

**FINAL**

**BOARD OF SELECTMEN'S MEETING**

**FEBRUARY 28, 2000**

**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 Black, Vice Chairman; Katherine S. Connolly; John Manchester; John Colligan; Julia Griffin, Town Manager; Michael Gilbar, Finance Director, 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.

Due to broadcasting difficulties, Mr. Walsh recommended and the Board concurred that the order of the Agenda be changed.

**8. APPROVAL OF MINUTES: February 14, 2000**

**Ms. Black MADE THE MOTION that the minutes of February 14, 2000 be approved as written. Mr. Manchester SECONDED THE MOTION and the Board of Selectmen VOTED FOUR IN FAVOR, ONE (MR. COLLIGAN) ABSTENTION THAT THE MINUTES OF FEBRUARY 14, 2000 BE APPROVED AS WRITTEN.**

**7. SELECTMEN'S REPORTS**

**Ms. Connolly**

Ms. Connolly reported that the Planning Board has been spending time reviewing Zoning Amendments. She stated that the meeting on February 29th will be the first hearing on the proposed Zoning Amendments, and will be held at Trumbull Hall in Etna at 7:30 p.m.

**Ms. Black**

Ms. Black had nothing to report.

**Mr. Walsh**

Mr. Walsh had nothing to report.

**Mr. Manchester**

Mr. Manchester reported that other than the Zoning Amendments, the Planning Board heard a modification for a Dartmouth College site plan for dormitory chillers and coolers. He addressed the issue of the Zoning Amendments and changing the B1 zone, and noted that he does not think the zones should be changed for the benefit of one party.

Mr. Manchester also reported that he had visited the Wastewater Treatment Plant to check out the ultra violet lights, and recommended that other Board members do the same.

Mr. Colligan asked if the public was aware of where to obtain copies of the proposed Zoning Ordinance Amendments. Ms. Griffin answered that the list is available at the Planning and Zoning office and is also posted on the bulletin board in Town Hall; she will check to be sure it is also included on the Town's website.

Ms. Connolly pointed out that State statute requires that Planning Boards hold one hearing on Zoning Amendments, while Hanover holds two hearings.

**Mr. Colligan**

Mr. Colligan had nothing to report.

**1. PUBLIC COMMENT**

There was no public comment.

Mr. Walsh wished to insert an item 1a. on the Agenda regarding the Parking Facility Task Force. He noted that this group has been working diligently for quite some time and will give the Board a presentation as to their thinking of how the facility will be used and how it will fit into the overall parking system in Town.

Dave Cioffi, Co-Chair of the Parking Facility Task Force, stated that the Parking Facility Task Force is doing whatever it can to be sure that the parking facility will benefit the entire public, not just the downtown area. The group has been meeting regularly. Mr. Cioffi introduced members of the committee present at the meeting - Tom Byrne of the Hanover Improvement Society, Matt Marshall from the Hanover Inn, Bill Baschnagel of the Parking and Transportation Board and Peter Clark, the previous owner of Kaleidoscope. Members of the committee not in attendance are Clint Bean of the Hanover Chamber of Commerce, Jay Campion, Steve Croy, Larry Draper of Fleet Bank and Michael Gilbar and Patrick O'Neill from the Town administration.

Mr. Cioffi indicated that the committee has been studying many issues including what percentage of parking spaces should be leased vs. what percentage should be transient parking and many other issues. The committee has taken field trips to other garages and has had people come to Hanover to talk with the group.

Mr. Cioffi indicated that some of the assumptions and starting points of the group were that the facility must be treated, both operationally and financially, as part of the Town's total parking system. It should include a mix of both long-term parking, which are leased spaces, and short-term, or customer, parking.

One goal the committee feels is important is to minimize the parking fund deficit. Mr. Cioffi also noted that it is assumed that the parking facility should not be used to satisfy offsite zoning. It should try to make up for the parking deficit in Town and not provide parking for future building in Hanover.

The committee also realizes that the facility needs to be safe and user friendly, and should benefit the entire community. The group feels that there is an obligation to provide affordable long-term parking for employees, but this does not necessarily have to be in the parking facility.

Mr. Cioffi noted that further down the road a lot of value added services could be included in the parking facility once it is up and running and is safe and secure. These services might include taking a car away for repairs, an oil change, a car wash, etc. These services are used in parking facilities in other towns.

