

BOARD OF SELECTMEN'S MEETING

FEBRUARY 23, 2004

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

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

1. PUBLIC COMMENT

There was no public comment.

2. DISCUSSION REGARDING PROPOSED REVISED CHARTER FOR THE FINANCE COMMITTEE

Nick Harvey, Co-Chairman of the Hanover Finance Committee, explained that the Committee had been working to review their Charter. It was passed in 1971 and no longer reflected the duties that the Committee actually carried out. Specifically, the current Committee members were appointed not elected, and they did not set the town or school budgets, as was outlined in the 1971 Charter. Mr. Harvey argued that elected officials should be directing the paths of these budgets. As such, the Committee was proposing a new Charter that would reflect their current duties, which is to serve as an advisory review committee for both the town and school budgets. He explained that the Committee monitored, interpreted, and analyzed the budget processes, which enabled them to form recommendations that were then communicated to the two boards. The Committee then acted as a resource to the boards as the Town and School District reviewed the budgets independently.

Mr. Harvey advised that the Committee had pitched this new Charter proposal to the Hanover School Board who continued the discussion to their next regularly scheduled meeting. He said that the Committee was hopeful that the Selectboard would review and approve the new Charter, enabling the Committee to bring it before Town Meeting in May.

Selectman Baschnagel asked why the Committee evolved away from the duties outlined in the current Charter. Town Manager Griffin suggested that the transition occurred as the administrations of the two entities became more sophisticated and the necessity that the Finance Committee prepare line item budgets disappeared. Mr. Baschnagel said that he hoped that the results of the Charter revision would allow the Finance Committee, as representatives of the Hanover voting community, to take a non-involved review of the budget process and outcome. He suggested inserting language that would state clearly

the value of their recommendations and basis thereof for the budgets submitted and would address the Committee's obligation to pass the product of these processes onto the public and interact with the public in that regard. Mr. Harvey agreed to add language "*to provide a summary of these analyses and associated recommendations that will accompany the submissions of the budget.*"

Selectman Christie explained that over the past 5 years, the Committee had changed its duties to be more of an educational function. They were able to look at these budgets in greater detail than the average person, focusing on their driving forces. They then tried to help the citizens better understand the budgets which would ultimately be brought before them for approval.

Kari Asmus, of 2 Sausville Road, provided information on the Committee's history stating that its Charter was first written in 1958 and then revised in 1971 by a group that would be the equivalent of a Town Meeting Task Force. She said that in 1958, the Committee members were appointed, rather than elected, as it was thought that perhaps the best people might not run for election. Ms. Asmus expressed concern with the proposal to move to more of an educational role with respect to the Committee's relationship with the public. She asked that they consider being a resource to the public as well as the two boards.

Barbara McIlroy, of 1 Hayfield Road, asked if the Town was required to have a Finance Committee. Town Manager Griffin said no, and explained that many towns had Budget Committees who were responsible for preparing the town budgets. Selectman Walsh added that the Norwich Finance Committee members were elected officials who held a strong role under Vermont law. Mrs. McIlroy said that she appreciated the opportunity to have an independent group review the budget and inform the public of its contents. Selectman Baschnagel said that the current practice to list a one-liner in the Town Report regarding the Committee's support or non-support was not adequate. Selectman Connolly argued that in the past the Committee did more than produce one-liners; they used to hold hearings where they would announce their opinions of the various budgets.

Selectman Pierson asked if the revisions proposed any new duties beyond which the current Committee operated. Mr. Harvey said no, their issue was with the 1971 Charter's mandate that the Committee submit budgetary guidelines by September 15th. Mr. Pierson suggested that the Selectboard served in that capacity as they set the tax rate target for staff to achieve when drafting the proposed budgets. Mr. Pierson spoke favorably of the proposed revisions.

An audience member from Hanover Center cautioned against the Committee giving up certain powers. He suggested that a future Committee might want to provide a stronger control or guidance in the budget development processes. Town Manager Griffin offered to consult with Town Counsel about adding the proposed changes to the existing Charter rather than replacing the old Charter altogether.

Selectman Walsh asked if anyone present thought that the proposed Charter changes should not be on the Warrant. Mrs. McIlroy asked that there be more discussion. Town Manager Griffin explained that all of the Warrant Articles would be discussed at a public hearing in April. Mr. Walsh suggested Town Meeting might be the opportune place to discuss this issue.

