

FINAL

BOARD OF SELECTMEN'S MEETING

MAY 15, 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 Vice-Chairman, Marilyn Black. Present were: Brian Walsh, Chairman; Marilyn Black, Vice Chairman; Katherine S. Connolly; Bill Baschnagel; Julia Griffin, Town Manager; and members of the public.

Ms. Black 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.

Ms. Black welcomed Bill Baschnagel to the Board of Selectmen.

Ms. Connolly spoke of the recent passing of Dom Zappala. She noted that he was one of the nicest people she has ever known or served with, and he will be greatly missed by the community.

2. ORGANIZATIONAL MEETING AND APPOINTMENT OF SELECTMAN TO FILL ONE-YEAR UNEXPIRED TERM.

Ms. Connolly MADE THE MOTION that the Board of Selectmen appoint Judson Pierson, Jr. to fill the one-year unexpired Selectmen's term vacated by John Colligan. Mr. Baschnagel SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO APPOINT JUDSON PIERSON, JR. TO FILL THE ONE-YEAR UNEXPIRED SELECTMEN'S TERM VACATED BY JOHN COLLIGAN.

The Board sang "Happy Birthday" to Mr. Pierson in honor of his birthday.

3. REVIEW AND DISCUSSION OF PARKING FACILITY OPERATIONS TASKFORCE REPORT.

Ms. Griffin explained that the Board had reviewed the Parking Facility Operations Taskforce Report in March when it was first submitted to them. At that point because the Board was largely focused on the budget, discussion of the report was largely on the revenue and expenditure projections for the operation of the parking structure.

There are a number of additional recommendations contained in the report which primarily relate to the pricing of parking spaces in the structure as well as a few on-street locations and issues about hours of operation. She indicated that she had placed this item on the agenda so that progress can be made toward pricing parking spaces for the parking garage which is due to open in early August.

The Board's discussion began with the first substantive recommendation in the report regarding the hours of operation of the parking facility. Ms. Griffin stated that the Board had already approved the acquisition of the parking control equipment for the facility, and added that Sgt. O'Neill had presented an excellent staff report outlining his recommendations to the Board at its last meeting. The Board subsequently adopted a component of that package which allows a machine to work without an attendant in the booth. The recommendation of the Taskforce was that the facility operate from 7:00 a.m. to 11:00 p.m. Monday through Saturday and be open on Sundays and holidays without a fee. Ms. Griffin added that a further recommendation was that the gate be closed to incoming parkers at 9:00 p.m. and that a cashier be on-site until 11:00 p.m. for security and fee collection. Further, they recommended that a set fee rather than an hourly fee be charged between 6:00 p.m. and 11:00 p.m.

Ms. Black asked if there was any recommendation as to what that fee should be. Mr. Baschnagel explained that the Taskforce did not recommend a fee; rather, they tried to create a starting point for discussion. One of the recommendations in the report is to put a group together who would be charged with the responsibility to bring recommendations to the Selectboard to fine tune the document as needed based on demand and the behavior observed in the parking garage, with an attempt to be as flexible as possible.

Ms. Black questioned why anyone would pay to park in the parking garage at night when they could park on the street for free. Mr. Baschnagel answered that it is the hope that parkers would find the garage lighted, accessible and safe, and they felt that to charge a nominal fee between 6:00 p.m. and 11:00 p.m. would be an opportunity to generate some additional revenue.

Mr. Baschnagel continued to say that it is the recommendation of the Task Force to start with an attendant on site. He mentioned that in a parking garage in Burlington it is left to the attendant's discretion when to leave the parking garage, depending on usage.

Ms. Griffin definitely feels that the after-hour position should be something that is started part-time and is monitored carefully. She indicated that there is money in the budget, however, there has to be enough revenue generated to justify continuing the staffing recommendation that is being made. This part-time position will be monitored regularly to determine whether or not it makes sense to retain it.

Ms. Black wondered if it would be easier from the start to train people that after a certain hour the automated machine would take over. She feels that otherwise there would be problems with people not bringing change because they would think the attendant would still be on duty and the situation would be confusing. Ms. Black added that she would prefer to see the attendant stay on duty until 9:00 p.m., but after 7:00 p.m., or whatever time is determined, the attendant would be there to instruct people how to use the automated machine. She feels that a pattern should be determined and stuck to with someone to train people how to use the machine for the first month of operation.