Mr. Cioffi stated that the committee feels strongly that there needs to be a marketing budget to inform people about the facility and how it operates.

There are several open issues which the committee has not yet come to a final decision on. These issues include managed pricing system wide. Mr. Cioffi noted that the recommendation may be to start at 60% transient parking and 40% leased parking, but the committee feels it is important to have the flexibility and ability these percentages around a little. He added that the way parking is priced on the street should help drive some people into the parking facility. He pointed out that there are certain premium parking spaces that people will pay more to park in; it is felt that these spaces should not be long term, but should be for an hour or two.

Regarding mode of operation, Mr. Cioffi stated that it will be necessary to observe the system at the Marshall Lot. In the beginning, the committee feels that the Town should run the parking facility operation, but at the same time they are investigating other options.

Mr. Cioffi noted that Chief Giaccone feels that security in the parking facility will be very important. However, it is a question of how much can be afforded in the beginning. Most of the members of the committee are leaning toward providing all of the facilities such as conduits, etc. so that security could be stepped up in the future if the need arises. It is felt that some security needs to be provided from the beginning because people need to feel safe in using the parking facility.

Mr. Cioffi pointed out that there is no question that the Town is going to have to stay involved regardless of whether the operation of the facility is leased or run by the Town. It will be important that it be incorporated into the total management of the parking system, and will need to be monitored. The committee has looked at software and equipment which will be needed for the facility, and feels that software is extremely important in order to monitor the traffic flow to make management decisions.

Mr. Cioffi noted that the committee had visited parking facilities in Portsmouth, New Hampshire and Burlington, Vermont. Mr. Walsh asked if these facilities were successful, both financially and in terms of the way they work in their communities. Mr. Cioffi answered that Burlington has several facilities, one of which is extremely successful. Both Portsmouth and Burlington limit parking to two hours out on the street, and as part of their marketing efforts allow the first two hours of parking for free in the garage.

In both cases the parking facilities are located within a reasonable walking distance of the downtown area.

Mr. Cioffi stated that the committee has also met with equipment vendors and operators and is working on developing a revenue projection model. They sent out a survey and received back 144 responses; this gave the committee a reading on demand and how much people are willing to pay. Mr. Cioffi noted that there are people who will pay as much as \$125 a month to rent a space, and there are some spaces which are considered very valuable for these prospects. The Committee also met with Woody Simonds from Dartmouth College; Mr. Cioffi stated that it is very important for the committee to make decisions soon regarding equipment needed in order for them to provide conduit, etc. for the electrical requirements. They have also discussed with Bill Barr the possibility of non-traditional demand that may exist which the facility might be able to accommodate. Mr. Cioffi noted, for example, that in Portsmouth the parking facility has a 12 hour rate as well as a 24 hour rate.

Mr. Cioffi expects that the committee will be able to provide the Board with a written report by mid-March, and would like to meet with the Board by March 20th to finalize some decisions. He thanked the Town for the loan of Patrick O'Neill and Michael Gilbar.

Mr. Manchester asked if there were any forecasts as to how much revenue might be anticipated from the parking facility. Mr. Cioffi answered that Republic is indicating that the prices projected by the committee are pretty safe and do not go beyond what the demands will be. They feel that marketing will be important, and have said that if they run the facility for the Town it will be extremely important that they coordinate with the Town on the rates outside of the facility.

Mr. Manchester asked if Portsmouth and Burlington have big security problems or whether they simply have the equipment in place. Mr. Cioffi answered that both towns felt it was best to start at a low grade of security, but to be ready to step it up if necessary. If there is no security in place, it is felt that it is extremely important to have police patrols. He added that it is also important to have user friendly services in place, giving the example of someone not being able to get their car started at night. Chief Giaccone has said that he would be very willing to tie anything into the dispatch center in this regard.

Mr. Walsh noted that it might be a good idea to ask the Campus police to run through the facility periodically.

Mr. Walsh added that he would like to hear a management oversight plan, and stressed the importance of a group of people looking at the numbers and issues with regard to the parking facility probably on a weekly basis for the first three months of operation, and bi-weekly for the next three months.

Ms. Griffin noted that the Town has benefitted very much from the work of the volunteers on this committee, and thanked them for their time and energy.

