

BOARD OF SELECTMEN'S MEETING

JULY 7, 2003

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

The meeting of the Board of Selectmen was called to order at 7:33 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. PUBLIC HEARING TO CONSIDER ADOPTING PROPOSED RATES AND FEES FOR FY 2003-2004

Selectman Walsh explained that the Board of Selectmen sets expense levels for the Town's annual budget based on a set of revenue assumptions. This hearing was to review proposed fees the Town would impose in retrieving some of that revenue.

Selectman Connolly pointed out a typo on the proposed Rate and Fee Schedule where it listed Per Capita Fire-Ambulance charges for Hanover, Lyme, and Norwich residents as being \$12.10. The correct charge is \$12.71. Ms. Connolly also noted that the fee for the Alcohol Diversion and Marijuana Diversion programs were the same. She asked if the programs differed at all. Town Manager Griffin said that would depend upon who was hired to conduct the Marijuana Diversion program.

Selectman Baschnagel asked about the \$5.00 fee increase for the Alcohol Diversion program for ages 16 – 20. Ms. Griffin said that was a room fee charged for the use of the new Community/Senior Center.

Selectman Pierson asked why the fee increases to resident and non-resident Ambulance Treatment with transport services differed. Fire Chief Roger Bradley advised that the fees proposed would be more in line with what other local providers were charging. The larger fee increase for non-residents was also in keeping with the Town's long-term philosophy of charging non-residents a surcharge for lack of credit. Mr. Pierson noted that the Town had witnessed a significant increase last year in these services and asked if the fees proposed reflected the cost of services provided. Chief Bradley said yes and added that the proposed fees were also closer to the Medicare allowables.

Selectman Baschnagel asked if Medicaid reimbursed the itemized charges laid out in the background information provided to the Board on the Fire-Ambulance fees. Chief Bradley said no, they paid a flat fee depending on the level of service provided. Mr.

Baschnagel asked if the patients were then billed for the difference. Chief Bradley said no, the Town accepted assignment and did not participate in third party billing. Betsy McClain, Director of Administrative Services, added that these additional fees would only be recovered if an individual was covered by a private insurance company or was a member of an entity to which the Town had a contractual relationship, such as Kendal, Dartmouth College and some surrounding towns, that stipulate payment of all expressed fees. Selectman Walsh noted that the Town had held these rates flat for three years.

Selectman Walsh recalled that the 9-month Vendor Permit, listed under the General Administration section, was instituted to accommodate a hot dog vendor who has moved away from the area. He asked if this fee was impeding others from providing street vendor services. Ms. Griffin suggested that no one else was interested. Selectman Baschnagel asked if a monthly fee should be considered. Ms. Griffin explained that the Town offered daily permits, as most vendors preferred not to have to commit to a monthly fee. Mr. Walsh did not propose an amendment to this fee but suggested the flexibility should be there so that it does not discourage others from providing street vendor services.

Tom Hall, of Etna, suggested not charging a fee for Notary Public services. He said most businesses in the area were providing that service as a courtesy to their customers. Ms. McClain stated that the Town Clerk's office notarized 5 to 10 documents per week but that they encouraged people to seek this service from businesses to which they belonged. She said most customers did not object to the Town's \$2.00 fee, as there was a general understanding that the Town had to defray its costs for Town staff to maintain the notary status (approximately \$25.00 per year per notary). The Board agreed to reduce this fee to \$0.00 and re-address the issue if the Clerk's Office became overwhelmed.

Selectman Pierson asked for clarification on the \$100 Howe and Etna Libraries Childcare providers – Non-resident fee. Ellen Lynch, Assistant Director at the Howe Library, said that related to the pre-school and nursery school programs. The fee was negotiated in 1996 to charge a percentage of the \$100 fee for the number of non-resident children in these programs who do not carry a Hanover library card.

Selectman Baschnagel asked of the definition for the Police Department's "Penalty Charge for Inaccurate Call List". Ms. Griffin said the \$10.00 fee was there to alert people that they needed to be diligent about the call lists they provide to the police department.