John Chamberlain said that it appeared as though the old Charter included language to allow the Selectboard and School Board to ignore the Finance Committee's wishes.

Selectman Walsh spoke of the difficulty in recruiting Committee members in that it involved a lot of work and time. He said the proposed changes matched that which he believed people would be willing to volunteer for when considering membership to the Finance Committee, which might be why the process had changed.

Selectman Connolly MOVED to take the proposed changes to the Warrant for Town Meeting this year in perhaps a slightly altered form resulting from further discussions.

The Board agreed to hold a separate public hearing on April 5, 2004 to continue discussion of this issue.

3. PRESENTATION OF THE PROPOSED FY 2004-2005 TOWN BUDGET

Selectman Walsh advised of the Board's action in November to provide Town Manager Griffin with a 2.1% General Fund tax rate increase target, not including the \$100,000 payment to Dresden associated with the Tri-Party Agreement. He added that the inflation rate in November was 2.1%. He said from there, the Town Manager worked with staff to develop a budget, projecting all expenses and revenues for the General Fund, the Wastewater Treatment Plant (WWTP), the Fire and Ambulance Funds, and the Parking Fund. Mr. Walsh advised that the Selectboard would spend 4 evenings (February 23 and 25, and March 1 and 3) reviewing staff's proposed budget. He explained that during the review the Selectmen might ask for items to be placed on "The List" which means that they might be cut from the budget or modified in some form or another pending further discussion. On March 3, the Board would review a "Wish List" of items already cut from staff's draft budget against that of the items placed on "The List" and hopefully complete a budget that will then be recommended to Town Meeting.

Town Manager Griffin provided a brief overview of the proposed budget. Beginning with the General Fund, she stated that the proposed budget of \$9,333,506 represented an overall increase of expenditures of 6%. However the total net increase to the municipal tax rate would be 4.0%, including the \$100,000 payment to Dresden, and after the capital reserve expenditures were deducted, as they were offset by funds coming in from reserve accounts.

Ms. Griffin said that staff was working to build a zero based budget with the Ambulance Fund in an effort to obtain a true and accurate picture of the Emergency Medical Services

(EMS) expenses versus the fire related expenses, and to review how those costs were allocated to Hanover, Lyme and Norwich. The proposed budget for the Fire Fund recommended appropriations totaling \$2,497,460, an increase of \$529,488 or 26.9% over FY 03/04. This included a request to replace Engine #4 at a cost of \$340,000, which will be fully funded from an Equipment Reserve account. The Ambulance Fund budget proposed appropriations of \$535,376, an increase of \$69,963 or 15% over FY 03/04. This increase was largely attributable to the phenomenon of Medicaid disallowables.

The WWTP Fund budget proposed appropriations of \$1,744,457, a decrease of \$4,287,884 or 70.7% below FY 03/04. Ms. Griffin said that the decrease reflected last year's major capital project.

The Parking Fund budget recommended appropriations totaling \$1,491,455, a decrease of \$26,646 or 1.8% below FY 03/04 appropriations.

Ms. Griffin explained that the Housing Fund budget did not require Town Meeting approval. She said that the Selectboard, acting as the Hanover Housing Authority, would review and approve that budget in a public hearing setting sometime in March or April.

Ms. Griffin advised of a \$10,000 funding requested that was submitted by the Upper Valley Trails Alliance. She said that their Executive Director, Susan Summers, was present and would speak to that request during the Board's review of the Conservation Commission's proposed budget.

4. FY 2004-2005 1ST BUDGET HEARING

Planning and Zoning

Jonathan Edwards, Director of Planning & Zoning, introduced himself as well as Judith Brotman, the Zoning Administrator, and Ryan Borkowski, the Building Inspector, who were also present. Selectman Walsh asked for a brief presentation of increases and decreases and the driving forces behind them.

Mr. Edwards explained that his department budget included a 13.3% increase in expenditures over FY 03/04, much of which was attributable to a \$20,000 funding request for consulting work associated with Master Plan implementation. The budget also included an increase of 63.8% in Building Permits revenues, a request for a 2-day a week Electrical Inspector to assist the Building Inspector, and proposed a new \$25 electrical inspection fee to cover the cost of this new position.