**2. TOWN MANAGER'S OVERVIEW OF PROPOSED BUDGET FOR FY 2000-01.**

Ms. Griffin stated that copies of the proposed budget are now available for the public, and that members of the Finance Committee should see Penny Hoisington in the Town Manager's office for their copies. The budget review schedule is posted on the bulletin board in the Town Hall as well as on the Town's website.

Ms. Griffin noted that the total proposed budget, all funds with the exception of Parking and Housing, represents a total expenditure increase of \$446,235, about 4.2%, for a new total of \$10.9 million. Of that increase of \$446,325 for all funds combined, \$245,000 is attributable to additional capital reserves expenditure recommendations, particularly in the Wastewater Fund and the Fire Fund. These capital reserve expenditures will be completely offset by appropriation of matching revenue from the various capital reserve accounts. The total net increase in the combined budget is \$201,367, or about 2%; these increases are essentially offset either by increased revenue or by growth in the tax base. Ms. Griffin indicated that Hanover has been fortunate in the last three years, and that part of the ability to deliver to the Board budgets that have had very low proposed tax rate increases is because it has enjoyed a healthy expansion of the tax base. Although this will not continue forever, as long as Dartmouth continues to embark on a fairly aggressive capital campaign that includes construction of residential housing, the Town will benefit. Ms. Griffin pointed out that dormitories and dining halls are taxable in excess of \$150,000 in value, so every new dormitory that comes on line benefits Hanover's tax base similar to a new residential subdivision or new commercial office building.

Ms. Griffin noted that in terms of the General Fund, the Board's direction for this year was to bring in a proposed budget that would require no tax rate increase. She has also provided a series of opportunities for reducing the tax rate by either 2.5%, a little over \$100,000, or 5%, a little over \$200,000. A very modest increase in the Fire District tax rate was recommended this year largely because the Fire Fund is being hit by a projected substantial increase in water rates which is the result of a series of rate cases before the PUC that are under consideration or have already been approved. These cases would boost water rates for all customers of the Hanover Water Works Company. Ms. Griffin pointed out that these increases are well justified, and noted that the Company has been undercapitalized for many years and infusion of capital is absolutely essential to the Water Company. The downside of this is that it hits the Fire Fund hard because the Fire Fund pays a hydrant rental to the Water Company and is looking at a 35% increase in the hydrant rental rate.

Ms. Griffin indicated that taking the combined recommendations of no tax rate increase in the General Fund and a modest tax rate increase in the Fire Fund, the overall increase is anywhere from .2% to .8% in the total combined tax rate depending upon which Fire District an individual resides in. The Sidewalk District proposed budget for this year involves several sidewalk projects and also recommends the acquisition of a third sidewalk machine. This would require no tax rate increase for the coming year.

Ms. Griffin stated that the Fire Fund and the Ambulance Fund are in good shape, in spite of the impact of the hydrant rental fees on the Fire Fund. Her recommendation involving the modest tax rate increase in the Fire Fund will still allow the Town to do the things that are important in both of those funds.

Ms. Griffin noted highlights of the General Fund budget, which is by far the largest budget with over \$7 million in appropriations. One of the things she is attempting to do is to wean the Town off the General Fund fund balance to help avoid tax rate increases. Over the years, Hanover has relied heavily on the fund balance in the General Fund by approximately \$350,000 to \$450,000 a year to help keep tax rate increases at a minimum. The problem is that over the last three years expenditures as well as revenue projections have been tightened up; consequently, at the end of the fiscal year the Town is not coming out with the kind of undesignated fund balance that the Town used to enjoy. In her opinion, the Town is no longer in a position to rely on as much undesignated fund balance to keep tax rates low as it was at one point in the Town's history when there were fatter budgets and more savings at the end of the year. Ms. Griffin noted that she and Mr. Gilbar had made a decision this year to wean the Town off the General Fund using undesignated fund balance to keep the tax rate increases to a minimum, decreasing undesignated fund balance from \$375,000 to \$125,000. They feel that if the Town adheres to this kind of discipline over the next couple of years, it will be possible to get back to a 5% undesignated fund balance, which is the minimum that the rating agencies feel is required for a sound financial condition. At some point in the future if the Town chooses to do any type of a bond issue, it would need that type of undesignated fund balance to keep its current bond rating or to ask for an upgrade in the bond rating.