Tom Hall advised that a local paper had reported on the State's action to increase its fees for handicap parking violations significantly. He suggested the Town should do the same. Mr. Walsh agreed, stating that the Town should impose the State maximum. Ms. Griffin suggested staff could research the State's action and increase the Town's fee accordingly. The Board agreed.

Selectman Walsh asked Hank Tenney, Director of Parks & Recreation, to explain the philosophy behind the Recreation Fee Structure. Mr. Tenney explained that with respect to adult activities the goal was to cover program costs and administrative costs. The goal for youth activities was to cover at least 50% of the costs incurred. He added that the Town would now be able to conduct these programs in a better facility and the rates proposed reflected that improvement. Non-residents would pay \$10.00 more than Hanover residents for all services provided at the new facility. Mr. Tenney said Norwich residents would be considered non-residents in all activities except basketball when a Dresden facility is used. The Norwich Recreation Department would be billed the extra fees. Selectman Pierson asked how the revenue sharing worked for Instructional Athletic Programs. Mr. Tenney advised that 70% would be paid to the instructors, 30% would be paid to the Town. Mr. Walsh noted that Hanover's Recreation Department served roughly 3,000 people per year. Mr. Tenney added that the adult participation had increased considerably over the last few years.

It was noted that a revised fees schedule for the Richard W. Black Community and Senior Center was proposed. The new schedule incorporated the Selectmen's suggested slight increase from Category #3 (non-profit organizations charging admission or participation fee or serving a regional audience), to Category #4 (Special events including birthday parties or service organizations), to Category #5 (Private, for-profit organizations). Selectman Baschnagel asked what "non-profit serving a regional audience" referred to. Mr. Tenney said that definition would be tested within the coming weeks. It was something that needed work. Ms. Griffin added that the demand for the facility from regional groups was unknown. She sensed that the local demand was such that the facility would not be available much for groups of a more regional nature. Ms. Griffin said that the fee structure acknowledged that this was a taxpayer-supported center but added that if there was some way that non-taxpayers could benefit from the facility and assist the Town with the operating expenses that should be sought. Selectman Connolly asked about the possibility of canceling reservations. Mr. Tenney stated that reservations for the new facility would be accepted on a six-month basis. He said if it was necessary to cancel a reservation, staff would make arrangements to accommodate the group being cancelled, either within the new facility or elsewhere.

The Board did not discuss/review the Sewer rates and/or fees.

It was MOVED by Selectman Baschnagel and SECONDED by Selectman Pierson to adopt the proposed Rate and Fee Schedule for 2003-2004 as amended (changing the Fire -Ambulance per capita fee for Hanover, Lyme and Norwich residents to \$12.71, reducing the Notary Public fees from \$2.00 to \$0.00, and increasing the Handicap Parking Violations to the State maximum as verified by staff). THE SELECTMEN VOTED UNANIMOUSLY TO ADOPT THE PROPOSED RATE AND FEE SCHEDULE FOR 2003-2004 AS AMENDED.

3. PUBLIC HEARING FOR CONSIDERATION AND APPROVAL OF PROPOSED MODIFICATIONS TO THE PARKING ORDINANCE

Selectman Walsh characterized the proposed changes as "housekeeping".

Selectman Baschnagel expressed concern for the proposal to allow 10-hour parking in all handicap parking spaces. He suggested maintaining the 10-hour limit in the Marshall Lot and Town's parking garage and restricting parking throughout the rest of the Town's handicap spaces to two hours. Patrick O'Neill, Parking Division Supervisor, advised that the State recommended extending handicap parking limits one hour over the maximum time allowed. The Board agreed to maintain 10-hour handicap parking in the Marshall Lot and parking facility and to restrict parking in all other Town handicap spaces to three hours.