Ms. Griffin commented that the other significant issue has to do with the percentage of short-term versus long-term parking spaces. She recalled that long-term parking is defined as six-month renewable leases. The leases have to be reviewed on a six-month basis because of the tax-exempt financing issued for the facility. The recommendation in the report is that out of the 288 spaces, setting aside 32 which are encumbered, 160 of those spaces be short-term and 90 be long-term, with the addition of the six handicapped spaces that are required by code. She noted that there will clearly be changes in this ratio during the first few months of operation of the facility; the goal is to make the facility acceptable to as many different types of parkers as possible, making sure that a strong revenue stream is maintained.

Mr. Baschnagel MADE THE MOTION that the Board of Selectmen approve the hours of operation set forth on page 12 of the Parking Facility Operations Taskforce Report as a starting point for the operation of the facility. Ms. Connolly SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO APPROVE THE HOURS OF OPERATION SET FORTH ON PAGE 12 OF THE

PARKING FACILITY OPERATIONS TASKFORCE REPORT AS A STARTING POINT FOR THE OPERATION OF THE FACILITY.

The next item of discussion for the Board was the distribution of short-term versus rental spaces. Ms. Connolly noted that earlier figures given to the Board made it appear as though 50% would be the most viable way of doing it. Mr. Baschnagel pointed out that the percentage would be driven more by gross demand functions than by how you split up the two uses. Mr. Gilbar indicated that an attempt will have to be made to try to balance the demand seen coming in from short-term spaces versus the demand for employees for the long-term spaces, to result in the maximum amount of revenue.

Mr. Baschnagel indicated that there are two things driving this discussion; the general rule is that it is good to rent out as many spaces as you can as they result in guaranteed revenue. At the same time, one of the major focuses of the facility is to handle short-term parking. A 65%/35% balancing act says that there is confidence that 35% of the spaces can be rented to get a good income stream, yet it still leaves a large number of spaces for short-term parking. If it turns out that people are not using the short-term spaces, it will be possible to rent some more.

Ms. Black MADE THE MOTION that the Board of Selectmen adopt the recommendations set forth on page 7 of the Parking Facility Operations Taskforce Report with the proviso that the Oversight Committee come back to the Selectboard on a quarterly basis to report how it is working. Mr. Baschnagel SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ADOPT THE RECOMMENDATIONS SET FORTH ON PAGE 7 OF THE PARKING FACILITY OPERATIONS TASKFORCE REPORT WITH THE PROVISION THAT THE OVERSIGHT COMMITTEE COME BACK TO THE SELECTBOARD ON A QUARTERLY BASIS TO REPORT HOW IT IS WORKING.

Ms. Griffin presented the Board with a brief update on the security system issue. She explained that because it was possible to save some money on bids for the parking control equipment, the security system issue was put on the front burner. The goal is to try to provide as much security system technology in the parking garage as possible. She noted that the Board had approved a recommendation to use the savings from the bidding process to purchase additional security equipment.

Referring to page 13 of the report, Ms. Griffin stated that there was not much to say about the issue of Town management of the structure versus contract staffing. She noted that the Committee spent a lot of time thinking about the virtue of the Town staff operating the facility versus going out to bid to get one of the private parking companies that manages parking systems under contract to bid. After talking with some parking professionals in the private sector, the

Committee made the recommendation that at least for the first two years of operation the Town staff operate the parking facility. She noted that it is a fairly small facility, and for a parking company with a track record to bid the facility is pretty small to be attractive. She added that the other handicap is that until there is enough data on the usage of the facility, it will not be of much interest to the private sector. Ms. Griffin indicated that she will continue to keep the Board informed over the next couple of years as this issue is thought through.

Ms. Griffin noted that page 15 of the report includes a series of recommendations under Parking Resource Allocation and Pricing Model, some of which have to do with pricing within the structure. She added that the Committee also continued to look at the parking garage as part of the entire parking system.

