning & Zoning, Water and Sewer and Parking.

Selectman Geraghty felt that if the changes are based on the labor rate, they should evaluate them every other year and not wait 5 or 10 years.

Chairman Christie asked if there are any other large revenue items that should be reviewed. MS. Griffin stated that there were not.

4. RECOMMENDATION TO SET PUBLIC HEARING FOR MONDAY, JUNE 17th TO REVIEW AND CONSIDER THE PROPOSED RATE AND FEE SCHEDULE FOR FY 2013-14.

Vice Chairman Rassias MOVED to Set a Public Hearing for Monday, June 17th to Review and Consider the Proposed Rate and Fee Schedule for FY 2013-14. Selectman Carter SECONDED the Motion.

THE BOARD VOTED 4 IN FAVOR, 0 OPPOSED, 1 ABSENT TO SET A PUBLIC HEARING FOR MONDAY, JUNE 17th TO REVIEW AND CONSIDER THE PROPOSED RATE AND FEE SCHEDULE FOR FY 2013-14.

**5. RECOMMENDATION TO ACCEPT ABATEMENT
RECOMMENDATIONS OF THE ADVISORY BOARD OF ASSESSORS.**

Ms. Griffin noted that Mike Ryan, Assessor, reported that the Board met and took up the last abatement request for this year. He noted that this is the last one for Tax Year 2012 and there is nothing outstanding in the court except for the FairPoint appeal. Ms. Griffin stated that there are many other communities that are caught up in the FairPoint appeal throughout the State.

Selectman Carter MOVED to Accept the Abatement Recommendations of the Advisory Board of Assessors as listed in the Minutes of 05/22/13. Selectman Geraghty SECONDED the Motion.

THE BOARD VOTED 4 IN FAVOR, 0 OPPOSED, 1 ABSENT TO ACCEPT THE ABATEMENT RECOMMENDATIONS OF THE ADVISORY BOARD OF ASSESSORS AS LISTED IN THE MINUTES OF 05/22/13.

6. APPROVAL OF MINUTES:
- May 14, 2013
- May 20, 2013

Selectman Geraghty MOVED to Approve the Minutes of May 14, 2013. Vice Chairman Rassias SECONDED the Motion.

THE BOARD VOTED 3 IN FAVOR, 0 OPPOSED, 1 ABSENT, 1 ABSTAINED TO APPROVE THE MINUTES OF MAY 14, 2013. (Selectman Carter abstained from the vote).

Elizabeth Rathburn noted that Selectman Buckey previously submitted three changes to the Minutes of May 20th.

Selectman Geraghty MOVED to Approve the Minutes of May 20, 2013 as Amended. Vice Chairman Rassias SECONDED the Motion.

THE BOARD VOTED 3 IN FAVOR, 0 OPPOSED, 1 ABSENT, 1 ABSTAINED TO APPROVE THE MINUTES OF MAY 20, 2013 AS AMENDED. (Selectman Carter abstained from the vote).

7. ADMINISTRATIVE REPORTS.

Ms. Griffin reported that she has been watching the Legislature and noted that the Committee of Conference has until June 20th to reach consensus on the budget. She is hoping that they do not reduce the rooms and meals allocation or further reduce the highway aid which is included in Hanover's budget. She noted that the Casino bill, the gas tax and the cigarette tax did not pass.

Ms. Griffin announced that the Town of Hanover now owns the property at 44 Lebanon Street and they will have to register the units under the new Rental Housing Ordinance. Ross Farnsworth will provide outreach to the tenants and they did discover in the process that the property owners were leasing parking spaces to Co-op employees which was a zoning ordinance violation; those parking leases have been terminated.

Ms. Griffin reported that students from Hanover's Sister City in Nihonmatsu, Japan are coming to visit on Friday, July 26th through Monday, July 28th. There are host families for all 10 students. She would like the Board to join them for the dinner or a portion of the day when they go out with Dartmouth representatives. The Mayor from Nihonmatsu will be joining them.

8. SELECTMEN'S REPORTS.

Bill Geraghty

Selectman Geraghty had nothing new to report.

Athos Rassias

Vice Chairman Rassias reported that the Hanover Bike & Pedestrian Committee held a summit that he was unable to attend but he has heard that it was highly successful and well attended. The goal was to look at the future and they were trying to get public input and educate the public about possibilities. Some of the presentations included those that the Select Board reviewed as part of the Bike & Pedestrian Plan.

Nancy Carter

Selectman Carter announced that the Planning Board will hold their June meeting tomorrow at 7:30 in the Board Room at the Town Offices. She noted that for those who are interested, the Board will review work that Hypertherm is proposing at 15 & 21 Great Hollow Road as well as work being proposed at 4 and 6 North Park Street to convert an 8 room residential building to 25 bed student resident affinity house. These plans are in the preliminary stages but interested parties should attend the meeting to learn more.

Peter Christie

Chairman Christie had nothing new to report.

9. OTHER BUSINESS.

Chairman Christie asked Ms. Griffin to review the summer schedule for the next meeting.

Vice Chairman Rassias MOVED to Appoint Julia Griffin as a Town Representative to the Trescott Company. Selectman Geraghty SECONDED the Motion.

THE BOARD VOTED 4 IN FAVOR, 0 OPPOSED, 1 ABSENT TO APPOINT JULIA GRIFFIN AS A TOWN REPRESENTATIVE TO THE TRESMOTT COMPANY.

