

**FINAL**

**BOARD OF SELECTMEN'S MEETING**

**June 7, 2004**

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

The meeting of the Board of Selectmen was called to order at 7:35 pm by the Chairman, Brian Walsh. Present were: Brian Walsh, Chairman; Katherine Connolly, Vice-Chairman; Peter Christie, Selectman; William "Bill" Baschnagel, Selectman; Allegra Lubrano, Selectman; Julia Griffin, Town Manager; Betsy McClain, Finance Director; Mike Ryan, Director of Assessing and members of the public.

**1. PUBLIC COMMENT**

Winifred Stearns of 5 Dorrance Place stepped forward to express her displeasure with the newly installed speed bumps in her neighborhood. The speed bumps were installed today and Ms. Stearns stood at the end of her driveway and watched the cars go over them for a while. She believes there will be a great deal of complaints about them. One problem is they are much too narrow. They don't cover the whole width of the road. Unless a car hits it in the center, both wheels will not go over the speed bump. If cars don't slow down a great deal, the noise will be an issue as well.

Ms. Stearns says the speed bumps are a bad fit and she has been opposed to them from the very beginning. She and her neighbor Joanna Jackson don't feel that people speed a great deal on Currier. Ms. Stearns said that some of the bolts that hold them down are starting to loosen and come up as well.

**2. DISCUSSION REGARDING IMPLEMENTATION OF DOWNTOWN BUSINESS SERVICE DISTRICT**

Ms. Griffin distributed to the Selectmen list of properties proposed to be included in the Downtown Marketing District, for taxing purposes.

Ms. Griffin said after the Town Meeting approved this in May, she asked a group from the Chamber to put together the outline of the plan based on what is required in statute. This report is before the Board this evening. Each of the numbered items addressed is one component of the statutory requirements for setting up the Downtown Business Service District.

Ms. Griffin said the list of properties includes a question on the third page as to whether some of those properties should be included. She asked for the Board's input on those properties as to whether those properties should be assessed a tax as part of the Service District.

Ms. Griffin said Clint Bean provided the Board with a proposed timeline the Chamber would like to work toward fulfilling it. They sent out a request for qualifications to various firms that could handle developing the marketing campaign. The Chamber has also submitted a list of roles and responsibilities they envision. These are largely based on statute. Also submitted to the Board is a copy of the request for proposals that has already been distributed. Nine firms have responded so far.

Ms. Griffin said the statutory requirement is that the Board take some time to react to the outline provided. Once we have an implementation plan the Board is comfortable with, then the Board needs to hold a Public Hearing. We would encourage Downtown Business owners to attend, since they are the ones who will be paying any Downtown marketing tax. The Board will solicit feedback from them and then the Board has the authority to implement the district and direct Ms. Griffin and the Town Assessor to assess the tax.

Ms. Griffin said the goal tonight is to get the Board's reaction, point by point on the outline memorandum provided and also to talk specifically about what properties will be assessed a fee within the District.

Chairman Walsh said he would like to talk about properties first. He asked Ms. Griffin if she had specific questions about properties on the list. Ms. Griffin said the total District value is \$104,715,100. In addition to those properties, there are two categories of property that she would like the Board's specific feedback on, taxable parking lots and the parking deck behind the Fleet Bank. There are also a group of properties called exempt properties or group residenceals. These are two dormitories and an honor society, Casque and Gauntlet. From the Town's perspective, if we were implementing this as a Town program, we would not be assessing a fee against these properties. They are Town and Federally owned properties, which don't pay property tax. The properties in question are property 3410, which is the Lodge; property 3410, which is Casque and Gauntlet and property 3340, which is a sorority on the corner of Wheelock and School Street. All of these properties are in the District as drawn, but they don't benefit from the Marketing District. Eliminating these properties from the Downtown Marketing District will lower the total assessed valuation of the properties in the Downtown and thus raise the fee the remainder of businesses will be assessed.

Chairman Walsh asked Ms. Griffin about the star (on the map distributed to the Selectboard) next to the 1 South Street Downtown holdings. Ms. Griffin said that refers to the parking lot across from the Howe Library, which the College just acquired from the Town as part of the Three-Party Agreement. Ms. Griffin said that since the College has taken over that, they will pay the marketing fee on it if the Selectboard decides to assess the marketing tax to parking lots.

Selectman Christie said we would only want the properties that the fund is primarily set up to benefit to pay the marketing tax. Chairman Walsh said on that basis we would take

the sorority, Casque and Gauntlet and The Lodge off the list of taxable properties in the Business Service District. Selectman Christie agreed and further added that at some point their use might change and the Board would want to reconsider at that time. Ms. Griffin said Clint Bean expressed concerns about taking properties out of the district. It's more an issue of what criteria you use to determine what is taxed and what isn't. Selectman Lubrano said fairness is probably the most overriding concern here. If these properties aren't going to benefit, they shouldn't be taxed. Selectman Lubrano said she would vote for taking those three properties out of the Service District. Vice Chairman Connolly added that any of the properties that are not taxable shouldn't be assessed the Business Service District tax. Chairman Walsh said the Board is in agreement that the exempt properties listed, on a property by property basis, are not to be taxed.