Selectman Baschnagel asked how Mr. Edwards justified charging a new fee for a service that was already being provided for within the current fee schedule. He suggested that if the Town was not collecting enough for the work being done than perhaps the Building Permits fee should be raised. Mr. Edwards stated that the proposal would be to break the wiring out, as it was more complicated and generally more time consuming in plan review and inspections. Mr. Borkowski acknowledged that the Town was in fact

conducting electrical inspections but not at the workload that was anticipated in the near future. Mr. Baschnagel asked when the Dartmouth building campaign slowed, if this Electrical Inspector would be laid off and the fee done away with. Ms. Griffin said staff had not considered those implications but agreed an argument could be made to do so. Mr. Baschnagel asked that the new position and its fee for service be put on The List.

Selectman Connolly asked for justification of the need for additional staffing. Mr. Borkowski explained that the Town issued 1 or 2 permits a day; each generated an average of 4 inspections, which were schedule in one-hour increments, including travel time to and from the sites. He said that he averaged 20 inspections a week; conducting a minimum of 4 inspections a day which peaked at 8 or 10 in the summer. Mr. Borkowski argued that the plan review of the larger projects was taking up more of his time, not allowing him to keep up with inspections. Selectman Walsh said that the Board's issue was with the funding proposal, not the workload justification. Mr. Borkowski argued that the Town should still implement new permits for electrical work for tracking purposes. Mr. Walsh countered stating that the Town's current Building Permits fee structure was based on the size of the individual projects, meaning the larger the project, the larger the fee. He said those fees collected should be used to hire extra people to do the work.

Recognizing that this issue had been placed on The List, Mr. Walsh asked to review the rest of this department's budget. Selectman Baschnagel asked if the \$33,800 grant funding associated with the Girl Brook assessment and remediation work included funding from Dartmouth College. Mr. Edwards said no, explaining that the College was conducting similar work on their own in tandem to the Town project.

Selectman Baschnagel asked if the Building Permits fee revenue included the \$50,000 projected for the Middle School application. Ms. Griffin said yes.

Turning to the Conservation Commission's budget, Mr. Edwards pointed out the annual \$4,200 appropriation for operating expenses. He said that this portion of the budget was complicated by the interaction between the Land Use Change Tax Fund and the Conservation Fund Undesignated Reserve and Trust Fund. Selectman Pierson asked if the transfers listed were in arrears. Ms. Griffin said yes, and explained that the transfers were made after the Town audit was completed and the funds in the Land Use Change Tax were confirmed.

It was noted that the Affordable Housing Commission's budget proposed a \$3,000 expenditure for Professional Services. Selectman Baschnagel asked if that was intended to cover the legal fees associated with the Gile Tract negotiations. Ms. Griffin said no, those fees would be charged to the Legal Services account in the Unallocated Costs portion of the budget.

Selectman Walsh spoke favorably of the Performance Indicators that were provided. He asked for a graph of Building Permits issued for new multi-family units going back 5 or 6 years. Selectman Baschnagel asked that year-to-date figures be provided for all the information listed.

Funding Request: Upper Valley Trails Alliance

Susan Summers, Executive Director of the Upper Valley Trails Alliance, provided background information on a grant the Alliance received from the Robert Wood Johnson Foundation. She explained that Hanover was chosen as 1 of 25 communities nationwide to participate in the Active Living by Design Program, a \$6.5 million program that would be implemented over 5 years. Its goal was to bring people together and to try to build communities that promote physical activity. In Hanover the Program would focus on the Richmond Middle School location and try to coordinate a trails plan in that area that will link it to the downtown area, and to the Storrs Pond and Oak Hill areas. Ms. Summers said that the Alliance was seeking financial support from the surrounding communities to match the grant funding. The request to Hanover was for \$10,000 to be disbursed over 4 years. Ms. Griffin advised that the Conservation Commission had not agreed to provide the funding for this program from the Conservation Fund. As such, staff opted to treat this funding request in the same manner that the Social Service Agency requests were treated. It would be placed on the Warrant as a separate Article.