Selectman Baschnagel noted that the Town was being taken to court over the student spaces offered at the northwest corner of the high school soccer field and suggested stating "twelve (12) *Student* Permit Parking Only spaces" for these spaces. Mr. O'Neill explained that these permits would now be issued from the Town's parking office in an effort to better control the parking in that area. Mr. Baschnagel also expressed concern for the proposal to return car-pool designated spaces, located in front of the high school, to all day parking. He said he would prefer that they continue as car-pool spaces or be designated as short-term parking for school visitors. He advised that the transportation subcommittee of the School Board argued forcefully for those spaces. Ms. Griffin explained that the School District was not interested in administering the car-pool spaces and the students were not interested in car-pooling. She said she did not like that the Town inherited parking problems that belonged to the School District. She suggested that the Planning Board could address the issue of the school providing parking on campus as part of Site Plan Review.

Selectman Connolly noted that the meter rates for the 10-hour spaces adjacent to the high school were reduced from \$.25 to \$.10 years ago when the spaces were not being used. She suggested returning the fees to \$.25 per hour. The Selectmen agreed. It was noted that this would involve all of the 10-hour meters on both sides of Lebanon Street (in the area of the Hanover High School only) and Hovey Lane. Selectman Walsh suggested that the Parking & Transportation Board look into the Town's parking spaces located in close proximity to the high school and including the Thompson spaces as a whole.

Peregrine Spiegel asked how construction parking would be addressed when the high school is renovated. Ms. Griffin advised that the Planning Board would also address construction parking as part of Site Plan Review. Ms. Spiegel expressed concern for students parking in the senior center spaces. Ms. Griffin said staff was already discussing ways to mitigate that problem.

Selectman Baschnagel asked about the decrease in spaces provided on the Fleet Platform. Mr. O'Neill advised that the property owner had taken back four spaces to satisfy parking requirements.

It was **MOVED** by Selectman Baschnagel and **SECONDED** by Selectman Pierson to accept the proposed modifications to the Parking Ordinance with amendments as discussed (designating the permit parking area on the northwest corner of the Hanover High School soccer field as *Student Permit Parking Only* and increasing the meter rates at the 10-hour meters adjacent to Hanover High School from \$.10 to \$.25). **THE SELECTMEN VOTED UNANIMOUSLY TO ACCEPT THE PROPOSED MODIFICATIONS TO THE PARKING ORDINANCE WITH AMENDMENTS AS DISCUSSED.**

4. PRELIMINARY DISCUSSION REGARDING PROPOSED RENTAL HOUSING ORDINANCE

Town Manager advised that this was not a public hearing. Staff was merely looking for preliminary feedback from the Selectboard on the proposed ordinance. She reminded them that it was suggested at Town Meeting that this was perhaps overkill. Ms. Griffin advised that the Building Code Advisory Committee assisted with the drafting of the proposed ordinance and that Town staff was available to answer questions. She noted that Mike Ryan, the Town Assessor, had provided figures on the number of properties in Town that might be subject to this ordinance. His report indicated that there were:

Number of Units	Type of Housing	Absentee-Owned
288	Multi-family (4+ units)	288
133	Condominiums	133
1	Rooming house	1
39	Three-family units	27
28	Two-family units	28
158	Singe family units	158
647	TOTAL	634

Mr. Ryan's reported also included information on sororities/fraternities, assisted living quarters, and temporary/seasonal units.

Selectman Baschnagel asked why the 2000 Census identified 963 rental units in Hanover but Mr. Ryan only identified 647. Jonathan Edwards, Director of Planning & Zoning, advised that the counting methods used by the Census and Town differed. He suspected the bulk of the difference related to Kendal. Mr. Baschnagel asked if the proposed ordinance would apply to Kendal's units. Mr. Edwards said yes, they would be considered as group quarters.

Peregrine Spiegel asked if Dartmouth's dormitories would apply. Mr. Edwards said that it was staff's intent was not to include dormitories at this time. Ryan Borkowski, the Building Inspector, explained that dormitories were not considered dwelling units, as they typically did not have their own kitchens.

