

FINAL

BOARD OF SELECTMEN'S MEETING

SEPTEMBER 8, 2003

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

The meeting of the Board of Selectmen was called to order at 7:32 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

Ed O'Donnell appeared before the Selectboard requesting the following:

- That the Board declare the Town of Hanover, New Hampshire 100% smoke free,
- That the Board look into an incident that occurred 3½ years ago when the Hanover Police Department denied Mr. O'Donnell his right to swear out a criminal arrest warrant against an individual who was allegedly harassing him, and
- That the Board look into the issue of the Hanover public reporting false statements to the police and investigate an incident when such false reporting resulted in the Hanover Police Department's recent activity to survey Mr. O'Donnell's door to door campaigning on Brook Road in Hanover.

Selectman Walsh asked Town Manager Griffin to advise the Selectboard of the details of the two police incidents when they are known.

2. RECOMMENDATION TO CONSTRUCT OR PURCHASE LARGER CASHIER'S BOOTH FOR HANOVER PARKING FACILITY

Patrick O'Neill, Parking Operations Supervisor, explained that the proposed \$32,000 cashier's booth was needed for additional space, to improve heating, and to provide improved storage of computer equipment. He read from a memorandum that he had submitted to the Selectboard previously that outlined in detail the need for the larger booth and provided two alternatives for their consideration. One alternative would be to construct a 13' x 8' stick-built structure. The second would be to purchase another pre-fabricated booth from a company out of Michigan. Mr. O'Neill explained that a booth manufactured by this same company was located in Rutland, Vermont. Upon contacting the owner Mr. O'Neill was told that though the booth was only five years old it was used only two or three months due to its deficiencies. As such, Mr. O'Neill said he would prefer to construct a stick-built structure that would match the façade of the parking structure.

Selectman Walsh asked how the existing 5' x 7' booth came to be. Town Manager Griffin said the original plan for the parking facility included a stick-built booth and an

on-site manager's office. She reminded the Selectboard of the ground water problems that were uncovered during construction, which led to the elimination of the larger booth and manager's office altogether. Selectman Baschnagel suggested that those decisions were made without knowing exactly what activities would in fact take place in the small booth.

Selectman Pierson asked of the proposed location for the new booth. Ms. Griffin explained that the larger booth would occupy the entire space between an existing planter and the parking facility building. Mr. Walsh asked for more details of the façade of the stick-built structure. Mr. O'Neill explained that bronze covered aluminum panels would run from the ground up to about half the height of the booth, bronze tinted glass would run from the middle to the top of the booth; the corners would be full brick. Ms. Griffin added that this project would require Planning Board approval at which point additional feedback on this issue would be gained.

Selectman Connolly noted that funding was set aside annually to conduct work such as this. Ms. Griffin elaborated stating that \$50,000 is budgeted ever year for necessary repairs. Funds not expended from that \$50,000 is transferred into the Parking Fund Capital Reserve for construction of a future parking garage.

It was MOVED by Selectman Pierson and SECONDED by Selectman Baschnagel to construct a stick-built facility for a parking facility booth up to \$32,000. THE SELECTMEN VOTED UNANIMOUSLY TO CONSTRUCT A STICK-BUILT FACILITY FOR A PARKING FACILITY BOOTH UP TO \$32,000.

Selectman Walsh asked that a design review be conducted prior to construction.

Selectman Pierson asked Mr. O'Neill to comment on his mid-term report to the Selectmen on the Saturday Validation Program. Mr. O'Neill said 194 validations had been used since the start of the program. He said that the Parking & Transportation Board would like to continue the program and increase its advertising efforts. Mr. Pierson asked why so few businesses participated. Mr. O'Neill stated that the program was offered to all of the business owners in the downtown area, including those that did not belong to the Chamber of Commerce. Ms. Griffin suggested that it was a matter of advertising, misconception of the cost to participate, and that many small business owners considered the program to be a hassle in terms of training employees. Mr. Walsh expressed interest in studying the use of the program. He said he was pleased with a comment in the report that employee abuse was not occurring. Ms. Griffin advised that this issue would be readdressed in November.

