

FINAL

BOARD OF SELECTMEN'S MEETING

December 2, 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, Vice Chairman; Bill Geraghty, Selectman; Jay Buckey, Selectman; and Julia Griffin, Town Manager. Absent: Nancy Carter, Selectman.

1. PUBLIC COMMENT.

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

2. DISCUSSION REGARDING PROPOSED AMENDMENT TO THE PARKING ORDINANCE.

Chairman Christie invited Lt. Patrick O'Neill to speak to the Board about the proposed amendment. Lt. O'Neill introduced himself as the Parking Division Supervisor and advised that he is coming to the Board to address the immobilization process. He reported that the immobilization process is the last effort in an attempt to collect on unpaid parking fines.

Lt. O'Neill outlined the process for immobilization. He stated that if a person owes \$90.00 or more to the Town in unpaid parking tickets, this is an individual that has received at least 3 parking tickets and has received multiple notices. Lt. O'Neill stated that when a person receives a ticket, it is issued to the vehicle; if remains unpaid after 14 days there is a \$10 late fee attached and a notice is sent to the registered owner's address. After 28 days there is an additional late fee attached and another notice is sent.

Lt. O'Neill estimated that in a 12 month period there are probably 200 to 300 people that would owe \$90 or more to the Town. He stated that the way that the ordinance is written, Parking Enforcement officers needs to locate the vehicle parked in town for individuals that owe \$90 or more; report back to the Town office to get a letter and a summary of the tickets involved; once the individual receives the letter that is placed on their car, they have 5 days to make arrangements to pay the outstanding balance. They are finding that with the new equipment (smart phones) they are getting 2 or 3 hits each day on individuals that fit into this category and the process of getting back to the Town office to generate the paperwork involved, can take 15 to 20 minutes before they return to the vehicle. Most of the time the vehicle is still there but sometimes it is not. The ordinance requires the ticket history be included with the letter which is cumbersome.

Lt. O'Neill stated that he is requesting that the ordinance be amended. He could provide the enforcement officer with a 2 part form with a check-off box so that the notice could be left with the vehicle and then the individual that receives the letter could get additional information about the tickets involved from the Parking Office. This would save the enforcement officers a lot of

time and they would have better success in collecting on these tickets so the request is to change one sentence in the ordinance.

Selectman Buckey asked for clarification on the immobilization process. Lt. O'Neill explained that the warning letter is issued on the vehicle with a 5 day time limit for the person to make arrangements for payment; if no response is received during the time, the Parking Enforcement officer will then be able to boot the vehicle (adding a \$50 boot fee).

Selectman Buckey asked about the technology being used. Lt. O'Neill reported that the device is a *Galaxy Note* which is a smart phone. There is an app loaded from Google Play which is connected to Parking's AIMS database which has all of the ticket information. Selectman Buckey asked about whether they could get a portable printer to print the notices. Lt. O'Neill stated that the equipment is not available at this time. The Parking Enforcement officers do have printers with them that print the actual tickets.

Ms. Griffin noted that the Board needs to set a Public Hearing for December 16th to modify the Ordinance.

Selectman Buckey MOVED to Set a Public Hearing for Monday, December 16th to Amend the Parking Ordinance as Discussed. Selectman Geraghty SECONDED the Motion.

THE BOARD VOTED 4 IN FAVOR, 0 OPPOSED, 1 ABSENT TO SET A PUBLIC HEARING FOR MONDAY, DECEMBER 16TH TO AMEND THE PARKING ORDINANCE AS DISCUSSED.

3. RECOMMENDATION TO SET POLLING HOURS FOR SPECIAL STATE PRIMARY ON TUESDAY, JANUARY 21, 2014.

Ms. Griffin noted that Moderator Steve Fowler was present in the audience. Ms. Griffin stated that with the death of Executive Councilor Ray Burton, under State Law there is no provision for appointing an interim so there is now a special State Primary set for Tuesday, January 21, 2014; there will then be an election for the Executive Council position in March. Ms. Griffin recommended that the Board set the regular polling hours for the special State Primary for Tuesday, January 21, 2014 from 7 a.m. to 7 p.m. She stated that Betsy McClain has reserved the High School gym but they are still working this out and want to avoid voter confusion.

Selectman Geraghty MOVED to Set the Polling Hours for the Special State Primary on Tuesday, January 21, 2014 from 7 a.m. to 7 p.m. Selectman Buckey SECONDED the Motion.