Selectman Baschnagel said that he was encouraged by the property that the town would acquire in the area of the new middle school. He said this could be used as seed money to look at creating a recreational complex there. Selectman Connolly said that she would like to see this proposal on the Town Warrant as a separate Article proposing funding for all 4 years. Selectman Walsh disagreed stating that the Alliance's need for financial support was different from the Social Service Agencies' needs. He suggested that portions of this funding should be provided from the Conservation Fund, the Health Department budget, and the Parks & Recreation budget. He asked that this be put on The List. Mr. Baschnagel explained that the Conservation Commission focused on using the Conservation Fund for land acquisitions rather than in support of ongoing planning programs. Ms. Griffin noted that the Town did not provide funding for trail maintenance except for the minimal amount that was provided by the Commission's operating budget. Ms. Connolly said that she recalled that the Commission did provide funding for all of the trail maintenance in the past. Kari Asmus pointed out that the Town had over 100 miles of trails. She asked if the Alliance could partner with the Commission's Trails Committee. Ms. Summer said that she had talked with the Trails Committee and they were on board with the program.

Ms. Griffin asked about funding provided by neighboring towns for this effort. Ms. Summers said that the Alliance did not approach Lebanon or Hartford in time to make their budgets. They had submitted a petitioned Warrant Article that would be considered in Norwich.

Selectman Baschnagel spoke in support of Selectman Connolly's suggestion to put forward a separate Warrant Article proposing funding for all 4 years. Mr. Walsh recapped that the issue was on The List and asked to continue with the budget review.

Police

Police Chief Nick Giaccone introduced himself as did Michael Evans, Lieutenant of the Patrol Division, and Doug Hackett, Communications Coordinator. Selectman Walsh asked for the proposed changes from FY 03/04. He noted that the proposed Police budget included a net increase of \$62,934 or 6% over appropriations from FY 03/04. Chief Giaccone said that a key purchase was for 11 computers at a cost of \$13,200. The 27.4% increase to Administration, Professional Services was related to the Town's contribution to the Lower Grafton County Prosecutorial Association. Chief Giaccone explained that a surplus that existed over the last few years had been brought down. The proposed contribution was similar to that which the Town contributed when the Association was first instituted. The Chief stated that salary increases accounted for the balance of the Department's overall budget increase. The department's overall salary increase was 5.4%.

Selectman Baschnagel asked if the computers were considered as capitalized items. Ms. Griffin said no, they were budgeted in the MIS budget and then charged to the various departments. She added that the Town's computers were on a 3-year replacement cycle. Selectman Walsh asked staff to provide figures supporting a 4- or 5-year replacement cycle.

Selectman Pierson asked of the success of the prosecutorial association and how it worked. Chief Giaccone explained that the prosecutor prosecuted all violation and misdemeanor level offenses at the District Court. She also covered felony charges and was prepared to handle zoning violations. He stated that Hanover was 1 of 6 communities in the association. Each town's contributions were based on usage. Hanover paid roughly 40%. The Chief added that the Department was considering hiring more administrative help to assist the Prosecutor.

Selectman Baschnagel asked why the Department was seeking accreditation. Chief Giaccone explained that there was an intangible value in stating that the department had met basic guidelines. It would show a certain amount of professionalism. Selectman Walsh asked of the cost. Chief Giaccone said that accreditation at the State level would cost several hundred dollars per year. At the national level it would cost thousands of dollars per year. He said that the funding proposed would cover the dues associated with completing the first level of State accreditation including: \$50 for dues, \$300 for an annual 3-day meeting that Lt. Patrick O'Neill would attend, \$250 for an application recognition fee, \$200 for a maintenance fee, and \$300 for 2 onsite visits. Mr. Baschnagel asked if there were other secondary costs, such as the apparent switch from no longer using part-time officers. Chief Giaccone acknowledged that accreditation frowned upon the use of part-time officers. He said that Hanover had only 1 part-time officer, which was characterized as being able to work in the cruiser and being limited to 1,300 hours per year. He said he was hoping the department's current infrastructure would meet the accreditation standards.

Selectman Baschnagel asked of the \$2,500 increase in Patrol-Overtime. Chief Giaccone said this would be to offset any time when a part-time or special police officer would have been used in the past. Selectman Pierson asked at what point the Department would

considering adding another officer instead of increasing overtime funding. Chief Giaccone said that even if a new officer was added, the Department would still require overtime funding to cover vacations, sick time, extended leaves, etc. He noted that the department was currently down 2 officers who were on active military duty, serving in Afghanistan. Selectman Walsh asked what the Town might be facing in the 2006 budget in police overtime. Ms. Griffin said the Chief managed his overtime and salary accounts together so that the bottom line would not exceed the sum total of these accounts. Selectman Connolly asked if the Town paid salaries to its personnel while they were on active military duty. Chief Giaccone said no.