Mr. Baschnagel stated that it was basically an attempt on the part of the Committee to continue what it had been doing for some time, but in a more rigorous fashion. The Committee recognized that there are basically two or three constituencies that need to be served, not only short-term parking, but a couple of groups of employees in town - some at the high end and some at the low end in terms of their ability to pay for parking spaces. He added that at the same time it was recognized that a person should pay for convenience.

Mr. Baschnagel added that it was the recommendation of the Committee to remove all of the one to three hour meters within the CBD and replace them with two hour 50 cent meters to encourage people that need short-term parking to use the facility. In addition, the Committee recommended converting some of the 16 hour meters to off-street rental parking. One of the issues that came out of the Committee's discussion was how to provide guaranteed or affordable parking for some of the downtown employees who cannot pay the \$75 a month. This would provide extra opportunities for rental spaces downtown, some at a lower level of \$40 to \$45 a month and some at \$75 a month. The attempt is to try to provide spaces that are walkable but not necessarily competitive with the higher priced downtown rental spaces.

Ms. Connolly commented that the problem is that there are already affordable spaces for lower income individuals in Thompson Arena. The Thompson lot costs the Town about \$100,000 a year, including the \$60,000 that is paid to Advance Transit to run a shuttle every 10 minutes, and the \$32,000 paid to the College to rent the lot. She stated that she considers low priced close-in rental spaces as a direct subsidy to the merchants of the business district. Ms. Connolly suggested that if the merchants wish to have low priced close-in spaces that they rent them and pay part of the rent for their employees.

Mr. Baschnagel noted that the Thompson lot and the shuttle are both being well used, and there is a sense that there is additional demand for that type of parking.

Ms. Black asked if any of the spaces on Hovey Lane are going to be changed. Sgt. O'Neill answered that the spaces down near the Catholic Church are planned to be kept. Ms. Black commented that the temporary spaces were created with the proviso that when the parking garage opened, those spaces would not exist, particularly those on Crosby Street. Ms. Griffin noted that when complaints are received from people concerned about the interim spaces, the two locations most frequently mentioned are consistently Crosby Street and two or three spaces on East South Street. She stated that interestingly enough the Police Department has stated that parking on Crosby Street tends to slow traffic down.

Mr. Baschnagel stated that 16 two-hour meters of off-street rental parking in the Allen Lot are planned for \$75 a month, as well as 16 two-hour all-day meters on the Fleet Deck, which will take up one-half of the deck.

Ms. Connolly commented that she has a problem losing money every day in the Fleet Lot considering how much the Town pays for the lot. Ms. Griffin agreed that there is no question that the Town pays a lot more for the Fleet Deck than is generated in revenue, but pays for the convenience of having that public parking available.

Ms. Connolly suggested 10 hour parking on that portion of the Fleet Deck at 50 cents an hour. She feels that charging 25 cents an hour for those spots for employee use is a simple subsidy of the employees in the CBD, and she has a problem with that. Mr. Baschnagel clarified that the Task Force's recommendation is for 16 two-hour meters on the Fleet Deck for all day, and 25 cents an hour for the HSD lot and the Marshall lot. He added that there are various populations of employees in Town with many different needs, and this is an attempt to create a menu of services to manage those needs.

Mr. Walsh joined the meeting at 8:10 p.m.

Ms. Connolly recommended tabling the lower priced parking spaces until the

Selectmen are provided with information regarding the number of parking spaces and where they are located, and also until the Town has the experience of having the parking structure in operation. She added that she was under the impression that the parking structure was being built to accommodate shoppers rather than employees.

Mr. Walsh pointed out that the economics of the structure were based on 60/40, long-term versus short-term parking, with the intent to provide at least 60 percent more shopping spaces. Mr. Baschnagel agreed that this was the intent of the parking structure.

Regarding the temporary parking spaces that have been utilized, Mr. Walsh noted that these are spaces that the Board approved with the clear understanding that they would disappear when the parking structure opened. He feels that there needs to be a public hearing to consider keeping them.

Ms. Black commented that she feels the spaces by St. Denis could stay, but that the spaces on Crosby, East South Street and Allen Street should not be there. Ms. Griffin agreed that the spaces in front of St. Denis should stay as the church and others have come to appreciate having them there.

