

FINAL

**BOARD OF SELECTMEN'S MEETING**

**JUNE 7, 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 Chairman, Brian Walsh. Present were: Brian Walsh, Chairman; Marilyn W. Black, Vice Chairman; Katherine S. Connolly; 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. PUBLIC HEARING REGARDING PROPOSED RATE AND FEE SCHEDULE FOR FY 1999-2000.**

Ms. Griffin discussed the proposed Rate and Fee Schedule for Fiscal Year 1999-2000, highlighting areas in each department where there were significant changes.

**Fire Department** - Ms. Griffin noted that there were changes with regard to routine administrative items and also recommended changes in some EMS fees. She pointed out that the fee for re-scheduling fire alarm and sprinkler tests based on failure of the requesting party to be ready when the inspector arrived had been increased from \$75 to \$200.

The only other new provision involves a mechanism for charging back costs to the client when an outside consultant is required.

**Fire and ambulance** - Ms. Griffin explained that last year the Town raised the per capita fees assessed the towns of Lyme and Norwich, which are the two other communities served by the Hanover Ambulance Service. This year, the recommendation on which the budget was prepared is that a cost of living increase be instituted each year, resulting in the fees for Lyme and Norwich being increased from \$11.50 to \$11.67 per capita, or a 1 1/2 percent increase. Ms. Griffin added that both communities are aware of this increase.

Mr. Walsh pointed out that the fundamental principle in these increases is that Hanover will provide service to the Towns it serves at cost. Ms. Griffin further explained that there has always been a per capita assessment, with Hanover being assessed at \$9 per person. The issue last year was that the per capita rate had not been adjusted in many years. The reason that Hanover's per capita cost is only \$9 is that the Fire Fund essentially absorbs the benefits associated with three of the full-time firefighters who are charged to the Ambulance Fund, a charge which is assessed out of residents' taxes rather than on a per capita basis.

Ms. Griffin continued to say that the institution of a copy fee is being recommended for requested ambulance reports. This would be the same standard fee currently charged by the Police Department for providing copies of police incident reports. The basic life support charge for residents will be raised from \$160 to \$180, which is more in line with what the competition is charging.

In addition, there is a change in the oxygen charge from \$35 to \$40, and an increase in endotracheal administration from \$25 to \$60. A decrease in IV drug administration is being recommended from \$60 to \$50, but there is an assessment of a charge for medications that might be administered through the IV as directed by the emergency physicians. That \$50 medication charge is fairly standard among other ambulance service providers. The special event standby fee is also being recommended to increase from \$75 per hour to \$85 per hour, which is a more accurate reflection of true costs.

**General administration** - Ms. Griffin indicated that the only change that has been recommended is a reduction in the charge for a diskette when providing assessing information to individuals; the recommendation is a decrease from \$25 to \$20 which would make the fee more in line with the actual cost to provide the data.

It was the Board's consensus to leave the fee for the diskette at \$25.

**Planning and Zoning Department** - The recommendation in this department represents a fairly significant overhaul in the way building permit fees are assessed. Currently, \$4.75 per permit per thousand dollars of construction cost is charged. The recommendation is to increase this to \$5 per thousand dollars of construction costs, and to eliminate the \$50,000 cap which has been in existence for some time. Ms. Griffin further explained that this fee would essentially be as follows: \$5.00 per thousand dollars of construction costs for the portion of construction up to \$10,000,000 in value; for the portion of construction between \$10,000,001 and \$20,000,000 the fee would drop to \$3.35 per thousand dollars of construction costs; and finally for the portion of construction cost exceeding \$20,000,000 the fee would drop to \$1.65 per thousand dollars of construction costs. Ms. Griffin stated that her main concern is to be assured that the level of revenue that was projected in the budget could be generated with this method; she has been assured by Jonathan Edwards that this plan will be able to generate that projected revenue.

Other minor changes in this department would be an increase in moving or demolition permits from \$30 to \$50; an increase in blanket permits for projects from \$10 to \$25; an increase for temporary certificates of occupancy from \$30 to \$50; an increase in minimum permit fee from \$15 to \$25; an increase for single unit residential items from \$15 to \$25; an increase for swimming pool permits, in addition to the zoning permit fee, from \$20 to \$25; single family housing building permits would increase from 20 cents per square foot to 40 cents per square foot; for a nonhabitable accessory structure the fee would increase from 20 cents per square foot to 25 cents per square foot; gas installation and replacement would

increase from \$15 to \$25; and oil installation would increase from \$15 to \$25.