Chairman Walsh said that brings the Board to the issue of taxable parking lots. Selectman Baschnagel said to the extent they are part of a commercial real estate operation, then we have this linkage again. Ms. Griffin said 2317 is the HST lot, which the Town currently leases. The Town just received a letter indicating that the rent is going to be raised quite substantially; the Town already pays the property taxes on this. Ms. Griffin said the PTB responded by saying they will certainly consider the rent increase, but will no longer pay the property taxes on the property. Under this scenario this parking lot would be subject to the Downtown Marketing fee and the Town's position is that we would not pay that tax for the owner either.

Selectman Lubrano said one of the reasons the Board is discussing implementing the Business District is because of parking issues and that parking is maxed out. People don't come because they don't think they'll find a space. Selectman Lubrano asked how the owners of parking lots will benefit if their spaces are already being used to maximum capacity. Selectman Baschnagel said the assumption he makes is that you have a parking lot that services a commercial property then it seems to flow into it. The Fleet deck is a good example; two-thirds of the Fleet Deck is in direct service to the Fleet Bank and other commercial properties. Vice Chairman Connolly said she has no problem taxing the Fleet Deck because it is part of the Business District; in fact we rent some of the spaces, we pay the money and acquire the use of some of the spaces, but that has nothing to do with this. Selectman Baschnagel said most of those spaces are assigned to various commercial enterprises. Selectman Lubrano asked if these are all private spaces that are either used by employees or by permit. Vice Chairman Connolly confirmed this. Chairman Walsh said we should make that the test. If any of these spaces are publicly available spaces, then they would not be subject to the tax. Ms. Griffin said the whole HSD lot is publicly available. Ms. Griffin asked Mike Ryan if the fee on the Fleet parking deck could be prorated based on those spaces that are leased or for private parking purposes as opposed to the spaces that are metered and available to the general public. Mr. Ryan said he thinks as far as a separate bill, off the regular tax rate it could be done, but as far as statute and whether we can do that type of proportion, he thinks we should talk to the Town attorney. Vice Chairman Connolly said the Town doesn't own the spaces, we rent them and we pay a sizable amount of money to rent them so they are not tax exempt. Selectman Baschnagel said virtually all of the publicly available spaces are

spaces the Town rents. Selectman Christie said he is more comfortable with the commercial/noncommercial line. If we take the logic of "they're already full so they won't benefit" then you run the risk of businesses saying they are happy with their business and don't want any marketing. All the other properties that have been exempted are clearly noncommercial.

Chairman Walsh said we are talking about assessed valuations of \$1,711,700 out of a total of \$104,715,100, which is about 2% of \$50,000. This is \$1,000 in fees spread among \$2,000,000 worth of property. On that level you would just say taxable parking lots are in the Business District. Ms. Griffin asked Chairman Walsh to clarify what he means by commercial spaces. Chairman Walsh said what he means is 34124, 3446, 2317, 3457, 3349 and 3448 are all in the District and completely taxable.

Winifred Stearns said she wants to make sure the Board understands the difference between D-1 and D-2 districts. Ms. Stearns referred to the zoning ordinance which states "the character of the D-2 District shall be compatible with nearby residential areas and promote a residential appearance". The ground level is going to be commercial; above ground is to be residential and is directly adjacent to the SR-2 line and she would like the Board to be sure to differentiate if they do include this area in the Service District. Please be sure to note that the upper level, above ground will be for living accommodations. Selectman Baschnagel said it is his understanding is that this list does not contain any of the D-2 properties. Chairman Walsh said the map does contain some D-2 properties but the property list does not. Mike Ryan said the Town has just recently completed a lot merger with Dartmouth College, all of the South East Street properties. Those are all under a master parcel, which is represented in the D-1 district, but that doesn't mean that line for D-2 all on South East Street isn't still in effect. Chairman Walsh said the map he has shows five units to the north of Dorrance Place not included in this District. Chairman Walsh asked Mike Ryan if the property list and the map are consistent. Mike Ryan said they are consistent. Selectman Baschnagel said the D-2 district is included, but there is no property in the D-2 district in the Service District. Mike Ryan said the frontage on Main Street, the two properties retained by Dartmouth College were in the D-1 district; they went through a voluntary merger last year, in which the properties going down South East Street were all combined in one massive parcel. That parcel is represented as the frontage on Main Street and that is in the D-1 district. That does not over ride zoning. Chairman Walsh asked if the units on the north of Dorrance Place and the one unit on Currier Place, are included in the list of properties in the Business Service District. Mike Ryan said they are included. Chairman Walsh asked why the map is different from the properties list. Ms. Griffin further clarified that the residential properties on Ms. Stearns' street, across the street from her house are not to be taxed and they are not on the list of properties for the Business Service District.

