

FINAL

BOARD OF SELECTMEN'S MEETING

August 17, 2015

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; Nancy Carter, Selectman; Joanna Whitcomb, Selectman; and Julia Griffin, Town Manager. Absent were: Bill Geraghty, Selectman.

1. PUBLIC COMMENT

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

2. RECOMMENDATION TO SET PUBLIC HEARING FOR MONDAY, SEPTEMBER 14TH TO DISCUSS POSSIBLE REVISIONS TO ORDINANCE #27, STREET VENDOR ORDINANCE.

Ms. Griffin recommended cancelling the meeting scheduled for Monday, September 14th and moving this hearing to Monday, September 28th, as she will be on vacation on the 14th.

Selectman Carter MOVED to Set Public Hearing for Monday, September 28th to Discuss Possible Revisions to Ordinance #27, Street Vendor Ordinance. Vice Chairman Rassias SECONDED the Motion.

THE BOARD VOTED 4 IN FAVOR, 1 ABSENT TO SET PUBLIC HEARING FOR MONDAY, SEPTEMBER 28TH TO DISCUSS POSSIBLE REVISIONS TO ORDINANCE #27, STREET VENDOR ORDINANCE.

3. DISCUSSION OF OPTIONS FOR UTILIZATION OF EXCESS UNDESIGNATED FUND BALANCE.

Betsy McClain, Director of Administrative Services, was present to speak to the Board.

Ms. Griffin stated that the Town has an excess in the undesignated fund balance due to the vacancy in the Planning and Zoning Director position, excess Planning and Zoning building permit fee revenues, and motor vehicle registration revenues.

Chairman Christie said that there are over \$400,000 in the undesignated fund balance for 2015. One suggestion was to reduce taxes by \$120,000 in FY 2016 and to put the remainder into capital reserves as part of the next budgeting cycle. Chairman Christie added that he was not aware that the Town could spend excess undesignated funds in excess of what was approved at

Town meeting. Ms. McClain and Ms. Griffin clarified that we can do this, and that a lot of communities do. Ms. McClain stated that we are committed to our expenditures as appropriated, but we can revise our estimated revenues.

Chairman Christie asked why the Town would deviate from its current policy of dealing with the excess balance at the next budget cycle. Ms. McClain replied that, for the last couple of years, we've anticipated using the balance at the end of the fiscal year. Because we have been relatively conservative in estimating our revenues, and we have been carrying the vacant Planning and Zoning Director position which will likely still be vacant at this time next year, there has been an upward creep in the undesignated fund balance. This has prompted her to bring other options to the Board's attention.

Chairman Christie stated that the Town and Board may want to think about whether a ten to fifteen percent undesignated fund balance may be a more appropriate range for Hanover than a five to ten percent range, considering where the fund stands now.

Selectman Whitcomb asked whether there was any statutory limit on how much of an undesignated fund balance we could have and how much we really need. Ms. Griffin and Ms. McClain stated that the Government Finance Officers Association recommends a balance of seventeen to twenty percent. Ms. Griffin added that having a larger balance for this fund is reassuring to her, as we would more likely be able to recover if major repairs were ever needed with our infrastructure.

Chairman Christie recommended that the Board take no action at this time and that Ms. McClain prepare a position paper on alternative reserve guidelines. The Board concurred.

4. REVIEW AND DISCUSSION OF THE DRAFT RECREATION FACILITIES INVENTORY.

Hank Tenney, Parks and Recreation Director, distributed a draft of a complete inventory of the recreation facilities which includes a history of each piece of inventory.

Mr. Tenney stated that the history of the Recreation Department started in 1974 with just three fields: Thompson Arena, Fullington Farm, and a piece of land across from CRREL, which belonged to Dartmouth College. The information he distributed shows how the Recreation Department has grown since then.

Chairman Christie asked Mr. Tenney which programs we could have that we don't currently. He would like an idea of who the Department is serving and what activities, as well as what activities and groups we could accommodate that we don't currently have adequate resources for. What do we need to accommodate these other activities and groups? Mr. Tenney replied that the new building, assuming we get it, may be able to address this. The problem is that adding more facilities, fields, and activities will also require more personnel.