Selectman Baschnagel asked what the Central New Hampshire Special Operations Unit was. Chief Giaccone explained that it involved a group of towns in central New Hampshire that formed a special reaction team. He said for a cost of \$2,500 the Town would become a member of the Unit which would enable the Town to pick and choose Hanover officers to be trained in special operations. He explained that if a situation occurred in Hanover, the Unit would respond and the Town would only be financially responsible for the time its officers provided. If an incident occurred in another community, Hanover's Unit officers would respond at the Town's expense. Chief Giaccone stated that the town in which the incident occurred would assume authority over all officers. He added that this would afford other training opportunities to Hanover officers that have not been offered to them before, including crowd control tactics. Lt. Evans added that the Unit involved 30 officers originating in towns from Littleton to Laconia. He said that without this Unit, Hanover would have to rely on the assistance of the State Police, as was the case currently. Ms. Griffin added that this Unit was not unlike the hazardous materials group that the Town joined last year via the Fire Department. Selectman Baschnagel asked the Chief of his perception of the threat or demand for this Unit. Chief Giaccone said that as Hanover's population grows and diversifies situations where a unit like this would be of need are going to eventually come to our doorstep. Lt. Evans added that the equipment the officers would be provided through Unit membership would be worth more than the \$2,500 entry fee. Selectman Baschnagel asked that it be put on The List.

Speaking to the Dispatch portion of the budget Town Manager Griffin reminded the Board that the \$10,000 equipment reserve funding request would be targeted for future dispatch console replacement. Mr. Hackett added that he was also asking for \$2,000 to replace Telecommunications Device for the Deaf (TDD) equipment that was 15 years old. Selectman Pierson asked if Mr. Hackett actively pursued other Towns to expand Hanover's dispatch services. Mr. Hackett said no but that the Town was often pursued by others.

Kari Asmus asked about the 185.7% increase to Court Fines revenue. Chief Giaccone advised of a change in State law to add the violation level offense of Possession by Consumption, which resulted in a 90% increase in alcohol related arrests. He said that the State allowed the individual towns to keep all fines collected from said violations.

Selectman Walsh asked how many pistol permits were represented by the \$100 revenue. Chief Giaccone said 10, noting that the fees were set by the State and that the permits were valid for a 4-year period. Selectman Connolly asked if these were actually concealed weapon permits. Chief Giaccone said yes.

Selectman Baschnagel questioned the figures listed in the Charges to/from Other Departments throughout the budget. He asked staff to provide a breakdown of what those figures represent in each department budget.

Selectman Connolly asked if the 39.3% increase to the Capital Reserve expenditure was due to an increase in cruiser costs. Chief Giaccone directed Ms. Connolly to the cruiser replacement schedule shown on page 197, which was set by Frank Austin at the Town's Public Works Department and better explained the variation in reserve spending. In this instance the cruisers and their laptops would be replaced in FY 2005.

Selectman Connolly asked that the number of cars being booted be added to the Police Performance Indicators as well as the Parking Fund.

Nick Harvey asked about the Department's compensation system and salary step increases. Chief Giaccone said that the Town's payroll structure involved 22 steps inside each pay grade. Each step increase represented roughly a 2% increase. He said theoretically an officer would increase one step a year, or possibly more based on merit. Added to that would be the Cost of Living Adjustment. He said that this 22 step system was advantageous in that an officer's salary would not max out as quickly as it would at another police department. Selectman Walsh asked what the Police Department's turnover rate was. Chief Giaccone suggested that the rate was under 5%, which was relatively low when compared to other departments.

Selectman Walsh asked the police representatives to address their "Wish List" items. They argued for the following (in order by priority):

\$1,780 for a radar detection unit: This would replace one of the 2 oldest radar units the Department utilizes, which were purchased in '84 and '85.

\$1,500 for dispatch overtime: This amount was already omitted from the proposed budget by staff. Mr. Hackett asked that it be reinstated.

\$2,500 for patrol overtime: This was based on the department's historical use of overtime. Grants would also be sought to cover overtime funding that was not provided for in the budget.