Jonathan Edwards assured the Board that he was careful in looking at the fees to look specifically at what surrounding communities were charging for comparable services. It was determined that Hanover was significant under the market price in terms of its charges in this area. The goal was to generate enough additional revenue to fund the staffing changes and modifications that had been made over the last year which cost the Town in excess of an additional \$80,000 a year.

**Police Department** - The only change being recommended is an increase in special services from \$24.94 to \$27.00 plus a 35% administrative fee to reflect modifications made by the Classification and Compensation Study.

**Police Parking** - A change is being recommended to standardize temporary permits for monopolizing a parking meter for a day. This permit fee would now be \$7.50 per day regardless of the duration of time the meter was occupied.

There is also a surcharge being recommended for issuing a summons for an overdue parking fine. Patrick O'Neill stated that over a period of a year there are approximately 1,600 summons issued. It is felt that it is only fair to recover the \$5 cost per summons from the people who are causing the charge to be incurred.

Regarding handicapped parking spaces, the State requires that a \$250 fine apply to those individuals who drive a car with a handicapped placard, but are not handicapped themselves. The Town now charges \$75 for people illegally parked in a handicapped zone. Chief Giaccone estimated that there are approximately 100 tickets for this violation per year. It was the consensus of the Board to increase this fine to \$125. Sgt. O'Neill pointed out that this fine would double it if were not paid within a 14 day period.

**Sewer Department** - Ms. Griffin stated that there is a fairly significant restructuring of the rates based on a detailed review. Rather than charging people a yearly rental rate per thousand cubic feet, which has been the practice with a minimum fee for minimum users and a separate minimum fee for those on private wells and Town sewer, it was recommended that a base rate be assessed based on the meter size. The annual capacity charge would go up from \$85 for a 5/8" meter to \$4,250 for a 6" meter. The annual capacity charge component acknowledges that each resident benefits from the capacity potential of the wastewater treatment plant, and that everyone should share in the fixed operating costs of that plant on an annual basis, with the cost depending upon the size of a resident's meter. In addition to the annual capacity charge, there is a usage per 100 cubic feet charge of \$11.97 which is related to the variable costs of treating the sewage.

Additionally, Ms. Griffin pointed out that an annual usage rate will be used which she feels is more equitable as it takes into account the ebbs and flows in terms of the type of usage demand that people generate. With this approach, the average domestic bill would be approximately \$178.92 per

year, which is about the same as it is currently.

Mary Anne Rankin asked what instituted the proposed change. Ms. Griffin answered that for typical households there will be very little change. However, some of the larger users who make a much more significant demand on the system will see an increase which represents a much fairer allocation of the fixed and variable costs associated with operating the waste water treatment plant.

**Recycling** - Ms. Black stated that the Recycling Committee met recently and recommended an increase in dump tickets from \$1 per 42 lbs. to at least \$1.50 per 42 lbs. to bring in more money for the recycling program. Mr. Walsh indicated that he feels it is reasonable to add the 50 cents, bring the cost for a dump ticket to \$1.50 per 42 lbs.

Ms. Black indicated that the funds should be earmarked for the Recycling Committee.

**Disposal of septage** - It was determined that the fee of \$60 per 1,000 gal. of residentially generated septage was significantly below the Town's actual cost to treat it. The actual cost of treatment is approximately \$110 per thousand gal. of septage. A rate increase from \$110 per thousand gal. is being recommended for resident septage tanks, that is, tanks pumped in Hanover. Also recommended is an increase from \$75 per thousand gal. to \$130 per thousand for nonresident septic tanks in recognition of the fact that the rate payers on the system are already paying the fixed costs associated with, among other things, treating septage. The difference between \$110 and \$130 for nonresidential septage takes into consideration that those people are not sharing in the cost to maintain the fixed operating costs of the waste water plant. Also being recommended is a charge of \$200 per thousand gal. of septage from tanks pumped in communities that have banned land application of sludge.

**Recreation Department** - There are various minor changes being recommended to essentially institutionalize items that have already been implemented but have not been denoted on a fee schedule. For athletic programs, there will be a \$5 late fee charge for registration past the deadline. There will be a 70%-30% split with program instructors, with the instructor receiving up to 70% of the revenue generated by the program and the Town taking the remaining 30%. There will also be a new summer camp implemented for ages 6 - 8, with a fee of \$60 for three days a week for seven weeks. The Board discussed the idea of doubling fees for programs for nonresident participants. Mr. Walsh suggested passing the fees as proposed in this department, and revisit this issue if necessary.