Selectman Whitcomb stated that the draft inventory was great as far as showing the progression of the Recreation Department, and that adding some more information, such as size of fields and buildings, number of parking spaces, number of people using the facilities, etc. would be helpful. These sorts of numbers would be supporting info when considering the acquisition of new facilities. Mr. Tenney stated that the numbers, especially related to participants, would be difficult to produce as they fluctuate often. Mr. Tenney is confident that the Town has adequate fields, but is lacking in indoor facilities, especially for the Kid's After School Time program.

Chairman Christie reiterated that he is interested in finding out what the Recreation Department's unmet needs are—who could we be serving that we aren't currently? Mr. Tenney replied that outdoor education is something we should consider providing, particularly considering the number of outdoor facilities and fields we have acquired.

Selectman Whitcomb added that there are some places we rely on for recreation that are not Town properties, such as the schools and Occom Pond. It is important that it be documented what the agreements are as far as use of those facilities. Mr. Tenney said that he tried to include notes on such agreements in the draft inventory, and he is working on getting those agreements documented before his retirement.

Ms. Griffin said that she and Mr. Tenney would be working on documenting unmet needs relative to the gymnasium project, as well as the KAST Program and the need for more facilities and non-traditional outdoor recreation. She will have this analysis ready to present to the Board at the next meeting in September.

Selectman Whitcomb asked Mr. Tenney whether he sees a need for recreation for adults and older groups. Mr. Tenney stated that he does see a need for activities for adults, but not in the athletic area. Ms. Griffin added that she has just learned about pickle ball and is predicting that it would be a popular activity to add to our programs.

Mr. Tenney stated that his time with the Recreation Department will be remembered for a long time, and he has really enjoyed working for the Town.

Selectman Carter added that she feels it is extremely important that the Town and schools work together, and that agreements should be formalized, particularly related to the cost of sharing facilities.

Selectman Whitcomb mentioned the Dresden fields on Route 5 in Norwich, which are under-utilized. Those fields stand out to Selectman Carter as places that could be utilized by other groups when school is not in session. Vice Chairman Rassias agreed. Ms. Griffin stated that we have no access to those fields, and would be sure to note that in her analysis of unmet needs.

5. DISCUSSION OF DRAFT LICENSE FOR USE OF 9 ALLEN STREET FOR PUBLIC PARKING.

Ms. Griffin stated that the space at 9 Allen Street is being developed as a sixteen-space parking lot, and the site plan has been approved. There will also be new sidewalks placed in the area. Steve Buskey approached the Town about a year ago to see if there was interest in renting the lot to be used as public parking, as he had no short-term desire to develop the area. Ms. Griffin told Mr. Buskey that she felt it would not make sense for the Town to incur the costs of development, as we would not be able to develop enough revenue to justify those costs if we did not own it. Mr. Buskey understood. He will incur the costs to develop the parking lot, and would like the Town to be in charge of parking enforcement and collecting revenue. The Town would split the revenues with Mr. Buskey. Mr. Buskey and Lieutenant Patrick O'Neill of the Parking Division came up with a proposal that covers the Town's costs and labor and provides Mr. Buskey with enough money to pay the property taxes and offset a portion of the cost to develop the lot. A pay-station for metered parking would be installed. Rather than executing a lease, which would require Town Meeting approval, Ms. Griffin and Lt. O'Neill felt it would make more sense to do a license for the Town to oversee the enforcement of the lot.

Selectman Carter asked how it was decided what the time limit would be for parking in the lot. Ms. Griffin stated that she asked Lt. O'Neill what he felt was needed for parking, and the answer was, without hesitation, that we needed more three-hour parking.

Chairman Christie asked if the one-third of revenues that would go to the Town would cover the Town's costs. Ms. Griffin said that it would cover our costs, plus about \$2,000 a year.

Chairman Christie stated that he had some difficulty in understanding the agreement related to proceeds. Ms. Griffin will work on clarifying the language. She will bring the agreement back to the Board at a later date, but was interested in hearing Board members' thoughts so far.

Selectman Carter added that she was confused about why we would install individual meters before installing the kiosk, and that it would make more sense to just install the kiosk when the lot is open for parking. Ms. Griffin will ask for clarification on this from Lt. O'Neill. She is assuming that Lt. O'Neill may be expecting a lead time for receipt and installation of the kiosk and therefore will need to install individual meters until the kiosk is ready.

