

**FINAL**

**BOARD OF SELECTMEN'S MEETING**

**June 23, 2014**

**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; Bill Geraghty, Selectman; Nancy Carter, Selectman; and Julia Griffin, Town Manager. Absent: Athos Rassias, Vice Chairman; and Jay Buckey, Selectman.

**1. PUBLIC COMMENT.**

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

**2. PUBLIC HEARING TO CONSIDER AND APPROVE THE PROPOSED FY 2014-2015 RATE AND FEE SCHEDULE.**

Chairman Christie noted that about 40% of the Town's revenue is generated through fees. He stated that many fees do not change year to year but some are increased due to budget decisions or inflation.

**Fire and Ambulance**

Ms. Griffin stated that they have clarified charges related to Fire Safety Crowd Control by specifying one row for labor exclusively and one for manned apparatus. She noted that there have been specific requests for certain types of coverage so this is now broken down. She also noted that they have introduced new fees to recover the cost of inspections, site and plan review, and other work related to life safety and fire code enforcement.

Ms. Griffin stated that they needed to add charges to reflect the time that Inspector Jeryl Frankenfield spends conducting these services. She noted that they determined the fee based on the amount of time that Insp. Frankenfield spends on each item. There is a \$100 base review fee plus \$0.10 per \$1,000 cost of construction. There will also be an hourly fee for additional fire inspection services.

Selectman Carter confirmed with Ms. Griffin that these charges are for Inspector Frankenfield's time going out into the field as well as reviewing paper documents. Ms. Griffin stated that Insp. Frankenfield spends about 50% of his time out in the field to look at different phases of construction. Chairman Christie clarified with Ms. Griffin that this was mostly for non-residential activity. Ms. Griffin stated that they want to look at whether these fees might work to fully fund a full-time position. Currently Insp. Frankenfield works 2.5 days/week and may retire sometime in the near future. Selectman Carter asked if this was a position that could be used regionally. Ms. Griffin stated that there have been conversations with the Fire Chiefs in other communities about this.

Ms. Griffin noted that they will be raising report fees for Fire and Ambulance from \$15 to \$20. She stated that they have increased the per capita charges (\$27.10 per capita) to communities served by the Hanover Ambulance Services; the fee was developed as part of the FY2015 budget.

Ms. Griffin noted they are increasing the Treatment and Transport fee from \$450 to \$550. Treatment with Transport (Advanced Life Support) increases from \$770 to \$775. Selectman Carter asked if most of the patients have this cost covered by insurance. Ms. Griffin stated that the majority of users are covered by insurance and this fee is intended to be recoverable from both individuals on Medicare as well as private insurance. Ms. Griffin noted that although the Town will bill at that rate, it doesn't mean that they will be reimbursed at that rate. She also stated that the rates are in line with the industry standards for this area. Ms. Griffin reported that many times the EMTs will respond and not transport but provide on scene medical care.

Ms. Griffin stated that additional treatment charges are increasing to \$150 for defibrillation which is what the industry states should be charged for this service. Selectman Carter asked whether the Police Department charges for this when they conduct this type of service. Ms. Griffin stated that they do not charge for that but it is part of the police response. She noted that the ambulance crew takes over treatment when they arrive at the call.

Ms. Griffin noted that they are increasing their Special Event Stand-by from \$150/hour to \$200/hour.

#### General Administration

Ms. Griffin noted that the cost for customized reports from Town databases is being increased from \$50 to \$75. She noted that they deleted the charges for the mailing labels.

#### Public Grounds

Ms. Griffin stated that they will be deleting some wording because cremation internment and urn internment are the same.

#### Planning and Zoning

Ms. Griffin reported that the Realtor Research Fee was deleted in Planning and Zoning as this service is not being used much anymore.

#### Police Department

Ms. Griffin stated that the Special Services Detail (when officers are hired for special duty) was increased from \$66.06 to \$66.72 to reflect salary increases. She noted that

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report fees were increased from \$20 to \$25. Dog licenses are increased by \$1 as allowed by State statute and the cost for a tag replacement will be \$3.00.

### Parking

Ms. Griffin reported that they are adjusting Temporary Parking permits to the full day rate fee due to parking rate increases in the downtown area. They will also be offering pre-pay for Hovey/Lebanon parking permits for longer periods of time as a convenience to customers.