Vice Chairman Rassias suggested that Chairman Christie explain what the Trescott Company is for the viewing audience. Chairman Christie explained that the Trescott Company is the owner of the land of the water company. Dartmouth College and the Town each have a one-half interest in the property and both entities have 3 representatives on the Board of Directors. He noted that he, Julia Griffin and Selectman Buckey represent the Town on that Board.

Chairman Christie MOVED to Follow the Request for a Non-Public Session to Discuss Items Pursuant to RSA 91-a: 3, II (c) (d) and (e).

SELECTMAN CARTER VOTED YES; CHAIRMAN CHRISTIE VOTED YES; VICE CHAIRMAN RASSIAS VOTED YES; AND SELECTMAN GERAGHTY VOTED YES. THE BOARD WENT INTO NON-PUBLIC SESSION AT 9:30 P.M.

Vice Chairman Rassias MOVED to Exit the Non-Public Session at 10:10 p.m. Selectman Geraghty SECONDED the Motion.

THE BOARD VOTED 4 IN FAVOR, 0 OPPOSED, 1 ABSENT TO EXIT THE NON-PUBLIC SESSION AT 10:10 P.M.

10. ADJOURNMENT.

Vice Chairman Rassias MOVED to Adjourn the Meeting. Selectman Geraghty SECONDED the Motion.

THE BOARD VOTED 4 IN FAVOR, 0 OPPOSED, 1 ABSENT TO ADJOURN THE MEETING AT 10:11 P.M.

Respectfully Submitted,

Nancy A. Carter, Secretary

Minutes prepared by Elizabeth S. Rathburn.

SUMMARY

1. **Chairman Christie MOVED to Set a Public Hearing to Discuss the Proposed Rental Housing Ordinance on Monday, June 17, 2013. Vice Chairman Rassias SECONDED the Motion.**

THE BOARD VOTED UNANIMOUSLY TO SET A PUBLIC HEARING TO DISCUSS THE PROPOSED RENTAL HOUSING ORDINANCE ON MONDAY, JUNE 17, 2013.

2. **Vice Chairman Rassias MOVED to Set a Public Hearing for Monday, June 17th to Review and Consider the Proposed Rate and Fee Schedule for FY 2013-14. Selectman Carter SECONDED the Motion.**

THE BOARD VOTED 4 IN FAVOR, 0 OPPOSED, 1 ABSENT TO SET A PUBLIC HEARING FOR MONDAY, JUNE 17th TO REVIEW AND CONSIDER THE PROPOSED RATE AND FEE SCHEDULE FOR FY 2013-14.

3. **Selectman Carter MOVED to Accept the Abatement Recommendations of the Advisory Board of Assessors as listed in the Minutes of 05/22/13. Selectman Geraghty SECONDED the Motion.**

THE BOARD VOTED 4 IN FAVOR, 0 OPPOSED, 1 ABSENT TO ACCEPT THE ABATEMENT RECOMMENDATIONS OF THE ADVISORY BOARD OF ASSESSORS AS LISTED IN THE MINUTES OF 05/22/13.

4. **Selectman Geraghty MOVED to Approve the Minutes of May 14, 2013. Vice Chairman Rassias SECONDED the Motion.**

THE BOARD VOTED 3 IN FAVOR, 0 OPPOSED, 1 ABSENT, 1 ABSTAINED TO APPROVE THE MINUTES OF MAY 14, 2013. (Selectman Carter abstained from the vote).

5. **Selectman Geraghty MOVED to Approve the Minutes of May 20, 2013 as Amended. Vice Chairman Rassias SECONDED the Motion.**

THE BOARD VOTED 3 IN FAVOR, 0 OPPOSED, 1 ABSENT, 1 ABSTAINED TO APPROVE THE MINUTES OF MAY 20, 2013 AS AMENDED. (Selectman Carter abstained from the vote).

6. **Vice Chairman Rassias MOVED to Appoint Julia Griffin as a Town Representative to the Trescott Company. Selectman Geraghty SECONDED the Motion.**

THE BOARD VOTED 4 IN FAVOR, 0 OPPOSED, 1 ABSENT TO APPOINT JULIA GRIFFIN AS A TOWN REPRESENTATIVE TO THE TRESMOTT COMPANY.

- 7. Chairman Christie MOVED to Follow the Request for a Non-Public Session to Discuss Items Pursuant to RSA 91-a: 3, II (c) (d) and (e).**

SELECTMAN CARTER VOTED YES; CHAIRMAN CHRISTIE VOTED YES; VICE CHAIRMAN RASSIAS VOTED YES; AND SELECTMAN GERAGHTY VOTED YES. THE BOARD WENT INTO NON-PUBLIC SESSION AT 9:30 P.M.

- 8. Vice Chairman Rassias MOVED to Exit the Non-Public Session at 10:10 p.m. Selectman Geraghty SECONDED the Motion.**

THE BOARD VOTED 4 IN FAVOR, 0 OPPOSED, 1 ABSENT TO EXIT THE NON-PUBLIC SESSION AT 10:10 P.M.

- 9. Vice Chairman Rassias MOVED to Adjourn the Meeting. Selectman Geraghty SECONDED the Motion.**

THE BOARD VOTED 4 IN FAVOR, 0 OPPOSED, 1 ABSENT TO ADJOURN THE MEETING AT 10:11 P.M.