Selectman Pierson asked how the ordinance would be administered. Mr. Edwards said the administrative costs would be covered by the yearly inspection fees imposed on the individual rental units. Ms. Griffin added that the funding had been approved for the Rental Housing Inspector position. She said the position would not be filled until an ordinance was passed. Selectman Christie asked what was needed monetarily to cover the Rental Housing Inspector's position. Ms. Griffin replied that roughly \$50,000 was needed to cover salary and administrative costs.

Selectman Pierson asked how it became necessary for the Town to consider this type of ordinance. Ms. Griffin reminded him that this was a priority the Selectboard had set two or three years ago based on staff's concern that the Town was not doing what it could, from a public safety perspective, given the nature of Hanover's rental market, to address rental housing complaints. She said staff's concern was with the number of situations reported and witnessed of the living conditions and overcrowding of student rental units. Mr. Pierson suggested addressing that concern by requiring that Dartmouth certify to the status of their rental units. Ms. Griffin said the College did not want to be in the business of policing housing they did not own nor did they have the statutory ability to do so. The proposed ordinance was staff's attempt to develop a program that addressed Life Safety Code and State law and would pay for itself. Mr. Pierson asked of the State Statutes that regulated rental housing. Mr. Borkowski advised that RSA 48, a health law, covered the trash and running water issues but did not address any of the Building Code issues. He added that Hanover's adopted Building Code really only applied to new construction.

Dr. William Boyle, the Town's Health Officer, explained that addressing complaints was difficult; there were no standards to follow. They were also very difficult to settle. His concern was for the health and safety monitoring this position would provide. He said this was an issue the Town had to deal with; it was not just students who were at risk. Selectman Walsh asked if the ordinance were to apply to multi-family units and condominiums only, would that address the problem. Mr. Edwards guessed that might address 70% of the problem but added that staff had seen some very egregious circumstances in single- and two-family houses. Mr. Walsh said this was clearly something the Town needed to do. His objective was to minimize what needed to be done. He suggested listing multi-family units and condominiums as a whole and adding single-family units individually as complaints are filed. Mr. Edwards said the program would be very difficult to establish and expressed concern for keeping the program to a minimum number of units. He said that the Rental Housing Inspector would experience a lot of resistance due to the outlay of money required in many cases where property maintenance had not been kept up.

Selectman Christie said the concerns expressed at Town Meeting was that this was a "sledgehammer approach" to a "flyswatter" problem. He said if a higher percentage of properties needed addressing perhaps that was the price that had to be paid. He asked what percent of the properties on Mr. Ryan's list had a problem. Mr. Edwards said that was difficult to quantify, as the complaints had been very infrequent. He added that there was a lot of disincentive for a tenant to file a complaint and guessed that over half of the

complaints made were from tenants moving out at the end of their leases. Mr. Edwards said the proposal would be to implement the ordinance on an advisory basis for a year and a half to two years. The Inspector would conduct inspections and advise of work needed to bring the various units up to Code. Mr. Edwards said that by the time the ordinance becomes mandatory, the Inspector should be able to resolve problems with every willing landlord.

Selectman Baschnagel agreed with the notion of focusing on the worst cases as a starting point. He suggested focusing on the multi-family units with the option of addressing complaints made on other types of housing and expanding the program after successful implementation with the multi-family units. Selectman Connolly disagreed. She said some of the worst conditions she had seen were in the two- and three-family units. She said if the Town was going to do this they should do it properly by registering all of the rental units in Town. Selectman Walsh again asked for a percentage of the problem units. Mr. Borkowski said he could not provide a percentage but said that every complaint made had been dead on. He noted that the Planning & Zoning staff had received two formal complaints this year, nine formal complaints the previous year and several informal complaints over both years. Mr. Baschnagel argued that as written the Town would uncover violations in 75% to 100% of the rental units in town. He said no one keeps their house up to Code; it was not feasible. The Code changes too fast. Selectman Connolly agreed that many of the Rental Housing Standards noted in the draft ordinance were rather Draconian for Hanover's housing population.

Chief Bradley said his experience has shown that this problem was wide spread. The multi-family units were not much worse than the single-family rental units. He said an RSA in existence since the 1980's required that each rental unit must have a smoke detector. Currently the Town was without a system for the fire department to track whether rental units in Hanover were complying with this State law or not. He spoke in favor of applying this ordinance to all rental units in town.

