

BOARD OF SELECTMEN'S MEETING

MARCH 5, 2003

6:30 PM – MUNICIPAL OFFICE BUILDING – HANOVER, NH

The meeting of the Board of Selectmen was called to order at 6:30 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. UPDATE ON IMPLEMENTATION REVAULTATIONS

Mike Ryan, Director of Assessing, walked the Selectmen through his February 28, 2003 Revaluation Report. It explained the need and goal of the revaluation project: to achieve fair, accurate and defensible assessments. Mr. Ryan said Hanover's last revaluation was done in 1989. He explained that Hanover was scheduled for State Certification in 2003.

Mr. Ryan said the plan he and Town Manager Julia Griffin came up with to conduct the revaluation project was cost effective. He advised of his \$5,000 "Wish List" item for Revaluation Reserve that he believed would be needed to fund the completion of this project. Selectman Walsh explained that if the Town had hired an outside firm to conduct this work it would have likely cost \$250,000 to \$275,000. By providing Town staff additional software, additional help and by utilizing outside contractors the work was done with very thorough knowledge of Hanover for \$70,000.

Mr. Ryan explained the various Project Phases, which included: Data Collection, Data Entry, Pre-Review, Neighborhood Delineation, Sales Analysis, Final Review, and Taxpayer Notification. He said that he would return to the Selectboard in June or July with a final update before mailing out the actual taxpayer notifications. He said of the market appreciation, residential properties had appreciated the most over the past four years, at an average rate of 1% per month.

Mr. Ryan walked the Selectmen through his preliminary numbers of the Assessment Change, which was as follows:

	<u>Projected Assessment</u>	<u>Increase</u>
Taxable property	\$1,334,105,800	58%
Taxable & Exempt	\$2,049,433,000	57%
Singe Family	\$ 823,356,700	63%
Residential Condominiums	\$ 65,854,800	51%

Commercial & Industrial	\$ 262,393,500	45%
Dartmouth (Taxable)	\$ 156,849,400	57%

Selectman Walsh asked if the November assessments could be mailed out in June to accommodate those Hanover residents who leave the area for the summer season. Mr. Ryan said taxpayer notification would be a very important part of the process. Staff would make every effort to accommodate Hanover's residents.

Selectmen Christie asked if December's bill would be retroactive. Mr. Ryan said yes. Selectman Walsh asked to hear more on the State Certification process at a later date.

3. 4TH BUDGET HEARING:

PUBLIC WORKS

Pete Kulbacki, Director of Public Works, presented the Department of Public Works (DPW) and Wastewater Treatment Plant (WWTP) budgets. Selectmen Walsh suggested the Selectboard pose their questions to staff rather than receive an actual presentation on the Public Works budget.

Selectman Baschnagel asked if the Assistant Director of Public Works position was eliminated. Mr. Kulbacki said currently there was no need for that position but funding was budgeted in case the need arose.

Selectman Pierson asked of the operations of the Water Company. Mr. Kulbacki said it was run through the WWTP budget and charged out to the Water Company.

Kari Assmus, of Etna, asked why the sidewalk maintenance figures varied so much from year to year. Town Manager Griffin said the amount proposed was dependent upon the sidewalk projects that were planned in any given year. It was not a reflection of a decreased level of maintenance being conducted.

Selectman Baschnagel asked of the \$20,000 increase to the Highway Maintenance Overtime line item. Town Manager Griffin noted that the Department had already overspent in this line item in the current year.

Selectman Baschnagel asked of three additional parking lots DPW was maintaining for the Parking Division. Mr. Chase said those were Lot Numbers 3, 6, and 7. Ms. Griffin said it was cheaper for the Town to have DPW maintain those lots than to contract out with Trumbull-Nelson. Mr. Baschnagel asked who maintained parking spaces for the condominiums on North Main Street. Ms. Griffin explained that the Town maintained the parking area and alleyway adjacent to it. Mr. Baschnagel suggested the Town should charge a fee for that service provided. Selectman Walsh asked to add that to a list of Revenue Opportunities to go against the "Wish List".

Selectman Baschnagel asked of the status of the Town's paving plan. Mr. Kulbacki said some of the paving work planned for next year was put on the "Wish List". He said he requested \$250,000 per year to fund the paving plan but long-term additional funding might be needed to address unanticipated projects.

Selectman Baschnagel asked of the 23.7% decrease in Line Maintenance Charges to/from Other Departments. Town Manager Griffin said that was related to the transfer of Mike Chase's salary from Line Maintenance – Full Time to DPW Administration. Betsy McClain, Director of Administrative Services, further explained that the charge out to the Water Company only represented 75% of the salaries; it was not a 100% wash.