Ms. Griffin noted that the proposed budget funds overlay reserves enough for the pending Supreme Court Case regarding the Hanover Investment Corporation properties; it is also important to be sure that there is enough set aside heading into the evaluation update. She explained that what inevitably happens when values are updated is that there tends to be a little higher level of abatement and appeal activity, and it is important to be sure there is a healthy enough overlay to address those concerns as they come up.

Ms. Griffin noted that the budget also addresses proposed staff reorganization in Town Hall which would unfold over the next 12 months and allow better staffing on the clerical side. She is also recommending the addition of one communications officer in the dispatch center. This will be accomplished without increasing expenses because of the way the call load is allocated among the dispatch center's customers. Ms. Griffin stated that there are three new units that have asked to join the dispatch center: the Grantham Police Department, the Plainfield Fire Department and Newport. She is beginning to talk about consolidation of staff with the Water Company in terms of a staffing structure that could result in combining the Public Works and Water Company staffs into one. She will present the Board with a detailed memorandum before they deal with the Public Works Department budget.

Ms. Griffin pointed out that the budget does include full funding for salary adjustments for Town staff, and while it is a fairly austere budget in terms of new initiatives, she feels that quite a lot is able to be accomplished while staying in the zero percent tax rate target for the General Fund.

In the Fire and Ambulance funds, either by implementing modest tax rate increases in the Fire District or by using one of the three strategies outlined in the Fire and Ambulance funds text, it is possible to fully fund reserve contributions to both fire equipment and ambulance equipment reserves. Ms. Griffin stated that she is also able to recommend replacement of the tanker at the Etna Fire Station. In addition, while only affecting a 5% rate increase that is charged to the towns of Lyme and Norwich for whom EMS service is provided, it is possible to allocate all of the benefits costs as well as full salary costs for three firefighters to the Ambulance Fund. This results in a fairer balance of costs between EMS and Fire.

Ms. Griffin indicated that she will schedule a tour for the Selectmen to visit the Wastewater Treatment Plant in connection with the replacement of the ultraviolet light system. The system is 12 or 13 years old, very labor intensive, and expensive. The cost for replacement of this system is expected to be over \$250,000.

Ms. Griffin stated that more time had been spent this year looking at the allocation of Public Works Department costs to the Wastewater Treatment Plant Fund, and she has recommended a shift of more of those costs to the fund recognizing the amount of time spent. She is also recommending filling the Utility Engineer's position which was budgeted for two years ago, but which was deferred until there was a chance to assess staffing needs. This position is funded out of a combination of the Water Company contract, the Wastewater Fund and the General Fund. The goal is not to negatively impact any of those funds, particularly the Water Company which has a very tight budget.

In the Wastewater Treatment Plant Fund budget, Ms. Griffin is also recommending additional funds in the amount of approximately \$30,000 a year for sludge disposal. She pointed out that there is so much going on in the area of land application of sludge that she is concerned that enough funds be budgeted for landfilling sludge in case the Town faces the worst case scenario. The line item recommendation reflects trucking sludge to Turnkey which is the only landfill in New Hampshire that accepts sludge. Ms. Griffin indicated that she feels it is only a matter of time until Turnkey will not be able to accept sludge, and at some point people need to wake up and decide that something needs to be done with wastewater by-products. Hanover is now applying a portion of its sludge and composting the other portion. If a ban on land application of sludge were enacted, the Town would not have sufficient money to truck whatever portion was necessary to the Turnkey operation in Rochester.

Mr. Walsh referred to a communication sent by Ms. Griffin to the legislators recently regarding this subject; he asked Ms. Griffin to provide information on how the legislators voted.

Ms. Griffin explained that New Hampshire has enacted new sludge regulations which went into effect in March, 1999; these regulations are among the strictest in the nation and apply very specifically to importation of sludge from out-of-state.

Ms. Connolly noted that her interpretation of these regulations is that they do not ban land application of sludge as other states do. Ms. Griffin is not sure whether or not there is an outright ban on out-of-state sludge or whether the criteria and thresholds are so high that it essentially makes it impossible for out-of-state sludge to be land applied. She added that if Hanover is faced with having to landfill its sludge, she thinks the Town should think very seriously about whether or not it wants to receive any septage from communities outside of Hanover because the Town's costs would increase significantly. Ms. Black commented that if sludge cannot be land applied, she feels that all non-Hanover sludge should not be accepted.