Selectman Christie suggested redrafting the text to exempt properties from the annual inspections for a period of time if they passed the initial inspection and if the economic model allowed. This reward for good behavior would encourage participation early on in the program and would allow staff to pursue the more serious violators. Ms. Griffin said her concern was that it was really unknown how big the problem was. She said she would prefer that the Town is able to inspect every unit in an effort to develop a baseline of information from which standards for the ordinance would be created. She worried about the unknowns that could result in injury or death where the Town could be blamed for not being as vigilant as it could have been. She supported the inspection grace period Mr. Edwards alluded to.

Selectman Walsh mentioned the lengthy agenda before the Board. He said resolving this matter was not the object of the current meeting and suggested that many people in attendance might want to speak to this issue. He opened the floor for public comment.

Tom Hall suggested that applying this ordinance to all non-owner occupied rental properties could solve the "sledgehammer versus the hammer" scenario.

Peregrine Spiegel asked if it was legal to require more of these rental units than is required of other residences in Town. She asked if exemptions would be granted to older homes. She said she would welcome an inspection from the Fire Department relative to fire standards.

Harte Crow, of 28 Partridge Road, asked if inspections would be required of Kendal's units. Mr. Edwards corrected his previous answer to this same question stating that Kendal's units would not be subject to this ordinance. Mr. Crow asked if inspections on the rental units would be required annually. Again, Mr. Edwards said yes. Mr. Crow argued that a building inspection on a new home was only required once and asked why that should be different for rental units. Dr. Boyle said the tenants would change.

Ann Crow, of 28 Partridge Road, also objected to the yearly inspections. She said as a landlord herself, she did not even inspect her rental property annually. It was a matter of privacy to her tenants. She suggested more should be done to identify the problem and address only those properties that experience them. She further implied that this problem was more a downtown issue than a rural issue. Dr. Boyle reiterated that the issue was widespread throughout Hanover and was not just occurring in the downtown area.

Selectman Walsh concluded that there were clearly large numbers of places in town where public safety was at risk and that the Town was without the administrative tools to deal with them. He said the issue was weather that number made up 15% or 80% of the population and how the Town could draw a net around it. He said the Selectmen took an oath to protect the public safety. This was not something that could be passed on.

5. RECOMMENDATION TO ISSUE DOG WARRANT FOR 2003

Town Manager Griffin advised of a list of 38 dog owners in Hanover who have failed to register or re-register their dogs with the Town. She said reminders were mailed in January and again in May, the second of which listed a June 13, 2003 deadline to register the dogs. In accordance with State Statue, Ms. Griffin asked the Board to issue the dog warrants to allow the police department to follow up with these individuals.

Selectman Connolly asked if dogs on previous lists had ever ended up in the pound for their owner's failure to pay the \$25.00 civil forfeiture. Ms. Griffin said she did not think that had happened yet.

It was MOVED by Selectman Pierson and SECONDED by Selectman Baschnagel to issue Dog Warrants for 2003. THE SELECTMEN VOTED UNANIMOUSLY TO ISSUE DOG WARRANTS FOR 2003

6. RECOMMENDATION TO AUTHORIZE EXECUTION OF COPIER LEASE

Betsy McClain, Director of Administrative Services, explained that the Town's current budget and proposed budget for FY 2003-04 provided funding to continue the lease for the Town Clerk's existing copier. She said the taxing on this network printer/copier had elevated to the point where an upgraded production machine was needed. The proposal was to buy out the existing lease to the Town Clerk's copier, relocate that machine to the new Community/Senior Center, and lease a new upgraded machine for the Town Clerk's office. Ms. McClain said the older machine would be purchased with funds encumbered from the MIS budget with the understanding that the savings realized from the lease payments budgeted and the new lease amounts would be transferred into the MIS budget.