Chairman Walsh said there would be a Public Hearing before the Business Service District is adopted; what the Board is doing at this meeting is trying to give direction. He requested that they be given a map and a list that are the same and consistent, so when the

Board conducts a Public Hearing there will be no question of content. The understanding is those structures north of Dorrance Place are not included in this.

Selectman Christie asked about the buildings that are going to have commercial below and residential above. Vice Chairman Connolly said those are on East South Street and not on Dorrance. Ms. Griffin said she had a discussion with Clint Bean regarding this earlier in the day. East South Street is not the only section in the Downtown that will, in the future, have commercial on the ground floor and residential above. There are properties on Main Street that have ground floor commercial and second story residential. The issue for us is to make sure we have accurate tax maps. The committee is recommending that the whole building be taxed, not just the commercial portion. Vice Chairman Connolly said the valuation of a property with commercial only on the first floor is less than a building that is fully commercial.

A resident suggested that this be subject to annual review by the Board of Selectman. Chairman Walsh said that is exactly what he doesn't like about this. We have talked about having a very simple test against records, which we already have. The records we already have contain values of buildings, not square feet of buildings or uses. The simple test is whether the lot is on the map. Chairman Walsh said he does not want to make decision annually or even every ten years; he would like the Board to only have to make the decisions once. He also doesn't want it to be an area where people can come to appeal. Clint Bean said The Lodge, for example, will change in use in the future. There will have to be changes made to the Service District list. Chairman Walsh said he can understand that; if there is a major change the Board will make a decision. Ms. Griffin said buildings with commercial on the first floor and residential on the second and third floors are typically lower in value than all commercial properties; consequently those buildings will pay a smaller fee because of lower tax valuation. Ms. Stearns said her main concern is differentiating between the D-1 and D-2 districts; this is a serious matter to her.

Jim Rubens, from Etna, said he would like to have some type of bright lines to make the properties within the Service District easily discernable from one to the other, then you don't have appeals. He would strongly advise against trying to cut up a particular property and saying part of the property is in the taxable district and part isn't. He feels the Board should be careful including and excluding properties in the D-1 and D-2 districts. Many properties in the D-1 district are in flux and the residential uses are driven by the fact that the commercial uses are not quite there yet. It would be wise to be careful about excluding any residential properties that are in the D-1 district for that reason. If the Board makes the decision to include all residential property in the D-1 district, you have a much simpler bright line. The only thing excluded would be non-taxable property like the Town owned properties, the Post Office and the Town owned parking lots.

Selectman Baschnagel said when we talk about the sororities and The Lodge, we are not talking about residential in the common sense, those are distinctly different uses although

people sleep there and that is what they are for. Selectman Baschnagel said he is comfortable with drawing a distinction between a sorority and The Lodge as compared to a building with a store on the first floor and residential above. Selectman Lubrano said this goes back to the purpose of having a Downtown Business District while the Dartmouth dormitories are taxable, the properties are still under the umbrella of a not-for-profit institution. She feels this distinguishes them from other residential buildings. Chairman Walsh said the Board is in agreement that the sorority, Casque and Gauntlet and The Lodge are out and the taxable parking lots are in.

Chairman Walsh said another thing he would like to address is the line right through a building on the map. He said he would like this cleaned up before the Public Hearing.

Chairman Walsh moved on the two-page memo titled "Hanover Marketing Service District Establishment Report". Selectman Baschnagel asked if the Board should have a member representative participating in this and should the Hanover Improvement Society have a representative as well.

Vice Chairman Connolly said she has a problem with item four, which is the request for funding from the Parking Fund. She doesn't feel this private enterprise, which is designed for marketing, should be supported by public money. Selectman Baschnagel said part of the thought is that the core of the money are the funds the Parking Fund includes for marketing. It seems to make sense to integrate this with the marketing fund for Downtown. The PTB felt that one of the elements of marketing the Downtown would be the availability of Downtown parking. That is \$3,000; the larger issue is where will the remaining money come from. Selectman Baschnagel said that was talked in terms of additional contributions, is strictly surpluses, if available. Vice Chairman Connolly said she has seen many years with a of lack of surplus in the Parking Fund. As far as she is concerned, surpluses should go to the building and the maintenance of parking, not to a marketing effort for private enterprise.