\$3,493 for surefire tactical rifle lights: These built-in units would better enable officers to use their rifles in the dark.

\$5,080 for accident investigation software: This was requested by Sgt. David Luther, the Department's Technical Accident Reconstructionist. The Chief

suggested that this equipment would be valuable to 15 to 20 of the reported 120 accidents the Department responded to. He added that there was no charge when the State Police were called in to assist with accident investigations.

\$7,722 for body bunkers: These were ballistic shields. If accepted to the Central New Hampshire Special Operations Unit, the Unit would provide body bunkers to the Unit members.

Parking Fund

Town Manager Griffin advised that the Parking Fund budget was joined to the Police Department budget as the Parking Division was staffed by members of the Police Department. She reported that the proposed budget called for a decrease of \$26,648 or 1.8% in appropriations from FY 03/04. It also recommended that the Town not impose the Downtown Parking Tax in FY 2005 for a second consecutive year. Selectman Baschnagel asked of the current balance in the Parking Fund's Undesignated Fund. Ms. Griffin advised that it was currently \$560,577 but that \$148,280 would be drawn from it, as was approved a year prior to balance the Town's overall budget, and an additional transfer of \$112,483 from the Parking Fund's Undesignated Fund Balance was proposed for FY 2005, which would bring the ending FY 2005 balance to \$299,814.

Parking Division Lieutenant Patrick O'Neill reported that the proposed budget called for \$430,000 in meter parking revenue, a 3.4% decrease. Bill Barr, from the Parking & Transportation Board (PTB), advised of the PTB's concerns with the Town's Parking Fund budget, specifically the Town's use of \$112,483 from the Parking Fund to balance the Town budget. He said to continue this spending trend would use up the Parking Fund's savings in 3 year's time. He asked that the Town bring that transfer amount down to zero by utilizing their Capital Fund reserves. Betsy McClain, Director of Administrative Services, said that she believed that the PTB was asking that the annual \$50,000 budgeted for parking facility capital improvements be transferred into its Capital Reserve Fund. Selectman Walsh cautioned that though the Town was not tapping into the facility reserve at the present time, it would have to at some point and that \$100,000 might not cover repairs or upgrades to this \$5 million facility. Selectman Baschnagel agreed. He acknowledged the numerous transfers from the Parking Fund in recent years and said at some point the Board would have to consider tapping into the tax base. Town Manager Griffin said that staff was not intending to tap into the Parking Fund's Undesignated Fund Balance every year. She cautioned the downtown business owners that the tax break they had enjoyed over the last two years would not last forever. Mr. Walsh recalled that the Tax Increment Financing District Tax Levy was supposed to go to zero first, not last. The issue was put on The List.

Mr. Barr further questioned the Town's formula for calculating Charges from Other Departments. Selectman Baschnagel asked staff to provide information to the Board and the PTB of the formula and how the allocation was developed. Selectman Walsh asked that the formula be added to The List and that the information provided span the last 10 years. He thanked Mr. Barr for his comments and all the work that the PTB conducts.

Selectman Connolly asked that the Lot Rentals expenditure be added to The List. She asked that information be provided of the lots involved, the number of spaces in each lot, and the cost to rent each space.

Selectman Baschnagel pointed out that \$3,000 of the \$3,435 expenditure proposed to Other Purchased Services was to support the Upper Valley Transportation Management Association. He further explained that the \$226,182 expenditure proposed for Peripheral Parking and Transportation Contracted Services included funding for the Town's share of the Advanced Transit's free fare zone costs. Both Selectmen Walsh and Baschnagel asked that staff provide details of the entire cost to the Town, College, and DHMC for Advanced Transit and the downtown shuttle's services.

Selectman Walsh questioned the Parking Facility Revenue figures which appeared to be decreasing. Lt. O'Neill said he assumed the Facility would make as much in the current year as it did the year prior. He said that the Facility was used more at various times of the year than others. Mr. Walsh asked to see revenue figures from 2002, 2003, and 2004 for leased and short term spaces. Selectman Pierson asked why the facility's revenue in the current year was less than the reported expenditures. Lt. O'Neill explained that Charges to Other Departments were taken out at the beginning of the year.

Selectman Connolly spoke favorably of the Immobilization System stating that it worked well in FY 2004.

