

FINAL

BOARD OF SELECTMEN'S MEETING

MARCH 17, 1999

7:30 P.M. - MUNICIPAL OFFICE BUILDING - HANOVER, NH

The meeting of the Board of Selectmen was called to order at 7:30 p.m. by the Vice-Chairman, Brian Walsh. Present were: Marilyn W. Black, Chairman; Brian Walsh, Vice Chairman; Katherine S. Connolly; John Manchester; John Colligan; Julia Griffin, Town Manager; and members of the public.

Mr. Walsh announced that this meeting was being taped by CATV 6 and that hearing enhancement equipment was available for anyone who wished to use it.

1. PUBLIC COMMENT.

There was no public comment.

2. RECOMMENDATIONS TO CONDUCT PUBLIC HEARING AND APPROVE PROPOSED FY 1999-2000 BUDGET.

Mr. Walsh suggested that a tentative target for the tax rate increase be set, followed by a walk-through of the budget items which came up for review in the previous six sessions and consideration of the wish list.

Mr. Walsh indicated that the Board had charged Ms. Griffin to come up with a budget at inflation, which was 1.6%, and there was also discussion about a zero percent increase given the events going on in Concord and how they might affect Hanover. In addition, the Board had previously discussed seeing if the tax rate could be taken down below zero percent. Mr. Walsh stated that he believes the budget can come in at a tax rate even with last year without sacrificing anything that is terribly important to the Town. He wished to propose that the target be a zero percent tax increase.

Ms. Black stated that her preference would be to go with the inflation rate of 1.2% until the Board has had a chance to go through the wish list; after addressing items on the wish list, she would hope that the tax rate increase could get back to zero percent.

Ms. Connolly indicated that she is more comfortable with a 1.2% increase, realizing that it is impossible to predict what will be coming from Concord, but at the same time realizing that the Town budget is only one-third of the total tax.

Mr. Manchester indicated that he would prefer a zero percent tax increase, mainly because of what is going on in Concord but also considering the fact that there is additional revenue coming into the budget from registrations, dog licenses, etc.

Mr. Colligan stated that he would also prefer a zero percent increase. He thanked Ms. Griffin and Mr. Gilbar for their work in identifying areas where savings might be realized.

The Board proceeded to go through items from the budget memo of March 15th which addressed all of the questions raised by the Board and items placed on the wish list.

01-091-125 - Interest on Delinquent Taxes

Mr. Walsh pointed out that Ms. Griffin and Mr. Gilbar concur that \$15,000 is a reasonable amount to add to this budget for a total of \$53,000.

Ms. Connolly stated that she is uncomfortable with this addition as she feels it will be difficult to predict.

It was agreed that \$15,000 will be added to Interest on Delinquent Taxes.

01-092-250 - Building Permits

Mr. Walsh pointed out that Jonathan Edwards and Ms. Griffin had both recommended that this item be increased from \$140,000 to \$255,000. Ms. Black stated that until a public hearing is held, she thinks this figure is much too high.

Ms. Griffin explained that Mr. Edwards' analysis proposed removing the \$50,000 cap which principally impacts buildings only over \$10 million in value. He trended forward looking at the building permit log for April through June of 1998 to get a picture of building permit activity.

Mr. Walsh's reaction was that this recommendation allows no flexibility to look at fees. Ms. Griffin indicated that if the Board went to \$80,000 rather than \$115,000, it would put the Town in a comfortable zone until a public hearing could be held. She believes that the public hearing will indicate that people do not want their fees to increase, but in comparison to other communities of a similar size, Hanover's fees are lower. She feels that over time the Board may want to discuss a phase-in so that ultimately the cap is eliminated but phased in over two or three years.

The Board agreed to add \$80,000 to this item.

01-093-331 - Howe Fines

Ms. Griffin indicated that the issue with this item is whether or not overdue fines for videos should be reduced. The fine is currently set at \$1 per day. Marlene McGonigle explained that this is the one area with which the Library receives the most complaints from its patrons. She added that when the video collection was first started, it was small and it became important to get the videos back on time. Now that the collection is quite large at 1,300 videos, there is not quite as much urgency in getting them back on time. Ms. McGonigle noted that rentals for a video are for a week, and they can be renewed for a week.

Mr. Walsh asked how much revenue would be generated by staying with the present fine as opposed to making the fine for video tapes equal that for books. Ms. McGonigle answered that it would generate about \$4,000. This figure represents 25% of the Library's total revenues, and about 9% of its services.

Ms. Griffin pointed out that the revenue generated in the budget would be \$3,000 rather than \$4,000, because this year's budget is \$15,000 and the recommendation for next year was \$12,000, for a reduction of \$3,000.

The Board agreed that the \$1 per day fine should stay as it is.

01-097-750 - Transfer from Reserve

Ms. Griffin explained that this item is for the police cruisers because an insufficient amount was budgeted in the police patrol budget for the full cost of acquiring the four new cruisers. Revenue will be increased by this amount, but likewise the related expenditure, resulting in no affect to the bottom line of the budget.