It was the consensus of the Board to have a public hearing before the parking garage opens with regard to a recommendation to keep some of the temporary parking spaces.

Ms. Griffin indicated that the report also includes a recommendation to raise the fines for all violations of the Parking Ordinance.

Ms. Black MADE THE MOTION that the Board be presented with a rate and fee schedule reflecting increases in all fines for violations of the Parking Ordinance by 50%, with input from Town staff. Mr. Baschnagel SECONDED THE MOTION.

Ms. Connolly wondered about the possibility of raising rental prices for spaces on the street. She added that \$75 a month for these spaces is becoming incredibly reasonable. Ms. Griffin pointed out that this would also be a subject of the public hearing to be scheduled on the entire rate and fee schedule. The schedule will be brought to the board at its June 5th meeting.

The Board of Selectmen VOTED UNANIMOUSLY THAT THE BOARD BE PRESENTED WITH A RATE AND FEE SCHEDULE REFLECTING INCREASES IN ALL FINES FOR VIOLATIONS OF THE PARKING ORDINANCE BY 50%, WITH INPUT FROM TOWN STAFF.

Mr. Pierson asked what is happening with the Thompson lot and whether anything is being done to encourage people to leave that lot and park in some of the other

available spaces. Ms. Griffin answered that the only difference between the Thompson Lot and some of the other spaces in Town is that the Thompson lot and the shuttle are absolutely free. At some point she feels that some group of Thompson parkers would probably make a decision to leave that lot and pay an amount of money per month to rent a space or park in an all-day meter space if the supply is increased. The challenge for the Town regarding the Thompson lot is that the school district would take more spaces there if they were offered to them. She added that the school district pays \$10,000 a year to the Town and uses approximately one-third of the available spaces; the Town rents spaces from Dartmouth College for \$32,000 a year. If there were some portion of the parkers who left Thompson to come downtown, it might be possible to lease those spaces to the school district fairly quickly. She noted that the challenge would be for the Selectboard to reflect on whether to continue to finance free shuttle service to the extent it is being provided now if Thompson usage drops off considerably because people are moving into Town to park.

Ms. Griffin stated that another important point to keep in mind is that she continues to hear from the College that they cannot guarantee how much longer the Town will have Thompson available or whether it will continue to be available at its current amount because of their own demand for parking. She feels that ultimately the Town may be faced with a situation where it is necessary to tell the school district or the Co-Op employees that they cannot park at Thompson or wear the Town off using the lot for employees.

Ms. Black asked if there was a way to track the number of school vehicles and Co-Op vehicles that park at the Thompson lot. Ms. Griffin answered that there is identification on those vehicles, although the lot is not tracked every day. She offered to do an update for the Board. Based on the current pattern, she noted that fairly consistently the Co-Op has roughly 40 parkers and the School District has 50. There are anywhere from 69 to 90 people a day riding the shuttle and parking there who are downtown employees. Ms. Griffin indicated that for the first time this year the Co-Op is paying for their parking spaces.

Ms. Griffin explained that the goal for short-term parking is to encourage people who will be going into Town for more than two hours to park in the parking garage. That is the reason for the Task Force recommending free parking for the first half hour, 50 cents for the second half hour, 75 cents for the second hour, with increases being seen each hour up to \$1 for the third and fourth hours, \$1.50 for the fifth, sixth, and seventh hours, and \$2.00 for eight hours and over. Mr. Walsh pointed out if he were to park in the parking garage for five hours his cost would be \$4.75, whereas parking on the street would cost him \$2.50, and have the potential of getting a meter feeding ticket.

Ms. Connolly asked if all of the parkers would be out of the garage by 11:00 p.m. or whether a 24 hour system was intended. Mr. Baschnagel answered that it will

be possible for people to leave the garage whenever they wish, and if they rent a space they will have a pass to access the garage at any time. For those without a rental space, 9:00 p.m. is the latest that someone could enter the garage.