Selectman Connolly assumed that the Grounds Maintenance portion of the budget was down \$16,000 due to the Field Development line item. She said rather than cut that funding it might be more useful to apply it to the Grasse Road field project that was on "Wish List". Town Manager Griffin said the additional funding for that project could be added into this section of the budget but at a cost of increasing the tax rate over the 2.5% target.

Selectman Walsh noted that Recycling costs had increased from \$180,000 to \$212,000, which represented 4.5% of the General Fund tax rate. He said he was very much in favor of recycling but would like to see ways in which that cost could be reduced. Town Manager Griffin advised of meetings she had with representatives from the Town of Hartford, City of Lebanon and Northeast Waste to discuss the potential for developing a centrally located glass crushing service. She said the Town would save \$36,000 if they chose not to recycle colored glass any longer. Mr. Walsh said that would represent almost 1% of the tax rate and asked that it be added to the list of Revenue Opportunities to go against the "Wish List". Selectman Connolly asked of the 33.3% increase in Recycling Advertising and 127.3% increase to Recycling Supplies and Postage. Ms. Griffin said that was based on the actual amount spent during the current year primarily advertising holiday pick-up schedules. Ms. Connolly asked of the \$40,560 proposed to have the downtown trashcans emptied and cleaned. Ms. Griffin said \$12,000 of that funding was attributable to the actual cleaning of the cans, which was done to address odor complaints. Mr. Kulbacki said a number of trashcans that were scarcely used were eliminated to already decrease these costs.

Selectman Baschnagel asked if the \$21,560 on the "Wish List" for North College Street reconstruction was needed in addition to the \$91,140 already saved. Mr. Kulbacki said no, the "Wish List" funding was no longer needed. He explained that the original plan to reconstruct the road right up to the Park/Lyme/College intersection had changed. The Town's plan was now to reconstruct the portion of North College Street, from Maynard Street to approximately the entrance to the Medical School, using the funds saved over the past six or seven years.

Selectman Walsh asked Mr. Kulbacki to address his February 28, 2003 Memorandum on the Bridge Capital Replacement Program. Mr. Kulbacki said his plan to replace bridges

on Ruddsboro Road by slip-lining the culverts was not going to work. In investigating other repair options available he found that pre-cast concrete arches would provide twice the lifespan than the metal plat arch culverts and would cost less over the long haul to maintain. Mr. Kulbacki said in considering the 22 bridges throughout town that would require replacement he recommended saving \$33,000 annually to fund this work. Town Manager Griffin said funds encumbered from the current year's budget could be used in association with the \$33,000 requested on the "Wish List" to repair the Ruddsboro Road at Chandler Bridge. If the "Wish List" funding was not granted, the project could be deferred a year. Mr. Kulbacki explained that the bridge in question was not functionally deficient. It was in need of repair but was not on the verge of collapse. Mr. Walsh suggested that next year's Capital Improvement budget should include funding for this program. For the proposed budget, the issue would be readdressed during the "Wish List" review. The Selectmen agreed that the pre-cast concrete approach was the wiser approach to pursue.

Selectman Walsh asked of the 112.2% increase to Administration Charges to/from Other Departments. Town Manager Griffin said that reflected an increase in allocation of Mr. Kulbacki's salary to the WWTP Fund in anticipation of the amount of time he will spend on wastewater issues this year. It also reflected the transfer of Mike Chase's salary from Line Maintenance – Full Time to Administration.

Selectman Walsh thanked the DPW for their efforts. He said he heard that from many people in town of the great job they were doing.

WWTP

Selectman Walsh asked of the reference to the Town being eligible for a 20% grant due to its wastewater rates and what it would take to be eligible for a 30% grant. Mr. Kulbacki said the Town would have to increase its rates from an average of \$220 per year per Equivalent User (EU), or household, to an average of \$433 per year per EU. He said the Town's rates would only increase to \$273 per year per EU after the improvements were implemented. The State average was \$361 per year per EU.

Selectman Baschnagel asked of the 73.0% increase to Treatment Plant Operation Professional Services. Town Manager Griffin said this was based on the assumption that the Town would be utilizing significantly more engineering services over the next year to help set up the Industrial Pre-Treatment Program.

Selectman Connolly asked of the \$179,597 proposed for fleet costs under Treatment Plant Operations Professional Services. Mr. Kulbacki said part of that was associated with the Water Company's fleet, which was charged from the WWTP budget but reimbursed from the Water Company via Charges to/from Other Departments. Selectman Baschnagel asked that future budget proposals break out the Water Company aspects.

Selectman Pierson asked if the Town generated revenue from Outside Projects. Mr. Kulbacki said no, the figures proposed represented reimbursements of the staff's salary expense that incurred. A suggestion was made to charge a fee for this service. Selectman Walsh asked that the matter be discussed the following year.