The Board had no objections to this increase.

01-097-760 - Fund Balance Used

Mr. Walsh indicated that Ms. Griffin had suggested that another \$25,000 in this line item would not be unreasonable. Ms. Griffin explained that this issue deals with how quickly the Town wishes to wean itself off reliance on Fund Balance to help reduce the increase in taxes. The goal was to try and get there a little more quickly, but she feels that another year will not make a major difference. She added that part of the goal is to continue to increase the Town's undesignated fund balance so that the rating agencies would be more likely to look favorably on the Town as it goes for an upgrade.

Mr. Gilbar stated that the Fund Balance is roughly between \$450,000 and \$500,000. Ms. Griffin indicated that this recommendation would add another \$25,000 to \$50,000 to that number if the Town weaned itself off using the fund to essentially balance the budget.

The Board decided to discuss this item further after it has dealt with other changes to the budget.

Police Matching Grant and COPS More Grant

Ms. Griffin explained that the Police Matching Grant can be applied for every year for New Hampshire Highway Safety Agency funds. This year additional radar directed patrols and an extra radar device will be purchased with the funds. The Highway Safety Agency matches on a one-to-one basis. She suggested that the Town apply next year for those funds so that it does not have to budget the \$3,000 match at this time. Likewise, it cannot budget the receipt of the \$3,000 in revenue.

Ms. Black stated that she feels it would be silly to eliminate this from the budget. The Board agreed with keeping the Police Matching Grant in the budget.

Regarding the COPS More Grant, Ms. Griffin explained that this would fund an additional patrol officer in the Police Department. In the revenue section of the budget, 094-447, the receipt of revenue from the Department of Justice is recognized to fund about two-thirds of the cost of the police officer, or \$25,381. The position would be funded by the Department of Justice for three years, and at the beginning of year four the community would inherit the full cost for salary and benefits for that position. The Department of Justice's goal with this program is to permanently increase the size of police departments by providing financial incentives over a three year period. She added that it is not appropriate to eliminate the position when the federal money runs out.

Police Chief Giaccone commented that the grant is intended for community policing, and would allow an officer to spend more time with a victim or claimant in order to do some creative problem solving. He also pointed out that in three years he might be asking for another police officer anyhow. If the added officer is dropped at the end of the federal funding, the government has the right to recollect all of the money given to the Town.

The Board agreed to keep the COPS More Grant in the budget.

Expenditures - General Fund

01-110-690 - Selectmen Miscellaneous

Ms. Griffin explained that this account depends on the year and activities that are engaged in by the Selectmen. The issue is whether or not it should be increased because \$8,500 is what is budgeted. She feels that if expenditures are carefully watched it will be possible to stick to the \$7,500 target.

The Board agreed to keep this item at \$7,500.

01-110-491 - Public Transportation - Advance Transit

Ms. Griffin explained that the issue with this account is why it is included in the Selectmen's budget. Ms. Black answered that historically it was placed in the Selectmen's budget because no one else wanted it, and because it was for the public good.

Ms. Griffin pointed out that \$100 was spent over what was budgeted, and Mr. Gilbar will track these expenditures.

Mr. Walsh indicated that he would prefer to see this included in the parking budget, as he feels that the transportation system for the Town needs to be managed as a whole.

Ms. Griffin stated that Hanover's share of Advance Transit represents less than 1/3 of the total, and added that Lebanon is now paying more than

Hanover for the free fare zone. The figure represents the Town's municipal contribution to Advance Transit.

01-120-140 - Overtime - Town Manager

Ms. Griffin indicated that this represents the Secretary's overtime in the Town Manager's office. This item was flagged as the Board felt that additional clerical support might be needed in Ms. Griffin's office. Ms. Griffin explained that she feels it is an issue of funding priorities this year. She added that there is a half-time clerical person in the Planning and Zoning Office scheduled for next year to help them get caught up; it is very likely that this person would migrate to the Town Manager's office a year from next year to begin helping with administrative staff work.

01-120-810 - Town Manager's Education Fund

Mr. Walsh noted that it had been suggested by Ms. Griffin that the Town Manager's Education Fund could be decreased by \$750, and that the Human Resources Education Fund could be decreased by \$500. He asked what would be lost if those expenditures were cut. Ms. Griffin answered that the amount of outside meetings and conference activities would be cut back.

The Board agreed to take \$750 from the Town Manager's Education Fund and \$500 from the Human Resources Education Fund.

01-133-110 - Town Clerk's Salaries

Mr. Walsh stated that the Board had asked that the administration look at what it would take to keep the Town Clerk's office open for extended hours. Ms. Griffin presented three options: to try to work with scheduling, to spend \$2,700 in overtime for the year, to stay open an hour and a half longer on a specific night, and to spend two hours longer on a specific night.