Ms. Black asked if the Hanover Inn was planning to take some of the parking spaces in the parking garage for nighttime parking for their guests; Ms. Griffin answered that they do plan to do this, and they will pay for the spaces. She added that she is not quite sure how the Hanover Inn manages their parking for their guests nor how they plan to structure this in terms of the bills they will issue to their guests. Ms. Griffin pointed out that Matt Marshall of the Hanover Inn is a member of the Task Force.

Ms. Black suggested that the Hanover Inn may want to just rent spaces on a monthly basis for their guests. Mr. Baschnagel noted that this is one of the things that is an option to the Inn. He added that although the Inn has access at night to the College's spaces that are already there, they will be to be cleared out in the morning. Everyone on the Committee anticipates that there will be demands of this unexpected sort with future discussions that will include, for example, Tuck students who may want a secure place to park their cars that is accessible and convenient. He feels that the Committee should be prepared for these types of questions and be ready to put a rate on the table for them to consider.

Mr. Baschnagel MADE THE MOTION that the Board of Selectmen accept Table 4 of the Parking Facility Operations Task Force Report as a starting point for rates. Ms. Connolly SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ACCEPT TABLE 4 OF THE PARKING FACILITY OPERATIONS TASK FORCE REPORT AS A STARTING POINT FOR RATES.

Ms. Griffin indicated that Table 5 of the report shows the three levels of monthly lease rates. The deeper into the parking structure the spaces are located, the lower the rate is for monthly rental. She pointed out that her recollection is that the Town is limited to six-month renewable leases by bond counsel rather than 12 months.

Ms. Griffin commented that bond municipal financing has said that no more than ten percent of the structure could be encumbered under a long-term lease; the remaining space has to be available to the public.

Ms. Griffin indicated that monthly rates of \$125, \$100 and \$85 came from a survey conducted by the Committee of businesses in the downtown area. Mr. Baschnagel noted that if the Board goes along with these recommendations, he would encourage Sgt. O'Neill to develop a lease form and start signing people up for the rental spaces.

Ms. Black MADE THE MOTION that the Board of Selectmen accept Table 5 of the Parking Facility Operations Task Force Report. Ms. Connolly SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ACCEPT TABLE 5 OF THE PARKING FACILITY OPERATIONS TASK FORCE REPORT.

Mr. Walsh asked how many of the parking spaces on levels two, three and four would be made available for monthly rental. Mr. Baschnagel explained that basically all of the short-term parking is located on level one, and levels two, three and four are dedicated to long-term parking. Level two will contain 20 spaces, level three will contain 35 spaces and level four will have 35 spaces. The parking facility reserve is 32 spaces, and the Dartmouth spaces are located on Level 3 under the College's building. Handicapped spaces are located on Levels one and two.

Ms. Griffin pointed out that the final recommendation of the Committee was for the Board to consider renewing the life of Task Force to continue to monitor the parking facility. Members of the Task Force are willing to continue to serve on the Committee to help monitor the facility and brainstorm solutions to issues that are encountered as the facility opens.

Ms. Connolly referred back to the issue of the rental space rates, noting that they have not been changed in years. Ms. Black repeated that the Board would first need to know where the spaces are located and how much the rental is. Ms. Griffin explained that some of the rental spaces on Hovey Lane are \$35 a month but are able to be double rented because of turnover. She suggested that it would make the most sense for her to provide the Board with a rate and fee schedule at the June 5th public hearing and to present a color-coded map indicating available spaces and their rental rates. Ms. Connolly pointed out that she was referring to the entire rental system and those spaces that are \$75 and have been that same rate for years.

Ms. Black recommended that Ms. Griffin find out what some of the private lots in Town are charging for rental spaces. Mr. Baschnagel stated that private lots are charging in the range of \$75 a month. He added that part of what the Committee is trying to do with the facility is to look at the whole parking system as a group; the higher priced spaces have the most convenient parking and have to be looked at in that context.

Regarding the parking control equipment, Ms. Griffin noted that enough was saved in the bidding process to buy as much of the parking security equipment as possible. The Task Force felt, and the administration agreed, that providing a structure that feels safe from the very beginning is an important component.