It was MOVED by Selectman Baschnagel and SECONDED by Selectman Connolly to accept the lease. THE SELECTMEN VOTED UNANIMOUSLY TO ACCEPT THE LEASE.

7. RECOMMENDATION TO ADOPT ABATEMENTS GRANTED BY BOARD OF ASSESSORS

Mike Ryan, the Town Assessor, reported that the Advisory Board of Assessors had met on June 4, 2003 and conducted a follow-up meeting on June 12, 2003 to address six abatement requests. Four were denied and two were granted.

- Charles Urstadt's request was granted based on a correction to the building size and total rentable area.
- The request from Seven Lebanon Street Inc. was also granted based on the finding that the property was disproportionately assessed, relative to other properties in the downtown area, and taking into consideration that it was superior to most other buildings in the downtown area.

Selectman Baschnagel questioned the Selectmen's role in accepting these abatements. Town Manager Griffin explained that Hanover's Advisory Board of Assessors was created in the 1930's, before the State Statute was passed that allowed Town Meetings to delegate the authority to grant abatement appeals to Boards of Assessors. She said as Hanover's board was titled, "Advisory" it did not meet the Statute but that the Town Attorney was researching whether Hanover's Town Meeting action in the 1930's was legitimate to allow its Advisory Board of Assessors to make all decisions on appeals of assessed valuation. Ms. Griffin said in researching this issue personally she has found that Hanover's Board of Selectmen has never denied a recommendation of the Advisory Board of Assessors.

It was MOVED by Selectman Walsh and SECONDED by Selectman Pierson that the Board of Selectmen accept the abatements granted by the Advisory Board of Assessors if such acceptance is necessary.

Selectman Christie said he would support the motion but that this issue needed to be resolved.

THE SELECTMEN VOTED UNANIMOUSLY TO ACCEPT THE ABATEMENTS GRANTED BY THE ADVISORY BOARD OF ASSESSORS IF SUCH ACCEPTANCE IS NECESSARY.

8. DISCUSSION REGARDING REVALUATION IMPLEMENTATION

Town Manager Griffin advised of a draft assessment notice and an informational sheet on the revaluation process that were provided to the Board previously. She said estimated figures of the overall tax rates would be included in the draft assessment notice to show that the Town's total assessed valuation would increase substantially and that its tax rate would lower substantially.

Mike Ryan, the Town Assessor, provided revised totals on assessments that the revaluation will be based on. He said the estimated tax rates for the different Fire Districts would be as follows:

	<u>Current</u>	<u>Estimated Tax Rate Range</u>
Fire District #1:	\$26.00 per \$1,000	\$16.20 and \$16.70 per \$1,000
Fire District #2:	\$26.47 per \$1,000	\$16.50 and \$17.00 per \$1,000
Fire District #3:	\$27.67 per \$1,000	\$17.30 and \$17.80 per \$1,000
Fire District #4:	\$28.16 per \$1,000	\$17.60 and \$18.10 per \$1,000

Selectman Baschnagel asked that tax estimates be provided rather than ranges of estimates of tax rates.

Mr. Ryan said he hoped that within the next 10 days the Town would send out the draft assessment notice to every taxpayer. It would include details on how to request an appointment with the Assessor to discuss the assessment and steps forward should there continue to be disagreement about the assessed value.

Selectman Christie spoke of the educational opportunity that was at hand on the process of revaluations. He suggested developing an informational packet that established the integrity of the process outlining what revaluations are, why they are done and how often, how assessments are made and published, the timing of the tax bills, what is the basis for a request for abatement, what will it take to succeed in an abatement request, what criteria will be considered, what is the role of the Advisory Board of Assessors or the Board of Selectmen, and when will the property owners be allowed to speak or be notified during the appeal process. Ms. Griffin said staff could put together a handout that could be sent out with the letters or referenced as being available upon request. Selectman Walsh asked that staff do both by providing a single page sheet with quick answers and a more detailed packet on the entire process. He also asked that staff create

a sample tax card with information bubbles explaining where the information noted on the cards came from and what it meant.

