

FINAL

BOARD OF SELECTMEN'S MEETING

FEBRUARY 24, 2003

7:30 PM – MUNICIPAL OFFICE BUILDING – HANOVER, NH

The meeting of the Board of Selectmen was called to order at 7:03 pm by the Chairman, Brian Walsh. Present were: Brian Walsh, Chairman; Katherine Connolly, Vice-Chairman; William "Bill" Baschnagel; Peter Christie; Judson "Jay" Pierson; Julia Griffin, Town Manager; and members of the public.

1. PUBLIC COMMENT

There was no public comment.

2. PRESENTATION OF THE FY 2003-2004 PROPOSED BUDGET

Town Manager Griffin said the proposed budget for FY 2003-2004 was somewhat challenging to put together due to significant increases to the employer-required contribution to the New Hampshire State Retirement System and the health insurance premiums. She explained that the Retirement System increase was associated with the activity of a special account created from investment earnings surpluses. This account was tapped into over the years to fund additional benefits to various employee groups. Due to the market's performance, there was no longer a surplus of money in this special account to fund these extra expenditures. They must now be paid from the Retirement System itself. The result was a 42.51% increase in employer contributions for Group I Employees, a 47.65% increase for Group II - Police Employees, and a 103.33% increase for Group II – Fire Employees. Ms. Griffin noted that the State paid roughly 50% of the Town's contribution for Group II Employees and suggested this funding too might be in jeopardy in the future. She said with regard to the 25.1% increase in health insurance premiums, roughly half of the increase could be covered by encumbering savings in health insurance costs in the current year's budget. Ms. Griffin said having already cut roughly \$600,000 from the proposed budget and by using more of the Undesignated Fund Balance than had been used in the past she was able to meet the Selectmen's 2.5% tax rate target for the General Fund.

Ms. Griffin advised that the proposed budget recommended a 36.4% increase in expenditures over the previous year. Much of this was attributable to the Wastewater Treatment Plants' (WWTP) anticipated \$4.7 million upgrade. The only other area of significant expenditure increase was associated with the new Richard W. Black Community/Senior Center. This involved a net increase of \$50,000 to cover the additional operating expenses of the larger facility and one additional full-time equivalent staff person.

Ms. Griffin explained that the Town was experiencing a tapering off in some of its revenue accounts but that the motor vehicle registrations continued to be very strong. She said due to the economic status, the projected Planning and Zoning fees and building permit fees were lower than in the past.

Ms. Griffin highlighted the key initiatives of the General Fund proposed for FY 2003-2004 as:

- Increasing the use of the Undesignated Fund Balance (from \$60,000 last year to \$150,000 this year).
- Setting aside an additional \$50,000 for overlay reserve for abatement requests.
- Funding for the \$74,613 State Retirement Fund increase.
- Budgeting for the 25.1% health insurance premium increase.
- Funding for an additional staff member for the Parks and Recreation Department and for the additional operating costs of the new Richard W. Black Community/Senior Center.
- Funding for a new full-time Rental Housing Inspector.

The impact to the Fire Fund, due to the State Retirement Contribution increase, made it impossible for the Town to do anything else with this fund in FY 2003-2004. In fact expenditures were cut from several line items just to meet that target.

Staff continued to refine the allocation of cost to the Ambulance Fund in recognition of increasing fire calls associated with new technologies in fire protection for commercial and institutional structures. This year a 6.2% allocation increase was recommended which would represent the salaries and benefits of 3.5 firefighters and 50% of Judy Stevens', the Department's Administrative Assistant, salary. Ms. Griffin said staff would also be recommending that the Selectmen revise the Fire District boundaries over the course of the year.

The WWTP Fund proved to be most challenging for staff in terms of prioritizing what upgrades must be tackled in the coming year and finding funding for those upgrades. Staff was recommending funding the upgrades through a combination of tapping into the Undesignated Fund Balance and equipment reserve accounts, and by applying for low interest loans through the Department of Environmental Services (DES). Ms. Griffin advised of the Finance Committee's suggestion to finance the entire upgrade through low interest loans due to the low interest rates. She said up to 20% of the total project cost could be returned in the form of grant funding from DES once the improvements were completed.