Vice Chairman Rassias asked Ms. Griffin how long the Town anticipates having use of this lot. Ms. Griffin stated that it should be at least five years, and believes it could even be longer than that. Mr. Buskey has no immediate desire to develop or sell.

Selectman Carter asked whether there was any chance that the Town could lose use of any of the parking spaces so that they may be used in relation to property that Mr. Buskey owns nearby. Ms. Griffin stated that there is not, as Mr. Buskey has no interest in having to enforce parking. She also asked whether the lot and entries were designed so that our maintenance personnel may properly maintain the lot. Ms. Griffin replied that this has already been considered and included in the design.

Selectman Whitcomb inquired whether it was possible to connect the lot with the one next to it. Ms. Griffin stated that there is a significant grade change, but that it could be possible. The Town has talked, though, about selling the property, and she believes that the future of the 9 Allen Street lot may be tied to what happens with the Town's corner lot.

Chairman Christie suggested adding to the agreement that the Town gets back its hardware upon termination of the agreement. He asked who has reviewed the agreement on the legal side. Ms. Griffin stated that Walter Mitchell has not yet reviewed the agreement, as she wanted to present it to the Board before spending the money on having it reviewed. Chairman Christie also suggested that the terms of the agreement be clearer. Ms. Griffin will work with Lieutenant O'Neill on this.

6. RECOMMENDATION TO APPROVE ISSUANCE OF 2015 DOG WARRANT.

Ms. Griffin asked that the Board sign the 2015 Dog Warrant, and make note if there are any owners on the list that they know have moved from Hanover or whose dogs have passed away.

Chairman Christie asked Ms. Griffin to clarify for the public what the Dog Warrant is for. Ms. Griffin stated that the signing of the Dog Warrant allows the Hanover Police Department to send a certified letter to owners of dogs that have already been reminded three times to register their dog and have failed to do so. Ms. Griffin said that the compliance in registering dogs is remarkable when the Police Department sends a letter to the owner.

Selectman Whitcomb MOVED to Approve Issuance of 2015 Dog Warrant. Vice Chairman Rassias SECONDED the Motion.

THE BOARD VOTED 4 IN FAVOR, 1 ABSENT TO APPROVE ISSUANCE OF 2015 DOG WARRANT.

7. PRELIMINARY DISCUSSION OF FY 2015-16 GOALS AND OBJECTIVES.

There were no specific suggestions from the Board on the FY 2015-16 Goals and Objectives. This item will be moved to the next meeting on September 28th.

8. BANNER REQUESTS:

- A. HANOVER LIONS CLUB-UPPER VALLEY OKTOBERFEST**
- B. HYPERTHERM, INC.-10TH ANNUAL SPECIAL OLYMPICS**
- C. HOWE LIBRARY-EVERYONE IS READING**
- D. NORTHERN STAGE-MARY POPPINS**
- E. DARTMOUTH ATHLETICS-2015 HOME FOOTBALL GAMES**
- F. DARTMOUTH ALUMNI RELATIONS-HOMECOMING**

Ms. Griffin stated that the Town can accommodate all of these requests.

Vice Chairman Rassias MOVED to Accept the Banner Requests of the Hanover Lions Club-Upper Valley Oktoberfest; Hypertherm, Inc.-10th Annual Special Olympics; Howe Library-Everyone is Reading; Northern Stage-Mary Poppins; Dartmouth Athletics-2015 Home Football Games; and Dartmouth Alumni Relations-Homecoming. Selectman Whitcomb SECONDED the Motion.

THE BOARD VOTED 4 IN FAVOR, 1 ABSENT TO ACCEPT THE BANNER REQUESTS OF THE HANOVER LIONS CLUB-UPPER VALLEY OKTOBERFEST; HYPERTHERM, INC.-10TH ANNUAL SPECIAL OLYMPICS; HOWE LIBRARY-EVERYONE IS READING; NORTHERN STAGE-MARY POPPINS; DARTMOUTH ATHLETICS-2015 HOME FOOTBALL GAMES; AND DARTMOUTH ALUMNI RELATIONS-HOMECOMING.

**9. ACCEPTANCE OF DONATION:
A. THOMPSON TERRACE SCOREBOARD GIFT-BYRNE FOUNDATION**

Ms. Byrne donated \$6,473 to pay for the scoreboard replacement at Thompson Terrace. The scoreboard is solar-powered.