Selectman Geraghty asked if the polling hours needed to be 7 a.m. to 7 p.m. Ms. Griffin stated that the Board could choose to set the polling hours for 8 a.m. to 7 p.m. but there are concerns about voter confusion.

THE BOARD VOTED 4 IN FAVOR, 0 OPPOSED, 1 ABSENT TO SET THE POLLING HOURS FOR THE SPECIAL STATE PRIMARY ON TUESDAY, JANUARY 21, 2014 FROM 7 A.M. TO 7 P.M.

4. REVIEW OF BOARD MEETING CALENDAR FOR 2014.

Ms. Griffin asked for any concerns about the proposed schedule. Selectman Buckey noted a possible scheduling conflict for the February budget sessions; he would check on this and get back to the Board.

5. UPDATE ON REGIONAL INITIATIVES.

Ms. Griffin noted that there are continued discussions regarding household hazardous waste and composting. She reported that representatives from Hartford, Hanover, Lebanon and Norwich met last week and finalized an agreement to conduct a study of the household hazardous waste collection potential for the facility in Hartford and also for food composting at the Greater Upper Valley Landfill site. Hanover is committed to fund \$6,000 toward the cost of an assessment which will be overseen by the Greater Upper Valley Solid Waste District.

Ms. Griffin noted that Peter Kulbacki (Public Works Director) is representing the Town in these efforts. The goal is to look at what would be required to fund and support a household hazardous waste facility which will probably be located in Hartford. She noted that it has taken a year to get to this point but she was encouraged by the conversations taking place. The Lebanon staff will also be focusing on the future of the Lebanon Landfill.

Ms. Griffin reported that there are on-going conversations regarding regionalizing fire and dispatch efforts.

Ms. Griffin reported that she is involved in a group that is working toward finding funding to help New Hampshire Public Television replace their tower on Moose Mountain. The Moose Mountain tower is 50 years old and it's within 10 years of the end of its useful life. If they change the allocation of equipment on the tower by more than 5%, there are provisions in place that would require that the tower come down.

Ms. Griffin reported that Hanover has dispatch communication equipment on this tower in addition to other public safety communications' equipment. The State cut their budget and reduced the NH Public TV budget by \$500,000. The cost of replacing the tower is around \$400,000 to \$500,000. The challenge is that federal and state money is available to municipalities and not private entities.

Ms. Griffin reported that the Zoning Board will consider a request by AT&T for a 180' tower on the Shumway property. AT&T is pursuing this location because there isn't room on the Moose Mountain tower for their equipment. AT&T offered to allow the Town of Hanover to add their equipment to the tower but Doug Hackett indicated that this proposed tower would not be tall enough; the Moose Mountain Tower is over 300' tall.

Selectman Buckey asked if NH Public Television wanted to own a tower. Ms. Griffin stated that they do because this is an important revenue generator and they own a number of towers. NH Public Television is now trying to figure out how to finance the replacement of the tower. Ms. Griffin stated that the Town of Hanover is not currently paying a fee for having equipment on the tower and she noted that they have talked with the company to try to keep it this way by offering to maintain the roadway in lieu of rent.

6. BANNER REQUEST:
- Upper Valley Haven

Ms. Griffin noted that the Banner Request is for the Mud Ball which is a fundraiser for the Haven.

Vice Chairman Rassias MOVED to Approve the Banner Request for the Upper Valley Haven. Selectman Geraghty SECONDED the Motion.

THE BOARD VOTED 4 IN FAVOR, 0 OPPOSED, 1 ABSENT TO APPROVE THE BANNER REQUEST FOR THE UPPER VALLEY HAVEN.

7. APPROVAL OF MINUTES:
- November 4, 2013

Chairman Christie and Vice Chairman Rassias had some wording changes to the Minutes.

THE BOARD VOTED 4 IN FAVOR, 0 OPPOSED, 1 ABSENT TO APPROVE THE MINUTES OF NOVEMBER 4, 2013 AS AMENDED.

8. ADMINISTRATIVE REPORTS.

Ms. Griffin reported that there were 58 applicants for the open Fire Chief position. They have narrowed the number down to 16 individuals for the next round which will include telephone interviews by the consultants with the goal of narrowing it down to 8 around the first of the year.

Ms. Griffin reported that the Police Chief recruitment is on-going and open for another 10 days. She noted that that person in charge of recruitment reported that he has a lot of interest in the position.

Ms. Griffin noted that there has been movement within the Town offices. She stated that with the changes in technology in the Parking Division, they have been able to reduce a full time Administrative Assistant position. Foot traffic in the Town offices has decreased since people now have the ability to pay their parking tickets on-line which was what they anticipated would happen.