The Parking Fund was by far the Town's healthiest fund, as short-term meter revenue and parking fine revenue continued to exceed projections. Utilization of the parking garage had also improved to the point where additional part-time staff was requested. Ms. Griffin noted that the Parking Fund owned the current Senior Center and as such, funding for its demolition was included in the Parking Fund's proposed budget. This resulted in a

3.4% increase in expenditure. Ms. Griffin advised of Dartmouth's actions to notify the Town that they would lease only 50 parking spaces, from the Thompson Lot to the Town, beginning July 1, 2003. She said staff was in the process of notifying the School District and Coop that parking would not be available for them in the coming year in that lot.

Selectman Walsh read the Prioritized List of Possible Fund Additions, known as the "Wish List" in its entirety. He explained that the list represented those items whose funding were not included in the proposed budget but that the Town Manager was suggesting the Selectmen consider adding to the budget. It was as follows:

General Fund

\$33,000	Ruddsboro Road Bridge (the fourth of four)
\$21,560	North College Street reconstruction
\$60,287	Hovey/Buell Sidewalk (citizen request)
\$38,400	Balch Hill Lane Paving (citizen request)
\$41,412	Mulherrin Farms Road Repaving
\$26,200	Grasse Road Ballfield parking lot
\$ 2,400	Assessor Database internet accessibility
\$ 5,000	Revaluation Reserve Contribution for next update
\$ 5,000	Dispatch Reserve Contribution to replace console
\$ 5,000	Howe Reserve Contribution for Innovative upgrade
\$ 7,000	Police Department Overtime
\$ 5,000	Voting Booths replacements
\$ 2,500	LCD Projector
\$ 3,000	Plotter
\$ 5,683	Practice Ammunition/Targets/Rifles
\$ 5,500	Seasonal Conservation Officer
\$ 2,000	Howe Friday morning opening
\$ 4,300	Howe Youth Services Expansion to 20 hours/week
\$ 690	Assessing Software/Books/Subscriptions
<u>\$273,932</u>	

Fire Fund

\$ 9,713	Overtime
\$14,500	Charge from Fleet for Engine Maintenance Repair
<u>\$ 2,400</u>	Building Repair and Maintenance
\$26,613	

Selectman Walsh explained the budget review process. He said every \$47,000 decision the Selectboard made in the General Fund would equal roughly a 1% change to the tax rate. He said typically the Selectboard tried to come out with a balance of services and tax impact on the taxpayers that approximately equaled the inflation rate pegged at 2.5%. Mr. Walsh opened the first public hearing for review of the Planning and Zoning, Howe Library, Etna Library, Parking and Town Properties budgets.

3. **1ST BUDGET HEARING:**

PLANNING AND ZONING

Jonathan Edwards, Director of Planning and Zoning, presented the Planning and Zoning Department's proposed budget. He said with the exception of a budget increase to increase the prospective Rental Housing Inspector's position from half-time to full-time status the crux of the Planning and Zoning budget request was to keep operations the same as they had been. Town Manager Griffin pointed out a new revenue line item: 01-093-314 Rental Housing Inspection Fees. She explained that the anticipated revenue from this line item would essentially offset the salary expenses of the new Rental Housing Inspector position.

Selectman Pierson asked of Mr. Edwards' opinion on continuing membership with the Upper Valley Lake Sunapee Regional Planning Commission (UVLSRPC). Mr. Edwards said staff believed the \$10,416 annual membership was a worthwhile expenditure and advised of the many benefits the Commission provided such as:

- Acting as a service provider, forum and resource for regional planning and cooperation,
- Conducting traffic studies at a fee much lower than the market rate would dictate,
- Developing regional transportation plans and updates,
- Assisting with funding applications for federal and state highway money, and
- Helping cities and towns develop regulations relative to cellular and transmission towers.

Selectmen Baschnagel and Connolly also spoke in support of continuing this annual membership.

Selectman Baschnagel asked where funding for the recently discussed Comprehensive Traffic Study was listed in the proposed budget. Town Manager Griffin said she hoped to fund that study out of the current budget.