Mr. Gilbar explained that a staff meeting was held recently. At that meeting he learned that about sixteen years ago the Town Clerk's office hours were extended until five o'clock each day. This was tried for about four months, apparently without enough increase in taxpayer use of additional services. Another problem which occurred was that people were coming in for building permits and taxes as well during those hours when only the Town Clerk section was open. Staff has asked that if the Town Clerk's office is open for an extended period of time, what can be done about people coming in for additional services. If other areas are also open for extended periods, there will be additional costs for those offices. Mr. Gilbar explained that there are a few different options, but the bottom line is that perhaps a survey should be sent out with the Town Report to understand what the taxpayers' wishes are.

Ms. Griffin suggested adding the \$2,700 with the notion that the extended hours would be on a trial basis, with only the Town Clerk functions available. She added that marketing of the extended hours needs to be done carefully so that people are not misled to think they can do other

business. If the townspeople are receptive to having those services available during extended hours, she suggested that the Board may want to look at being open more days at extended hours, sliding the hours rather than incurring overtime.

The Board agreed to increase Town Clerk's salaries from \$56,405 to \$59,105.

01-141-110 - MIS Salary

Mr. Walsh indicated that the objective of the addition of the MIS person is to put the Town in a place where there is permanent computer support available. The sum of \$50,000 has been budgeted for this position.

In looking at the cost benefit plan that was presented, Mr. Colligan stated that he feels it was not real persuasive. He added that while he understands the possible benefits, he wonders whether it would be possible to experiment with a .5 position rather than a full-time position in this year's budget. Mr. Gilbar answered that a half-time person is what has been used, and it is simply not sufficient to meet the Town's needs.

Mr. Colligan asked if hiring this person would make it possible for the Town to have a Web site that would allow people to conduct Town business, which would presumably eliminate the need for certain jobs. Mr. Gilbar explained that there are a lot of things now that are not being done because the personnel is not available to do them. He added that there are projects that they consistently run into that they do not have the resources to deal with. Ms. Griffin pointed out that a half-time person in this position might have worked four or five years ago, but is not sufficient at this point in time. She stated that she would absolutely refrain from cutting this position above all others; this was the number one priority.

Mr. Walsh indicated that he feels this amount needs to be in the budget to get something in place that can be counted on for a long time. He hopes that this does not increase to a person and a half, for instance. He added that \$50,000 is required to get someone qualified for the position.

The Board's consensus was to keep the \$50,000 in the budget for the MIS coordinator.

Mr. Colligan stated that in discussions next year he would like to have a much more detailed cost benefit analysis for this position, and added that he cannot justify funding the position at this time.

Legal Services

Mr. Walsh stated that Ms. Griffin had recommended cutting this item from \$110,000 to \$100,000. Ms. Griffin explained that her recommendation was due to two cases that will not be going forward. More detail on the legal budget will be prepared during the first week in April, with a history of the Town's legal activities included in the Town Report.

01-410-410 - Electricity

Ms. Griffin explained that a total amount of \$19,074 can be deducted from all of the 410 line items because of rate decreases.

01-181-115 - Planning and Zoning, Part-time

Mr. Walsh indicated that this item is for a clerical person who would be part-time at the Planning and Zoning office, and part-time in the Public Works Fleet Maintenance office, at a cost of \$26,000 plus benefits. He pointed out that this represents the third position that is to be added in this budget. Ms. Black noted that in addition a senior planner and a half-time zoning inspector have been added in the Planning and Zoning Office.

Ms. Connolly feels it is important to keep this position in the Planning and Zoning office, particularly with the prospect of that person migrating down to the Town Manager's office part-time in the future.

The Board agreed to leave this position in the budget.

01-230-890 - Outside Agencies Changes

Ms. Griffin recommended that Grafton County Senior Citizens could be reduced by \$200, and that Youth-in-Action could be reduced from \$12,000 to \$11,500. The Board agreed to leave these two organizations' budgets as they appear, and not to reduce them as recommended.

The Board also agreed to leave LISTEN, Headrest, WISE and Hospice as budgeted.

Howe Library Pages' Salaries, Substitute Salaries, Work-Study Salaries and Etna Salaries

Mr. Walsh pointed out that these items included errors in mathematics, and that their respective budgets would be changed accordingly.

01-321-670 - Books and Subscriptions

Ms. Griffin pointed out that the Board had requested more detail in what was spent for books and subscriptions by departments. She added that there are increases shown in Human Resources and Planning and Zoning, which are a reflection of increased professionalism in those two operating areas. There was a minor increase in Public Works for books and subscriptions which is attributable to a new department head with interests in additional areas. Increases in administration are due largely to beefing up of the Human Resources collection of employment law related information and periodicals. There are other minor increases as well in other departments; Ms. Griffin added that these increases are seen as an effort to try to improve the level of resources that the Town has.