Chairman Walsh moved on to the exhibit D, which is the Marketing District's roles and responsibilities. He finds this much too complicated, too confusing, too many committees and too many groups. He is not sure why we need so many and he is frustrated with the ultimate authority going to the Hanover Selectboard. He would like to see exhibit D reworded for responsibility and clarity. Ms. Griffin asked if his concern is too many committees. He said he found, in reading this, that he couldn't discern who is responsible for delivering what. What he sees is a lot of people checking on each other. He also is concerned with the ultimate authority going to the Hanover Selectboard; with authority goes with responsibility and he doesn't want the Board to take on that responsibility.

Clint Bean said he will take responsibility for the language, but he thinks it's consistent with the statute. He would like to make some points about Chairman Walsh's concern about the number of groups. The two groups identified are internal chamber groups. They have nothing to do with municipal government. The only thing that has to do with

municipal government is the advisory committee, by statute. The DMOG is strictly in place to select finalists for the marketing communications agency. That will go away as soon as that process is complete. In terms of efficiency and to expedite meeting, the Chamber has decided the Oversight Group and the Advisory Committee meet in the same room and many of the same players will be present.

Ms. Griffin said we might be able rephrase the language to indicate the Selectmen's role is to create a structure that is put in place that a committee runs with and handles. The Town would only have the responsibility to create the framework.

Selectman Baschnagel said it isn't obvious to him why there are two committees instead of just an advisory committee that handles particular actions. Clint Bean said we need a group of people who make decisions about marketing strategies. Selectman Baschnagel said he thought that would be the responsibility of the Advisory Committee. Clint Bean said he doesn't think the advisory committee is going to roll up its sleeves and do the day to day nitty-gritty work. Jim Rubens said the Oversight Group would also contain individuals who don't own property in the Downtown. Ms. Griffin said the statute says the Downtown Marketing Services Advisory Committee can only contain seven members, five of whom must be owners or tenants in the Downtown District. Mr. Rubens said they wanted more members and different type of members than they are allowed by statute. The Hanover Chamber of Commerce is the contracting agent. All the members of the Downtown Marketing Services Advisory Committee are also members of the Downtown Marketing Oversight Group. Selectman Baschnagel said he can see the Downtown Marketing Group Advisory Committee having some subcommittees with members of the Advisory Committee as chair of each, but that is not what he is seeing proposed here. What he sees is a separate organization that takes the check and runs it; he is uncomfortable with that.

Chairman Walsh said the fundamental questions are: "Who is responsible for what?" and "Can we make it as simple as we can?". He can't tell from this proposal whom we look to say "You're responsible for this \$50,000 making a difference". There are lots of entities that have a piece of the action. Ms. Griffin said she will work on streamlining the organizational chart.

Chairman Walsh said he would like a statement of responsibility such as:

The Board of Selectman has the responsibility to:

- A) To set boundaries of the District.
- B) To raise the money.
- C) To annually ask the Advisory Committee is this is doing any good.

The Advisory Committee has the responsibility to:

- A) ??
- B) ??
- C) ??

Selectman Baschnagel said the kind of thing they are talking about is what DMOG implements under the guidance of the Advisory Committee. You need to draw those linkages in the responsibilities together. Vice Chairman Connolly asked why the Oversight Group is going to be larger than the group it's overseeing. Ms. Griffin said the Marketing Advisory Committee is seven members, which is outlined in statute. What they are doing is pulling in other folks to assist in more closely monitoring and managing more closely various aspects of the marketing plan. The statute limits the Advisory Committee to seven members. Clint Bean clarified that while the two groups may meet at the same time; they will have separate agendas.

Ms. Griffin asked Chairman Walsh if they should come back to the Selectboard one more time before setting a Public Hearing. Chairman Walsh said he would like to do that. He would not like to create an appeals process, but he would like to notify the property owners. Ms. Griffin said when they do a Public Hearing, she will make sure the property owners in the District get a notice of Public Hearing.

Jim Rubens said this a matter of taking the assessed value of the properties in the District and dividing them by the \$50,000 they will need to raise. He suggested that after this summer; get this fee on the regular property tax bill. Ms. Griffin said she is not sure if they can send it out on the same bill, statutorily. Ms. Griffin said there is a greater concern for error on the Town's part if they try to collapse the two warrants together as opposed to separately. She will talk to Mike Ryan about this to see if they can come up with a way to do this that is not problematic.

Chairman Walsh said he would like the total amount raised, to be clarified before the Public Hearing. Ms. Griffin said the amount raised by assessing the fee will be \$50,000. The Parking Fund has committed \$3,000, which they have set aside for marketing costs. The quiver is where the additional \$7,000 will come from, to bring the total to \$60,000. Vice Chairman Connolly feels that none of this money should come from public funds, because it is supporting private enterprise. Clint Bean said the PTB felt quite comfortable assigning to this marketing fund, any unexpended balance for the current fiscal year as well as money assigned to marketing for the next fiscal year. He said to the extent that the marketing program works, the revenues will be flowing into the parking and transportation fund. It helps the public purpose by making the PTB more fiscally sound. Vice Chairman Connolly suggested we just raise the tax rate from 4 cents per thousand to 4.2 cents per thousand and you will come up with the same amount of money. Selectman Baschnagel said we can only raise \$50,000 for this year so we are looking to tweak it as much as possible.