**Ms. Black MADE THE MOTION that the Board of Selectmen approve the Rate and Fee Schedule for FY 1999-2000, as revised. Mr. Colligan SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO APPROVE THE RATE AND FEE SCHEDULE FOR FY 1999-2000, AS REVISED.**

**3. DISCUSSION OF PROPOSED MODIFICATION OF METER RATES AND EXTENSION OF ENFORCEMENT HOURS.**

Ms. Griffin commented that there has been some concern about the extension of enforcement hours into the evening; her only stipulation to the Board is that there was a certain amount of revenue that was to be generated by the expanded hours of enforcement that the Board adopted as part of the proposed Parking Fund budget for FY 1999-2000. One issue that has come up is that the Board consider hours of enforcement from 8 to 5 rather than 8 to 7 or 9 to 7, Monday through Saturday.

Ms. Griffin explained that the assumptions in the budget were for an increase in meter rates of 25 cents to 50 cents on specific parking spaces, and for an expansion of enforcement hours.

Ms. Connolly pointed out that it was not uncommon for municipalities to have enforcement hours of 8 to 6.

Mr. Walsh opened the discussion for public comment. Michael Yaccavone noted that if enforcement was until 6:00 p.m. it might result in a restaurant patron receiving a parking ticket while they were having dinner. He feels that since 5:00 is the end of the business day, enforcement hours should end at 5:00 as well.

Tony Perrone of Hanover Hot Tubs stated that business is down in most of the Hanover businesses, and he feels that this is the wrong time to raise meter prices. He feels that a good time to revisit the issue would be when the parking garage is completed, but does not feel it is appropriate to punish people who are having a hard time finding parking spaces by raising the meter rates and expanding the hours of enforcement. He added that he has had people cancel appointments because they cannot find a parking space.

Mr. Walsh pointed out that during the first hearing on this issue in April it was apparent that the business community strongly endorsed increasing the fee from 25 cents to 50 cents, and wished to implement the increase as soon as possible.

Mr. Yaccavone indicated that he knows a number of small business owners who are not willing to speak publicly about this issue as they do not wish their businesses to be affected. He commented that during the past six months he is aware of three businesses that have either moved to Lebanon, Enfield or Norwich, with total employees of between 30 and 35. He added that those 30 to 35 people just eating lunch in Hanover most days of the week would result in approximately \$1,000. The reasons for these businesses leaving Town would include a lack of parking, limited office space and the cost of office space. From discussions with Ms. Griffin, Mr. Yaccavone is aware that the Town's official position is that professionals should park at Thompson Arena. However, under the current situation he pointed out that parking at Thompson Arena does not make it feasible for him to walk in professional dress clothes and arrive at an appointment,

especially in inclement weather, in an appropriate manner. He would prefer to see the Town move from a culture of enforcement in parking to customer service.

Tom Byrne of the Nugget Theater pointed out that his business's competitiveness falls if people have to pay parking fees in the evening to go to the movies. He thinks it would affect the restaurants and theater greatly if people had to worry about an extra hour of enforcement. He would not be against an increase in the meter rates, but would suggest that enforcement to 6:00 would be more appropriate.

Mr. Colligan stated that since the last meeting at which this issue was discussed he has heard from several people that do not want the meters raised. Concerns have been expressed that these increases would pay for the parking garage in contrast to the understanding of the parking garage's financing when it was proposed. Mr. Colligan does not believe that enforcement should be expanded. He stated that he would like to know the breakout in the projection in terms of expanded hours of enforcement versus expense. He feels at the most the garage should be complete before the hours of enforcement are increased, not only because of the business impact but also because of the perception of people that Hanover is a friendly, receptive place to visit.

Ms. Griffin pointed out that she had asked Advance Transit to provide two proposals, one to indicate what can be done for an additional \$60,000 per year, and another to indicate what it would require to provide 10 minute turnaround times during a substantial portion of the working day and into the evening. One reason for originally recommending raising the meter rates, particularly in the core business area, was to try to address meter feeders who take up spaces that were really intended for short-term parkers. It was determined that the only way to effectively address meter feeding is to have a shuttle that would be a reasonable access from Thompson Arena to downtown.

Mr. Colligan commented that people have asked why Hanover could not just chalk tires as other communities have done. Chief Giaccone answered that chalking of tires is done.

Ms. Griffin noted that she has often felt it very difficult to be aggressive on the side of enforcing meter feeding if there is no viable alternative for the meter feeders. Up until this time, it has not been felt by the public that Thompson Arena is a viable alternative. She feels that it is critical to recommend a comprehensive series of options including raising meter rates to 50 cents in the downtown core area, coupled with an enhanced shuttle, and in addition to begin to try to manage enforcement.