01-322-901 - Police Patrol Charges to Parking

Ms. Griffin pointed out that last year \$79,750 was charged to parking. In

this current year's budget \$80,128 was charged from police patrol to parking, which was decreased in the proposed budget for next year to \$63,750. She sees no reason for the decrease, as the level of effort in the parking area is not diminishing. The downside to this is that the additional expenditure has to be absorbed on the parking fund side.

Mr. Walsh stated that it seems clear that this amount ought to be restored to the parking fund and taken out of the general fund.

Police Patrol Equipment Reserve

Ms. Griffin urged the Board to defer this discussion regarding whether the vehicles should be replaced in two or three years. The decision does not need to be made this year, and she suggested that the Board see where the Town is in a year from now.

01-410-810 - Public Works Education

Mr. Walsh stated that Ms. Griffin had suggested taking \$1,000 out of this item. Ms. Black cautioned that the Board should be careful when it keeps taking money out of education because keeping the staff up-to-date is very important. Ms. Griffin pointed out that last year the money in this account was not spent.

01-410-830 - Public Works Meetings and Conferences

Ms. Griffin suggested that this item could be reduced by \$500; the Board concurred with her suggestion.

01-422-618 - Winter Maintenance Materials

Ms. Griffin indicated that the issue in this account is whether it should be increased to be sure the Town is covered for sand and salt in highway winter maintenance. She added that last year \$99,000 was spent, and this year \$126,425 was budgeted. She reduced the request to \$117,275 for next year based on last year's actual expenditures and this year's year-to-date expenditures. Ms. Griffin pointed out that there is enough flexibility in the Public Works budget to allow for this reduction. The Board agreed to leave the amount budgeted for Winter Maintenance Materials as is.

Fleet Outside Repairs

Ms. Griffin indicated that Frank Austin feels that this is very much a contingency fund, and he worries that pieces of equipment such as the snowblower may break down that would be quite expensive to repair. The amount in this fund is not spent if it is not needed.

Grounds - Charges to Parking

Ms. Griffin indicated the issue with this item is whether or not it should be increased. These charges partly include snowplowing, but also grounds maintenance for parking lots. She did not recommend an increase, and the Board agreed to leave this item as it is currently budgeted.

Recycling - Postage

Ms. Griffin explained that plans are to include the recycling newsletter and calendar mailing in the Town Report twice a year, rather than to do a separate mailing, eliminating \$850.

01-510-430 - Municipal Building Repair

Mr. Walsh indicated that there is \$17,500 in the budget for this item, and Ms. Griffin had suggested that \$2,500 could be deleted. Ms. Black recommended that it be left at \$17,500 so that the roof could be repaired. Ms. Griffin pointed out that she does not feel the roof will require even \$15,000 to repair. The Board agreed that it would prefer to leave \$17,500 in the budget and have the repair work come in under budget, putting the excess money into fund balance.

01-510-741 - Municipal Building

The Board agreed to leave the amount of \$8,500 in the budget for renovations of the meeting room.

01-511-430 - Building Repair - Community Center

Ms. Griffin suggested increasing this item to \$2,500 in order to get the Community Center exterior painted. The Board agreed with this increase.

Heat - General Fund

Ms. Griffin recommended decreasing this amount by \$800 in a continuing effort to try to refine heat estimates. The Board agreed to decrease this budget by \$800, and also agreed to eliminate heat for Shed 2, account number 01-522-411.

Cemeteries - Restoration

Mr. Walsh recalled that the conversation regarding this item was how the money would be spent. Ms. Griffin indicated that if the Board chose to use local help, the budget for this item could be cut from \$5,050 to \$3,500. Ms. Black suggested that the budget be kept as is, and by using a local firm more stones could be restored. The Board agreed to leave the \$5,050 in the budget, but to use a local firm to do the restoration work.

Revaluation Update

Ms. Connolly asked why this item was recommended to be cut. Ms. Griffin explained that it might make sense to budget \$30,000 in the first year rather than to budget \$20,000, \$20,000 and \$10,000, for a total of \$50,000. Part of her reasoning is she does not know whether the money will be needed for a revaluation update, or whether it will be needed to hire a part-time staff person if the state-wide property tax is implemented.

Mr. Colligan indicated that given the uncertainty as to whatever tax package will solve the education problem, it is probably reasonable to expect that it will take some time before those impacts, particularly with regards to real estate, will be felt. He wondered if the data collected would be more valuable using a current appraisal than starting to begin in a year when the state-wide property tax will be implemented and the full impact is not known as to where property values will settle. He feels that given the uncertainty this item should be cut. He does not believe the Town will be penalized by proceeding slower on its revaluation.

The Board agreed to reduce this item by \$10,000.

Mr. Gilbar stated that the above changes made by the Board resulted in a tax rate decrease of 15 cents, which is 2.8%, bringing the budget to net \$174,000 less in taxes than it was initially.

The Board proceeded to discuss items which were included on the wish list.