Ms. Griffin stated that she has also included a wish list in the proposed budget. This list contains items which she has attempted to prioritize from highest priority to the lowest, based on what she feels would most benefit the community as a whole. She pointed out that the wish list contains one item which had previously been funded in this year's budget; this item is the COPS More police officer position which had been approved in this current budget. She feels, however, that the position is not absolutely essential and has therefore included it on the wish list.

Ms. Black asked if this would cause the Department to lose one employee. Ms. Griffin answered that it would not as the position has not yet been filled. She added, however, that the Town has three years to take advantage of the program.

Ms. Griffin referred to a list she had prepared for the Board which shows what would have to be cut in order to get to a 2.5% and 5% tax reduction. The service areas she chose are some of those she would define as luxuries in Town that a lot of communities in New Hampshire do not provide. The list is not in priority order but is based on where the items fall within the budget.

Ms. Griffin indicated that the budget is prepared in a new format this year and also includes performance indicators. She asked for the Board's feedback on the format of the budget as well as what additional performance indicators it would like to have included.

Mr. Manchester noted that funds are allocated from the Police Department and the Public Works Department in the Parking Fund. He asked for a breakdown of those charges. Ms. Griffin explained that this is one area where she would like to see more detail, for example, the allocation of a patrol officer's time to parking related functions. Currently, 14% of the Patrol budget division is allocated in the Police Department to the Parking Fund. She has asked for a real time allocation assessment that would indicate much more effectively what portion of time and what portion of the Parking Fund revenue is generated by the Patrol division, as opposed to the Parking Control staff. When the Board discusses the particular funds



that are charged out to she will provide to the Selectmen the methodology that is used.

Mr. Walsh commented that Ms. Griffin, Mr. Gilbar and the rest of the staff have worked very hard on the budget and presented the Board with exactly what it asked for. He added that he feels it is a great document with which to begin the budget review process and thanked everyone for their time and hard work.

It was the consensus of the Board to revise the budget schedule in an attempt to shorten the number of nights required. Ms. Griffin will provide the Board with a revised schedule.

**3. DISCUSSION OF PROPOSED RESOLUTION TO SUPPORT OF HOME RULE CONSTITUTIONAL AMENDMENT.**

Ms. Griffin indicated that the Legislature passed CACR 6 which enables a question on the State ballot next fall with respect to Home Rule. There is a statewide campaign that will be launched in the spring to educate voters about Home Rule based on the Legislature's decision of last year. One of the things the Municipal Association has asked NHMA member communities to consider is adopting a supporting resolution. This would be a very brief resolution which states "Whereas the only existing home rule in New Hampshire is the ability to choose the form of government at the local level, and whereas municipal Home Rule is needed to avoid the lengthy and costly process of requesting State permission for action which is truly local in nature, and whereas true municipal Home Rule may increase the timeliness within which a municipality can act in tending to its affairs, and whereas a Home Rule amendment to the New Hampshire Constitution would create greater flexibility by town meeting voters to determine their own affairs, now, therefore, be it resolved that the Town of Hanover by its Board of Selectmen does hereby support a Home Rule amendment to the New Hampshire Constitution and encourages its citizens to vote yes on ballot question number 1 in November, 2000."

Ms. Griffin explained that New Hampshire is quite unusual in that a community is barred from doing anything unless it is specifically allowed in the Statutes. She added that it is very difficult to get legislation passed that allows a community to do something that is not authorized by State Statute. Her experience is that it may take two or three sessions before a bill specific to a town may get through the Legislature because of the process that is involved in educating the Legislature about the value of a particular amendment. The Home Rule amendment would say that unless the Statute specifically bars a town from doing something, they can do it. It would allow communities to take a more proactive role in determining some of their own local affairs; it would not allow a community to enact a new tax.

Mr. Colligan asked if there were examples of Hanover having difficulty with Home Rule. Ms. Griffin answered that the Town has not had a piece of legislation before the Legislature in the three years she has been in Hanover. However, she presented some examples of legislation that had been brought forward by Concord in this regard. Ms. Connolly recalled that

Hanover had gone to the Legislature with a request to ban hunting on conservation land attached to the Grasse Road development; this request was declined.

Mr. Colligan commented that there may be some very good reasons for why things take time to get final approval, and he added that he does not see that Hanover is compromised by not having the proposed amendment enacted. He stated that an amendment to the Constitution requires a great deal of thought and analysis, and he feels the issue is a lot more complicated than it appears. Mr. Colligan added that he is a little reluctant voting in support of this Resolution without having really analyzed the issues or talked to anyone about what the repercussions might be. He stated that he would have trouble endorsing this Resolution right now, but would be happy to study the issues further.