Selectman Baschnagel asked Mr. Edwards to speak to the Conservation Commission's "Wish List" request for a Conservation Officer. Mr. Edwards said the \$5,500 requested would pay for roughly 550 hours of conservation trail maintenance and blazing, would help with documenting and enforcing conservation restrictions, and could be used to promote public education on conservation and trail related issues. Mr. Edwards stated that the Town had over 1,100 acres of conservation land, 40 miles of Class VI roads, and 87 miles of trails. He mentioned a letter Judy Reeve, the Conservation Commission Chair, sent to the Selectmen on this issue and of the job description she enclosed with her letter. Anne Morris, of the Conservation Commission, added that there was a certain amount of public relations work the Commission thought was needed to create an interface between hikers, ATV users, mountain bikers and others who use the trails in different ways. She spoke of the continuing problems the Mink Brook Nature Preserve

experiences with wheeled vehicle use, which is restricted in that area, and with erosion problems.

Kari Asmus, of Etna, asked where the budget reflected the change in Planning and Zoning staff to no longer transcribe the minutes of the Conservation Commission meetings. Town Manager Griffin said that was never specifically budgeted for. She explained that by statute, detailed meeting minutes of the Planning Board, Zoning Board and Board of Selectmen must be maintained. The Town had one Recording Secretary who transcribed minutes for those three boards. All other Town boards and commissions maintained their own minutes. Ms. Griffin said in considering the pressures on the Recording Secretary to transcribe all those minutes from a time perspective, and given the pressure on the budget, she made the decision that the Town could not afford to pay someone to maintain very detailed minutes for the Conservation Commission when it was not required by statute.

Selectman Baschnagel asked if consideration was ever given to bidding out the annual traffic counts. Mr. Edwards said staff was convinced that having the UVLSRPC do the work was the most cost effective way to do this. Town Manager Griffin suggested bidding it out to see the results.

Selectman Walsh asked for an explanation for the figures associated with the Land Use Change Tax line item. Betsy McClain, Director of Administrative Services, said the Land Use Change Tax figures varied from year to year depending upon what land was taken out of current use over a year's time. She said the \$100,000 revenue figure listed was an estimate. It was also budget neutral, as any amount of revenue collected would be split evenly and transferred half into the Conservation Fund and half into a Town expendable trust, if approved at Town Meeting. Selectman Walsh said he would prefer not to show the funds transfer until after it was approved at Town Meeting.

Selectman Baschnagel asked of the implications of reducing the Building Permit revenue figure by \$100,000. Mr. Edwards said the College had decreased its building activities and had spread various projects out over many years.

Selectman Connolly asked of the \$4,000 decrease in expenditure to the Non-Personnel Costs Professional Services line item. Mr. Edwards said that involved an item projected for the current year's budget that was not done. Funds from that project would be transferred into this account.

Selectman Connolly asked if the 12.6% increase to the Personnel Costs Planning and Zoning - Full Time was attributable entirely to the new Rental Housing Inspector position. Town Manager Griffin said yes. Selectman Walsh asked to have the Rental Housing Inspector and Rental Housing Inspection Fees put on the list for further consideration.

Anne Morris asked the Selectmen to consider providing funding for extra Planning and Zoning staff during the Master Plan implementation process as an additional "Wish List" item. The Selectman asked Mr. Edwards to provide a monetary figure for this request. Selectman Walsh explained how the number of Planning and Zoning staff increased over the years from having only two people to now having four professionals and five people in total. Mr. Edwards acknowledged the financial commitment the Town made to his department over the last five years and of the staff's efforts since then to keep their request for additional financial support at a bare minimum.

Selectman Baschnagel asked if future proposed budgets could include up-to-date figures on the usage or collection of monies from the start of the fiscal year.

HOWE AND ETNA LIBRARIES

Etna Library

Barbara Prince, Librarian, presented the Etna Library's proposed budget. It included a recommended 4.6% increase, primarily due to planning for faster internet connectivity but also for allocating services from the Howe Library for back-up with the automated on-line Library system. Selectman Baschnagel asked of the internet connectivity improvement. Betsy McClain advised that Corey Stevens, IT Director, was working with Valley Net to choose and purchase hardware that would pump up the phone line to be equal to DSL service.