Selectman Walsh asked when the last payment would be made on the 1987 Treatment Plan Upgrade. Town Manager Griffin replied, 2008.

Capital Costs

Selectman Walsh advised of the list of items that totaled \$4,705,000 for improvements to the WWTP. He asked what the Town would get for implementing those improvements. Mr. Kulbacki provided an outline of possible improvements that included background information, the current status, the problems, short-term issues, a schedule, what would be gained in capacity for making the \$4.7 million improvements, and what other things in the future would be necessary for additional capacity.

Ed Rushbrook, of Underwood Engineering, said typically two components of wastewater treatment were looked at: hydraulics, the amount of flow delivered to the plant; and organics, the amount of waste loading that is delivered. Plants typically have a 20-year planning life. Hanover's 14-year-old facility was at its organic capacity. Additionally, Hanover's disinfection system, which utilized ultraviolet radiation to kill bacteria before discharging it into the Connecticut River, was also having problems. The Town commissioned an evaluation of the treatment facility to determine what types of capacity remained and what was causing the problems with the disinfection system.

Mr. Rushbrook said the State triggered plant expansions according to hydraulic capacity. When 80% of hydraulic capacity was reached, the plant's operator was required to begin planning for expansion or upgrade. Hanover was at 60% of its 2.3 million gallons per day hydraulic capacity. As such, it escaped the State that the Town was beyond its organic capacity. In 2001, the Town began experiencing a number of violations, which was brought to the State's attention. Mr. Rushbrook said even though the Town was making efforts to address the problem the State was preparing to issue an Administrative Order to resolve the disinfection problem.

Mr. Rushbrook said the absolute cause of the failures to the Disinfection System had not been identified. A number of different potential problems were being looked at. The plant staff had been very proactive in getting the plant back into compliance in the short-term. But taking on any type of additional load would create the threat of returning to non-compliance. As such Mr. Rushbrook was recommended some short-term improvements as well as long-term improvements.

The improvements were focused on the UV Disinfections System, Secondary Clarifiers and Activated Sludge portions of the plant. Mr. Rushbrook said due to its age, the State had directed the Town to completely replace the UV unit. He said by today's standards,

the weakest link in Hanover's WWTP was the Secondary Clarifiers, where the majority of activity relative to bacteria and removal of waste components occurred. To address the short-term issue of being able to accept additional flow without creating additional violations Mr. Rushbrook was suggesting the following improvements:

- Installing a Selector's Zone to control the bacteria growth within the treatment process;
- Installing Stamford baffles and full-surface skimming in the Secondary Clarifiers,
- Replacing the existing aeration system;
- Adding a Dissolved Oxygen Probe into the aeration tanks to enable staff to control the amount of oxygen supplied throughout the treatment process; and
- Adding a monitoring system to detect if solids were escaping the plant.

He said the goal of the improvements would be to limit the amount of solids that escapes the system and entered into the UV System.

Selectman Walsh asked if the short-term fixes listed in number 4 of the handout provided would get the plant to where it could successfully handle the three maximum month limits. Town Manger Griffin said after implementing the short-term fixes the Town would be less likely to incur additional violations before all of the work associated with the \$4.7 million expenditure would be completed. Selectman Baschnagel asked how much additional BOD and TSS could be accepted after the short-term fixes were completed. Mr. Rushbrook said not a lot, maybe 250 pounds per day.

Mr. Rushbrook explained that Hanover's average flow of 1.34 million gpd (gallons per day) was anticipated to increase to 2.45 million gpd. He walked the Selectmen through the estimated future loads for DHMC, Centerra, Route 10, Sachus Village, Quail Hollow, the Gile Tract, and Hanover that were provided in his handout. Mr. Rushbrook said if the organic loading were to remain at the same strength as existed these future figures would represent a 70% increase in organic loading. He said most of the short-term fixes were directed at the liquid train to improve the treatment process. Eventually solids handling would have to be expanded.

In terms of capacity that would be gained from the improvements Mr. Rushbrook said that the Selector's Zone would provide capacity up to 2.13 million gpd at the current concentration. This would bring the plant to 80% organic capacity, which was where the State suggested future planning should begin at.

To gain additional capacity to handle the anticipated 2.45 gpd, the following long-term improvement options were recommended:

- Eliminate flow from Lebanon;
- Expand the plant by adding an additional clarifier and digester; and
- Expand the use of membrane technology or use a different approach to treatment process.

Selectman Walsh asked Mr. Rushbrook to develop a chart of the plant's organic and hydraulic capacities comparing the original design, current flows, and impacts of the proposed improvements as they would be phased.