Vice Chairman Rassias MOVED to Accept the Donation of Thompson Terrace Scoreboard Gift by the Byrne Foundation. Selectman Carter SECONDED the Motion.

THE BOARD VOTED 4 IN FAVOR, 1 ABSENT TO ACCEPT THE DONATION OF THOMPSON TERRACE SCOREBOARD GIFT BY THE BYRNE FOUNDATION.

**10. APPROVAL OF MINUTES:
A. JULY 6, 2015**

Selectman Whitcomb MOVED to Accept the Minutes of July 6, 2015. Vice Chairman Rassias SECONDED the Motion.

THE BOARD VOTED 4 IN FAVOR, 1 ABSENT TO ACCEPT THE MINUTES OF JULY 6, 2015.

11. ADMINISTRATIVE REPORTS.

Ms. Griffin read to the Board a letter from Commissioner John Beardmore related to how the state budget will affect the Town's revenue projections as part of tax-rate setting. Of note, the purpose of the letter was "to make clear that the Department expects to establish the 2015

property tax rates in a routine manner without any material impact from the ongoing budget discussions in Concord..." The letter, in summary, leads municipalities to expect about the same amount in State Aid Grants as last year.

Ms. Griffin gave the Board an update on the Multi Use Path. Peter Kulbacki, Director of Public Works, hopes that the work will be completed by the beginning of the school year, but the trees will not be planted until next spring. William Desch, the Town's Urban Forester, wanted to give the trees an optimal chance of survival by planting them at nursery at Pine Knoll cemetery to make sure the root systems get a healthy start, and will re-plant them at the path in the spring. When the project is completed, there will be a ten-foot multi-use path on the golf course side of Lyme Road, then a five-to-seven foot tree lawn, which will separate the path from a five-foot wide bicycle lane, then two regular-sized travel lanes and another five-foot bicycle lane. Public Works crews are currently working on installing storm drain extensions between the path and travel lanes. The sharrows currently in place are temporary and will be gone when the project is completed.

Vice Chairman Rassias wanted to clarify that cyclists traveling upwards of 25 MPH will not be taking up the multi-use-path. The path will be used by pedestrians and leisurely bicyclists. There had been some concern voiced at Town Meeting over pelotons using the path.

Selectman Whitcomb added that the Bike and Pedestrian Committee and Safe Routes to School Study decided to put the path on the golf course side of the road in considering the safety of pedestrians and leisurely bicyclists. On the other side of the road, there are nine curb cuts, which are not good for pedestrians or bicyclists.

Selectman Carter asked whether the path will be treated as if the trees were in place during the upcoming winter, and Ms. Griffin confirmed this.

Ms. Griffin stated that there has been a major transformation at the Ray School.

The construction of the salt shed at the Public Works facility is underway, and the concrete is being poured this week. Mike Chase, Operations Manager, and Jim Cray of the Line Maintenance Department have done all of the excavation work for the site. Trumbull Nelson will be putting the roof on the building.

Hank Tenney's retirement party is on Sunday, August 30th at 4 PM at Storrs Pond.

The students and chaperones from Nihonmatsu visited Hanover the last weekend of July. They toured Town facilities, including the Public Works Department, where they climbed on the excavators. They had a dinner on Saturday night at Occom Pond and a ceremonial dinner at the Norwich Inn on Sunday evening. It was the tenth anniversary of the merger of Nihonmatsu and three of its neighboring communities, and officials from each of those communities came to visit.

12. SELECTMEN'S REPORTS.

Vice Chairman Athos Rassias

Vice Chairman Rassias had nothing to report.

Selectman Joanna Whitcomb

Selectman Whitcomb stated that the Hanover Bike and Pedestrian committee would be setting out a display table during Dartmouth student orientation. The committee will be providing information about safe use of roads and sidewalks.

Selectman Nancy Carter

Selectman Carter wanted to alert public to stay tuned to the Town's website for future Planning Board meetings. They are working on specific zoning cases, and the board tends to alternate meetings between zoning cases and technical discussions.

Chairman Peter Christie

Chairman Christie stated that his son Matthew became engaged at the Howe Library a few weeks ago. Mary White was able to help open the Library early to help make this happen.