1. Shift of Land Use Change Tax Revenue into the Land Acquisition Fund - \$20,000.

Ms. Griffin stated that this issue dovetails with the discussion the Board had recently with the Conservation Commission. She indicated that the Town now takes in over \$20,000 a year in Land Use Change Tax, but the first \$20,000 flows into the General Fund, and anything over that goes into the Land Acquisition and Capital Improvements Fund.

Mr. Walsh noted that this would basically result in a decrease in revenue of \$20,000, which is in line with the proposal by the Conservation Commission and the Conservation Council. He feels that this decrease should be recognized in revenue on the assumption that it will be a warrant article. The Board agreed to reduce this line item by \$20,000 in revenue.

2. Set Aside Funds for Additional Traffic Signal - \$40,000.

Ms. Griffin explained that \$40,000 is the average cost for a signalized intersection. She indicated previously that there are four key signals to think about - one is in Etna, for which \$40,000 has been included in this budget in the event the traffic engineers determine that a signal is required. Additionally, there is a desire for a signal at Summer and Park, an upgrade of the signal at Wheelock and Park for a pedestrian walk phase, and a signal at Lyme Road and Reservoir Road during peak traffic activity, to be utilized basically during school hours.

Mr. Colligan stated that he does not want to see this item in the budget for two main reasons. One reason is that it represents a lot of money on one item, and also it is not known from the community what their priorities would be to the extent they wished to pay for more traffic lights. He does not feel comfortable making a budget decision without community input, and would rather spend this money on some of the smaller items.

Mr. Walsh suggested that funds be put into a capital improvement program over a period of eight to ten years to pay for the required signals. Ms. Connolly pointed out that there is a need for two and a half signals, and \$40,000 is not adequate to fund those. She is uncomfortable taking this out of the budget.

Bill Baschnagle pointed out that Advance Transit has problems at Park and Wheelock which affects not only the schedule of that particular run, but also the following run, resulting in a rippling effect felt throughout the system. He added that for the next two years during the construction process the problem will become worse. He stated that there have been efforts to get employees in Town to use the shuttle system and Thompson Arena, and one of their very real concerns is that the bus is not reliable now. The main reason for this is the difficulty of getting the bus in and out of that lot.

Mr. Colligan asked if there was ever discussion about moving spaces being used in Thompson Arena over to the medical school where there is a traffic light. Mr. Baschnagle stated that he feels certain the Co-op employees and the high school students would not move from Thompson Arena. Ms. Griffin pointed out that out of 160 spaces available, only 1/3 are used, with between 25 and 30 percent of those spaces used by downtown employees. The remainder of spaces are occupied by high school students and Co-op employees.

Mr. Colligan thinks it is worth exploring other possibilities for parking where there would be easier access for the bus. Mr. Baschnagle believes that this suggestion might make it easier for the bus, but more difficult for people.

Clint Bean suggested that there are many pieces to the parking puzzle, and to look at one piece by itself does not really put everything together. He thinks that there needs to be a dedicated discussion to talk about all the causes and effects of the parking system, and the changes and alternatives that need to be applied when making decisions.

Chief Giaccone noted that several locations have been identified that potentially need traffic signals, and should the school system decide to move out onto the Reservoir Road area, the need for a light at the Reservoir Road/Lyme Road area will become more important.

Mr. Walsh suggested that this item be left for further discussion after the Board has addressed all items on the wish list.

3. Funds for Initial Phase of GIS Implementation - \$15,000.

Ms. Griffin explained that there are no funds in the budget for GIS implementation, but that a team consisting of Mike Ryan, Jonathan Edwards, Peter Kulbacki and Mike Gilbar are looking at alternatives for beefing up the GIS system. They arrived at this approach, which is relatively inexpensive in comparison to some of the other price estimates which were received. This approach would enable the Town to get a significant workable GIS system in place without spending a lot of money.

Peter Kulbacki gave a brief description of the GIS system, which is a Graphic Information System.

Ms. Connolly pointed out that this would make it easier to be integrated with the rest of the planning world, as the State uses the same system. It would be easier to acquire general information from State and Federal agencies because they all share the same standard system.

Ms. Griffin indicated that if this item is funded this year, the Board is likely to see a request next year with an ongoing commitment to fund the GIS system to a small extent every year rather than make a huge investment requiring a bond.

The Board agreed with the \$15,000 request.

4. Additional Funds for North College Street Reconstruction in 2000 - \$15,000.

The Board agreed to not include this request in the budget.

5. Supplementary Funds to Hire a Part-time Health Inspector - \$7,500.

Ms. Black suggested that the part-time health inspector could be hired for \$4,000 or \$5,000. She pointed out that one restaurant in Town had closed, and the health inspector has had numerous calls from people getting sick from eating in Hanover Restaurants. She feels that this is an important position to fill.

Ms. Griffin stated that Dr. Boyle has asked if money could be included in the budget to hire a part-time health inspector to conduct regular inspections of Hanover restaurants. This would fill a void which was created when the State defunded this program as part of welfare reform and went to a smaller number of inspectors. Hanover restaurants typically only see a health inspector once every three or four months, and have had some pretty poor scores on their rating sheets.