Selectman Walsh asked of the impact to the wastewater customers. Mr. Kulbacki said each EU, or household, would experience a \$54 per year increase. He reminded the Selectmen of staff's intent to overhaul the current rate structure. He suspected this would decrease rates for the average consumers.

Selectman Pierson asked of the status of the situation with DES. Town Manger Griffin said Hanover was next in line to receive an Administrative Order from the State to address the UV upgrade within a year. DES agreed to work with the Town to expedite their review process of that upgrade so the Town could make this deadline. She said it was staff's belief that the UV System was not the only problem with the plant and that those other problems would be addressed with the proposed improvements. Mr. Kulbacki said the bulk of the improvements would polish the waste stream so that its impact to the UV System would be less. Ms. Griffin hoped to get DES to agree to allow the town to be non-compliant during the improvement implementation period recognizing that the Town was addressing the matter.

Selectman Christie asked how much time the \$4.7 million improvements would buy the Town before another improvement would be needed. Ms. Griffin said that would be dependent upon how quickly the projected build outs occurred. Mr. Rushbrook said three to five years.

Ms. Griffin said relative to the actual funding, three Warrant Articles would be needed. One to appropriate money out of the WWTP's Undesignated Fund Balance; one to authorize use of the WWTP's Capital Reserves and a third to address the SRF loan. Selectman Christie expressed concern that the proposed funding would use up the plant's entire Capital Reserve and all but \$10,000 of its Undesignated Fund Balance. He suggested bringing the WWTP's Undesignated Fund Balance down to 10% rather than using it all up. He also suggested using only that portion of the Capital Reserve that represented depreciation in existing plant and equipment. The new equipment and upgrades could be funded through the SRF loans. Selectman Walsh agreed and asked staff to provide updated figures using this funding scenario.

Town Manager Griffin suggested scheduling a wastewater study session for Monday, March 24, 2003 at 7:30 pm. Selectman Walsh asked that the wastewater review be the only item on that agenda.

Selectman Connolly asked when the wastewater rates would be reviewed. Town Manager Griffin advised of a rate study she hoped Underwood Engineering would conduct for the Town. She said she anticipated approaching the Selectboard in late June with a proposal for rate increases that would take effect in July. Selectman Christie asked of the impact of increased flows from Lebanon and the hospital. Ms. Griffin said the goal

would be to move toward a rate structure that would make the Town absolutely whole in terms of allocating costs to maintain and upgrade the plant based on what was being received from Lebanon versus Hanover.

CAPITAL IMPROVEMENT PROGRAM

Selectman Walsh suggested reviewing the Capital Improvement Plan at another time.

4. PUBLIC HEARING FOR CONSIDERATION AND APPROVAL OF THE FY 2003-04 PROPOSED BUDGET

Town Manager Griffin advised that Hugh Mellert, Chair of the Bicycle and Recreational Path Committee, was in attendance to speak to an additional funding request with respect to the Transportation Improvement Fund. She reminded the Selectmen that that Fund was approved by Town Meeting three years ago. Its funding was generated via a \$5.00 surcharge that was assessed on every motor vehicle registration done in Hanover. Potentially the fund could yield over \$30,000 per year, which could be used to pay for any number of transportation improvements. Ms. Griffin said this year's Town Meeting would vote to transfer \$65,535 (collected over the last two years) into this fund.

Mr. Mellert reminded the Selectmen that it was through a large effort of his Committee that this fund was started. He proposed setting aside 10% of the fund's balance for bicycle improvements (storm drains, signage and bike markers) in the Town of Hanover. Mr. Mellert walked the Selectmen through a February 25, 2003 email he sent to Town Manager Griffin of his very detailed request for this funding. Selectman Walsh suggested 10% might not be enough funding to address the numerous public safety issues in town. He said he would prefer to see 20% to 25% aimed at working that public safety issue. Selectman Baschnagel expressed concern for finding the correct mechanism for managing these funds. He suggested providing \$15,000 and charging the Bicycle and Recreational Path Committee and DPW to work together to develop a program that prioritizes the work based on availability of funds and public safety. Ms. Griffin said this \$15,000 transfer to the Bicycle and Recreational Path Committee would also have to be presented as a Warrant Article for Town Meeting, as it involved appropriating from a Special Fund.

SELECTMAN WALSH MOVED to provide \$15,000 to the Bicycle and Recreational Path Committee and DPW from the Transportation Improvement Fund to develop a program that prioritizes bicycle improvements throughout Hanover based on availability of funds and public safety. SELECTMAN PIERSON SECONDED. THE SELECTMEN VOTED UNANIMOUSLY PROVIDE \$15,000 TO THE BICYCLE AND RECREATIONAL PATH COMMITTEE AND DPW FROM THE TRANSPORTATION IMPROVEMENT FUND TO DEVELOP A PROGRAM THAT PRIORITIZES BICYCLE IMPROVMENTS THROUGHOUT HANOVER BASED ON AVAILABILITY OF FUNDS AND PUBLIC SAFETY.

