

FINAL

BOARD OF SELECTMEN'S MEETING

October 5, 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; Bill Geraghty, Selectman; and Julia Griffin, Town Manager.

1. PUBLIC COMMENT.

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

2. ADOPTION OF FY 2015-16 GOALS AND OBJECTIVES.

Ms. Griffin stated that the draft included in Friday's Information for the Select Board reflects what the Board has discussed related to changes, additions, and other edits for the FY 15-16 Goals and Objectives.

Chairman Christie suggested that the objective of pursuing opportunities for regionalization be removed from the Goals and Objectives, as there are no specific actions that need to be taken—rather, this is something they are actively working on and is considered part of day-to-day operations.

Selectman Geraghty suggested putting target dates with the Goals and Objectives, which would help with distributing the workload for completing each item.

The Board and Ms. Griffin placed a target date of December 31, 2015 for adopting a formal Board and Commission Code of Ethical Conduct.

The next item discussed related to the Goals and Objectives was related to meeting with each Board and Commission to discuss their needs and challenges. Ms. Griffin stated that she is working with Board and Commission staff on setting times for meetings. This is an outreach opportunity that goes beyond the Town's role as a liaison. She added that we have done a little bit of this work, but not a lot, and it is up to the Board whether they want to pursue further action. We would go to them rather than have them come to us. Chairman Christie stated that he would like to pursue this. He enjoyed when they had a meeting with the Planning Board about some of the initiatives they were working on, some of which he was unaware of before the meeting. Selectman Geraghty suggested finding out from each Board and Commission if there is a particular meeting in the next few months that has a specific agenda in which it would make the most sense for Chairman Christie and Ms. Griffin to attend. He used the Parks and Recreation Board as an example. It would make more sense to attend a meeting in which they are discussing a new facility, as this is one of their major focuses at this time. Chairman Christie

suggested coming up with a schedule of when they will attend each of these meetings to include in the Goals and Objectives. Selectman Carter asked Ms. Griffin whether the idea was to attend a meeting already scheduled, not for each Board and Commission to create a special meeting or presentation for them to attend. Ms. Griffin confirmed that this is the idea, and it provides an opportunity for them to find out what each of them needs from the Board and/or provide an update on what they are working on. This is also about volunteer cultivation and thanking them for their service to the Town.

Selectman Geraghty asked whether there was anything on the horizon indicating that we should develop a municipal bonding policy sooner rather than later. Ms. Griffin stated there is nothing on her radar indicating so. Chairman Christie added that the goal is to establish a working group to develop a municipal bonding policy but it does not specify that the goal is to actually develop the policy. Selectman Geraghty stated that he reads this goal to mean that there will be a policy developed. Selectman Whitcomb asked Ms. Griffin for clarification that the purpose of the policy would be to outline the conditions in which we would consider bonding rather than an appropriation of money. Ms. Griffin replied that this would be the purpose. Selectman Whitcomb stated that she feels this would be an important item to have if an opportunity comes along so that we can determine whether or not it is appropriate. Ms. Griffin replied that we could still take the opportunity without having the policy in place. Chairman Christie stated that one of the main reasons we need to develop a policy is so that it can be discussed without having anything specific in mind. The policy would have in mind what is good for the Town, and it can then be applied to whatever opportunity presents itself. Ms. Griffin stated that, at one point, the Finance Committee was encouraging the Board to be more active in bonding than they have been. The Town does not have much debt and tends to pay for things as needed rather than bonding for large projects. Selectman Whitcomb stated that the Town of Norwich recently had a large celebration because all of their municipal buildings are now solar-powered. The Town of Hanover has green power initiatives, but if we wanted to take on a major project, for example, making all of our buildings solar-powered like Norwich, a bonding policy would be important. Though there isn't currently anything on the horizon, she feels that getting a municipal bonding policy in place should be a priority. She added that there are other communities that have this policy, so it would be easy to see a draft of one to help get this underway. Selectman Geraghty stated that he would like the ultimate goal to be drafting a policy and bringing it to the Board for discussion by the end of April.

Selectman Carter asked about the goal of completing the water, wastewater, and sidewalk sections of the Capital Improvement Program (CIP). She asked whether this is driven largely by Public Works Director Peter Kulbacki's availability. Ms. Griffin said that it is, and we tend to couple these with review of the operating budget. She added that she does have some concern about Mr. Kulbacki's availability, as his workload is extremely high with the recent retirement of Don Ware, the Utilities Engineer. He is taking the opportunity to evaluate the needs in filling the position, and it isn't likely to be filled for some time. However, he does continue to work on water and wastewater sections while Mike Chase, Operations Manager, works on the sidewalk section. Ms. Griffin suggested that the target date for this objective be the end of the fiscal year.