Mr. Walsh wondered if there would be an answer relative to these issues from Advance Transit before the next Selectmen's meeting. Ms. Griffin answered that she does not believe she will have an answer by that date. Mr. Walsh commented that it is difficult to talk about a piece of the package without talking about the whole package. Ms. Griffin indicated that she would do her best to provide the information, but could not promise it would be available by that date. She added that the consultant

has only been on board since the end of May or beginning of June.

Bill Baschnagel stated that he would be in contact with Advance Transit on both options, with the hope of providing bounds on costs for discussion at the Board's meeting of June 21st. He pointed out that there are two people basically handling enforcement, and that both of them have a variety of jobs to do that go beyond just reading meters. He suggested that there are a number of options in terms of increasing the level of enforcement that are not strictly limited to increasing the hours of enforcement. He pointed out that there are merits to increasing hours of enforcement, but that there are also opportunities to enhance revenue collection during enforcement hours by more fairly enforcing meters.

Ms. Black indicated that although she has no problem with starting meter enforcement at 7:00 a.m., she is totally against expanding it after 5:00 p.m. She believes that some of the fines for overtime parking, etc. could be increased which would make up for an expansion in the hours of enforcement. She suggested that if not all of the facts are available by June 21st that the hearing be rescheduled for the first meeting in July.

Ms. Black asked if anyone has suggested re-instituting the practice of a couple of years ago of business owners buying tickets at reduced prices to give to customers. Clint Bean answered that those business that were involved were enthusiastic about it, but that there were low numbers of involvement. He agreed that this might be a good time to re-introduce the idea.

Mr. Walsh stated that he would prefer to have a public hearing on this issue at the Board's meeting of July 12th. He also indicated that he would like Sgt. O'Neil and Mr. Gilbar to have available at that meeting a comprehensive plan regarding an increased level of service from Thompson Arena to allow it to be a viable alternative. He would also like to see firm numbers from Advance Transit and comprehensive solutions that deal with the totality of the report that the Board has tentatively agreed upon. Additionally, he would like to hear from the business community at that meeting.

The transit consultant for Advance Transit asked for a timetable for completion of the structural changes in scheduling. Mr. Walsh answered that the day after Labor Day should be the target date for a plan that addresses the wishes of the Board in terms of 10 minute turnaround times and expansion of hours.

**4. RECOMMENDATION TO SET PUBLIC HEARING ON JUNE 21, 1999 REGARDING PROPOSED MODIFICATIONS TO PARKING ORDINANCE RELATIVE TO METER RATES, HOURS OF ENFORCEMENT, AND ADDITION OF HANDICAP PARKING SPACE.**

**Mr. Walsh MADE THE MOTION to set a public hearing on July 12, 1999 regarding proposed modifications to parking ordinance relative to meter rates, hours of enforcement, and addition of handicap parking space. Mr. Colligan SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO SET A PUBLIC HEARING ON JULY 12, 1999 REGARDING**

**PROPOSED MODIFICATIONS TO PARKING ORDINANCE RELATIVE TO METER RATES, HOURS OF ENFORCEMENT, AND ADDITION OF HANDICAP PARKING SPACE.**

5. **RECOMMENDATION TO SET PUBLIC HEARING ON JUNE 21, 1999 REGARDING PROPOSED MODIFICATIONS TO MUNICIPAL SEWER SYSTEM ORDINANCE RELATIVE TO SEWER RENTAL RATES AND CHARGES.**

Ms. Black **MADE THE MOTION** that the Board of Selectmen set a public hearing on June 21, 1999 regarding proposed modifications to municipal sewer system ordinance relative to sewer rental rates and charges. Ms. Connolly **SECONDED THE MOTION** and the Board of Selectmen **VOTED UNANIMOUSLY TO SET A PUBLIC HEARING ON JUNE 21, 1999 REGARDING PROPOSED MODIFICATIONS TO MUNICIPAL SEWER SYSTEM ORDINANCE RELATIVE TO SEWER RENTAL RATES AND CHARGES.**

6. **FURTHER DISCUSSION OF REQUEST BY UPPER VALLEY BACK ROAD TOURS TO ACCESS HANOVER CLASS VI HIGHWAYS.**

Ms. Griffin suggested that the Board communicate in writing to the representative of Upper Valley Back Road Tours their sentiment encouraging him to use tours that combine a number of the Town's gravel back roads with walking tours on segments of Class 6 highways that intersect with the gravel roads. It was the consensus of the Board to relay this information to Upper Valley Back Road Tours.

Ms. Black pointed out, however, that access to the Class 6 roads could not be legally denied.