3. RECOMMENDATION REGARDING IMPLEMENTATION OF DISCRETIONARY PRESERVATION EASEMENT

Town Manager Griffin reminded the Board of their previous discussion on this issue. She directed their attention to a draft proposal the Town Assessor, Mike Ryan, had

submitted which outlined the tools that would be used to implement a Discretionary Preservation Easement program, if adopted.

Selectman Baschnagel complimented Mr. Ryan on his proposal. He suggested inviting the Planning Board and Conservation Commission to participate in the assessment process. Ms. Griffin explained that State law did not require that those groups participate but that the Selectmen could ask that they do so. Selectman Walsh spoke of the many things that the Planning Board, Conservation Commission and Selectboard were already responsible for. He said visiting barns to determine the validity of a questionnaire and deciding an abatement amount was not something that these civic volunteers should spend a lot of time on. He suggested not involving the any of these groups but rather delegating this authority to the Town Manager. Selectman Christie agreed with the notion of making this an administrative responsibility. Ms. Griffin said Hanover was fortunate to have a Town Assessor to manage this program and make recommendations to her or the Selectboard. Mr. Baschnagel reiterated his desire to include the Planning Board and Conservation Commission in the application review process. Mr. Walsh asked that Mr. Ryan's proposal be forwarded to the Planning Board and Conservation Commission for comments on the process with the understanding that it is the Selectboard's preference that this program be managed at the administrative level due to the many, more important tasks, the two groups already perform.

Selectman Connolly noted that the proposal suggested imposing fees upon termination from the program. Mr. Ryan said the intent of the statute was to get these buildings into the system and keep them there. Imposing a termination fee would help to achieve that.

It was MOVED by Selectman Connolly and SECONDED by Selectman Pierson to implement a Discretionary Preservation Easement system for the Town of Hanover. THE SELECTMEN VOTED UNANIMOUSLY TO IMPLEMENT A DISCRETIONARY PRESERVATION EASEMENT SYSTEM FOR THE TOWN OF HANOVER.

Selectman Pierson asked of the number of towns in New Hampshire that participate in this program. Mr. Ryan said this was the first year it was offered. He was not aware of any other towns that had adopted a program.

4. RECOMMENDATION TO ADOPT TWO JOB TITLES: ACCOUNTING COORDINATOR, LABOR GRADE 14 & ACCOUNTING ASSISTANT, LABOR GRADE 9

Town Manager Griffin explained that the Administrative Services Department had been manned by two individuals for a number of years who were either retired or retiring soon. A decision was made to re-organize the department by upgrading one position to Accounting Coordinator and downgrading the other position to an Accounting Assistant. This will provide a more appropriate combination of skills for today's financial

administration in the municipal sector. Ms. Griffin said the Town's auditors supported the changes.

Selectman Walsh noted that the Board had received the job descriptions previously.

Selectman Connolly asked if the Town was exploring the cost benefit of outsourcing some of the administrative functions and if the Coordinator position would be capable of handling such transactions. Ms. Griffin said yes, the Town was considering outsourcing payroll. If that occurred the Coordinator would oversee that function. The Coordinator would also take over many of the day-to-day duties Betsy McClain, Director of Administrative Services Director, currently performs.

THE SELECTMEN VOTED UNANIMOUSLY TO APPROVE BOTH POSITIONS AND LABOR GRADES AS PROPOSED.

5. APPROVAL OF MINUTES: AUGUST 4, 2003

It was MOVED by Selectman Pierson and SECONDED by Selectman Connolly to approve the minutes of August 4, 2003 as amended. THE SELECTMEN VOTED FOUR IN FAVOR, ONE OBSTAINING (WALSH) TO APPROVE THE MINUTES OF AUGUST 4, 2003 AS AMENDED.