Selectman Pierson asked if public forums would be helpful. Ms. Griffin said relative to timing, the value letters needed to be sent out far enough in advance of the tax rate being set to allow the Assessor time to hold hearings (meetings) and make adjustments to values.

Ms. Griffin said she and Mr. Ryan would work to develop the informational packet by week's end and send it out to the Selectmen for review/comments. Selectman Walsh said he did not want anything sent out to the public until the Selectmen's role on accepting appeals from the Advisory Board of Assessors was resolved. If necessary, Mr. Walsh asked that it be noted in the text that this issue was being researched. Ms. Griffin said she would draft text to address the legality of Hanover's current appeal process for further Board review at a later date.

9. RECOMMENDATION REGARDING AWARD OF BOSTON POST CANE

Town Manager Griffin said the Boston Post Cane was awarded to one of Hanover's oldest citizens.

It was MOVED by Selectman Connolly and SECONDED by Selectman Pierson to award the Boston Post Cane to Clara Sykes. THE SELECTMEN VOTED UNANIMOUSLY TO AWARD THE BOSTON POST CANE TO CLARA SYKES.

10. UPDATE ON UPCOMING COMMUNITY/SENIOR CENTER AND HOWE LIBRARY CELEBRATIONS

Town Manager Griffin said the challenge would be to make sure that both celebrations were distinctive enough from one another. She said the Howe would be holding a barbeque on the evening of Friday September 19, 2003. As such Ms. Griffin suggested hosting a spaghetti dinner on Friday, September 5th or a pancake breakfast on Saturday, September 6th at the Community/Senior Center. Selectman Baschnagel noted that a suggestion had been made to allow free parking in the Town's parking facility from 4:00 pm to 8:00 pm during the Howe celebration.

It was MOVED by Selectman Pierson and SECONDED by Selectman Baschnagel to allow for free parking in the Town's parking facility on Friday, September 19, 2003 from 4:00 pm to 8:00 pm for participants of the Howe Library's celebration. THE SELECTMEN VOTED UNANIMOUSLY TO ALLOW FOR FREE PARKING IN THE TOWN'S PARKING FACILITY ON FRIDAY, SEPTEMBER 19, 2003 FROM 4:00 PM TO 8:00 PM FOR PARTICIPANTS OF THE HOWE LIBRARY'S CELEBRATION.

The Board agreed to hold the Community/Senior Center celebration on Saturday, September 6, 2003. The hope is that it can be coupled with a high school sporting event or student music concert for all to enjoy.

11. APPROVAL OF MINUTES: JUNE 16, 2003

The minutes of June 16, 2003 were not distributed to the Selectmen prior to the meeting. Their approval was continued to the next Selectmen's meeting.

12. ADMINISTRATIVE REPORTS

Town Manager Griffin reported that staff had moved into the new Community/Senior Center and was working to tie up loose ends. They were also interviewing for the front desk position available at that facility.

13. SELECTMEN'S REPORTS

Peter Christie

Mr. Christie reported on the Finance Committee's job fair luncheon that was attended by a small but enthusiastic group. He said there were no longer any openings on the Committee. The Committee continued to work on the 6th grade tuition issue.

Mr. Christie also attended his first Affordable Housing Commission meeting where Mr. Baschnagel's efforts were highly praised.

Kate Connolly

Ms. Connolly reported on the Planning Board's action to hold two Master Planning public hearings and a Scenic Road public hearing for Granite State Electric. The Planning Board also approved a four-season porch expansion to the Chieftain Motor Inn.

Ms. Connolly spoke favorably of the 4th of July Celebration that was held in Hanover.

Bill Baschnagel

Mr. Baschnagel reported on the Planning Board's action to approve Site Plan Waivers to Dartmouth College for parking lot lighting maintenance and to relocate the Senior Fence.

Mr. Baschnagel advised that the PTB had received word from Dartmouth that the Town would be able to maintain their parking spaces at the Thompson Lot through June 2004. They were also making progress on the installation of the bus shelters that would be paid for with Federal funding provided to the Town in 1995. Mr. Baschnagel further reported that the Parking Fund wound up with an \$80,000 surplus.