The Board agreed to include \$4,000 in the budget for a part-time health inspector.

6. CATV Funding - \$5,000.

Mr. Colligan suggested that these funds be used to improve audio quality and help prevent occasional technical difficulty, and to purchase a wide angle lens. Ms. Black pointed out that this is a warrant article. Ms. Connolly recommended that this request be put on the warrant, therefore putting it provisionally on the bottom line and including it in the budget in order to calculate the tax rate. The Board agreed with Ms. Connolly's recommendation.

7. Retain Two Used Cruisers for Use by Police and Public Works Departments - \$7,000.

Ms. Griffin explained that the Police Department and Public Works

Department has requested that the Board consider holding back two of the old cruisers. Chief Giaccone indicated that the additional vehicle would not be a patrol vehicle, but would strictly be used for transports to schools, training, etc., rather than personal vehicles.

The Board decided to retain one cruiser to be used by both the Public Works Department and the Police Department.

8. Nihonmatsu and Joigny Sister City Funding - \$2,000.

The Board agreed to budget \$1,000 for both Nihonmatsu and Joigny Sister City Funding. These items are also warrant articles.

9. Additional Funding for Youth-in-Action as Requested - \$1,250.

The Board agreed to not fund the additional amount of \$1,250 for Youth-in-Action.

10. Additional Funding for Hanover Historical Society - \$2,250.

Ms. Griffin explained that the Historical Society had actually requested only \$1,250, and that this item will also be a warrant article.

11. Additional Funding for Police Department Requests.

- a. Travel and training - \$1,000
- b. Shredder - \$2,300
- c. Camera for investigations - \$1,400
- d. LAN e-mail for cruisers - \$3,000
- e. MDT improved coverage - \$9,000

Chief Giaccone indicated that his priorities in the above requested items would be the camera for investigations, MDT improved coverage and the shredder, for a total of \$12,700. The Board agreed to include these items in the budget.

12. Additional Funds for Howe Computer Repair and Maintenance - \$3,000.

13. Reserve Fund for Replacement of Aging Microfilm Reader/Printer - \$5,000.

14. Additional Computer Supplies

Referring to the above items, Ms. McGonigle indicated that the \$5,000 for the reader/printer represents only half of the cost; it is in the capital improvement budget in an attempt to include half of the cost in this year's budget and half for next year.

The Board agreed to include the \$5,000 for the microfilm reader/printer in the budget. Ms. Connolly recommended that the request for computer supplies be postponed until the MIS coordinator is on board. The Board agreed with Ms. Connolly's recommendation not to include the funds requested for computer supplies.

15. Skateboard Park Obstacles - \$2,000

Ms. Black pointed out that Hartford is building a large skateboard park. The Board decided to not include the \$2,000 for skateboard park obstacles in the budget.

16. Funding for ACORN, as Requested by Agency - \$2,000.

Ms. Griffin indicated that this funding request is also a warrant article.

17. Additional General Fund Revenue Source - Implementation of Motor Vehicle Surcharge for Transit Projects - \$25,000.

Ms. Black commented that the Bicycle Path Committee is very interested in this item as the money is required to go for transportation enhancement. Ms. Griffin pointed out that the funds can be used for anything from paving programs to traffic signals to mass transit to bicycle path enhancements. The range of eligible recipients of this funding is very large. She added that this needs to be a warrant article which is then voted on by the Town. Given that the Town has not voted on this yet, Mr. Walsh does not think it should be recognized as revenue.

Taking into account the Board's changes shown above, Mr. Gilbar indicated that the tax rate is now down 1.1%, or \$103,925, representing a decrease of 6 cents on the tax rate. Putting back in the traffic signal and adding back in the fund balance would result in a 3 cent tax rate increase, or .6 percent. Ms. Griffin noted that only including \$20,000 for the signal rather than \$40,000 would put the budget at a zero percent tax rate increase.

Ms. Connolly stated that she feels the traffic signal should be kept in the budget.

Mr. Walsh asked if starting a capital improvement program for traffic signals would be workable; Ms. Griffin answered that it would absolutely be workable.

Ms. Black indicated that she would like to see the difference of a traffic person directing traffic during the two peak hours at Thompson Arena versus the cost of a signal, when for 90% of the day a signal is not needed. She feels that a crossing guard would be a lot more effective and make motorists a lot happier.

Ms. Griffin pointed out that if the traffic signal is not required at Schoolhouse Lane in Etna this year, she would come back to the Board and recommend that the \$40,000 in the budget be spent at Park and Summer.

Mr. Walsh stated that he feels there should be a capital improvement program to include \$15,000 to \$20,000 a year, recognizing that over the next ten years four or five major signalizations or upgrades will be required. Ms. Griffin stated that she would agree with \$20,000 included as the beginning of a capital improvement program, not earmarked for a particular signal location.