Selectman Walsh acknowledged the reported increases in patronage. Ms. Prince said from 2000 to 2002 the Library experienced a 28% increase in circulation of materials for adults, a 52% increase in patron visits, and a 74% increase in program attendance. She said parking was a main problem for the Library.

Howe Library

Marlene McGonigle, Director of the Howe Library, presented the Howe Library's proposed budget, which included an overall increase of 5.0%. Ms. McGonigle explained that an 11.8% increase to the Technical Services portion of the budget was related to a payback to the MIS budget for the purchase of six new computers that would replace six existing computers. A 3.6% increase to the Public Services portion of the budget was associated with wage scale increases. She also advised of a proposed change for the copy machine funding which involved sharing costs, between the Town and the Howe Corporation, and using encumbered funds from the current budget to lease a network copy machine for administrative work.

Town Manager Griffin advised of two "Wish List" items the Howe Library was requesting: \$4,300 to increase the part-time children's librarian from 15 to 20 hours a week and \$2,000 to allow the library to open earlier on Fridays. Ms. McGonigle said the issue of Friday morning openings had been in the Howe's Long-Range Plan since 1996.

Ellen Lynch, Assistant Director of the Howe Library, said the patron demand was there to support this request. Selectman Connolly asked of a third Howe Library "Wish List" item, a \$5,000 request for reserve funding for the Innovative upgrade. Ms. McGonigle said she was not anticipating that another upgrade would be needed for eight to ten years but believed it would be prudent to begin saving for it. Selectman Walsh asked Ms. McGonigle which of her "Wish List" items she wanted the most. Ms. McGonigle indicated that the Friday morning opening would be staff's number one pick.

Selectman Pierson asked of the cost allocations between the Town and the Howe Library Corporation. Ms. McGonigle said the operating costs, including staff salaries, were budgeted by the Town, as was all of the building maintenance. The Corporation was responsible for all Capital expenditures and for enhancements to the collection. Selectman Walsh believed the Library was funded roughly 70% to 80% by the Town via the taxpayers and the General Fund and funded 20% to 30% by the Corporation through private funding.

Selectman Walsh asked of the 14% increase projected for Personnel Costs Technical Service Part-time. Ms. McGonigle said that was linked to an error reported in the current year's budget when the wrong number of part-time hours in this category was reported.

Selectman Baschnagel asked if the 44.1% decrease to the Administration Property Services expenditure was being picked up by the Corporation. Ms. McGonigle said yes.

Selectman Walsh asked of the 25% increase to Technical Services Charges to/from Other Departments expenditure. Town Manager Griffin explained that was related to the six new computers the Library would be getting.

TOWN PROPERTIES

Town Manager Griffin said this covered the operations of all of the Town-owned buildings except those covered in other special funds. The largest increase in this budget was associated with the Richard W. Black Community/Senior Center.

Selectman Connolly believed the \$26,200 "Wish List" request for a Grasse Road Ballfield parking lot fell under Town Properties. She asked if the original plan was to include a gravel lot and if this funding was proposed to upgrade that to asphalt. Ms. Griffin said the combination of the wetlands issues and the amount of site worked required to achieve a ballpark and parking lot at the Grasse Road site, as opposed to the Gile Tract site, added to the expense of the project. The \$34,000 set aside for a ballpark at the Gile Tract would not be enough to build a ballpark at the Grasse Road site. Ms. Griffin said the ball field would not be developed until there was enough funding to cover the parking lot.

Selectman Pierson asked of the \$5,664 requested for after hour calls in the Personnel Costs Buildings – Overtime Services line item. Town Manager Griffin said the bulk of

Paul Jordan's, the Building Maintenance Superintendent, overtime was associated with the Summer Park complex.

Town Manager Griffin pointed out the \$2,200 requested under Municipal Building, Building Equipment expenditure and explained that would be used to purchase new chairs for the Board Room.