Jay Pierson

Mr. Pierson reported on the Chamber of Commerce's follow up session on their annual retreat. Mr. Walsh suggested that the issue of continuing to host Streetfest as an annual event should be discussed. Mr. Pierson said the Chamber was aware of that issue.

Brian Walsh

Mr. Walsh did not have anything further to report.

14. OTHER BUSINESS

There was no other business discussed.

15. ADJOURNMENT

It was MOVED by Selectman Baschnagel and SECONDED by Selectman Pierson to adjourn the meeting. THE SELECTMEN VOTED UNANIMOUSLY TO ADJOURN THE MEETING AT 10:26 PM.

SUMMARY

- 1. It was MOVED by Selectman Baschnagel and SECONDED by Selectman Pierson to adopt the proposed Rate and Fee Schedule for 2003-2004 as amended (changing the Fire -Ambulance per capita fee for Hanover, Lyme and Norwich residents to \$12.71, reducing the Notary Public fees from \$2.00 to \$0.00, and increasing the Handicap Parking Violations to the State maximum as verified by staff). THE SELECTMEN VOTED UNANIMOUSLY TO ADOPT THE PROPOSED RATE AND FEE SCHEDULE FOR 2003-2004 AS AMENDED.**
- 2. It was MOVED by Selectman Baschnagel and SECONDED by Selectman Pierson to accept the proposed modifications to the Parking Ordinance with amendments as discussed (designating the permit parking area on the northwest corner of the Hanover High School soccer field as *Student* Permit Parking Only and increasing the meter rates at the 10-hour meters adjacent to Hanover High School from \$.10 to \$.25). THE SELECTMEN VOTED UNANIMOUSLY TO ACCEPT THE PROPOSED MODIFICATIONS TO THE PARKING ORDINANCE WITH AMENDMENTS AS DISCUSSED.**
- 3. It was MOVED by Selectman Pierson and SECONDED by Selectman Baschnagel to issue Dog Warrants for 2003. THE SELECTMEN VOTED UNANIMOUSLY TO ISSUE DOG WARRANTS FOR 2003.**

4. It was **MOVED** by Selectman Baschnagel and **SECONDED** by Selectman Connolly to accept the lease. **THE SELECTMEN VOTED UNANIMOUSLY TO ACCEPT THE LEASE.**

5. It was **MOVED** by Selectman Walsh and **SECONDED** by Selectman Pierson that the Board of Selectmen accept the abatements granted by the Advisory Board of Assessors if such acceptance is necessary. **THE SELECTMEN VOTED UNANIMOUSLY TO ACCEPT THE ABATEMENTS GRANTED BY THE ADVISORY BOARD OF ASSESSORS IF SUCH ACCEPTANCE IS NECESSARY.**

6. It was **MOVED** by Selectman Connolly and **SECONDED** by Selectman Pierson to award the Boston Post Cane to Clara Sykes. **THE SELECTMEN VOTED UNANIMOUSLY TO AWARD THE BOSTON POST CANE TO CLARA SYKES.**

7. It was **MOVED** by Selectman Pierson and **SECONDED** by Selectman Baschnagel to allow for free parking in the Town's parking facility on Friday, September 19, 2003 from 4:00 pm to 8:00 pm for participants of the Howe Library's celebration. **THE SELECTMEN VOTED UNANIMOUSLY TO ALLOW FOR FREE PARKING IN THE TOWN'S PARKING FACILITY ON FRIDAY, SEPTEMBER 19, 2003 FROM 4:00 PM TO 8:00 PM FOR PARTICIPANTS OF THE HOWE LIBRARY'S CELEBRATION.**

8. It was **MOVED** by Selectman Baschnagel and **SECONDED** by Selectman Pierson to adjourn the meeting. **THE SELECTMEN VOTED UNANIMOUSLY TO ADJOURN THE MEETING AT 10:26 PM.**

Respectfully submitted,



Peter Christie, Secretary

These minutes were transcribed by Beth Rivard.