7. **CONSIDERATION OF HUD OPTION TO DETERMINE RATIO OF ELDERLY AND DISABLED RESIDENTS IN SECTION 8 HOUSING FACILITIES BY HANOVER HOUSING AUTHORITY BOARD.**

Ms. Connolly **MADE THE MOTION** that the Board of Selectmen adjourn. Mr. Colligan **SECONDED THE MOTION** and the Board of Selectmen **VOTED UNANIMOUSLY TO ADJOURN AS THE BOARD OF SELECTMEN.**

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

Ms. Griffin indicated that Jonathan Chaffee of the Lebanon Housing Authority had informed her of an upcoming HUD deadline, but that HUD now allows an opportunity to indicate a preference for elderly or disabled residents in Section 8 housing. She added that Summer Park, located at 42 Lebanon Street, is a Section 8 housing facility which initially was primarily a senior citizens' facility, but over time because of HUD's requirements has taken in more disabled individuals.

Mr. Walsh thanked Mr. Chaffee for the services that he is able to provide as the Lebanon Housing Authority.



Mr. Chaffee asked whether the Hanover Housing Authority wished to at all limit or give preference to the elderly over the nonelderly disabled; if so, it would be necessary to set a number of units from the 24 units that exist for nonelderly disabled individuals. He added that if a preference is set in place, because there is very little turnover until some of those nonelderly disabled individuals have moved, it could be a long time before another nonelderly disabled person could be admitted. He stated that there are approximately 30 people on the waiting list, with at least five of those that are nonelderly disabled. Mr. Chaffee added that it is not possible to adopt a local preference for these housing facilities.

Mr. Colligan noted that while the recommendation on paper looks reasonable, if the changes were adopted he wondered if anyone would be harmed by those changes. Dena Romero answered that with regard to Section 8 rental vouchers, it is very difficult to find a local landlord who agrees with the terms of the voucher. She is also not aware of a lot of ground floor rental housing which some persons with disabilities would require. She stated that she would find it hard not to imagine having a cap that might make it difficult to respond to people's needs. She would advise setting a number of 6 units for nonelderly disabled, or to advocate for the highest number that the Board feels is reasonable.

Ms. Connolly asked if the term nonelderly disabled referred to physical or mental disabilities. Ms. Black answered that there is a mix of both of these disabilities. Ms. Connolly pointed out that she believes there are other local agencies that also oversee physically and mentally disabled individuals. Ms. Romero explained that there is a huge need for affordable housing in the area, and for someone on supplemental security income it is impossible to find housing unless in a subsidized housing situation.

Mr. Walsh read the three proposed resolutions contained in Mr. Chaffee's letter to the Board: 1) Be it resolved by the Board of Commissioners of Hanover Housing Authority that pursuant to the Quality Housing and Work Responsibility Act of 1998, Federal Preferences will no longer apply to Summer Park Residences."; 2) Be it resolved by the Board of Commissioners of Hanover Housing Authority that whereas Summer Park Residences were originally designated for elderly occupancy under the Section 8 Housing Assistance Payments Program for New Construction, it does hereby adopt in accordance with 24 CFR Section 880.612a a preference for occupancy by elderly families and a secondary preference for near-elderly disabled families in units reserved for elderly families and in units reserved for nonelderly disabled families. The number of units reserved for nonelderly disabled families is set at 3."; and 3) The Board of Commissioners of Hanover Housing Authority authorizes Lebanon Housing Authority to apply for and administer a number of rental vouchers not to exceed 15 for non-elderly disabled on the waiting list of Summer Park Residences and in Hanover in accordance with HUD "Fiscal Year 1999 Notice of Funding Availability; Rental Assistance for Non-Elderly Persons With Disabilities Related to Certain Types of Section 8".

It was the consensus of the Board to pass the three resolutions indicated above, and to set the number of units designated for the nonelderly disabled at 5.

Ms. Black MADE THE MOTION that the Board of Selectmen vote to approve the three resolutions contained in Jonathan Chaffee's letter as set forth above, and to set the number of units designated for the nonelderly disabled at 5. Mr. Colligan SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO APPROVE THE THREE RESOLUTIONS CONTAINED IN JONATHAN CHAFFEE'S LETTER AS SET FORTH ABOVE, AND TO SET THE NUMBER OF UNITS DESIGNATED FOR THE NONELDERLY DISABLED AT 5.

Peter Kulbacki stressed that the budget should be set sufficiently to accommodate revisions to the units for people who are disabled.

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

Ms. Connolly MADE THE MOTION to reconvene as the Board of Selectmen. Mr. Colligan SECONDED THE MOTION and the Board VOTED UNANIMOUSLY TO RECONVENE AS THE BOARD OF SELECTMEN.