6. ADMINISTRATIVE REPORTS

Ms. Griffin reported on the success of the Grand Opening of the Richard W. Black Community and Senior Center and of staff's continued efforts to work out details of the Center's programming and scheduling. She said an after school taskforce was being developed to improve after school programs. Mr. Walsh shared comments he had received with respect to the Grand Opening including "how great it was to see the seniors and young people together" and the suggestion to hold similar community events more frequently. Ms. Griffin said that many people made comments about being able to visit with Town police and firefighters. She suggested approaching a few of the local service clubs in hopes that they might host a community supper once a year which would enable the Town to hold these functions perhaps quarterly. Mr. Pierson mentioned the number of seniors that attended and hoped their visits would encourage them to participate in the Center's programs if they were not already. Mr. Baschnagel spoke of the facility and the opportunity it will provide to many groups. Ms. Connolly reiterated her comments to the Town staff who put on the Grand Opening event. She said she too heard only good remarks and agreed that participation numbers in the Center's programs would increase. Mr. Christie spoke of the way in which the Center came to be, from the funding, to developing the challenging site, and the success that resulted. Mr. Pierson said he had thanked the Recreation Board for their efforts who in turn asked that he thank staff and the Selectboard for supporting the project.

Ms. Griffin reported on her efforts to pull together the necessary legal documents to effectuate the Tri-Party Agreement. She said she hoped to have all the paperwork drafted within the next two months.

7. SELECTMEN'S REPORTS

Peter Christie

Mr. Christie spoke enthusiastically about his premiere debut participating as the Selectmen's Alternate to the Planning Board.

He said the Recycling Committee was still struggling with contract renegotiations and the colored glass issue. Mr. Walsh suggested getting the word out that the recycling of brown and green glass was an issue in an effort to influence people from purchasing items packaged in brown and green glass.

Mr. Christie reported that the Finance Committee would meet the following week.

Katherine Connolly

Ms. Connolly reported on the Planning Board's actions to review and conduct a site visit of a proposed subdivision on River Road, approve the Town's application for Site Plan Review for a ball field on Grasse Road, and grant a Site Plan Waiver to CVS for use of the former P&C property. She said relative to Sands O' Time Road, the Planning Board was unwilling to forward a recommendation to the Selectboard at the present time due to the amount of information that was presented to them on the issue at a recent hearing. The Planning Board would hold a second hearing in October to re-discuss the issue.

Bill Baschnagel

Mr. Baschnagel reported that the PTB was working with the Chamber of Commerce to bring tour buses to Town. Bus parking was one hurdle they faced in trying to make this happen. The PTB was also continuing to consider options to improve the Municipal Parking lot. Mr. Pierson advised of the Recreation Board's request that the former Community Center lot be considered for a park to provide open space in the downtown area. Mr. Walsh said the future of this piece of property would have to be thought through. He noted that the Affordable Housing Commission, Conservation Commission and Improvement Society were also interested in this land. Ms. Griffin said staff would bring forward options for future use of this land to the Selectboard in November.

Jay Pierson

Mr. Pierson reported on the Recreation Board's continued discussions on the future of the skateboard park. They were also actively looking for projects to involve themselves with

and were considering "Toys for Tots" among other things. He advised of the site work that had been completed for the ball field on Grasse Road.

Brian Walsh

Mr. Walsh advised that the Howe Library would be hosting a celebration Friday, September 19, 2003 from 4:30 pm to 7:30 pm to introduce their expansion plans to the public. Ms. Griffin added that free parking would be provided in the town's parking facility.

Mr. Walsh reported on his efforts to draft a charter for a group to investigate ways to jumpstart Town Meeting. He said Willy Black, the Town Moderator, had agreed to co-chair the committee with Mr. Walsh.

Mr. Walsh asked if the Board needed to take any action relative to the Town Manager's memorandum of the role of the Advisory Board of Assessors. Ms. Griffin said no, it was the Town Attorney's perspective that the Advisory Board of Assessors' role, as currently configured, fell in line with the RSA. She said that it was not necessary to seek Town Meeting approval to remove that board from an advisory role but that the Town Attorney did recommend that the Selectboard receive a more thorough report from the Advisory Board on their decisions. Ms. Griffin said the Assessor would be providing that information via a staff report to the Selectmen in future cases. Mr. Christie spoke in favor of gaining Town Meeting approval to remove the Advisory Board of Assessors from an advisory level to alleviate the Selectboard's involvement in the process. Ms. Connolly said she would prefer to have more information prior to making that decision.