Ms. Griffin stated that the objective of reviewing Town volunteer cultivation is one that she struggles with having enough staff to take on. She hopes to have leadership from the Board with

this objective. This goal came out of the idea of looking to build our volunteer base as well as looking at how we thank our volunteers. With a small-staffed office like hers, this happens on the sidelines. Larger communities have a much better organized process for soliciting, recruiting, training, and thanking volunteers. She feels that we need a much better process for volunteer cultivation. Selectman Geraghty stated that he would volunteer to help with this objective. Gathering information and learning from others that do well at this would be a good start. He questions what kind of progress can be made on this between now and the end of the fiscal year, but keeping it moving forward and reporting back to the Board should be the focus. Selectman Carter stated that she would like to help with this, and there is a core of people that have been volunteering for a long time. She suggested speaking with them about why they volunteer, and said that we may find that appreciation comes from the chair of the committees for which people volunteer.

Ms. Griffin stated that working with the Town Attorney to update ordinances is ongoing, and they typically work on reviewing one ordinance every few months. She cannot commit to a completion date at this time because it depends on how much money is available in the legal budget to work on this after ensuring there is enough to cover legal cases. Chairman Christie and Selectman Geraghty suggested removing this item since it is an ongoing process.

Ms. Griffin stated that the update on Personnel Rules and Regulations will be done by the end of the calendar year. There are a couple of minor pieces left of the policy that are currently being worked on.

The target date for developing a comprehensive inventory of Town and School District recreation facilities will be the end of April. Selectman Carter asked if the process of developing this inventory would involve anyone from the school district. Ms. Griffin stated that it would not, but we would be including school inventory as it relates to what is accessible by the Town.

Ms. Griffin said that Peter Kulbacki and Ross Farnsworth, Facilities Superintendent, are working on developing a five-year plan for the expenditure of \$50,000 per year on energy efficiency improvements, and this will be brought to the Board as part of the budget, around the end of February.

Ms. Griffin stated that recruiting and filling the vacant Planning and Zoning Director position would be done by the end of the fiscal year, and she is about to release the recruitment brochure. Selectman Geraghty suggested that it be done before then, and Selectman Whitcomb suggested that it be done by the end of April. They agreed on a target date of the end of the end of April, and Selectman Carter emphasized that it is important the position be filled by the right person.

Selectman Whitcomb MOVED to Adopt the FY 2015-16 Goals and Objectives as Amended. Vice Chairman Rassias SECONDED the Motion.

THE BOARD VOTED UNANIMOUSLY TO ADOPT THE FY 2015-16 GOALS AND OBJECTIVES AS AMENDED.

**3. DISCUSSION OF PROPOSED REVISION TO STAFFING STRUCTURE
IN DPW FLEET MAINTENANCE DIVISION.**

Ms. Griffin stated that revision to the Fleet Maintenance staffing structure does not have to be approved by the Board, but she wanted to alert them to what the planning revisions are. Currently, the Fleet Maintenance Division consists of a Superintendent, a Senior Mechanic, a Mechanic, and a Parts Room Clerk. The Senior Mechanic, Todd Bragg, has taken a position in another Public Works Department. Superintendent Don Foster would prefer having three mechanics rather than the current three different positions. We currently have one Mechanic position filled, and Mr. Foster would like to add another mechanic, but not a Senior Mechanic, and change the job description of the Parts Room Clerk to include having, most importantly, mechanic skills. The net impact is a savings between \$7,000 and \$8,000 in the operating budget. We will be advertising for two additional mechanics as one of the three positions is already filled by the remaining, current mechanic. One of the mechanics, as part of the job description, will have parts room responsibilities. Because there is no change in labor grades, this does not require Board approval but gives them opportunities to ask any questions about it.

Selectman Carter stated that she had no questions, but would like to applaud Mr. Kulbacki and his staff, as well as those in other departments, for re-evaluating the needs of their department whenever there is a vacancy rather than just re-filling the position. Ms. Griffin added that Mr. Kulbacki is currently doing this with the Utilities Engineer position since Don Ware's retirement. She stated that Mr. Kulbacki is very thoughtful about taking advantage of vacancies by re-thinking what is necessary and what isn't.