The Hanover Conservation Commission met recently. Hypertherm needs to re-do the paving around their loading dock. They presented a plan to the Conservation Commission, who asked Hypertherm to take another look and think about how they were dealing with wetlands, where snow goes, where runoff goes, etc. Hypertherm came back with a new plan, which was significantly different. This will help as they go forward with Planning and Zoning, and is a good example of how the Hanover Conservation commission contributes to the permitting process.

There has been a lot of work and thinking done about a trail along the Connecticut River and whether there were any easements along potentially involved properties. Chairman Christie wanted to report that Ed Chamberlin took it upon himself to go to Woodsville to search deeds for three days. It is a wonderful example of the contributions of the Conservation Commission.

13. 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), (b), (d) and (e).

VICE CHAIRMAN RASSIAS VOTED YES; CHAIRMAN CHRISTIE VOTED YES; SELECTMAN CARTER VOTED YES; SELECTMAN WHITCOMB VOTED YES. THE BOARD WENT INTO NON-PUBLIC SESSION AT 8:44 P.M.

Vice Chairman Rassias MOVED to Exit the Non-Public Session at 9:45 p.m. Selectman Carter SECONDED the Motion.

THE BOARD VOTED 4 IN FAVOR, 1 ABSENT TO EXIT THE NON-PUBLIC SESSION.

14. ADJOURNMENT.

Vice Chairman Rassias MOVED to Adjourn the Meeting at 9:45 p.m. Selectman Carter SECONDED the Motion.

THE BOARD VOTED 4 IN FAVOR, 1 ABSENT TO ADJOURN THE MEETING.

Respectfully Submitted,

Joanna Whitcomb, Secretary

Minutes prepared by Adriane Coutermarsh.

SUMMARY

1. **Selectman Carter MOVED to Set Public Hearing for Monday, September 28th to Discuss Possible Revisions to Ordinance #27, Street Vendor Ordinance. Vice Chairman Rassias SECONDED the Motion.**

THE BOARD VOTED 4 IN FAVOR, 1 ABSENT TO SET PUBLIC HEARING FOR MONDAY, SEPTEMBER 28TH TO DISCUSS POSSIBLE REVISIONS TO ORDINANCE #27, STREET VENDOR ORDINANCE.

2. **Selectman Whitcomb MOVED to Approve Issuance of 2015 Dog Warrant. Vice Chairman Rassias SECONDED the Motion.**

THE BOARD VOTED 4 IN FAVOR, 1 ABSENT TO APPROVE ISSUANCE OF 2015 DOG WARRANT.

3. **Vice Chairman Rassias MOVED to Accept the Banner Requests of the Hanover Lions Club-Upper Valley Oktoberfest; Hypertherm, Inc.-10th Annual Special Olympics; Howe Library-Everyone is Reading; Northern Stage-Mary Poppins; Dartmouth Athletics-2015 Home Football Games; and Dartmouth Alumni Relations-Homecoming. Selectman Whitcomb SECONDED the Motion.**

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- 4. Vice Chairman Rassias MOVED to Accept the Donation of Thompson Terrace Scoreboard Gift by the Byrne Foundation. Selectman Carter SECONDED the Motion.**

THE BOARD VOTED 4 IN FAVOR, 1 ABSENT TO ACCEPT THE DONATION OF THOMPSON TERRACE SCOREBOARD GIFT BY THE BYRNE FOUNDATION.

- 5. Selectman Whitcomb MOVED to Accept the Minutes of July 6, 2015. Vice Chairman Rassias SECONDED the Motion.**

THE BOARD VOTED 4 IN FAVOR, 1 ABSENT TO ACCEPT THE MINUTES OF JULY 6, 2015.

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

VICE CHAIRMAN RASSIAS VOTED YES; CHAIRMAN CHRISTIE VOTED YES; SELECTMAN CARTER VOTED YES; SELECTMAN WHITCOMB VOTED YES. THE BOARD WENT INTO NON-PUBLIC SESSION AT 8:44 P.M.

- 7. Vice Chairman Rassias MOVED to Exit the Non-Public Session at 9:45 p.m. Selectman Carter SECONDED the Motion.**

THE BOARD VOTED 4 IN FAVOR, 1 ABSENT TO EXIT THE NON-PUBLIC SESSION.

- 8. Vice Chairman Rassias MOVED to Adjourn the Meeting at 9:45 p.m. Selectman Carter SECONDED the Motion.**

THE BOARD VOTED 4 IN FAVOR, 1 ABSENT TO ADJOURN THE MEETING.