Mr. Walsh MADE THE MOTION that no funds be included in the budget for traffic signals. Ms. Black SECONDED THE MOTION and the Board of Selectmen voted two in favor, three opposed that no funds be included in the budget for traffic signals. The motion failed.

Mr. Walsh MADE THE MOTION that \$20,000 be put in the budget as the beginning of a capital improvement fund for signalization as necessary, the locations of these traffic signals to be determined, and not to be earmarked for any specific intersection. Ms. Connolly SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO PUT \$20,000 IN THE BUDGET AS THE BEGINNING OF A CAPITAL IMPROVEMENT FUND FOR SIGNALIZATION AS NECESSARY, THE LOCATIONS OF THESE TRAFFIC SIGNALS TO BE DETERMINED, AND NOT TO BE EARMARKED FOR ANY SPECIFIC INTERSECTION.

Mr. Walsh stated that taking all of the changes into consideration resulted in a zero percent tax increase. He thanked the department heads, Ms. Griffin and the Town employees for their efforts with regard to the budget. He feels that strengthening the Planning and Zoning office and adding two new positions while bringing in a zero percent tax increase results in a good job done by the Town.

The Board discussed errors in the Sidewalk Fund and adjustments in the Wastewater Treatment Plant Fund, and agreed with the changes set forth in a memo from Mr. Gilbar.

Ms. Black MADE THE MOTION to approve the adjustments to the Waste Water Treatment Plant Fund as reflected in a memo from Peter Kulbacki. Ms. Connolly SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO APPROVE THE ADJUSTMENTS TO THE WASTE WATER TREATMENT PLANT FUND AS REFLECTED IN A MEMO FROM PETER KULBACKI.

Regarding Parking Fund adjustments, Ms. Griffin recommended that the Board set the Parking Fund budget for discussion at a public hearing on Monday, April 5th. She feels the issues are significant and detailed enough to deserve the Board's thoughtful attention and require that the downtown business community be notified so that they can be part of the discussion.

Fire Fund Adjustments

Ms. Black feels that the Department can live with the recommendations regarding overtime.

Ms. Connolly stated that she has a problem regarding Fire Fund - Other Meetings and Conferences. She believes that this account can be reduced, recognizing that this is an off year for attendance at a national conference. She feels that the amount budgeted should go back down to \$1,100 this year, which will allow for administration to attend more regional conferences.

Chief Bradley explained that this does not represent the second year in a row that the Town has funded the national conference. He added that last year he was elected to the IAFC Board of Directors, and the costs of his

attendance at the conference were borne by the Association. Consequently, he invited Frank Austin to use the money budgeted last year to attend the IAFC conference in Louisville to get a better handle on ambulance vehicles and fire apparatus. Although the Chief was at the conference, he explained that he does not get any educational benefits of the conference as he is busy at Board meetings, etc. He indicated that this year his attendance will also be funded by the Association, and he intended to take one of the fire captains to the conference as well.

Ms. Connolly stated that she realizes that the amount is only \$1,100, but she still feels it is a significant amount of money to produce and feels that the budget should be cut. She pointed out that education, meetings and conferences between the fire and ambulance departments are proportionally much higher than any other department in Town, and she feels that using that money every year is unconscionable.

Mr. Colligan stated that he views the extra \$1,000 as retaining the best people you can hire, and justifies the expenditure. He feels that if it is important enough to be on the Board, it is important enough to be represented and to bring back something of value to the Town.

Account 110-830, Meetings and Conferences, will be cut from \$2,275 to \$1,175.

Mr. Gilbar stated that the total of all changes result in a zero percent increase in the General Fund; a zero percent increase in Fire Fund District 1; a one cent increase or .9% in Fire Fund Districts 2 and 3; a 3 cent increase, or 1.1% in Fire Fund District 4; and a 1 cent decrease, or minus 4.3%, in the Sidewalk Fund.

3. REVIEW AND APPROVAL OF PROPOSED FY 1999-2000 BUDGET FOR THE HANOVER HOUSING FUND.

Ms. Black MADE THE MOTION to adjourn as the Board of Selectmen. Ms. Connolly SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ADJOURN AS THE BOARD OF SELECTMEN.

Mr. Manchester MADE THE MOTION to reconvene as the Hanover Housing Authority. Ms. Connolly SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO RECONVENE AS THE HANOVER HOUSING AUTHORITY.

Ms. Black MADE THE MOTION to accept the proposed FY 1999-2000 budget for the Hanover Housing Fund. Ms. Connolly SECONDED THE MOTION and the Hanover Housing Authority VOTED UNANIMOUSLY TO ACCEPT THE PROPOSED FY 1999-2000 BUDGET FOR THE HANOVER HOUSING FUND.

Mr. Walsh MADE THE MOTION to adjourn as the Hanover Housing Authority. Ms. Connolly SECONDED THE MOTION and the Hanover Housing Authority VOTED UNANIMOUSLY TO ADJOURN AS THE HANOVER HOUSING AUTHORITY.