**8. PRELIMINARY DISCUSSION OF GOALS AND OBJECTIVES FOR FY 1999-2000.**

The Board discussed the goals and objectives for FY 1999-2000.

**Maintain tax rate at or below the rate of inflation** - This goal was achieved. Mr. Walsh stated that the Board needs to give more thought as to whether the tax rate should go down a certain percent.

**Develop a twenty-year capital program for Capital Projects** - Progress has been made on this goal, but there is still work to be done.

**Plan integrated parking district organization** - There has been progress toward this goal.

**Have plans complete to go forward in May 1999 with Community Center and Howe Library** - This item will stay on the Board's list, and Ms. Black suggested that the Senior Center be added to it.

**Recruit and organize staff for quarterly newsletter and publish** - This goal will be left on the list. Mr. Walsh questioned whether it ought to be a quarterly newsletter. It was the consensus of the Board to have the newsletter be published on a periodic basis.

**Hold annual meetings at Department venues to review facilities and department needs. Meet on an annual basis with Town Boards and Commissions** - This will be kept on the Board's list.

**Develop planning group for Year 2000 Celebration** - Ms. Griffin indicated that there is a group of individuals interested in planning a Year 2000 celebration for Hanover. The Board discussed the current Town events which include the 4th of July Celebration, the Pond Party, and the Nihonmatsu Celebration which will be held the end of July. They discussed the idea of making the Nihonmatsu Celebration an annual summer event for

the Town.

**Appoint Planning and Zoning Taskforce with a timeline for recommendations to Planning Board and Selectmen** – Ms. Griffin pointed out that there have been so many changes in the Planning and Zoning Department, and added that discussion continues as to what might be the most effective use of the group of citizens volunteers. Ms. Connolly commented that there has also been an evolution in planning. She added that there is an enlarged group in Etna which is currently working right now on development in Etna or rural areas. Ms. Griffin indicated that she would revisit this issue for the Board to come up with a revised approach.

Mr. Colligan agreed that planning has evolved and that there has been certainly more activity in the community, with Etna leading the way with the rural areas. He stressed the importance of identifying today any changes that are needed in the ordinances.

Ms. Connolly indicated that there are now effective tools for enforcement in the newly focused Planning and Zoning Department.

Ms. Griffin commented that when the Planning and Zoning Task Force was first proposed, there was a sense coming from elements of the community that the Town was not strict enough in its adherence to regulations. She feels that now people might criticize the Town for being very restrictive.

Mr. Walsh indicated that unless the Planning Board, Conservation Commission, administration or Zoning Board feels very strongly that a Planning and Zoning Task Force is needed, he is ready to do business as it is being done currently. Mr. Colligan stated that he is comfortable with this suggestion. He added that there is no question that there have been huge strides made in enforcement, but noted that he is concerned about vision, looking forward and buildout.

**Develop policy statement and recommendations regarding how "Hanover Will Develop"** – Ms. Griffin indicated that she has a draft memo of an agreement between the Conservation Commission and the Board of Selectmen which she will send to the Selectmen. Mr. Colligan asked if it was at all possible to figure out a way to have more coordination between the Town's master planning process and the College's master planning process.

**Work with College and School District to develop long range facility and space needs for Hanover – Five Year, Ten Year, Twenty Five Year Plan** – Although there has been great progress made on this goal, there is more to do and it should remain on the list.

Mr. Colligan suggested that next year during budget discussions the School Board and the Board of Selectmen meet in a joint meeting to present their general thoughts in terms of what each is trying to accomplish on the budget. Ms. Black noted that a meeting such as this should occur in November to fit in with the budgeting process. She also suggested that it be the Finance Committee's meeting.

**Finalize negotiations for Barrett-Ransmeier Conservation land** - This goal was accomplished.

**Develop and adopt replacement ordinance fee for the current dog ordinance** - Ms. Griffin stated that Walter Mitchell is currently reviewing a draft dog ordinance.

**Conduct a Hanover resident survey to facilitate citizen participation in setting the Selectboard's Goals and Objectives (insert in quarterly newsletter)** - Mr. Colligan indicated that the point of this survey was to try to get more people involved, and as a Board to get more public discussion on the things it is trying to accomplish. Mr. Walsh encouraged the viewing audience to drop a note to Ms. Griffin indicating any objectives that they have in mind for the Selectmen or the administration for the coming year.

**Review landscaping and surface conditions of all Town parking lots and develop plan for implementing improvements** - Ms. Griffin indicated that she is actually working on that at the present time. Mr. Walsh stated that he would like to see this goal moved back to an administration goal as opposed to a selectmen's goal.