**4. DISCUSSION OF REQUESTED METER SPONSORSHIP BY
DOWNTOWN BUSINESS.**

Ms. Griffin stated that we have received a request from a marketing company on behalf of an unknown business to sponsor several meters in Town for a day. They have also talked about doing this for a week. She stated that this experiment was done last December by Sotheby's Real Estate, who sponsored two meters on Lebanon Street for the month. One of the brokers, an artist, created a nicely-decorated meter hood. Sotheby's did this as a thank you to their customers. Ms. Griffin said that she is worried about this request because it sets a precedent; however, it provides guaranteed meter revenue for a period of time. The issue is where to draw the line.

Chairman Christie stated that he doesn't see much downside, as the sponsored meters are open to the public, not exclusively for certain customers. Ms. Griffin stated that the sponsor would be using the meters as an advertisement, as the meters would be hooded with a thank you displaying the name of the business. Patrick O'Neill, Lieutenant of the Parking Division, asked which business it was, but they would not tell him.

Selectman Whitcomb asked about the possibility of the business sponsoring meters where employees of the downtown business district park. Ms. Griffin replied that this is a marketing effort and they are more interested in the Main Street area.

Vice Chairman Rassias stated that this is similar to the overhead banners, and we have, on rare occasions, taken issue with some of the potential designs. Ms. Griffin said that the difference is that we don't allow corporate logos to go on the banners, and there is no charge for displaying the banners. The Grounds Department, however, does charge for installing light pole banners—but this is for installing the banners, not for reserving the spaces.

Selectman Carter asked whether we know if the request is from a business with any local ties to Hanover, or whether it is from a business or company that has no current presence here. She would not find it appropriate if it were a business that has no local presence.

Ms. Griffin said that she questions whether it is appropriate to mix our public parking meters with this sort of marketing message. We have allowed Ledyard bank to tie red balloons to the parking meters to promote the Go Red Luncheon, but that was for charity and from a local sponsor. Ms. Griffin said that we understand the request to be from a local company.

Selectman Whitcomb stated that perhaps the company could sponsor the meters on any of the five Saturdays in December that are free holiday parking days. She said that they could potentially pay for those days in which we are not generating any meter revenue to support our local businesses. Ms. Griffin replied that the business wants their logo on every parking meter they sponsor. Selectman Whitcomb stated that this would be an opportunity to get some of the revenue back, though she is hesitant about having the logo on all of the sponsored meters.

Selectman Geraghty stated that he would like more detail. He would like to know who is making the request, and what the wording would be on the meter hoods to determine the appropriateness before he could make a decision. Selectman Whitcomb asked Selectman Geraghty how he feels about the request in general. He replied that it does not feel right to him, that it sounds like a marketing opportunity for some outside company based on limited information, and that he doesn't feel we should pursue it unless we want to create a policy and start generating revenue from these sorts of companies. He is open to the idea, however, if he can get more facts about who is making the request and what the wording would be on the meter hoods.

Vice Chairman Rassias asked Ms. Griffin whether she would be coming up with a fee equivalent to our daily revenue per meter to charge the business making the request, if we were to approve it. Ms. Griffin replied that we have a daily meter rental fee in our rates and fees schedule, which assumes the meter is generating revenue all day. This is the fee that would be used. We would not be making any money from this. Ms. Griffin stated that the request is for November 9th or that entire week, which may coincide with the opening of a new business that is taking space downtown. The marketing firm making the request on the business' behalf is not providing much detail, and she doesn't feel comfortable making this decision. She is inclined to deny the request, but wanted to bring this to the Board as we have done a much smaller version of this in the past.

Chairman Christie feels that we could try it and see if it causes any problems, assuming it is a local, established business that wants to thank its customers. He would be more concerned about this if we were making money from this as we would be making a profit from providing advertising space.

Selectman Whitcomb asked what the daily meter rental cost is. Ms. Griffin believes it is fifteen dollars.

Ms. Griffin is going to find out what the business is.