Betsy McClain advised that the following items were those that the Selectmen had asked to consider further:

1. The Rental Housing Inspector:

Ms. McClain said if cut, this would also create a \$27,959 loss in revenue.

2. Restoring the VNA funding (\$1,675):

Bob Murphy, member of the VNA Board and past Chair, said that the VNA's current request for \$15,000 was based on two things: need and responsibility. In terms of need, the VNA was mainly funded through Medicaid and Medicare and as such would see an 11% reduction in funding from those groups. In terms of responsibility and equity, Hanover was not paying as much as other surrounding towns that generated equal number of visits. Mr. Murphy said the VNA lost \$15.00 for every patient visit. They were only asking Hanover to pay back one-third of that money lost, which would represent only half of what Hanover should be paying.

3. Planning & Zoning Master Plan implementation support (\$7,500):

Town Manager Griffin reminded the Selectmen that this request came from Anne Morris of the Conservation Commission. Ms. Griffin said in speaking with Jonathan Edwards, Director of Planning & Zoning, it was determined that this funding request was premature.

4. Community/Senior Center phones:

Ms. McClain said in working with Doug Hackett, Communications Coordinator, she was able to reduce the Town Properties expenditure for the Community/Senior Center phone system by \$2,820.

5. Mike Ryan's concern about \$20 million

Town Manager Griffin said if the tax revenue gain was decreased, from \$20 million to \$15 million, \$28,392 would be lost. Selectman Walsh said having \$28,392 less in Undesignated Fund Balance would not be incomprehensible. The Selectmen opted to leave this as is.

6. Brown and Green glass (\$36,000):

7. Repaving the Marshall Lot (\$61,293):

8. Parking Fund issue involving the TIF (\$14,585 to General Fund):

Selectman Walsh suggested keeping the Rental Housing Inspector in the budget as proposed and eliminating the funding request for Planning & Zoning Master Plan implementation support.

Selectman Walsh asked to review the "Wish List". Mr. Walsh believed that potential Revenue Opportunities were as follows: \$2,820 from the Community/Senior Center

phone system, \$14,585 from the TIF return, and \$36,000 from the brown and green glass recycling. Town Manager Griffin said with respect to colored glass recycling, the option would be to no longer provide that recycling service. She said the Town was not able to host a glass crusher nor could it use all of the PGA that would be produced from the crushed glass. Selectman Walsh said he was opposed to paying roughly 1% of the tax rate to recycle colored glass. He suggested approving the funding for this proposed budget but making it known, to the Recycling Committee and through the Annual Town Report, that this funding would not be included in next year's budget.

“Wish List” for the General Fund

1. Ruddsboro Road Bridge (\$33,000): Selectman Pierson suggested deferring this project. Selectman Connolly suggested funding it. Selectman Christie spoke against providing funding for anything from the “Wish List” that would take the proposed budget over the 2.5% targeted tax rate. Mike Chase, Project Manager/Utility Superintendent, reiterated that this bridge was not bad off. This work could be delayed a year or two but the construction costs would increase. He said if the Town continued to put off setting up the bridge reserve program it would be in trouble. Town Manager Griffin suggested appropriating funds from the Land and Capital Improvements Fund for this project. Selectman Connolly spoke in favor of increasing the tax rate target to pay for the maintenance work that needs to be done. Selectman Baschnagel cautioned that the stealth tax on the school would increase 7%. Ms. Griffin suggested dipping into the Undesignated Fund Balance. Mr. Christie suggested cutting the \$36,000 for recycling the colored glass and using those funds to pay for this work. Ms. Griffin agreed but said the public would need to understand why that decision was made relative to the fact that there was no market for recycling those products or alternatives available. Kari Assmus said she believed the public would be in favor of keeping the recycling expenditure.
2. North College Street reconstruction (\$21,560): This was already dropped as discussed in the DPW budget.
3. Hovey/Buell Sidewalk (\$60,287): Town Manager Griffin said this citizen request proposed phasing this work over a three-year period. Another possibility would be to tap into the Transportation Improvement Fund. Selectman Baschnagel suggested that the Comprehensive Traffic Study might shed some light on this issue. Kari Assmus questioned the funding that was provided to repave Valley Road whose repaving was not scheduled until 2011. She suggested deferring that project and using its proposed funding for Phase I of this sidewalk work. Mike Chase said in an effort to reduce the paving costs roads were grouped together geographically for the paving schedule. Valley Road was grouped with roads in close proximity to it, which were scheduled to be repaved this year. He said a different type of paving could be done, depending on the price he is quoted for the project but the maintenance costs of this road would increase if the road was not repaved. He said adding a sidewalk would also require increased maintenance costs in the coming years as well. Selectman Walsh sensed

that this sidewalk project should be declined. The Selectmen chose not to fund this item in the proposed budget.