The following are Administration goals:

**Fully staff and get Planning and Zoning Department operating at full speed** - This goal was completed.

**Continue to streamline vehicle maintenance programs** - Mr. Walsh stated that this goal has been successfully completed.

**Develop Town-wide purchasing policy with Frank Austin supervising vehicles** - Ms. Griffin indicated that this project will be worked on as the Classification and Compensation Study implementation is wrapped up. She added that Frank Austin is now supervising all vehicles.

**Develop Ethics Statement for all Town volunteers and employees** - Ms. Griffin stated that she has spent a lot of time looking at ethics statements for other communities, and has now developed the first draft of what is essentially a handbook for Town employees and Town volunteers. This handbook deals with a lot more than conflict of interest, touching on ethical issues as well. Her goal is to come up with something that is clearcut and straightforward, and also to touch on lots of different ethical issues that have come up. She stated that this handbook should be ready for review by the Board in about six weeks. Mr. Walsh indicated that he would love to see the Board act on this issue in early September.

**Develop handbook for Board and Commission members** - Ms. Griffin indicated that she was focusing this year specifically on Planning, Zoning, and Conservation Commission members in trying to develop handbook materials that could be provided to them in a comprehensive fashion. She pointed out that the ethics policy manual also includes a subcomponent for Board and Commission members.

**Complete Classification and Compensation Study before labor negotiations begin** - This goal has been completed.

**Keep tuned to electrical aggregation possibilities** - Ms. Griffin stated that there are a number of potential aggregation partners in Hanover, and that she continues to work with the Municipal Association on a statewide aggregation plan.

**Complete Town's Technology Plan for networking and information distribution** - This goal will be a responsibility of the MIS coordinator.

**With Conservation Commission develop a Class VI highway and trail plan and create database of all Town-owned land and conservation lands** - This goal is in process.

**Continue to refine insurance programs for Town, focusing on cost effectiveness** - There has been work done on this goal this year, but the administration will keep focused on the bottom line.

Mr. Walsh added that an objective of the administration should be issues dealing with the Y2K problem.

Ms. Griffin will submit to the Board a list of her own goals and objectives for the coming year.

## **9. ADMINISTRATIVE REPORTS.**

Ms. Griffin reported that Senator Below has discovered what appears to be a technical error in House Bill 117 dealing with the definitions of various types of assessed or equalized value that can be used to calculate the statewide property tax burden. Mike Ryan has assured Ms. Griffin that these errors will most likely not result in an increase in bills as a result of Hanover's donor status, but he is attending a meeting on Concord to participate in discussions on this issue. Ms. Griffin indicated that she will be attending the next donor community meeting on June 14th which is meant to be a good working group session to discuss the issue of what financial needs would be for a joint lawsuit should communities consent to join such a lawsuit. This lawsuit would challenge some basis of House Bill 117. She will report back to the Board at its June 21st meeting with input from her participation in this meeting.

Ms. Griffin reported that she is also involved in a small working group that is focused on specifically looking at legislative alternatives to House Bill 117 which she feels is more likely to be successful in the long run than anything else.

Peter Kulbacki updated the Board on the water project. The plans are being finalized and sent to the State for review within a week. He anticipates opening bids on the project in early July with work to start the second or third week in July.

Mr. Kulbacki also discussed the joint bidding of paving contracts with Lebanon, Hartford, Enfield and Hanover, and indicated that it was found to be cost prohibitive due to costs of warranty and bonding.

**10. SELECTMEN'S REPORTS.**

**Ms. Connolly**

Ms. Connolly reported that the Chase Field matter is completed and finally approved. She added that the Planning Board is facing the possibility now of revoking a subdivision of nearly three years standing, which is a fairly unusual event. The hearing on this matter will be in July, with a site visit scheduled for June 15th at 5:30 p.m. The upcoming Planning Board meeting will be talking about visions and hearing about Goose Pond and its lack of a public road servicing all of the season dwellings on Goose Pond.

**Ms. Black**

Ms. Black reported that she had heard from the people in Nihonmatsu about who will be arriving in Hanover, and their need for housing for six junior high school students and six high school students for July 29, 30 and 31st.

Ms. Black also reported that the Senior Center Advisory Committee had done some wonderful planning work in outlining the actual spaces and numbers and sizes of rooms needed in a new senior center. The group is very enthusiastic about moving head.

**Mr. Colligan**

Mr. Colligan had nothing to report.