**5. APPOINTMENTS:
PARKS AND RECREATION BOARD
ZONING BOARD OF ADJUSTMENT**

Ms. Griffin stated that Kathi Whitmore would like to be reappointed to the Parks and Recreation Board. Lesley Thompson has asked to be appointed to the Parks and Recreation Board, replacing Kathy Boghosian, who is leaving the Parks and Recreation Board. The Zoning Board of Adjustment has two members that would both like to be reappointed, Phil Harrison and Steve Marion. Ruth Lappin, whose term has expired, has opted not to seek reappointment. She has been on the Zoning Board of Adjustment for many years. Ms. Griffin will be looking to recommend a replacement for this vacancy.

Selectman Geraghty MOVED to Reappoint Kathi Whitmore and Appoint Lesley Thompson to the Parks and Recreation Board and Reappoint Phil Harrison and Steve Marion to the Zoning Board of Adjustment through September 2018. Selectman Whitcomb SECONDED the Motion.

THE BOARD VOTED UNANIMOUSLY TO REAPPOINT KATHI WHITMORE AND APPOINT LESLEY THOMPSON TO THE PARKS AND RECREATION BOARD AND REAPPOINT PHIL HARRISON AND STEVE MARION TO THE ZONING BOARD OF ADJUSTMENT THROUGH SEPTEMBER 2018.

Selectman Whitcomb thanked Kathy Boghosian and Ruth Lappin for all of their work serving on these Boards.

6. ADMINISTRATIVE REPORTS.

Ms. Griffin stated that the Department of Revenue Administration has initiated a tax rate setting process for the first time this fall. This process is far less intensive than it has been in previous years. She stated that in her twenty-five years in New Hampshire and nineteen of them in Hanover, in eighteen of those years she had to entertain a DRA auditor here or go to Concord to have our tax rate set. They have now entered the age of automation and implemented a new process for setting tax rates online. Hanover was their very first community thanks to Betsy McClain and John Aubin, who got the paperwork turned in on time and correctly.

The tax rate has been set at a 2.42 percent increase in the general fund to \$4.65, a .66 percent increase in Fire District 1 to \$1.53, a 5.6 percent increase in Fire District 2 to \$1.32, and a ten percent increase in Fire District 3 to \$0.66. The local school tax rate went up 5.86 percent to \$10.29. The total combined tax rate (school, county, and town), went up 4.24 percent for Fire

District 1, 4.61 percent for Fire District 2, and 4.71 percent for Fire District 3. The county tax rate went up 9.83 percent due to the impact of their jail bond and hits in Medicaid by the State budget. Tax bills should be going out in the next couple of weeks and will be due December 1st.

Ms. Griffin asked Selectman Geraghty to provide an overview on the merger of SERG and Vital Communities. Selectman Geraghty stated that the merger is still in process but the Vital Communities Board approved a merger of its energy program, which included the solar initiatives which took place in Hanover during the last year, with SERG. SERG is a program that has been around for many years out of Thetford, Vermont. Bob Walker has been the lead and has been very active in Vermont and the Upper Valley region. SERG had asked if they could merge under Vital Communities' program, a transition which would take place over the next year. Both boards agreed that a merge makes sense from a fiscal overhead perspective and for initiatives for the future. Mr. Walker was close to a one person staff with lots of volunteers and was looking to phase down. The SERG board had either find someone to replace Mr. Walker, shut down, or transition to another organization, and they chose to merge with Vital Communities. As a member of the Vital Communities Board, Selectman Geraghty thinks it is a great idea and regional initiative. There are no boundaries between New Hampshire and Vermont or with the Town versus City, and as a regional initiative, all of the positive efforts that have been going on with solar and other alternative energy programs should continue.

Ms. Griffin stated that Sustainable Hanover is excited about this news. The Town has had a great partnership with Vital Communities in working on the Solarize Hanover project. The staff at Vital Communities do a superb job, and when Sustainable Hanover found out about the merger, they thought that this would be a great way to significantly amplify Mr. Walker's contributions in energy efficiency. He is a great resource in this region but he is only one person. She thinks that the merger will bode well for the future of our energy efficiency and sustainability projects in the Upper Valley. We have partnered very closely with the Vital Communities staff over the last year and Sustainable Hanover looks forward to working on other projects with them.

Ms. Griffin said that she will be departing early tomorrow morning to Providence, Rhode Island, and will be there for the rest of the week. She will be getting indoctrinated in the world of good trustee stewardship for the New Hampshire Retirement system. She will be available by cell phone and email.