8. OLD BUSINESS

The Board reviewed their upcoming meeting schedule and opted to designate their September 22, 2003 meeting as a public workshop on municipal broadband issues.

9. PUBLIC COMMENT

Kim Perez from Etna asked that the Selectboard designate Wednesday, October 8, 2003 as "Walk to School Day" in Hanover and endorse the three goals of the program: clean air, healthy kids, and a walkable/livable community. Ms. Perez explained that this was an international event and that hundreds of schools in the U.S. participated annually. She said the Dresden Schools' Administrative Board had endorsed the event and that School Boards' approval would be sought as well. She said participation in the program would help to target areas where student pedestrian safety is an issue. Ms. Perez said only those that can safely walk to school would be asked to participate. She said parents, Town board members and Selectmen would be encouraged to walk with their children.

THE BOARD REACHED CONSENSUS TO ENDORSE OCTOBER 8, 2003 AS "WALK TO SCHOOL DAY" SAFELY.

10. ADJOURNMENT

It was MOVED by Selectman Connolly and SECONDED by Selectman Pierson to adjourn the meeting. THE SELECTMEN VOTED UNANIMOUSLY TO ADJOURN THE MEETING AT 8:57 PM.

Selectman Walsh reopened the meeting at 9:00 pm and read the following from a card the Selectboard had received from Willy Black:

"Dear Board of Selectmen or Persons,

You guys really know how to surprise a person. Needless to say I was shocked, thrilled, almost speechless and very honored. I can't believe all of this was done behind my back. I must be getting senile. In reality, although the process was lengthy, the journey was a good one. With each Town Meeting vote, and there were at least five, more and more people came on board. This project, more than any I have been associated with, enlisted many, many, many people and it was the best of community endeavors. It has been a privilege to work for the Town to see the Center open and operating. I just wish all of those who have wavered so long could have their names beside mine. It was a total community effort so it being a community center is fitting. Your party was wonderful. Thanks for the honor and for offering Hanover a real community day.

Peace, Willy "the other" Black.

Mr. Walsh asked that the card be framed and hung at the Richard W. Black Community and Senior Center.

The meeting then adjourned at 9:02 pm.

SUMMARY

- 1. It was MOVED by Selectman Pierson and SECONDED by Selectman Baschnagel to construct a stick-built facility for a parking facility booth up to \$32,000. THE SELECTMEN VOTED UNANIMOUSLY TO CONSTRUCT A STICK-BUILT FACILITY FOR A PARKING FACILITY BOOTH UP TO \$32,000.**
- 2. It was MOVED by Selectman Connolly and SECONDED by Selectman Pierson to implement a Discretionary Preservation Easement system for the Town of Hanover. THE SELECTMEN VOTED UNANIMOUSLY TO IMPLEMENT A DISCRETIONARY PRESERVATION EASEMENT SYSTEM FOR THE TOWN OF HANOVER.**

3. **THE SELECTMEN VOTED UNANIMOUSLY TO APPROVE BOTH POSITIONS AND LABOR GRADES AS PROPOSED.**
4. **It was MOVED by Selectman Pierson and SECONDED by Selectman Connolly to approve the minutes of August 4, 2003 as amended. THE SELECTMEN VOTED FOUR IN FAVOR, ONE OBSTAINING (WALSH) TO APPROVE THE MINUTES OF AUGUST 4, 2003 AS AMENDED.**
5. **THE BOARD REACHED CONSENSUS TO ENDORSE OCTOBER 8, 2003 AS "WALK TO SCHOOL DAY" SAFELY.**
6. **It was MOVED by Selectman Connolly and SECONDED by Selectman Pierson to adjourn the meeting. THE SELECTMEN VOTED UNANIMOUSLY TO ADJOURN THE MEETING AT 8:57 PM.**

Respectfully submitted,

A handwritten signature in black ink, appearing to read "P. Christie", written in a cursive style.

Peter Christie, Secretary

These minutes were transcribed by Beth Rivard.