

**FINAL**

**BOARD OF SELECTMEN'S MEETING**

**September 22, 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; Athos Rassias, Vice Chairman; Bill Geraghty, Selectman; Nancy Carter, Selectman; Jay Buckey, Selectman; and Julia Griffin, Town Manager.

**1. PUBLIC COMMENT.**

There were no comments from the public.

**2. RECOMMENDATION TO SET A PUBLIC HEARING FOR MONDAY, OCTOBER 20, 2014 TO ACCEPT \$6,554.90 IN FUNDS FROM DARTMOUTH COLLEGE AND EMERGENCY MANAGEMENT PLANNING GRANT FOR COMMUNICATIONS BRIDGE BETWEEN HPD'S VHF RADIO COMMUNICATION SYSTEM AND THE COLLEGE'S UHF TRUNKED COMMUNICATIONS SYSTEM.**

Ms. Griffin stated that currently Dartmouth Safety and Security (DSS) is unable to speak directly to Hanover Dispatch or to the Hanover officers. The Town applied for an EMPG grant and Dartmouth agreed to match it. The total cost of the project is \$6,554.90 and the plan is to have this equipment in place by Homecoming. Ms. Griffin also noted that Doug Hackett is working closely with DSS to coordinate additional training.

**Selectman Carter MOVED to Set a Public Hearing for Monday, October 20, 2014 to Accept \$6,554.90 in Funds from Dartmouth College and the Emergency Management Planning Grant for a Communications Bridge Between HPDS's VHF Radio Communication System and the College's UHF Trunked Communication System. Selectman Buckey SECONDED the Motion.**

**THE BOARD VOTED UNANIMOUSLY TO SET A PUBLIC HEARING FOR MONDAY, OCTOBER 20, 2014 TO ACCEPT \$6,554.90 IN FUNDS FROM DARTMOUTH COLLEGE AND EMERGENCY MANAGEMENT PLANNING GRANT FOR COMMUNICATIONS BRIDGE BETWEEN HPD'S VHF RADIO COMMUNICATION SYSTEM AND THE COLLEGE'S UHF TRUNKED COMMUNICATIONS SYSTEM.**

**3. DISCUSSION OF NHMA LEGISLATIVE POLICY PROPOSALS TO BE CONSIDERED DURING THE UPCOMING 2015-16 LEGISLATIVE POLICY CONFERENCE ON FRIDAY, SEPTEMBER 26<sup>th</sup>.**

Chairman Christie asked Ms. Griffin to highlight the policy proposals that would be of particular interest to the Board and the Town of Hanover. Ms. Griffin stated that some of the proposals pertain to SB2 towns and do not pertain to Hanover. (*SB2 is a form of local government that has two sessions; a deliberative session prior to Town Meeting and then a voting session by ballot instead of a traditional Town Meeting*).

Chairman Christie asked if the Board had any concerns. Selectman Buckey asked about the proposal pertaining to the long-term storage of records. The issue surrounds the lack of availability of microfilm. Ms. Griffin stated that under State Law the Town is required to store some records permanently including all of the Planning and Zoning records in paper form or microfilm. She noted that microfilm is pretty much obsolete and the Town would like to digitize the records but they are required to keep all of the paper permanently. The goal of this policy is to show that microfilm is no longer a viable option so everything should be kept in paper form.

Selectman Geraghty asked why people would want to keep just the paper option. Ms. Griffin stated that the State of NH is fairly conservative in terms of records storage management. Some people are concerned about digitizing the records and then having the technology change. Ms. Griffin reported that last summer the Town created a cold storage facility at the Water Treatment building that used to be the Hanover Water Works office. The space is dry and temperature controlled. Ms. Griffin reported that they have hired an intern to scan and digitize the Planning and Zoning records and then all of the paper is being taken to the cold storage facility. It was previously being stored in the Town office basement. Ms. Griffin noted that Elizabeth Rathburn helped staff start the project last winter.

Selectman Buckey asked if anyone has come up with a solution. Ms. Griffin noted that Elizabeth and town staff visited the City of Keene to look at their record storage facility. Keene purchased an old warehouse and converted it into a paper document storage facility; they have a full-time archivist working for them who manages the storage of their records in addition to storing documents for other agencies.