Selectman Baschnagel asked of the \$5,000 requested for miscellaneous office renovations under Municipal Building Repair and Maintenance expenditure. Ms. Griffin said this would cover furniture reconfigurations, re-carpeting, repairing damage from roof leaks, etc.

Town Manager Griffin said the figures proposed for operating the Richard W. Black Community/Senior Center were estimated guesses. She assumed it would be the most heavily utilized building in town based on the level of inquiries that were already being made. Two other areas of uncertainty in the Center's budget related to providing adequate after-hours staffing and the contract cleaning expenses. She said staggered staffing hours were being considered for the proposed additional staff member. Staff continued to debate whether it would be more beneficial to hire in-house custodial staff rather than contracting those services out. Pete Kulbacki, Director of Public Works, said that was looked at two years ago and it was found that contracting out was the cheapest option. Ms. Griffin added that another challenge with after-hours custodial staff was the supervisory issue. Selectman Baschnagel asked that staff provide the Selectboard with a tally of all of the contracted services the Town utilized.

Selectman Connolly suggested the projected \$5,460 for the R. W. Community & Senior Center Telephone expenditure was far off. Town Manager Griffin said the figure proposed came from the contractor who would be installing the phone system. It would include an intercom system throughout the building. Selectman Walsh asked if this represented usage fees or equipment. Ms. Griffin said usage fees only. Selectman Connolly asked that the phone system be put on the list for further consideration.

Selectman Baschnagel asked of the projected 8.4% decrease in the R. Hauger Public Works Facility Electric expenditure line item and the 73.7% decrease in the Heat expenditure line item. Mr. Kulbacki explained that the heat came from the same fuel tank that the diesel came from. In the past, staff was overestimating the amount of fuel required to heat the building.

Selectman Walsh asked of the \$3,100 reduction in monument restoration listed in the Cemetery Property Services expenditure line item. Town Manager Griffin said this was suggested as a one time cut to balance the FY 2003-2004 Budget.

Selectman Baschnagel asked of the trash pick up status at the Boat Landing. Town Manager Griffin said the overflowing dumpster continued to be a problem, as people use

it to dump their household trash. Mr. Kulbacki countered that if the dumpster was not provided people would leave their trash along the side of the road.

Selectman Connolly asked of the Municipal Building's projected 17.5% increase on water and 12.5% increase in sewer. Town Manager Griffin said staff was still trying to refine allocating the bills to the buildings in question.

Selectman Baschnagel asked of the projected 23.2% decrease in the Municipal Building Repair and Maintenance expenditure line item. Town Manager Griffin said based on what was estimated for the Municipal Building she decided staff could live with \$9,600.

Selectman Walsh asked of the dramatic increase in Hanover's heating and electric costs illustrated in the performance indicator section. Betsy McClain said the heating increase to the General Fund was associated with the Richard W. Black Community/Senior Center. The WWTP increase was due to the lack of methane gas produced in the digesters that now required additional heating for the system to work properly. Town Manager Griffin said these figures also reflected the rising cost of heating oil.

PARKING FUND

Patrick O'Neill, Parking Operations Supervisor, presented the Parking Fund's proposed budget, which recommended an increase of \$47,257 in expenditures, 3.4% over FY 2002-03. Mr. O'Neill said the bulk of the increase was attributable to the request for additional part-time staffing in the parking facility, and contracted services, for maintenance and security contracts, for the facility's equipment. Mr. O'Neill reported that the revenues related to the Parking Fund operations would more than offset its expenditures. He said another notable item in this budget was the loss of parking spaces in the Thompson Arena (from 160 to 50). The 50 remaining spaces would be reserved for individuals and employees of the downtown.

Selectman Connolly asked for a tally of parking lots the Town leased, the number of spaces provided in each lot and how much the Town paid for the lease. Mr. O'Neill advised that the Fleet platform was leased for \$28,560 annually and provided 28 spaces, the HSD Lot was leased for \$14,500 annually and provided 21 spaces, and the Redpath Lot was leased for \$4,800 annually and provided 24 spaces. Ms. Connolly spoke of the drainage and grading problems in the Marshall Lot and asked that funding for its repaving be added to the list for further discussion.