4. Balch Hill Lane Paving – citizen request (\$38,400): Selectman Walsh asked if Balch Hill Lane should ever be paved. Town Manager Griffin believed maintenance was an issue on this road due to its steep slopes and that it was the DPW's staff's belief that it would be cheaper overall to maintain if it were paved. The Selectmen chose not to fund this item in the proposed budget.
5. Mulherrin Farms Road Repaving (41,412): Town Manager Griffin said this was cut from the budget because she needed a \$40,000 item to cut. She suggested DPW could choose another road whose paving could be rescheduled if it was absolutely necessary to repave Mulherrin Farms Road. Mike Chase suggested something less could be done to fix this road, but that providing a portion of this funding would be important. Ms. Griffin suggested appropriating funds from the Land and Capital Improvements Fund for this project. The Selectmen agreed.
6. Grasse Road Ballfield – parking lot (\$26,200): Selectman Baschnagel suggested people could park on the edge of the road. Ms. Griffin said that could only be accommodated on a short-term basis, as it would be a violation of Site Plan approval.
7. Assessor Database - internet accessibility (\$2,400): The Selectmen chose not to fund this item in the proposed budget.
8. Revaluation Reserve Contribution for next update (\$5,000): Town Manager Griffin said almost all of the funds reserved in the current budget were still available. The Selectmen chose not to fund this item in the proposed budget.
9. Dispatch Reserve Contribution to replace console (\$5,000): Selectman Walsh noted that \$10,000 was already reserved.
10. Howe Reserve Contribution for Innovative upgrade (\$5,000): Selectman Walsh said he would be willing to fund this the following year.
11. Police Department Overtime (\$7,000): Town Manager Griffin said the Police Department would survive without this funding. The Selectmen chose not to fund this item in the proposed budget.
12. Voting Booths replacements (\$5,000): Town Manager Griffin said this was not necessary. The Selectmen chose not to fund this item in the proposed budget.
13. LCD Projector (\$2,500): Town Manager Griffin said the Howe Library had an LCD projector that could be borrowed if needed. The Selectmen chose not to fund this item in the proposed budget.

14. Plotter (\$3,000): Mr. Chase said the existing plotter was under warranty; this funding could be cut from the list.
15. Practice Ammunition/Targets/Rifles (\$5,683): Town Manager Griffin said this was not essential. The Selectmen chose not to fund this item in the proposed budget.
16. Seasonal Conservation Officer (\$5,500): Town Manager Griffin suggested this position could be funded from the Conservation Fund. Selectman Walsh agreed. The Selectmen chose not to fund this item in the proposed budget.
17. Howe Friday morning opening (\$2,000): Selectman Walsh said this was not essential. The Selectmen chose not to fund this item in the proposed budget.
18. Howe Youth Services Expansion to 20 hours/week (\$4,300): Selectman Walsh said this was not essential. The Selectmen chose not to fund this item in the proposed budget.
19. Assessing Software/Books/Subscriptions (\$690): Selectman Walsh said this was not essential. The Selectmen chose not to fund this item in the proposed budget.
20. VNA (\$1,675): Town Manager Griffin reminded the Selectmen that the VNA requested \$15,000 and staff proposed \$13,235. Selectman Pierson suggested providing the full \$15,000. Selectman Walsh agreed.

Selectman Walsh said the TIF return would actually give the taxpayers \$67,000, which when split would reduce the school tax rate. As such he would agree to increase the targeted tax rate from 2.5% to 2.8% to pay for the VNA and Ruddsboro Road bridge, and pay the Grasse Road ball field parking out of the Land and Capital Improvements Funds. The Selectmen agreed.

“Wish List” for the Fire Fund

1. Overtime (\$ 9,713): Town Manager Griffin said the Fire Department could live without this funding. The Selectmen chose not to fund this item in the proposed budget.
2. Charge from Fleet for Engine Maintenance Repair (\$14,500): Town Manager Griffin reminded the Selectmen that this involved repairing bubbling paint on the pierce pumper. The Selectmen chose not to fund this item in the proposed budget.
3. Building Repair and Maintenance (\$ 2,400): Town Manager Griffin said this was not essential. The Selectmen chose not to fund this item in the proposed budget.