Ms. Griffin noted that changes to the short term rates in the parking garage reflect the second half hour fee. Ms. Griffin noted that the charges for the electric car charging station are based on rates charged in other communities.

Selectman Carter asked about the Winter Parking Ban Towing charges doubling. Ms. Griffin asked Elizabeth Rathburn for clarification. Ms. Rathburn stated that per the Towing Contract, the fees associated with removing a vehicle could cost the Town around \$200 and the ticket to the car owner is only \$50 so the Town sustains a loss. She also noted that each year the Police Department puts out a bid for Towing Services and for the past few years have received only one response. Selectman Carter confirmed that there is almost no competition. Ms. Griffin stated that this is for the winter operations so that Public Works can clear the roads. Selectman Geraghty asked about repeat offenders and wondered if they should increase the fees. Ms. Rathburn stated that it didn't appear that there were multiple repeat offenders. She also noted that the Police Department makes significant effort to let the public know when Winter Towing is in effect by notifying businesses, trying to contact car owners, warnings on the electronic sign, etc.

### Parks and Recreation

Ms. Griffin noted that they are increasing the Camp Quest weekly fees to represent the full daily cost. The cost has gone up due to the cost of transportation and general admittance to activity sites.

Selectman Geraghty felt that the difference between resident and non-resident should be higher but he wasn't sure about the history. Ms. Griffin stated that most enrollees are from Norwich if they are not Hanover residents. She noted that they get a lot of push back if the fees are too different.

### Water Utility Fund

Peter Kulbacki, Director of Public Works, was present to speak to the Board. Mr. Kulbacki stated that there is a 5% rate increase based on revenue generated versus the amount of water being used. He noted that water use continues to decline. He stated that there has been a steady decrease for 15 years. The hydrant charges have been increased to help cover the cost.

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Mr. Kulbacki stated that the “average domestic use” was for people who did not have metered service and they may be able to eliminate this in the future. He noted that there were private hydrant charges for places like Dartmouth College, CRREL and for entities not paying taxes such as schools. These are places that are not subject to the Fire Fund Tax but still have a hydrant.

Mr. Kulbacki reported that meters can be read without sending someone out to a location so they were able to remove those charges. He noted that for the Connection Fee, this reflects the amount of netbook value plus money going into the Capital Reserve.

#### Sewer Department

Mr. Kulbacki stated that they are revising the gallons charge down based on the reduction of capital expense. Selectman Carter stated that she was surprised that this went down. Mr. Kulbacki stated that they factor in depreciation and as they pay their loans back there are less amounts in capital costs. Ms. Griffin stated that this is based on the anticipated capital costs and in this case they are decreasing it. Mr. Kulbacki stated that the recapture fee table is based on national standards. Selectman Carter asked whether some of these uses are seasonal. Mr. Kulbacki confirmed that there are seasonal uses but they need to make sure that they have the capacity to allow for all of the types of uses and it’s calculated at the peak impact.

Selectman Carter asked why the copy of the voter checklist on the Rate and Fee Schedule is so inexpensive. She assumes that those most interested would be part of the National Political Party and she would be in favor of charging more. Ms. Griffin stated that this is based on State law and is generally provided to individuals on disk. The \$25.00 fee is an adequate charge for the paper generated but for the most part, they can hand the person a disk.

**Selectman Carter MOVED to Approve the Proposed FY 2014-15 Rate and Fee Schedule. Selectman Carter SECONDED the Motion.**

**THE BOARD VOTED 3 IN FAVOR, 0 OPPOSED, 2 ABSENT TO APPROVE THE FY 2014-15 RATE AND FEE SCHEDULE.**

#### **3. RECOMMENDATION TO SET POLLING HOURS FOR STATE PRIMARY ON SEPTEMBER 9, 2014.**

**Selectman Geraghty MOVED to Set Polling Hours for the State Primary from 7 a.m. to 7 p.m. on September 9, 2014. Selectman Carter SECONDED the Motion.**

**THE BOARD VOTED 3 IN FAVOR, 0 OPPOSED, 2 ABSENT TO SET POLLING HOURS FOR THE STATE PRIMARY FROM 7 A.M. TO 7 P.M. ON SEPTEMBER 9, 2014.**