Selectman Baschnagel asked of the 25% increase in the Peripheral Parking and Transportation Charges from Other Departments expenditure line item. Ms. Griffin said the formula from which that was derived was based upon the percent the fund was of the Town's total expenditures. She said short of tracking billable hours, there was no other way to track this aside from looking at the sheer factor of the relationship between the size of the budget, assuming that there was some correlation. Betsy McClain also

advised of a \$17,000 error reported in this category in the current year's budget that was corrected in the proposed 2003-2004 budget.

Selectman Baschnagel asked about the projected \$17,759 expense for snow removal at the parking facility. Mr. O'Neill said that funding would cover lighting maintenance, security equipment maintenance, the facility's equipment maintenance, and snow removal. Ms. Baschnagel suggested the Town consider bidding out the contract for snow removal, as there was a lot of snow left on the upper deck that should have been removed.

Selectman Baschnagel advised of the Parking Transportation Board's suggestion to transfer a lump sum of up to \$200,000 from the Undesignated Fund Balance to the Capital Reserve Fund. Selectman Walsh asked to have that put on the list to be further discussed at a later date.

Selectman Baschnagel suggested changing "Shuttle Service Contract" to "Contracted Services" to indicate that the figures listed represent more than the shuttle service per se.

Selectman Pierson asked of the \$5,000 requested for the Fixed Costs Compensation Adjustment expenditure line item. Town Manager Griffin said that would cover leaves or for salary increases over the budgeted single step increase.

Selectman Walsh said he clearly recalled that the Tax Increment Financing was set at \$85,000 when the deal was developed for the parking facility and it was done so in an effort to seal the deal. It was also supposed to come out first, not last. The figures presented showed the parking deficit fees and the parking deficit tax being taken out first (i.e. down to zero) and the Tax Increment Financing increasing from \$85,000, to \$152,000. Mr. Walsh asked that this be added to the list for further discussion and consideration. He asked that at least two alternatives are also given further consideration on the issue:

- Leaving the Tax Increment Financing district contribution set at \$85,000 for this year and having the remainder flow to the General Fund; and
- Looking at the parking deficit fees and taxes, as they were at the time the Parking Facility deal was done, and what Tax Increment Financing would be required to now balance this budget.

Town Manager Griffin suggested having the PTB discuss the issue and present alternatives to the Selectboard on March 5, 2003. She further suggested that the Selectmen might want to consider tapping into the Undesignated Fund Balance to pay for the Marshall Lot repaving. Selectman Baschnagel cautioned the Selectmen that the Parking Fund Balance was generous because it had been accruing over the last two to four years and because the parking facility was doing reasonably well.

Selectman Walsh congratulated Selectman Baschnagel, Mr. O'Neill, and the PTB for their efforts in making the facility work.

4. OTHER BUSINESS

Banner Request

Town Manager Griffin advised of a banner request that had been received. Selectman Walsh believed the request came from the Boosters or the parents of the Hanover High School Hockey team who would like to advertise their advancement into the State tournament. Mr. Walsh could not recall the dates requested to hang the banner but Ms. Griffin assured him the dates were open.

Selectman Pierson MOVED to approve the banner request. Selectmen Christie SECONDED. THE SELECTMAN VOTED UNANIMOUSLY TO APPROVE THE BANNER REQUEST.

5. APPROVAL OF MINUTES: FEBRUARY 10, 2003

Selectman Pierson MOVED to approve the minutes of February 10, 2003 as corrected. Selectman Connolly SECONDED. THE SELECTMEN VOTED FOUR IN FAVOR, ONE ABSTAINING (WALSH) TO APPROVE THE MINUTES OF FEBRUARY 10, 2003 AS CORRECTED.

6. ADMINISTRATIVE REPORTS

There were no Administrative Reports given.

7. SELECTMEN'S REPORTS

Peter Christie

Mr. Christie reported on the Chamber of Commerce's work program. He advised of the Finance Committee's continued efforts to work on the school budget. They were looking forward to doing some work to support the upcoming bond issue. The Finance Committee was also working the School Board to set budget objectives for the coming year.