Mr. Walsh indicated that he feels strongly the facility needs to feel safe to anyone who wants to use it and to have a safe reputation from the very beginning rather than to add security to it at a later date. If funds available are close to what is needed, he suggested that the Board take another look at how to find the total amount necessary for the security equipment.

Ms. Griffin stated that she would be happy to bring the bids for the security equipment back to the Board so they are able to know exactly what is able to be bought for the money that is remaining, which is in the vicinity of \$30,000.

2. ORGANIZATIONAL MEETING AND APPOINTMENT OF SELECTMAN TO FILL ONE-YEAR UNEXPIRED TERM.

Ms. Black MADE THE MOTION to nominate Brian Walsh as Chairman of the Board of Selectmen. Ms. Connolly SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ELECT BRIAN WALSH AS CHAIRMAN OF THE BOARD OF SELECTMEN.

Mr. Walsh MADE THE MOTION to nominate Marilyn Black as Vice-Chairman of the Board of Selectmen. Ms. Connolly SECONDED THE MOTION. Ms. Black declined the nomination.

Ms. Black MADE THE MOTION to nominate Katherine S. Connolly as Vice-Chairman of the Board of Selectmen. Mr. Baschnagel SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ELECT KATHERINE S. CONNOLLY AS VICE-CHAIRMAN OF THE BOARD OF SELECTMEN.

Ms. Black MADE THE MOTION to nominate Jay Pierson as Secretary of the Board of Selectmen. Ms. Connolly SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ELECT JAY PIERSON AS SECRETARY OF THE BOARD OF SELECTMEN.

Ms. Griffin noted that there has been a 60% to 70% response rate from those members of boards and commissions whose terms expire indicating whether or not they are interested in serving. She will provide the Board with information indicating who is willing to continue and those who are not; after that information is accumulated, an advertisement will be run in the newspaper seeking new members so that the Selectmen can begin to conduct interviews in June.

4. DISCUSSION OF PROPOSED SOLID WASTE AGREEMENT WITH THE CITY OF LEBANON FOR USE OF THE LEBANON LANDFILL.

Ms. Griffin pointed out that Lebanon's landfill is really the only viable landfill available to residents of the Upper Valley. She added that although some of Hanover's residents purchase landfill tickets and take their refuse directly to the landfill, the majority of residents contract with any number of private haulers who, by agreement proposed by the City of Lebanon, are not bound to use the Lebanon landfill but do because it is really the only regional source available. In the agreement, the City of Lebanon will hold itself to a discipline in terms of where it places tipping fees for municipalities, but it does not want to be held to the same discipline with respect to tipping fees for private haulers. The reason for this is because Lebanon wants to be competitive and realize that they have to price the tipping fee for private haulers to keep their business.

Ms. Griffin pointed out that the issues highlighted as being of concern to Hanover are included in two accompanying documents which she forwarded to the Board at an earlier date. One document was a draft memo she had written to Town staff and to Walter Mitchell and Tim Bates back in January, and the other document is addressed to David Hess, an attorney representing the City of Lebanon, which was dated in late April. The letter to Attorney Hess is a synthesis of original issues raised in the memo drafted in January. She added that she had a long conversation with the engineer representing the City of

Lebanon with respect to her letter to Attorney Hess recently; she had hoped that the engineer would have been able to present the Board with a letter outlining in writing his verbal responses; this has not yet been received, but she would suggest that the Board see these responses before they commit to the agreement. In addition, a final draft is needed from Lebanon that includes the changes she indicated should be made.

Ms. Griffin noted that the agreement is relatively straightforward and most of her concerns were minor. She wanted to be sure that the document was absolutely specific that there was very little municipal waste that Hanover has any control over because the Town does not provide curbside collection of solid waste in the tax rate and it is not picked up by the Town. She wanted to be sure it was understood that Hanover is not bound to ensure that Northeast Waste uses the Lebanon landfill. The City of Lebanon will be adding language to the agreement that makes this issue crystal clear.

Secondly, Ms. Griffin stated that she wanted to be certain it was not an expectation that the recyclables which the Town does pick up at curbside with a contracted service were to be included in the definition of waste that has to go to the landfill because it is counter-intuitive. The City of Lebanon will be adding language which is really quite unique for Hanover because the Town has such an aggressive curbside recycling program.