Selectman Baschnagel questioned the 14% charged to the Parking Fund from the Police Department for their efforts in issuing only 2,225 parking tickets in a year's time. Ms. McClain reiterated that staff would research the formula behind Charges to Other Departments.

Selectman Walsh thanked Lt. O'Neill and Chief Giaccone.

Town Properties

Town Manager Griffin said that this was where all of the operating costs for all of the Town-owned buildings were listed except for the Fire Department building, which was included in the Fire Fund. She said that the 3 largest proposed expenses involved purchasing a new emergency generator for the Police Department, replacing the Howe Library boiler and loft windows, and repairing/replacing roofing at the Police Department.

Doug Hackett, from Dispatch, explained that part of the problem with the current generator at the Police Department was that half of the Police Department's radio transmitters utilized it at 100%. He said that one day, the generator will not start and the Department will not have the radios they will need.

Paul Jordan, Buildings Maintenance Superintendent, explained that the roof work planned at the Police Department was not related to the recent fire but was actually maintenance-related to replace old shingles.

Town Manager Griffin advised that the Town had reached an agreement with Marlene McGonigle, Director of the Howe Library, to replace the Library's windows and pay for a prorated share of a new furnace that would serve the existing library space. Ms. Griffin explained that though the Town did not own the Library building, they had agreed to maintain it and provide janitorial services to it. Selectman Walsh added that one of the pieces to be funded as part of the Howe expansion was a half million dollar endowment targeted for funding a portion of the maintenance of the new structure. Ms. Griffin said that she would soon be presenting a revised lease to the Board for the Library building and the property surrounding it.

Pete Kulbacki, Director of Public Works, reported that staff had gone through all of the Town-owned buildings collecting data on lifecycle costs of various equipment.

Selectman Baschnagel asked if the Municipal Infrastructure section was set up to introduce a Capital Improvement Program. Ms. McClain said that it made sense to consolidate certain infrastructure expenses, such as electricity, in town properties. It will also help in the GASB 34 reporting. Town Manager Griffin added that staff was recommending establishing a traffic signal reserve in the current year and setting aside money for their replacement.

Selectman Baschnagel asked to add the \$9,600 proposed expenditure for Municipal Building Repair and Maintenance to The List, as he questioned the "soft items" such as the new kitchen. Town Manager Griffin said the kitchen renovation was necessary to construct a new office for Ms. McClain who gave up her old office that was in the Town Clerk's Office.

Selectman Walsh questioned the repair and maintenance funding proposed for the Richard W. Black Community & Senior Center totaling \$7,500. Town Manager Griffin explained that the amount proposed was similar to other Town-owned buildings.

Selectman Walsh asked about the \$5,000 proposed for the Richard Hauger Public Works Facility targeted for a central vehicle washing station to conform to EPA standards. Mr. Kulbacki said that the Town's current practice to wash vehicles and run the discharge through a catch basin was no longer allowed. They were now required to discharge runoff into the ground or through a treatment system. He was working to find an economical way to utilize a treatment system.

Selectman Baschnagel asked why the Town paid an outside source to conduct inspections of the emergency lights and exits. Mr. Kulbacki said he believed that there was a State requirement that a 3rd party do this annually. Selectman Walsh asked that staff research this requirement.

Kari Asmus asked of the difference between funds for monument restoration and funds for gravestone repair. Mr. Kulbacki said that one was to repair the foundation that the stones sat on; the other was to repair the stones themselves. Ms. Asmus asked where funds were listed that were received from individual families for cemetery work. Ms. McClain advised that there was a line item for Cemetery Trust Funds.

Selectman Baschnagel asked of the increase to the Police Facility heating bill. Mr. Kulbacki explained that a 6,000 gallon tank was removed from the ground and replaced by 2 smaller tanks. He said that the proposed figure was based on actual consumption.

Selectman Walsh asked about the part-time seasonal employee that was hired for building maintenance. He asked if this would remain a part-time position. Ms. Griffin said yes but that staff would be looking at the merits of bringing the janitorial services of all of the Town-owned buildings in-house.