**4. RECOMMENDATION TO SET A PUBLIC HEARING FOR MONDAY, JULY 14<sup>th</sup> TO AMEND ORDINANCE #32 RELATIVE TO THE SERVING OF ALCOHOL BY RESTAURANTS OCCUPYING SECTIONS OF PUBLIC SIDEWALKS.**

Ms. Griffin noted that the Hanover Inn will be using a portion of their sidewalk and would like to be able to serve alcohol which currently would be in violation of Ordinance #32. Selectman Carter noted that it was not unanimous at the Planning Board meeting with a great deal of discussion regard to the outdoor dining area but they agreed to try it on a trial basis for one year. Selectman Geraghty felt it would be helpful to have additional information about the use of the sidewalk in front of the Hanover Inn at the meeting. Ms. Griffin noted that this would also apply to EBAs as they occasionally serve beer.

**Selectman Carter MOVED to Set a Public Hearing for Monday, July 14<sup>th</sup> to Amend Ordinance #32 Relative to the Serving of Alcohol by Restaurants Occupying Sections of Public Sidewalks. Selectman Geraghty SECONDED the Motion.**

**THE BOARD VOTED 3 IN FAVOR, 0 OPPOSED, 2 ABSENT TO SET A PUBLIC HEARING FOR MONDAY, JULY 14<sup>TH</sup> TO AMEND ORDINANCE #32 RELATIVE TO THE SERVING OF ALCOHOL BY RESTAURANTS OCCUPYING SECTIONS OF PUBLIC SIDEWALKS.**

**5. PRELIMINARY DISCUSSION OF GOALS AND OBJECTIVES FOR FY 2014-15.**

Chairman Christie recommended that the Board postpone this item until the July 14<sup>th</sup> meeting.

- 6. BANNER REQUEST:**
- Good Beginnings of the Upper Valley Banner
  - Parks & Recreation – July 4<sup>th</sup> Banner
  - Howe Library – Everyone is Reading Banner

**Selectman Carter MOVED to Approve the Banner Requests of Good Beginnings of the Upper Valley; Parks and Recreation – July 4<sup>th</sup>; and Howe Library – Everyone is Reading. Selectman Geraghty SECONDED the Motion.**

**THE BOARD VOTED 3 IN FAVOR, 0 OPPOSED, 2 ABSENT TO APPROVE THE BANNER REQUESTS.**

- 7. ACCEPTANCE OF DONATIONS:**
- Fire Department
  - Etna Library

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Ms. Griffin reported that there was a \$2,400 donation from CREARE to the Ambulance service. Hanover Conservancy donated \$315 to the Etna Library for a tree planting in the reading garden at the Etna Library.

**Selectman Geraghty MOVED to Accept the Donations to the Fire Department and the Etna Library. Selectman Carter SECONDED the Motion.**

**THE BOARD VOTED 3 IN FAVOR, 0 OPPOSED, 2 ABSENT TO ACCEPT THE DONATIONS TO THE FIRE DEPARTMENT AND THE ETNA LIBRARY.**

**8. APPROVAL OF MINUTES:**  
- June 2, 2014

Chairman Christie had one change to the Minutes.

**Selectman Carter MOVED to Accept the Minutes of June 2, 2014, As Amended. Selectman Geraghty SECONDED the Motion.**

**THE BOARD VOTED 3 IN FAVOR, 0 OPPOSED, 2 ABSENT TO APPROVE THE MINUTES OF JUNE 2, 2014, AS AMENDED.**

**9. ADMINISTRATIVE REPORTS.**

Ms. Griffin reported that there is a crane in front of the Hopkins Center to replace the large windows. She noted that a lot of construction is about to begin in that area. Ms. Griffin reported that Liberty Utilities will start work on the replacement of the underground feed on South Main Street.

Ms. Griffin noted that the Board may have received a call from CodeRed recently. Residents can go to the Town website and click on CodeRed and add their cell phone numbers or e-mail addresses to the database. Ms. Griffin stated that they are urging residents to register and noted that this is done in conjunction with Grafton County. She stated that they can send a message out to a certain section of town or to all town residents. She noted that they do try to limit their utilization of CodeRed so they do not minimize the importance of this service. Selectman Carter noted that they need to reassure the public that this is the only use for the information being provided and they are not going to be added to some other database. Ms. Griffin confirmed that this is true and residents can choose to only be notified of emergencies as well.