### **3. RECOMMENDATION TO ADOPT ABATEMENTS AS PROPOSED BY THE ADVISORY BOARD OF ASSESSORS**



Mike Ryan, Director of Assessing said the Advisory Board of Assessor met on May 19<sup>th</sup>. Those members in attendance were Xenia Heaton, John Hochreiter, Paul Young and Katherine Connolly. The recommendation they put forward is outlined in the memo dated June 3<sup>rd</sup>. It is important to note all the applicants were also present at the meeting. The next meeting is scheduled for June 15<sup>th</sup>. There are three abatement requests left and two applications that were filed late. They hope to clean those up and bring them to the Selectboard on June 21<sup>st</sup>.

Selectman Lubrano asked what the Advisory Board of Assessor's recommendations are for the Webster Terrance properties. Mike Ryan said it is under each individual property. Mike Ryan said there is a typo in the memo; Ambrose and Yvonne Cheung's property is 3 Webster Terrace and not 5 Webster Terrace as written.

Chairman Walsh asked if the Advisory Board of Assessor was unanimous in each of these recommendations. Mike Ryan said that is correct.

**Selectman Baschnagel MOVED and Selectman Lubrano SECONDED that the Selectboard accept the recommendations of the Advisory Board of Assessors as outline in the memo dated June 3, 2004. THE BOARD VOTED UNANIMOUSLY TO ACCEPT THE RECOMMEDATIONS OF THE ADVISORY BOARD OF ASSESSORS AS OUTLINED IN THE MEMO DATED JUNE 3, 2003.**

#### **4. RECOMMENDATION TO ISSUE DOG WARRANT FOR 2004**

Ms. Griffin said she has the dog warrant, if anyone would like to see the list. She said none of the dogs on the list are owned by Selectboard Members. This list contains the names of dog owners who have failed to register their dogs. The Town has sent reminder notices to the owners in February and a second notice was mailed in May. The second notice gave the owners until June 4<sup>th</sup> to respond or the animal control officer will be notified; and a civil forfeiture of \$25 is assessed. This is all in accordance with RSA 466:13. As of this date there are seventy-five dogs on the list. What state statute requires is that the Board of Selectmen issue a dog warrant to one or more police officers directing them to either collect the fee due and pay them to the Town Clerk or seize any unlicensed dog. Ms. Griffin said she does not believe they have ever had to seize an unlicensed dog yet.

**Vice Chairman Connolly MOVED and Selectman Baschnagel SECONDED that the Selectmen issue a dog warrant for 2004. THE SELECTBOARD VOTED UNANIMOUSLY TO ISSUE A DOG WARRANT FOR 2003.**

#### **5. DISCUSSION REGARDING MODIFIED CONSERVATION FUND MEMORANDUM OF UNDERSTANDING**

Ms. Judy Reeve, Chair of the Conservation Commission said what the Memorandum of Understanding the Conservation Commission has with the Selectboard constrains them

quite a bit. As it exists now, they can't exceed spending more than \$50,000 on a contract without going to Town Meeting. Occasionally the Conservation Commission needs to close on a real estate contract before Town Meeting. This may cause them to lose opportunities. What the Conservation Commission is proposing is to add a paragraph to the Memorandum of Understanding that would give them a little more flexibility. The paragraph they are proposing to add reads as follows:

*Under circumstances where a potential acquisition of properties or interest in properties is determined by the Conservation Commission to be strongly in the public interest, where it is not feasible to put the question before Town Meeting because the seller is not able or willing to defer conclusion of the sale until after Town Meeting, the Conservation Commission may request the Board of Selectmen to hold a Public Hearing to consider the matter. Upon hearing public comments, the Board of Selectmen may then authorize the Conservation Commission to proceed with the acquisition in question without Town Meeting approval. In the event the acquisition takes place under these circumstances, the Conservation Commission will present a report to the next Town Meeting.*

Ms. Reeve said the Commission has the right under state statute to expend Conservation Funds with a Public Hearing. We worked up this Memorandum of Understanding so that everybody felt comfortable with spending a lot of money. Because of the increase in property values, \$50,000 really is not a great deal of money.