Katherine Connolly

Ms. Connolly reported on the Planning Board's continued efforts to review the Master Plan and map review. She advised of an UVLSRPC meeting she attended where the Commission's Regional Traffic Plan was discussed.

Bill Baschnagel

Mr. Baschnagel reported on a joint meeting of the Conservation Commission and Affordable Housing Commission related to the Gile Tract and of the Affordable Housing Commission's plans to recommend a Warrant Article for Town Meeting. He said the

Affordable Housing Commission was also working to resolve the relocation issue with the existing Senior Center. They were working closely with Jonathan Edwards on the Zoning Board options and applications and to involve the residents and neighbors with respect to site layout changes. Selectman Christie said he did not understand why the Selectboard would force the Zoning Board and others involved to jump through hoops for this project if it was within their authority to approve such a project and if preserving this house and reducing the parking requirement made for the best use of this site. Selectman Baschnagel expressed concern for the precedent that would set. Ms. Griffin said unless a clear cut solution was found, the Zoning Board would not appreciate being pressured in this way. Selectman Walsh believed the Zoning Board would prefer to act as advisors in matters like this as opposed to having to render decisions on them. He asked the Selectmen to think about whether this would be a good time to take advantage of their municipal exemption and if so, what policy they could develop to justify it.

Mr. Baschnagel reported on the Conservation Commission's approval of the creation of an energy subcommittee geared toward educating. He advised of the PTB's efforts to review the budget and discussions to find ways to stimulate downtown patronage. He advised of the UVLSRPC's Transportation Advisory Committee's review of the draft Regional Transportation Plan and its inclusion of regional projects that would address regional transportation issues. Mr. Baschnagel said the Transportation Management Association was in the final stages of moving from a steering committee to becoming an organized operating entity. Counselor Burton attended their last meeting and again pleaded for projects ideas that could be funded by federal funding.

Mr. Baschnagel advised of an underground water study whose State funding was being withheld. A request was made by Dr. Wunsch, the State Geologist, that the Town ask the Executive Counsel to release these funds. Town Manager Griffin said she would ask Jonathan Edwards to draft a letter to that effect.

Jay Pierson

Mr. Pierson did not have anything to report.

Brian Walsh

Selectman Walsh said the Howe Library Board of Trustees was very appreciative of the Selectboard's action to award the Library parking credits. He advised of a Warrant Article the Trustess would be recommending for Town Meeting to consolidating two lots near the library and have them become Town-owned land. Mr. Baschnagel advised of a conversation he had with Paul Olsen, Director of Dartmouth's Real Estate Office, and of the College's unwillingness to allow Howe patrons to continue parking in the College lot located across the street from the Library.

Mr. Walsh advised of a May 6th Substance Abuse Forum that the Community Substance Abuse Advisory Committee had been asked to co-sponsor. Mr. Walsh asked that the Town co-sponsor as well.

8. OLD BUSINESS

There was no old business discussed.

9. ADJOURNMENT

Selectman Pierson MOVED to adjourn the meeting. Selectman Christie SECONDED. THE SELECTMEN VOTED UNANIMOUSLY TO ADJOURN THE MEETING AT 9:53 PM.

SUMMARY

- 1. Selectman Pierson MOVED to approve the banner request. Selectmen Christie SECONDED. THE SELECTMAN VOTED UNANIMOUSLY TO APPROVE THE BANNER REQUEST.**
- 2. Selectman Pierson MOVED to approve the minutes of February 10, 2003 as corrected. Selectman Connolly SECONDED. THE SELECTMEN VOTED UNANIMOUSLY TO APPROVE THE MINUTES OF FEBRUARY 10, 2003 AS CORRECTED.**
- 3. Selectman Pierson MOVED to adjourn the meeting. Selectman Christie SECONDED. THE SELECTMEN VOTED UNANIMOUSLY TO ADJOURN THE MEETING AT 9:53 PM.**

Respectfully submitted,



Peter Christie, Secretary

These minutes were transcribed by Beth Rivard.