Town Manager Griffin said the issues of repaving the Marshall Lot still needed to be resolved. Selectman Baschnagel advised of the PTB’s recommendation to transfer any

balance over the \$85,000 TIF out of the Parking Fund. Betsy McClain recapped the budget transactions that would take place in the Parking Funds' \$516,398 Undesignated Fund Balance as: \$200,000 would be potentially transferred into the Parking Fund's Capital Reserve, an anticipated budget surplus of \$75,000 from the current year would be added in, \$86,987 would be transferred out to address the TIF issue and \$304,411 would remain at the conclusion of FY 2003-2004.

Selectman Connolly argued that the Marshall Lot had disintegrated to the point where it was dangerous to walk across. She said since there was more than \$300,000 in the Parking Fund the Selectmen should not hesitate to fix this lot. Town Manager Griffin said the Marshall Lot was scheduled to be repaved in 2006. Mike Chase said he too would personally like to see these lots repaired. The winter maintenance figures were unbelievable. Selectman Baschnagel said the PTB agreed to fund this work from the Parking Fund Undesignated Fund Balance. Selectman Walsh suggested transferring only \$150,000 from the Parking Fund Undesignated Fund Balance into the Parking Fund Capital Reserve and repaving the Marshall Lot with funds from the Parking Fund Undesignated Fund Balance. The Selectmen agreed.

Selectman Connolly MOVED to approve the Parking Fund budget with the recommended changes of taking \$150,000 from Undesignated Fund Balance and transferring it into the Capital Reserve, using \$61,293 from the Undesignated Fund Balance to pave the Marshall Lot, and shifting the overage of TIF above \$85,000 back to the General Fund where it will then flow to the School District, County and the Town. Selectman Pierson SECONDED. THE SELECTMEN VOTED UNANIMOUSLY TO APPROVE THE PARKING FUND BUDGET WITH THE RECOMMENDED CHANGES OF TAKING \$150,000 FROM UNDESIGNATED FUND BALANCE AND TRANSFERRING IT INTO THE CAPITAL RESERVE, USING \$61,293 FROM THE UNDESIGNATED FUND BALANCE TO PAVE THE MARSHALL LOT, AND SHIFTING THE OVERAGE OF TIF ABOVE \$85,000 BACK TO THE GENERAL FUND WHERE IT WILL THEN FLOW TO THE SCHOOL DISTRICT, COUNTY AND THE TOWN.

Selectman Pierson MOVED to adopt the Fire Fund Budget as proposed. Selectman Connolly SECONDED. THE SELECTMEN VOTED UNANIMOUSLY TO ADOPT THE FIRE FUND BUDGET AS PROPOSED.

Selectman Connolly MOVED to adopt the General Fund with the recommended changes of providing funding for the VNA at their full request, funding the Ruddsboro Road bridge work (through a combination of savings of \$15,730 from the budget and increasing the tax rate to 2.8%), and funding the Grasse Road ball field (from the Land and Capital Improvements Fund). Selectman Baschnagel SECONDED. THE SELECTMEN VOTED UNANIMOUSLY TO ADOPT THE GENERAL FUND WITH THE RECOMMENDED CHANGES OF PROVIDING FUNDING FOR THE VNA AT THEIR FULL REQUEST, FUNDING THE RUDDSBORO ROAD BRIDGE WORK (THROUGH A COMBINATION OF

SAVINGS OF \$15,730 FROM THE BUDGET AND INCREASING THE TAX RATE TO 2.8%), AND FUNDING THE GRASSE ROAD BALL FIELD (FROM THE LAND AND CAPITAL IMPROVEMENTS FUND).

Selectman Walsh MOVED to adopt the Wastewater Treatment Plant Budget with the recommended change with respect to the funding stream for the \$4.7 million to utilize more SRF funding and less Capital Reserve and Undesignated Fund Balance. Selectman Baschnagel SECONDED. THE SELECTMEN VOTED UNANIMOUSLY TO ADOPT THE WASTEWATER TREATMENT PLANT BUDGET WITH THE RECOMMENDED CHANGE WITH RESPECT TO THE FUNDING STREAM FOR THE \$4.7 MILLION TO UTILIZE MORE SRF FUNDING AND LESS CAPITAL RESERVE AND UNDESIGNATED FUND BALANCE.

Selectman Christie MOVED to adopt the Ambulance Fund as proposed. Selectman Walsh SECONDED. THE SELECTMEN VOTED UNANIMOUSLY TO ADOPT THE AMBULANCE FUND BUDGET AS PRESENTED.

5. APPROVAL OF MINUTES: FEBRUARY 26, 2003

Approval of minutes was continued to the next Selectmen's meeting.

6. ADMINISTRATIVE REPORTS

There were no Administrative Reports given.

7. SELECTMEN'S REPORTS

There were no Selectmen's Reports given.