Vice Chairman Connolly said she has difficulty allowing any Board of Selectmen to grant approval for large purchases prior to the approval of Town Meeting. She suggested an abridgement of this; the expenditure may be up to no more than half of the contents of the Conservation Fund, at any given time. She would also be more than willing to raise the cap from \$50,000 to \$100,000. She is uncomfortable with unfettered use of what is \$500,000. Selectman Lubrano said that is what the Public Hearing is for. Vice Chairman Connolly said it is, but the ultimate decision is here and not with the legislative body.

Selectman Baschnagel said as Ms. Reeve pointed out, we have, with this agreement, a very cooperative system. State law would allow, with the approval of Town Meeting, to expend their funds solely within their own province. This provides a safety valve, because we know there are conditions where a safety valve is needed.

Selectman Christie said he would favor this as it is presented. Chairman Walsh said he can live with this. He said the Conservation Commission has done a fine job with the Conservation Fund. We have missed an opportunity or two by the inflexibility of the prior Memorandum of Understanding. Chairman Walsh said he does not like to expand the Selectboard's ability to expend funds beyond Town Meeting, but he thinks this is appropriate and he supports it.

**Selectman Baschnagel MOVED and Selectman Lubrano SECONDED that the Selectboard accept the modified policy as proposed. THE BOARD VOTED UNANIMOUSLY TO ACCEPT THE MODIFIED POLICY AS PROPOSED.**

Vicki Smith asked the Selectboard to be clear about what is meant about reporting back to Town Meeting. Is it enough for the Conservation Commission to do an annual report, or would the Selectboard like the Conservation Commission to do a presentation at Town Meeting about what they have done? Chairman Walsh said his expectation, when he suggested this wording, is that the Conservation Commission stand up at Town Meeting and report as a way of accounting for the uses of these fund. This will help keep the connection between the Town Meeting and the Conservation Commission.

**6. RECOMMENDATION TO SET A PUBLIC HEARING ON MONDAY, JUNE 21, 2004 TO CONSIDER PROPOSED RATES AND FEES FOR FY 2004-2005**

Ms. Griffin said this is a process we go through every year and typically there are very minor adjustments. Ms. Griffin said as soon as she has all the requests from staff she will consult with Betsy McClain and get the proposed modifications to the Selectboard. She will make sure it is posted and on the Town website prior to June 21<sup>st</sup>.

**It was MOVED by Chairman Walsh and SECONDED by Selectman Baschnagel to set a Public Hearing on Monday, June 21 2004 to consider proposed rates and fees for FY 2004-2005. THE BOARD VOTED UNANIMOUSLY TO SET A PUBLIC HEARING ON MONDAY, JUNE 21 2004 TO CONSIDER PROPOSED RATES AND FEELS FOR FY 2004-2005**

**7. RECOMMENDATION TO AUTHORIZE TOWN MANAGER TO SIGN COPIER LEASE FOR HOWE LIBRARY**

Ms. Griffin one of her duties is to sign lease/purchase agreements for copiers. She needs the Selectboard's authorization to do this.

**It was MOVED by Vice Chairman Connolly and SECONDED by Selectman Lubrano to authorize the Town Manager to sign a lease agreement on behalf of the Town, for the Howe Library copier. THE BOARD VOTED UNANIMOUSLY TO AUTHORIZED THE TOWN MANAGER TO SIGN A LEASE AGREEMENT ON BEHALF OF THE TOWN, FOR THE HOWE LIBRARY COPIER.**

**8. RECOMMENDATION TO APPROVE SEWER ABATEMENTS.**

Chairman Walsh said the Selectboard received information relative to sewer abatements in their Friday packets. There are two abatements to be addressed at this meeting. The first abatement is because the property is no longer connected to sewer. The second abatement is an unfortunate incident where water was left on throughout the winter and that water did not go into the sewer.

**It was MOVED by Selectman Baschnagel and SECONDED by Vice Chairman Connolly to approve the sewer abatements as recommended by Ms. Betsy McClain in her memo dated June 4, 2004. THE BOARD VOTED UNANIMOUSLY TO APPROVE THE SEWER ABATEMENTS AS RECOMMENDED BY MS. BETSY MCCLAIN IN HER MEMO DATED JUNE 4, 2004.**

**9. RECOMMENDATION TO CONVENE AS THE HANOVER HOUSING AUTHORITY TO APPROVE UPDATED HANOVER HOUSING MANAGEMENT PLAN**

**It was moved by Vice Chairman Connolly and SECONDED by Selectman Baschnagel to ADJOURN as the Hanover Selectboard and CONVENE as the Hanover Housing Authority. THE BOARD VOTED UNANIMOUSLY TO ADJOURN AS THE HANOVER SELECTBOARD AND CONVENE AS THE HANOVER HOUSING AUTHORITY.**

Ms. Griffin said Jonathan Chaffee and the Lebanon Housing authority make implementation and HUD required management easier by keeping her up on the latest HUD requirements. Ms. Griffin said the new HUD handbook requires that the four items listed on the memo from Mr. Chaffee, dated June 2, 2004; be included in the HUD Handbook. Ms. Griffin needs the authorization of the Selectboard to do this. Chairman Walsh said the Selectboard has had the opportunity to review these and asked if anyone has anything to suggest. There was no further discussion.