Ms. Griffin reported that the July 4<sup>th</sup> parade is coming up and Liz Burdette at Parks and Recreation is the parade organizer. She encouraged the Board of Selectmen to participate.

**10. SELECTMEN'S REPORTS.**

**Bill Geraghty**

Selectman Geraghty noted that he is working the 4<sup>th</sup> of July event and invited residents to be part of the activities.

**Nancy Carter**

Selectman Carter had nothing new to report.

**Peter Christie**

Chairman Christie reported that two baby loons hatched on Spectacle Pond.

**11. OTHER BUSINESS.**

There was no Other Business reported.

**12. ADJOURNMENT.**

**Selectman Geraghty MOVED to Adjourn the Meeting. Selectman Carter SECONDED the Motion.**

**THE BOARD VOTED 3 IN FAVOR, 0 OPPOSED, 1 ABSENT TO ADJOURN THE MEETING AT 8:21 P.M.**

Respectfully Submitted,

Nancy A. Carter, Secretary

Minutes prepared by Elizabeth S. Rathburn.

**SUMMARY**

1. **Selectman Carter MOVED to Approve the Proposed FY 2014-15 Rate and Fee Schedule. Selectman Carter SECONDED the Motion.**

**THE BOARD VOTED 3 IN FAVOR, 0 OPPOSED, 2 ABSENT TO APPROVE THE FY 2014-15 RATE AND FEE SCHEDULE.**

2. **Selectman Geraghty MOVED to Set Polling Hours for the State Primary from 7 a.m. to 7 p.m. on September 9, 2014. Selectman Carter SECONDED the Motion.**

**THE BOARD VOTED 3 IN FAVOR, 0 OPPOSED, 2 ABSENT TO SET POLLING HOURS FOR THE STATE PRIMARY FROM 7 A.M. TO 7 P.M. ON SEPTEMBER 9, 2014.**

3. **Selectman Carter MOVED to Set a Public Hearing for Monday, July 14<sup>th</sup> to Amend Ordinance #32 Relative to the Serving of Alcohol by Restaurants Occupying Sections of Public Sidewalks. Selectman Geraghty SECONDED the Motion.**

**THE BOARD VOTED 3 IN FAVOR, 0 OPPOSED, 2 ABSENT TO SET A PUBLIC HEARING FOR MONDAY, JULY 14<sup>TH</sup> TO AMEND ORDINANCE #32 RELATIVE TO THE SERVING OF ALCOHOL BY RESTAURANTS OCCUPYING SECTIONS OF PUBLIC SIDEWALKS.**

4. **Selectman Carter MOVED to Approve the Banner Requests of Good Beginnings of the Upper Valley; Parks and Recreation – July 4<sup>th</sup>; and Howe Library – Everyone is Reading. Selectman Geraghty SECONDED the Motion.**

**THE BOARD VOTED 3 IN FAVOR, 0 OPPOSED, 2 ABSENT TO APPROVE THE BANNER REQUESTS.**

5. **Selectman Geraghty MOVED to Accept the Donations to the Fire Department and the Etna Library. Selectman Carter SECONDED the Motion.**

**THE BOARD VOTED 3 IN FAVOR, 0 OPPOSED, 2 ABSENT TO ACCEPT THE DONATIONS TO THE FIRE DEPARTMENT AND THE ETNA LIBRARY.**

6. **Selectman Carter MOVED to Accept the Minutes of June 2, 2014, As Amended. Selectman Geraghty SECONDED the Motion.**



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**THE BOARD VOTED 3 IN FAVOR, 0 OPPOSED, 2 ABSENT TO APPROVE THE MINUTES OF JUNE 2, 2014, AS AMENDED.**

- 7. Selectman Geraghty MOVED to Adjourn the Meeting. Selectman Carter SECONDED the Motion.**

**THE BOARD VOTED 3 IN FAVOR, 0 OPPOSED, 1 ABSENT TO ADJOURN THE MEETING AT 8:21 P.M.**