Ms. Griffin reported that that Adriane Coutermarsh left the Parking Division to work for Public Works; Mari Platt and Elizabeth Rathburn worked part-time hours in the Parking Division during the transition and now staff in Administrative Services and Assessing are taking on some of the duties for the Parking Division. Lt. O'Neill has been moved down into the front area of the Town office; accounts payable and payroll have moved into the former parking office.

Ms. Griffin noted that the Board will see that a portion of the clerks' time will be allocated to the Parking Fund and a reduction of a full time position in Parking.

Ms. Griffin reported that she will be attending a memorial service for Ray Burton on Saturday, December 14th at Plymouth State University in the morning and then Nick Giaccone's Retirement Celebration will be held that evening at Class of '53 Commons (formerly Thayer Dining Hall) with dessert to follow at Lou's Restaurant. Anyone interested in attending should contact Sheryl Tallman at the Hanover Police Department or Betsy Smith at the Town Office asap.

9. SELECTMEN'S REPORTS.

Bill Geraghty

Selectman Geraghty had nothing new to report.

Athos Rassias

Vice Chairman Rassias had nothing new to report.

Peter Christie

Chairman Christie reported that he had the chance to meet with Chuck Wooster, Chair of the Hartford Select Board, and had an interesting discussion about potential regional activities.

Jay Buckey

Selectman Buckey had nothing new to report.

10. OTHER BUSINESS.

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

SELECTMAN BUCKEY VOTED YES; CHAIRMAN CHRISTIE VOTED YES; VICE CHAIRMAN RASSIAS VOTED YES; AND SELECTMAN GERAGHTY VOTED YES.

THE BOARD WENT INTO NON-PUBLIC SESSION AT 8:02 P.M.

Vice Chairman Rassias MOVED to Exit the Non-Public Session. Selectman Geraghty SECONDED the Motion.

THE BOARD VOTED 4 IN FAVOR, 0 OPPOSED, 1 ABSENT TO EXIT THE NON-PUBLIC SESSION AT 9:08 P.M.

12. 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 9:08 P.M.

Respectfully Submitted,

Athos Rassias, Secretary

Minutes prepared by Elizabeth S. Rathburn.

SUMMARY

- 1. Selectman Buckey MOVED to Set a Public Hearing for Monday, December 16th to Amend the Parking Ordinance as Discussed. Selectman Geraghty SECONDED the Motion.**

THE BOARD VOTED 4 IN FAVOR, 0 OPPOSED, 1 ABSENT TO SET A PUBLIC HEARING FOR MONDAY, DECEMBER 16TH TO AMEND THE PARKING ORDINANCE AS DISCUSSED.

- 2. Selectman Geraghty MOVED to Set the Polling Hours for the Special State Primary on Tuesday, January 21, 2014 from 7 a.m. to 7 p.m. Selectman Buckey SECONDED the Motion.**

THE BOARD VOTED 4 IN FAVOR, 0 OPPOSED, 1 ABSENT TO SET THE POLLING HOURS FOR THE SPECIAL STATE PRIMARY ON TUESDAY, JANUARY 21, 2014 FROM 7 A.M. TO 7 P.M.

- 3. Vice Chairman Rassias MOVED to Approve the Banner Request for the Upper Valley Haven. Selectman Geraghty SECONDED the Motion.**

THE BOARD VOTED 4 IN FAVOR, 0 OPPOSED, 1 ABSENT TO APPROVE THE BANNER REQUEST FOR THE UPPER VALLEY HAVEN.

- 4. THE BOARD VOTED 4 IN FAVOR, 0 OPPOSED, 1 ABSENT TO APPROVE THE MINUTES OF NOVEMBER 4, 2013 AS AMENDED.**
- 5. Chairman Christie MOVED to Follow the Request for a Non-Public Session to Discuss Items Pursuant to RSA 91-a: 3, II (a), (c) and (e).**

SELECTMAN BUCKEY VOTED YES; CHAIRMAN CHRISTIE VOTED YES; VICE CHAIRMAN RASSIAS VOTED YES; AND SELECTMAN GERAGHTY VOTED YES.

- 6. Vice Chairman Rassias MOVED to Exit the Non-Public Session. Selectman Geraghty SECONDED the Motion.**

THE BOARD VOTED 4 IN FAVOR, 0 OPPOSED, 1 ABSENT TO EXIT THE NON-PUBLIC SESSION AT 9:08 P.M.

- 7. 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 9:08 P.M.