Ms. Griffin will obtain additional information from the Municipal Association on the history of Home Rule and provide it to Mr. Colligan.

**4. DISCUSSION OF ADELPHIA COMMUNICATION REGARDING RENEWAL OF CABLE FRANCHISE AGREEMENT.**

Ms. Griffin recommended that the Board discuss establishing a cable franchise renewal committee. She feels that there are a number of issues that should be looked at with respect to cable services, particularly with the changes in technology that have occurred and because so much is driven by the FCC and Federal regulations. Ms. Griffin added that the services of the State's premiere public cable expert attorney have been retained; this individual has provided the Town with some support in the past, and she recommended that the Town use his services again in addition to a good community committee.

Ms. Black pointed out that Adelphia has not paid their franchise fee which was due on February 14, and their last three payments have been late. Interest has also been charged which they have not paid. She added that the company is very unresponsive.

Ms. Griffin stated that she feels in the future there is a lot more that the Town could require out of Adelphia in the franchise agreement in exchange for renewal.

Ms. Griffin indicated that the Town basically needs the services of a good attorney who understands the State and Federal regulations and who can give advice on renewal issues and walk the Town through the time frame. She feels that the agreement could be managed much more carefully and creatively with the viewers ultimately benefitting from a closely negotiated renewal.

Ms. Griffin recommended that the Town advertise for a task force, and that the Board begin thinking about what kinds of entities should be represented on the committee other than just the College. She feels that the School District may want to have a representative on the committee.

Ms. Connolly pointed out that it is difficult to know what will be on the

table three years from now because technology advances so quickly; however, she feels it is important to start projecting what would be required from a cable provider.

Ms. Griffin noted that it is also important to look at the franchise agreement in terms of allowing the kind of competition that the Town would ultimately want in terms of the telephone companies, for example, being able to compete with the cable company.

Ms. Griffin will provide the Board members with a copy of the franchise agreement.

**5. APPOINTMENTS: PLANNING BOARD**

Ms. Connolly stated that the Planning Board meeting of February 29th will be held at Trumbull Hall in Etna at 7:30 p.m. and will review the proposed zoning amendments.

**Ms. Connolly MADE THE MOTION that the Board of Selectmen appoint Jim Hornig and Michael Mayor to full seats on the Planning Board expiring September, 2002, and Monte Clinton to a full seat on the Planning Board which expires May, 2000, with the intention of reappointing him to the standard 3 year term at that time. Ms. Black SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO APPOINT JIM HORNIG AND MICHAEL MAYOR TO FULL SEATS ON THE PLANNING BOARD EXPIRING SEPTEMBER, 2002, AND MONTE CLINTON TO A FULL SEAT ON THE PLANNING BOARD WHICH EXPIRES MAY, 2000, WITH THE INTENTION OF REAPPOINTING HIM TO THE STANDARD THREE YEAR-TERM AT THAT TIME.**

**Ms. Connolly MADE THE MOTION that the Board of Selectmen appoint Bart Miller and Bill Dietrich to alternate seats on the Planning Board. Ms. Black SECONDED THE MOTION.**

Mr. Colligan asked how many individuals had expressed an interest in the Planning Board vacancies as a result of the advertisement. Ms. Griffin answered that only the five individuals listed had responded.

**The Board of Selectmen VOTED UNANIMOUSLY TO APPOINT BART MILLER AND BILL DIETRICH TO ALTERNATE SEATS ON THE PLANNING BOARD.**

Mr. Walsh asked Ms. Griffin to prepare a list of Planning Board members and when their terms expire.

**6. ADMINISTRATIVE REPORTS.**

Ms. Griffin reported that she has been working to come up with a first draft of the Warrant for Town Meeting. The Board will receive this first draft in two weeks. She explained that there are typically three drafts before the Warrant is finalized by the end of March. The pre-Town Meeting public hearing will be held on April 10th in order for the official Warrant to be finalized and produced for the Annual Report.