7. SELECTMEN'S REPORTS.

Selectman Bill Geraghty

Selectman Geraghty reported that the Parks and Recreation Department held its annual FallFest event last Friday at Storrs Pond. The weather wasn't great, but the attendance was strong and the event was a lot of fun. He just came from the Parks and Recreation Board meeting and they were pleased with the outcome and attendance.

Vice Chairman Athos Rassias

Vice Chairman Rassias reported that the Vice President of the NH League of Cyclists and the Director of the NH Walk-Bike Alliance visited last Tuesday. Ms. Griffin, Selectman Carter, and himself all attended the meeting here in the Boardroom after a bicycle tour. He stated that he was not able to participate in the bicycle tour, but Selectman Whitcomb did. The meeting was very productive. There was a lot of give and take about setting goals and how to achieve them. There was also a Bike and Pedestrian Committee meeting on Thursday.

Selectman Joanna Whitcomb

Selectman Whitcomb stated that Bill Young, with the help of others, organized the day's events related to the visit by the NH League of Cyclists and the NH Walk-Bike Alliance. They started here in the Boardroom at 1 P.M. with a twenty-minute overview of where they would be going on the bicycle tour. Carolyn Radisch put together a map, and there were a number of people from the Bike and Pedestrian Committee that were present, as well as Scott Hunt from Dartmouth's Safety and Security and members of the Police Department. The tour started at Town Hall and went to the Hanover Inn intersection, where they talked about how to deal with safety issues in that area. Dartmouth's Sustainability Director, Rosalie Kerr, showed them the new bike fix-it station next to Robinson Hall, which has an air pump for bicycle tires and a rack with tools attached for other bicycle repairs. They then went to a residence hall that houses a bicycle shop where students can bring abandoned bikes to fix and re-use on campus. They also have a small bike rental program there. Participants asked for opinions on how to make it safer for bicyclists on campus. They traveled to the Lyme Road Multi Use Path after that, then through the Dresden neighborhood and Richmond School area, where they highlighted the Prouty. They talked about the need to deal with a large fence on Dresden Road and the inability for the only walking neighborhood to get to the Richmond School, especially in the winter. Then they went by the Ray School and through Rip Road and Valley Road. They were "dazzled" by the advisory lanes on Valley Road. They were also impressed with the Multi Use Path and encouraged the Town to reapply as a Bicycle Friendly Committee and for Dartmouth College to apply for 2016. Dartmouth has committed to doing this.

Chairman Peter Christie

Chairman Christie had nothing to report.

Selectman Nancy Carter

Selectman Carter reported that the Howe Library annual meeting is this Thursday. Cookies and cider will be served at 4:30 P.M, and the business meeting will follow. It is a great opportunity to get to know what the library is doing and to meet the board and library staff. They will also have an annual report available for anyone who would like copies.

8. 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), (d) and (e).

SELECTMAN GERAGHTY VOTED YES; 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 8:16 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 UNANIMOUSLY TO EXIT THE NON-PUBLIC SESSION.

9. ADJOURNMENT.

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

THE BOARD VOTED UNANIMOUSLY TO ADJOURN THE MEETING.

Respectfully Submitted,

Joanna Whitcomb, Secretary

Minutes prepared by Adriane Coutermarsh.

SUMMARY

- 1. Selectman Whitcomb MOVED to Adopt the FY 2015-16 Goals and Objectives as Amended. Vice Chairman Rassias SECONDED the Motion.**

THE BOARD VOTED UNANIMOUSLY TO ADOPT THE FY 2015-16 GOALS AND OBJECTIVES AS AMENDED.

2. **Selectman Geraghty MOVED to Reappoint Kathi Whitmore and Appoint Lesley Thompson to the Parks and Recreation Board and Reappoint Phil Harrison and Steve Marion to the Zoning Board of Adjustment through September 2018. Selectman Whitcomb SECONDED the Motion.**

THE BOARD VOTED UNANIMOUSLY TO REAPPOINT KATHI WHITMORE AND APPOINT LESLEY THOMPSON TO THE PARKS AND RECREATION BOARD AND REAPPOINT PHIL HARRISON AND STEVE MARION TO THE ZONING BOARD OF ADJUSTMENT THROUGH SEPTEMBER 2018.

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

SELECTMAN GERAGHTY VOTED YES; 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 8:16 P.M.

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

THE BOARD VOTED UNANIMOUSLY TO EXIT THE NON-PUBLIC SESSION.

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

THE BOARD VOTED UNANIMOUSLY TO ADJOURN THE MEETING.