**Mr. Walsh**

Mr. Walsh reported on a wonderful 5th anniversary celebration with Hanover's twinning with Joigny recently. The people of Joigny presented Hanover with two lovely photographs of the Town.

Mr. Walsh also reported on a recent Community Substance Abuse Advisory Committee meeting. There will be a letter which summarizes what happened during the recent forum; this letter will hopefully be sent out to people in the next week or two. Work continues to go in a positive direction relative to school planning, community facilities planning, and Howe Library planning.

**11. APPROVAL OF MINUTES - APRIL 26, 1999 AND MAY 17, 1999**

**Ms. Black MADE THE MOTION to approve the minutes of April 26, 1999, as corrected. Ms. Connolly SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO APPROVE THE MINUTES OF APRIL 26, 1999, AS CORRECTED.**

**Ms. Connolly MADE THE MOTION to approve the minutes of May 17, 1999, as**

corrected. Ms. Black SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO APPROVE THE MINUTES OF MAY 17, 1999, AS CORRECTED.

12. OTHER BUSINESS.

There was no other business.

13. ADJOURNMENT.

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

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


SUMMARY

1. Ms. Black MADE THE MOTION that the Board of Selectmen approve the Rate and Fee Schedule for FY 1999-2000, as revised. Mr. Colligan SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO APPROVE THE RATE AND FEE SCHEDULE FOR FY 1999-2000, AS REVISED.
2. Mr. Walsh MADE THE MOTION to set a public hearing on July 12, 1999 regarding proposed modifications to parking ordinance relative to meter rates, hours of enforcement, and addition of handicap parking space. Mr. Colligan SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO SET A PUBLIC HEARING ON JULY 12, 1999 REGARDING PROPOSED MODIFICATIONS TO PARKING ORDINANCE RELATIVE TO METER RATES, HOURS OF ENFORCEMENT, AND ADDITION OF HANDICAP PARKING SPACE.
3. Ms. Black MADE THE MOTION that the Board of Selectmen set a public hearing on June 21, 1999 regarding proposed modifications to municipal sewer system ordinance relative to sewer rental rates and charges. Ms. Connolly SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO SET A PUBLIC HEARING ON JUNE 21, 1999 REGARDING PROPOSED MODIFICATIONS TO MUNICIPAL SEWER SYSTEM ORDINANCE RELATIVE TO SEWER RENTAL RATES AND CHARGES.
4. Ms. Connolly MADE THE MOTION that the Board of Selectmen adjourn. Mr. Colligan SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ADJOURN AS THE BOARD OF SELECTMEN.
5. Ms. Connolly MADE THE MOTION that the Board reconvene as the Hanover Housing Authority. Mr. Colligan SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO RECONVENE AS THE HANOVER HOUSING AUTHORITY.

6. Ms. Black MADE THE MOTION that the Board of Selectmen vote to approve the three resolutions contained in Jonathan Chaffee's letter as set forth above, and to set the number of units designated for the nonelderly disabled at 5. Mr. Colligan SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO APPROVE THE THREE RESOLUTIONS CONTAINED IN JONATHAN CHAFFEE'S LETTER AS SET FORTH ABOVE, AND TO SET THE NUMBER OF UNITS DESIGNATED FOR THE NONELDERLY DISABLED AT 5.
7. Ms. Connolly MADE THE MOTION to adjourn as the Hanover Housing Authority. Mr. Colligan SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ADJOURN AS THE HANOVER HOUSING AUTHORITY.
8. Ms. Connolly MADE THE MOTION to reconvene as the Board of Selectmen. Mr. Colligan SECONDED THE MOTION and the Board VOTED UNANIMOUSLY TO RECONVENE AS THE BOARD OF SELECTMEN.
9. Ms. Black MADE THE MOTION to approve the minutes of April 26, 1999, as corrected. Ms. Connolly SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO APPROVE THE MINUTES OF APRIL 26, 1999, AS CORRECTED.
10. Ms. Connolly MADE THE MOTION to approve the minutes of May 17, 1999, as corrected. Ms. Black SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO APPROVE THE MINUTES OF MAY 17, 1999, AS CORRECTED.
11. Ms. Connolly MADE THE MOTION to adjourn the meeting. Mr. Colligan SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ADJOURN THE MEETING.
12. Ms. Connolly MADE THE MOTION to go to nonpublic session to discuss a matter which may affect the reputation of an individual. Ms. Black SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO GO TO NONPUBLIC SESSION TO DISCUSS A MATTER WHICH MAY AFFECT THE REPUTATION OF AN INDIVIDUAL.

The meeting was adjourned at 9:50 p.m.

Respectfully submitted,

  
John Colligan, Secretary

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