Ms. Black MADE THE MOTION to reconvene as the Board of Selectmen. Mr. Walsh SECONDED THE MOTION and the Hanover Housing Authority VOTED UNANIMOUSLY TO RECONVENE AS THE BOARD OF SELECTMEN.

4. NOTIFICATION OF RATE CHANGES TO BE IMPLEMENTED BY FRONTIERVISION CABLE.

Ms. Griffin indicated to the Board that a letter had been received from Frontiersvision Cable regarding changes in their fees. She pointed out that, as the Board is aware, the Town's franchise agreement does not allow any flexibility to alter the fees assessed by the cable provider. She reviewed the changes to fees as indicated on the letter dated February 24, 1999 from Frontiersvision Cable which will be effective with their customers' April bill. She pointed out that the franchise agreement as a document is old and fairly outdated, and franchise agreements which are being currently developed by communities are significantly more complex and involve more protection for the municipality. She added that Hanover will be able to renegotiate or readvertise the franchise in two years.

5. DISCUSSION OF PROPOSED BICYCLE RACE.

Nate Frick stated that he was appearing before the Board in place of Dave Lipman, who was out of town. He indicated that members of the bicycle race team covered the entire route and around Occom Pond, visiting everyone who would be affected by the road closure. Notices were left at the homes of people who were not there. He added that feedback had been generally positive, and that people were happy to be informed. He presented to the Board information regarding plans for barriers, radios and vests for volunteers. He added that there will be a police officer stationed at the corner of Maynard Street and Route 10.

Mr. Walsh thanked members of the team for all of their work, and wished them success on their race.

6. ADMINISTRATIVE REPORT.

Ms. Griffin reported that she had handed out information regarding the Sytek Plan for education funding versus the Governor's plan. In analyzing the numbers, it appears that the plan from the Governor's office would be slightly better for Hanover. The Sytek plan would result in an increase in the school portion of the tax rate in Hanover of 10.8%, while the Governor's plan would result in an increase in the school portion of the tax rate of 8.2%. This assumes that not only does the statewide property tax have to be paid, some of which comes back to the community in the form of a grant per student, but that some of the money stays in Concord because Hanover is a donor town. In addition, the assumption is that voters would choose to continue to fund the school budget at the current rate over and above the grant amount that was received from the State.

Ms. Griffin also reminded the public and the Board of a forum to be held on March 29th titled "Let's Give Them Something to Talk About" sponsored by the Community Substance Abuse Advisory Committee as well as additional organizations. The forum will begin at the Ray School with a 6:45 p.m. registration, and the meeting starting at 7:00 p.m.

7. SELECTMEN'S REPORTS.

Ms. Connolly

Ms. Connolly reported that a recent Planning Board meeting dealt with a minor subdivision, and that the Board finished most of the Zoning Amendments for the warrant.

Mr. Colligan

Mr. Colligan reported that the Conservation Commission discussed a letter from the Hanover Conservation Council regarding scenic locales, to be presented as an addendum to the scenic locales report. He suggested that a copy of this be sent to members of the former Scenic Locales Committee, as well as an indication of how the Commission decides to react to it.

He added that the Commission also expressed interest in getting input into the Land Use chapter of the Master Plan.

Mr. Colligan also reported that the next meeting of the Upper Valley Lake Sunapee Regional Planning Commission will be held in Grantham at 6:30 p.m. on March 31st.

Mr. Manchester

Mr. Manchester had nothing to report.

Ms. Black

Ms. Black reported that the visitors from Nihonmatsu will arrive on Sunday, March 21st, with dinner planned for 6:00 p.m. at the Hanover Inn. She added that there will be a meeting on Monday, March 22nd with Ms. Griffin and anyone else that wishes to discuss formalizing the creation of a friendship city with Nihonmatsu.

Mr. Walsh

Mr. Walsh had nothing to report.

8. APPROVAL OF MINUTES: FEBRUARY 15, 22, 24 AND MARCH 3

The Board decided to postpone the approval of the above minutes to the April 5, 1999 meeting.

9. OTHER BUSINESS.

There was no other business to come before the meeting.

10. ADJOURNMENT.

Ms. Black MADE THE MOTION to adjourn the meeting of the Board of Selectmen. Mr. Manchester SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ADJOURN THE MEETING.

Ms. Black MADE THE MOTION to go to non-public session to discuss a matter which may affect the reputation of an individual. Ms. Connolly SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO GO TO NON-PUBLIC SESSION TO DISCUSS A MATTER WHICH MAY AFFECT THE REPUTATION OF AN INDIVIDUAL.

SUMMARY

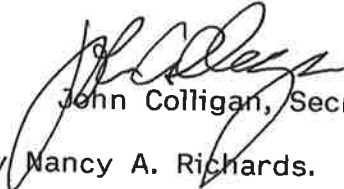
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The meeting was adjourned at 10:27 p.m.

Respectfully submitted,



John Colligan, Secretary

These minutes were taken and transcribed by Nancy A. Richards.