Selectman Walsh asked that the Repair and Maintenance line items for all of the Town-owned properties be put on The List. He further questioned if the Parking Facility electricity rates, as reported in the Performance Indicators, related to street light use only and if it was true that the Town was spending \$250,000 per year on electricity at the Parking Facility. Ms. McClain said no, and offered to provide a corrected graph. Mr. Walsh asked of the heating costs at the WWTP which were depicted as being approximately \$24,000 per year. Mr. Kulbacki explained that electricity was needed because the digestives and piping did not use methane as they should. He said that once the plant upgrades were implemented the electricity demand should decrease.

Mr. Walsh thanked Mr. Kulbacki and Mr. Jordan.

5. RECOMMENDATION TO SET A PUBLIC HEARING ON MONDAY, MARCH 15 AT 7:30 PM TO CONSIDER AMENDMENTS TO ORDINANCE #6, PARKING

It was MOVED by Selectman Pierson and SECONDED by Selectman Connolly to set a public hearing on Monday, March 15 at 7:30 pm to consider amendments to Ordinance #6, Parking. THE BOARD VOTED THREE IN FAVOR, TWO OBSTAINING (WALSH, CHRISTIE) TO SET A PUBLIC HEARING ON MONDAY, MARCH 15 AT 7:30 PM TO CONSIDER AMENDMENTS TO ORDINANCE #6, PARKING.

6. APPROVAL OF MINUTES: FEBRUARY 9, 2004

The draft minutes were not provided to the Board prior to the meeting.

7. ADMINISTRATIVE REPORTS

Ms. Griffin reported that Bill Baschnagel's term on the Advanced Transit Board had expired. The AT Board was looking for a letter from the Town reappointing him.

It was MOVED by Selectman Connolly and SECONDED by Selectman Walsh to re-appoint Bill Baschnagel to the Advanced Transit Board. THE BOARD VOTED FOUR IN FAVOR, ONE ABSTAINING (BASCHNAGEL) TO RE-APPOINT BILL BASCHNAGEL TO THE ADVANCED TRASIT BOARD.

8. SELECTMEN'S REPORTS

Peter Christie

Mr. Christie opted not to provide any reports given the lateness of the hour.

Katherine Connolly

Ms. Connolly reported on the Planning Board's review of the Richmond Middle School proposal and of her attendance at a DOT meeting regarding guardrail replacements on Lyme Road.

Bill Baschnagel

Mr. Baschnagel reported on the Conservation Commission's support of the Affordable Housing Commission's rezoning proposal. He also advised that the Girl Brook contract has been signed. With respect to the PTB he stated that DHMC had offered parking to the Co-op personnel at their Route 120 lot for an interim period. The College had also offered the Town 50 spaces in the Thompson Arena lot in exchange for 29 rental spaces on Webster Avenue.

Jay Pierson

Mr. Pierson opted not to provide any reports given the lateness of the hour.

Brian Walsh

Mr. Walsh reported that the Town Meeting Task Force was doing well. They will be sending out a questionnaire the week of March 8.

9. OTHER BUSINESS

There was no other business discussed.

10. ADJOURNMENT

It was MOVED by Selectman Baschnagel and SECONDED by Selectman Connolly to adjourn the meeting. THE SELECTMEN VOTED UNANIMOUSLY TO ADJOURN THE MEETING AT 10:30 PM.

SUMMARY

1. It was **MOVED** by Selectman Pierson and **SECONDED** by Selectman Connolly to set a public hearing on Monday, March 15 at 7:30 pm to consider amendments to Ordinance #6, Parking. **THE BOARD VOTED THREE IN FAVOR, TWO OBSTAINING (WALSH, CHRISTIE) TO SET A PUBLIC HEARING ON MONDAY, MARCH 15 AT 7:30 PM TO CONSIDER AMENDMENTS TO ORDINANCE #6, PARKING.**

2. It was **MOVED** by Selectman Connolly and **SECONDED** by Selectman Walsh to re-appoint Bill Baschnagel to the Advanced Transit Board. **THE BOARD VOTED FOUR IN FAVOR, ONE ABSTAINING (BASCHNAGEL) TO RE-APPOINT BILL BASCHNAGEL TO THE ADVANCED TRASIT BOARD.**

3. It was **MOVED** by Selectman Baschnagel and **SECONDED** by Selectman Connolly to adjourn the meeting. **THE SELECTMEN VOTED UNANIMOUSLY TO ADJOURN THE MEETING AT 10:30 PM.**

Respectfully submitted,



Peter Christie, Secretary

These minutes were transcribed by Beth Rivard.