Ms. Griffin reported that the Town is trying to take this issue a step further by requiring that all Planning and Zoning documents be submitted in digitized form. Ms. Griffin noted that paper takes up space and a lot of management to handle them.

**Chairman Christie MOVED to Authorize the Town Manager to Represent the Board of Selectmen at the 2015-16 Legislative Policy Conference on Friday, September 26<sup>th</sup>. Selectman Geraghty SECONDED the Motion.**

Selectman Buckey asked about the floor proposals. Ms. Griffin reviewed the floor policy proposals with the Board and noted that some would not pertain to Hanover.

- The Town of Gilford is requesting that the Town be allowed to impose a standard fee of no more than \$10 for shipping when mailing documents to someone at their request.
- The Town of Barrington proposed that when a landowner has been through the building permit process for a residence, they should not have to go through the whole process for additions and accessory structures, decks, etc. if the building permit is not an expansion of use that might increase the community's exposure and liability. Ms. Griffin noted that they would not support this one and she does not think it will pass through because it goes against the building permit process.

**THE BOARD VOTED UNANIMOUSLY TO AUTHORIZE THE TOWN MANAGER TO REPRESENT THE BOARD OF SELECTMEN AT THE 2015-16 LEGISLATIVE POLICY CONFERENCE ON FRIDAY, SEPTEMBER 26<sup>th</sup>.**

**4. UPCOMING FALL AGENDA PLANNING.**

Ms. Griffin provided the Board with a list of upcoming events. Ms. Griffin proposed cancelling the October 6<sup>th</sup> meeting. She stated that she would be looking for the Board to set the ascertainment public hearing for the Comcast cable franchise agreement renewal for November. She stated that very little is being proposed for modification in the current contract. She is working on getting information from the school, CATV and the residents to determine what they would like to be included in the agreement.

Ms. Griffin noted that the Town cannot dictate program content or pricing but they can work on the number of free drops available to the schools for cable service and the extent of service for the residents (currently 15 households per mile if they all agree to buy service for 2 years). She would recommend at that time that the Board set a public hearing for November 3<sup>rd</sup>. Selectman Carter asked if the survey would be sent before October 20<sup>th</sup>. She stated that the work has already started.

Ms. Griffin stated that the Board will start looking at the 5 year forecast and tax year target at the October meeting with the goal of having a decision in early November. She will also have the rest of the Board and Commission appointments on October 20<sup>th</sup>.

Ms. Griffin reported that she will plan on joining the October Planning Board meeting with Selectman Carter.

Ms. Griffin stated that on November 17 they will be finalizing the initial plan for the expansion of the Community Center. She will be looking for feedback from the Select Board and the Parks and Recreation Board.

Ms. Griffin reported that she and one of the Select Board members would need to visit with the Zoning Board of Adjustment at a date yet to be determined.

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Ms. Griffin stated that at the December 1<sup>st</sup> meeting they will need to look at the progress that the Board has made on their Goals and Objectives list. She noted that negotiations will be starting with the three unions. Ms. Griffin and Selectmen Christie will plan on meeting with the Conservation Commission in December.

- 5. APPOINTMENTS:**  
Parks and Recreation Board  
Planning Board  
Sustainable Hanover  
Zoning Board of Adjustment

**Selectman Buckey MOVED to Accept the Following Appointments through September, 2017:**

- **Hanover Finance Committee – Heidi Postupack**
- **Parks and Recreation Board – Amy Vienna; Darlene Roach-Branche**
- **Zoning Board of Adjustment – Arthur Gardiner (Alternate); Carolyn Radisch (Full Member)**

**Vice Chairman Rassias SECONDED the Motion.**

**THE BOARD VOTED UNANIMOUSLY TO APPROVE THE APPOINTMENTS AS PRESENTED THROUGH SEPTEMBER, 2017.**

- 6. APPROVAL OF MINUTES:**  
- September 8, 2014

Selectman Buckey noted that he had previously submitted some changes to the draft Minutes.