8. OLD BUSINESS

There was no old business discussed.

9. ADJOURNMENT

Selectman Pierson MOVED to adjourn the meeting. Selectman Connolly SECONDED. THE SELECTMEN VOTED UNANIMOUSLY TO ADJOURN THE MEETING AT 10:32 PM.

SUMMARY

- 1. SELECTMAN WALSH MOVED to provide \$15,000 to the Bicycle and Recreational Path Committee and DPW from the Transportation Improvement Fund to develop a program that prioritizes bicycle improvements throughout**

Hanover based on availability of funds and public safety. SELECTMAN PIERSON SECONDED. THE SELECTMEN VOTED UNANIMOUSLY PROVIDE \$15,000 TO THE BICYCLE AND RECREATIONAL PATH COMMITTEE AND DPW FROM THE TRANSPORTATION IMPROVEMENT FUND TO DEVELOP A PROGRAM THAT PRIORITIZES BICYCLE IMPROVMENTS THROUGHOUT HANOVER BASED ON AVAILABILITY OF FUNDS AND PUBLIC SAFETY.

2. **SELECTMAN CONNOLLY MOVED to approve the Parking Fund budget with the recommended changes of taking \$150,000 from Undesignated Fund Balance and transferring it into the Capital Reserve, using \$61,293 from the Undesignated Fund Balance to pave the Marshall Lot, and shifting the overage of TIF above \$85,000 back to the General Fund where it will then flow to the School District, County and the Town. Selectman Pierson SECONDED. THE SELECTMEN VOTED UNANIMOUSLY TO APPROVE THE PARKING FUND BUDGET WITH THE RECOMMENDED CHANGES OF TAKING \$150,000 FROM UNDESIGNATED FUND BALANCE AND TRANSFERRING IT INTO THE CAPITAL RESERVE, USING \$61,293 FROM THE UNDESIGNATED FUND BALANCE TO PAVE THE MARSHALL LOT, AND SHIFTING THE OVERAGE OF TIF ABOVE \$85,000 BACK TO THE GENERAL FUND WHERE IT WILL THEN FLOW TO THE SCHOOL DISTRICT, COUNTY AND THE TOWN.**
3. **Selectman Pierson MOVED to adopt the Fire Fund Budget as proposed. Selectman Connolly SECONDED. THE SELECTMEN VOTED UNANIMOUSLY TO ADOPT THE FIRE FUND BUDGET AS PROPOSED.**
4. **Selectman Connolly MOVED to adopt the General Fund with the recommended changes of providing funding for the VNA at their full request, funding the Ruddsboro Road bridge work (through a combination of savings of \$15,730 from the budget and increasing the tax rate to 2.8%), and funding the Grasse Road ball field (from the Land and Capital Improvements Fund). Selectman Baschnagel SECONDED. THE SELECTMEN VOTED UNANIMOUSLY TO ADOPT THE GENERAL FUND WITH THE RECOMMENDED CHANGES OF PROVIDING FUNDING FOR THE VNA AT THEIR FULL REQUEST, FUNDING THE RUDDSBORO ROAD BRIDGE WORK (THROUGH A COMBINATION OF SAVINGS OF \$15,730 FROM THE BUDGET AND INCREASING THE TAX RATE TO 2.8%), AND FUNDING THE GRASSE ROAD BALL FIELD (FROM THE LAND AND CAPITAL IMPROVEMENTS FUND).**
5. **Selectman Walsh MOVED to adopt the Wastewater Treatment Plant Budget with the recommended change with respect to the funding stream for the \$4.7 million to utilize more SRF funding and less Capital Reserve and Undesignated Fund Balance. Selectman Baschnagel SECONDED. THE SELECTMEN VOTED UNANIMOUSLY TO ADOPT THE WASTEWATER TREATMENT PLANT BUDGET WITH THE RECOMMENDED CHANGE WITH RESPECT TO THE FUNDING STREAM FOR THE \$4.7 MILLION TO UTILIZE MORE SRF**

FUNDING AND LESS CAPITAL RESERVE AND UNDESIGNATED FUND BALANCE.

6. **Selectman Christie MOVED to adopt the Ambulance Fund as proposed. Selectman Walsh SECONDED. THE SELECTMEN VOTED UNANIMOUSLY TO ADOPT THE AMBULANCE FUND BUDGET AS PRESENTED.**
7. **Selectman Pierson MOVED to adjourn the meeting. Selectman Connolly SECONDED. THE SELECTMEN VOTED UNANIMOUSLY TO ADJOURN THE MEETING AT 10:32 PM.**

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Peter Christie", with a stylized flourish at the end.

Peter Christie, Secretary

These minutes were transcribed by Beth Rivard.