**Selectman Baschnagel MOVED and Vice Chairman Connolly SECONDED to accept the changes, as proposed, to the HUD Handbook. THE BOARD VOTED UNANIMOUSLY TO ACCEPT THE CHANGES, AS PROPOSED, TO THE HUD HANDBOOK.**

**Chairman Walsh MOVED and Selectman Baschnagel SECONDED that the Board ADJOURN as the Hanover Housing Authority and CONVENE as the Hanover Selectboard. THE BOARD VOTED UNANIMOUSLY THAT THE BOARD ADJOURN AS THE HANOVER HOUSING AUTHORITY AND CONVENE AS THE HANOVER SELECTBOARD.**

**10. APPOINTMENT: JOINT RIVER COMMISSION**

**Vice Chairman Connolly MOVED and Selectman Baschnagel SECONDED that the Selectboard appoint David Minsk to the Joint River Commission. THE SELECTBOARD VOTED UNANIMOUSLY TO APPOINT DAVID MINSK TO THE JOINT RIVER COMMISSION.**

**11. APPROVAL OF MINUTES:**

**- MAY 17<sup>TH</sup>**

**It was MOVED by Vice Chairman Connolly and SECONDED by Selectman Baschnagle to approve the minutes of May 17, 2004 as amended. THE BOARD VOTED UNANIMOUSLY TO APPROVE THE MINUTES OF MAY 17, 2004 AS AMENDED.**

## **12. ADMINISTRATIVE REPORTS**

Ms. Griffin said she would like to check with the Board on July and August vacation schedules. The Board is scheduled to meet on July 5<sup>th</sup>, which is a holiday. Ms. Griffin would be unable to attend that meeting.

The Board discussed their various schedules and have agreed to meet on July 12<sup>th</sup> and July 26<sup>th</sup>.

Ms. Griffin said the Board is scheduled to meet on August 2<sup>nd</sup> and August 16<sup>th</sup>. She asked the Selectmen how that would work for their schedules. The Board discussed their various schedules and have agreed to meet only once in August, on August 16<sup>th</sup>.

Ms. Griffin said on July 30<sup>th</sup> and 31<sup>st</sup> the Nihonmatsu students are coming with their chaperones. Ms. Griffin has also just received an email that a soccer team from Germany, that has an exchange program with the city of Keene, is coming that weekend to play a U14 or U16 Lightening Soccer team, in Sachem field. They have invited those who might like to participate, to welcome those German students.

Vice Chairman Connolly said the Nihonmatsu visitors will include the mayor of Nihonmatsu. There will be two celebrations, one on Saturday night with the students and Dartmouth College and one on Sunday night for the mayor.

Selectman Lubrano said we will have visitors from Joigny, France arriving the last week in September. The advisory committee would like the Selectboard to do something to welcome them as well.

## **13. SELECTMEN'S REPORTS**

### **Peter Christie**

Selectman Christie reported the Recycling Group met and is gearing up to help with the promotion for the new recycle format that is starting up some time in September or October. They will also be exhibiting on the Green on July 4<sup>th</sup>.

The concept of a Hanover Environmental Committee is moving forward. Their next step will be to complete their charter and eventually bring it to the Selectboard.

Selectman Christie reported that he also had the opportunity to meet with the Senior Advisory Committee. They are enjoying the new center tremendously. They have a great deal of activities going on.

**Katherine Connolly**

Vice Chairman Connolly reported the Planning Board had a meeting that included a discussion with their consultants on implementing the Zoning Ordinance Master Plan. The discussion centered primarily on the in Town developments. The last meeting the Planning Board had dealt with the improvements at the treatment plant. There are also plans for a wireless tower in the white church steeple. The Planning Board also saw the next step in the Velvet Rocks development. The Planning Board has approved Dartmouth Printing's new parking lot, with the condition that they deal with all the easements necessary.

**Bill Baschnagel**

Selectman Baschnagel reported the PTB met. The Marshall Lot is finally finished; it has been entirely rebuilt and the pavement markings are in place. One thing that is going to change there is the Parking Operation. In the past, customers would park in a numbered space and then put their money in the corresponding slot. This is going to be reversed. Under the new parking operation, the customers will go and pay their money and get a ticket that will be displayed in their car. This will allow Sergeant O'Neill to eliminate the numbered signs and posts.

The Dartmouth and Thompson lot combined shuttle has been running very successfully since it started. The ridership on the shuttle is up 30%.