Ms. Griffin indicated that she had met with Mary Munter who has

volunteered to revamp all of the Town reports and documents. Ms. Munter has some great recommendations; her goal, other than to make the Annual Report a larger document, is to make it much more readable and user friendly and to include all of the background papers on the various Warrant articles. She has already come up with some great recommendations on typeface layout and the way the documents are organized. Ms. Griffin noted that she will be spending a lot of time in March looking at how to revamp the document which typically goes to the printers around April 14th or 15th.

Relative to the Warrant, Mr. Walsh noted that last year Channing Brown presented a Warrant article at Town Meeting. Mr. Walsh would prefer to see a group of citizens in Town, including the State Legislators and Mr. Brown, put together a Warrant Article dealing with the question of educational funding in New Hampshire that is a consensus and could be included in the Warrant, as opposed to one that is created on the floor. The Board was in consensus with Mr. Walsh contacting Channing Brown and asking him to put together a group of people for this purpose.

**9. OTHER BUSINESS.**

There was no other business.

**10. ADJOURNMENT.**

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

**SUMMARY**

- 1. Ms. Black MADE THE MOTION that the minutes of February 14, 2000 be approved as written. Mr. Manchester SECONDED THE MOTION and the Board of Selectmen VOTED FOUR IN FAVOR, ONE (MR. COLLIGAN) ABSTENTION THAT THE MINUTES OF FEBRUARY 14, 2000 BE APPROVED AS WRITTEN.**
- 2. Ms. Connolly MADE THE MOTION that the Board of Selectmen appoint Jim Hornig and Michael Mayor to full seats on the Planning Board expiring September, 2002, and Monte Clinton to a full seat on the Planning Board which expires May, 2000, with the intention of reappointing him to the standard 3 year term at that time. Ms. Black SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO APPOINT JIM HORNIG AND MICHAEL MAYOR TO FULL SEATS ON THE PLANNING BOARD EXPIRING SEPTEMBER, 2002, AND MONTE CLINTON TO A FULL SEAT ON THE PLANNING BOARD WHICH EXPIRES MAY, 2000, WITH THE INTENTION OF REAPPOINTING HIM TO THE STANDARD THREE YEAR-TERM AT THAT TIME.**
- 3. Ms. Connolly MADE THE MOTION that the Board of Selectmen appoint Bart Miller and Bill Dietrich to alternate seats on the Planning Board. Ms. Black SECONDED THE MOTION. The Board of Selectmen VOTED UNANIMOUSLY TO APPOINT BART MILLER AND BILL DIETRICH TO ALTERNATE SEATS ON THE PLANNING BOARD.**

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

The meeting was adjourned at 9:25 p.m.

Respectfully submitted,



John Colligan, Secretary

These minutes were taken and transcribed by Nancy Richards.

# Parking Facility Task Force Status Report

- Task Force Participants
- Assumptions/Starting Points
- Open Issues
- Activities
- Schedule

# Participants

- Bill Baschnagel
- Clint Bean
- Tom Byrne
- Dave Coffi - Chair
- Jay Champion
- Peter Clark
- Larry Draper
- Mike Gilbar
- Matt Marshall
- Patrick O'Neill

# Assumptions/Starting Points

- Facility must be treated (operationally & financially) as part of a total system
- Provide mix of long and short term parking
- Goal is to minimize Parking Fund deficit
- Parking facility not used for offsite zoning
- Facility must be safe and user friendly
- Facility should benefit entire community
- Obligation to provide affordable long-term parking for employees (not necessarily in parking facility)
- Consider value-added services as added revenue source



# Open Issues - 1

- Mode of Operation
  - “Pay After” most user friendly
  - Gathering data on “Pay Before” alternatives
- Town vs Contract Operation
  - Town preferred initially
  - Soliciting alternative proposals
- Managed Pricing (System Wide)
  - Flexibility & ability to respond to demand is key to minimizing deficit
  - Price to value provided

# Open Issues - 2

- Security Provisions
  - Active monitoring vs patrols
- Oversight and Management
  - Role and organization/participants

# Activities

- Meeting weekly since 11/15/99
- Visited Burlington, Portsmouth
- Met with equipment vendors and operators
- Developed revenue projection model
- Conducted rental demand survey
- Met with Woody Simonds for project status & need dates for equipment configuration
- Investigating non-traditional user opportunities (value added, grad students, etc.)

# Schedule

- 2/28/00 - Status Report
- 3/10/00 - Written Report to Selectmen
- 3/20/00 - Meet & Discuss with Selectmen