**Vice Chairman Rassias MOVED to Accept the Minutes of September 8, 2014, As Modified. Selectman Buckey SECONDED the Motion.**

**THE BOARD VOTED UNANIMOUSLY TO ACCEPT THE MINUTES OF SEPTEMBER 8, 2014, AS MODIFIED.**

- 7. ADMINISTRATIVE REPORTS.**

Ms. Griffin stated that staff has been very busy now that the term has started at Dartmouth. Ms. Griffin noted that they are in the process of getting ready for an audit.

Ms. Griffin reported that the French delegation from Joigny will be arriving on Thursday, October 9<sup>th</sup> (9 adults and 2 young boys). They have a full schedule of events planned to celebrate the 20<sup>th</sup> Anniversary of being Hanover's Sister City.

**8. SELECTMEN'S REPORTS.**

**Bill Geraghty**

Selectman Geraghty reported that he attended the Parks and Recreation Board meeting and he was able to gain an appreciation as to how active they are when he reviewed the statistics. He noted that they are gathering information to do an audit of all facilities that are available for their programs.

**Athos Rassias**

Vice Chairman Rassias had nothing new to report.

**Peter Christie**

Chairman Christie had nothing new to report.

**Nancy Carter**

Selectman Carter reported that she attended a Howe Board of Trustees meeting on September 18<sup>th</sup>. The Annual Meeting of the Howe Library will be held on October 9<sup>th</sup> from 4:00 to 5:30 in the lower level of the Library.

Selectman Carter announced that there are two Little Free Libraries in town. She noted that every other day staff members and volunteers make sure that these are well stocked and appropriate. All are welcome to take a book and they are located near the bus shelter and outside town hall.

**Jay Buckey**

Selectman Buckey reported that he was approached by citizens concerned about the deer population and he asked for an update.

Ms. Griffin reported that bow hunting is allowed as of September 15<sup>th</sup> and they are asking hunters to notify the Town and obtain permission to hunt on the Trescott property and the Hudson Farm and the other side of Trescott Road from the Trescott Property itself.

Ms. Griffin reported that the Balch Hill Management Committee are trying to come up with an approach for their area and are talking to Fish and Game about whether they can obtain some nuisance permits.

Ms. Griffin stated that there was a deer seminar organized at the Howe Library. The number of deer taken last fall over the year before almost doubled. She asked that hunters register with the Public Works Department; this is important as the Town can notify the police department that a vehicle parked on the road belongs to a hunter.

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Selectman Carter clarified with Ms. Griffin that the hunters would need to go to see Adriane at Public Works and not the Town Office. She asked if non-residents can get permission to hunt in Hanover. Ms. Griffin stated that this is not limited to Hanover residents.

Ms. Griffin reported that Fall Fest is happening on Friday, October 3<sup>rd</sup> from 3:30 to 6:30 at Storrs Pond Recreation Area. Selectman Geraghty noted that last year parking was an issue but this will be taken care of and he encouraged everyone to attend. Ms. Griffin stated that Dartmouth will be allowing parking at the base of Oak Hill at the top of Storrs Hill Drive and police officers will be there to direct people. Ms. Griffin stated that the Select Board will be providing 400 donuts for the kids to try to eat them on a string.

**9. OTHER BUSINESS.**

**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 BUCKEY VOTED YES; 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 8:09 P.M.**

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

**THE BOARD VOTED UNANIMOUSLY TO EXIT THE NON-PUBLIC SESSION AT 9:20 P.M.**

**10. ADJOURNMENT.**

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

**THE BOARD VOTED UNANIMOUSLY TO ADJOURN THE MEETING AT 9:20 P.M.**

Respectfully Submitted,

Nancy A. Carter, Secretary

Minutes prepared by Elizabeth S. Rathburn.

**SUMMARY**

1. **Selectman Carter MOVED to Set a Public Hearing for Monday, October 20, 2014 to Accept \$6,554.90 in Funds from Dartmouth College and the Emergency Management Planning Grant for a Communications Bridge Between HPDS's VHF Radio Communication System and the College's UHF Trunked Communication System. Selectman Buckey SECONDED the Motion.**

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3. **Selectman Buckey MOVED to Accept the Following Appointments through September, 2017:**

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