Selectman Baschnagel reported the Upper Valley Trails Alliance new executive director is in place. They will be having an organizational meeting to launch their study July 1<sup>st</sup>.

**Allegra Lubrano**

Selectman Lubrano reported there are several families from Joigny, both chaperones and adults, coming the end of September.

**14. OTHER BUSINESS**

There was no other business.

**15. ADJOURNMENT**

**It was MOVED by Selectman Lubrano and SECONDED by Selectman Baschnagel to adjourn the meeting at 9:27 pm. THE BOARD VOTED UNANIMOUSLY TO ADJOURN THE MEETING AT 9:27 PM.**

### SUMMARY

1. **Selectman Baschnagel MOVED and Selectman Lubrano SECONDED that the Selectboard accept the modified policy as proposed. THE BOARD VOTED UNANIMOUSLY TO ACCEPT THE MODIFIED POLICY AS PROPOSED.**
2. **Selectman Baschnagel MOVED and Selectman Lubrano SECONDED that the Selectboard accept the recommendations of the Advisory Board of Assessors as outline in the memo dated June 3, 2004. THE BOARD VOTED UNANIMOUSLY TO ACCEPT THE RECOMMEDATIONS OF THE ADVISORY BOARD OF ASSESSORS AS OUTLINED IN THE MEMO DATED JUNE 3, 2003.**
3. **Vice Chairman Connolly MOVED and Selectman Baschnagel SECONDED that the Selectmen issue a dog warrant for 2004. THE SELECTBOARD VOTED UNANIMOUSLY TO ISSUE A DOG WARRANT FOR 2003.**
4. **It was MOVED by Chairman Walsh and SECONDED by Selectman Baschnagel to set a public hearing on Monday, June 21 2004 to consider proposed rates and fees for FY 2004-2005. THE BOARD VOTED UNANIMOUSLY TO SET A PUBLIC HEARING ON MONDAY, JUNE 21 2004 TO CONSIDER PROPOSED RATES AND FEELS FOR FY 2004-2005**
5. **It was MOVED by Vice Chairman Connolly and SECONDED by Selectman Lubrano to authorize the Town Manager to sign a lease agreement on behalf of the Town, for the Howe Library copier. THE BOARD VOTED UNANIMOUSLY TO AUTHORIZED THE TOWN MANAGER TO SIGN A LEASE AGREEMENT ON BEHALF OF THE TOWN, FOR THE HOWE LIBRARY COPIER.**
6. **It was MOVED by Selectman Baschnagel and SECONDED by Vice Chairman Connolly to approve the sewer abatements as recommended by Ms. Betsy McLain in her memo dated June 4, 2004. THE BOARD VOTED UNANIMOUSLY TO APPROVED THE SEWER ABATEMENTS AS RECOMMENDED BY MS. BETSY MCLAIN IN HER MEMO DATED JUNE 4, 2004.**
7. **It was moved by Vice Chairman Connolly and SECONDED by Selectman Baschnagel to ADJOURN as the Hanover Selectboard and CONVENE as the Hanover Housing Authority. THE BOARD VOTED UNANIMOUSLY TO ADJOURN AS THE HANOVER SELECTBOARD AND CONVENE AS THE HANOVER HOUSING AUTHORITY.**
8. **Selectman Baschnagel MOVED and Vice Chairman Connolly SECONDED to accept the changes, as proposed to the HUD Handbook. THE BOARD VOTED**

**UNANIMOUSLY TO ACCEPT THE CHANGES AS PROPOSED, TO THE HUD HANDBOOK.**

- 9. Chairman Walsh MOVED and Selectman Baschnagel SECONDED that the Board ADJOURN as the Hanover Housing Authority and CONVENE as the Hanover Selectboard. THE BOARD VOTED UNANIMOUSLY THAT THE BOARD ADJOURN AS THE HANOVER HOUSING AUTHORITY AND CONVENE AS THE HANOVER SELECTBOARD.**
- 10. Vice Chairman Connolly MOVED and Selectman Baschnagel SECONDED that the Selectboard appoint David Minsk to the Joint River Commission. THE SELECTBOARD VOTED UNANIMOUSLY TO APPOINT DAVID MINSK TO THE JOINT RIVER COMMISSION.**
- 11. It was MOVED by Vice Chairman Connolly and SECONDED by Selectman Baschnagel to approve the minutes of May 17, 2004 as amended. THE BOARD VOTED UNANIMOUSLY TO APPROVE THE MINUTES OF MAY 17, 2004 AS AMENDED.**
- 12. It was MOVED by Selectman Lubrano and SECONDED by Selectman Baschnagel to adjourn the meeting at 9:27 pm. THE BOARD VOTED UNANIMOUSLY TO ADJOURN THE MEETING AT 9:27 PM.**

**Respectfully Submitted,**



**Allegra Lubrano, Secretary**