Ms. Griffin stated that another minor issue is the requirement in Section 9 of the agreement stating that Hanover will provide an annual recycling report to the City of Lebanon. She commented that she was irritated that the City of Lebanon would have to be in the enforcement business with regard to Hanover's recycling program, and added that apparently DES requires that language to be included in the contract. She explained that the Town on an annual basis will have to fill out a one-page report, which can be done by Northeast Waste, which chronicles the tonnage of recyclables picked up at curbside in Hanover. She noted that the reporting requirement is fairly minimal, and that it appears as though this report should have been filled out yearly all along.

One final issue, and an area where Ms. Griffin felt the most concern, had to do with any future liability for additional costs not collected in tipping fees that would be required to close either the current unlined portion of the landfill, closure of which is essentially complete, or to close Phase 2A which is just about to open. The engineer for the City of Lebanon agreed that Lebanon would be more than happy to provide the Town of Hanover annually a report of the amount of money that has been set aside in a sinking fund toward future closure costs, including a special fund that is to be collected for those unforeseen expenses that may occur. Ms. Griffin added that the Town's auditors require that the Town receive this report each year in order to give a clean bill of health on the audit. If the Town had any concerns that there was not enough money being collected in the

tipping fee and being set aside in the sinking fund, there would be the ability to voice that concern. It would appear that the City of Lebanon has done an excellent job in projecting closure costs, and they are supposed to provide DES annually with a reaffirmation that they have collected enough in tipping fees toward the adequate closure costs associated with Phase 2A and ultimately Phase 2B.

Ms. Black MADE THE MOTION that the Board of Selectmen authorize the Town Manager to sign the Solid Waste Agreement with the City of Lebanon for the use of the Lebanon landfill for solid waste disposal. Mr. Walsh SECONDED THE MOTION.

In terms of Section 10 of the agreement dealing with liability and indemnity, Mr. Baschnagel encouraged the Town Manager to discuss with the City of Lebanon a reciprocal statement on the part of Lebanon indemnifying Hanover for acts or omissions.

Ms. Griffin stated that she would provide the Board with the final draft when it is received in case the Board wishes to take one last look at it before she signs it.

Ms. Black WITHDREW HER MOTION and Mr. Walsh WITHDREW HIS SECOND.

Mr. Walsh recalled that 20 months ago there was a meeting with the City of Lebanon where Hanover encouraged them to keep the landfill going and stating that it was viewed as a regional resource, and further that Hanover would be willing to enter into a long-term agreement with the City for the benefit of the residents of Lebanon and Hanover. He thinks that the contract is very reasonable and is a great example of regional cooperation between Hanover and Lebanon.

5. RECOMMENDATION TO APPROVE REVISED AND NEW JOB DESCRIPTIONS.

Ms. Connolly questioned the job description for utility engineer in the Public Works Department and stated that she feels the education requirement of a bachelor's degree is fairly slight for that grade. Ms. Griffin explained that most professional engineers may only have their BA and then receive their PE certification at a later time after they have met the service and testing requirements. She added that very often candidates apply that are very well qualified but need an additional six months in order to obtain their PE. Mr. Baschnagel agreed that a bachelor's degree is adequate, and noted that minimum qualifications for the position indicate that a licensed engineer is desired.

Ms. Griffin explained that a Grade 20 would not put the utility engineer's position in the management tier, but would put them in the exempt employee tier which is someone who works overtime without overtime compensation. She pointed out that the position does have some supervisory responsibilities, particularly with respect to the Water Company portion of the job.

Ms. Black noted that she would assume the person filling the position would remain on call; she pointed out that everyone else who is on call receives extra compensation. Although the position is not an AFSCME position, Ms. Black stated that she feels there has to be some equalization between the two labor contracts for individuals who are required to be on call. Barry Cox explained that there is some comparability, but that callback with AFSCME is a three hour minimum and call-back for firefighters is a two hour minimum.

Ms. Black indicated that she wished to be sure the Grade 20 for this position is comparable in responsibility to other positions. Mr. Cox explained that the new Class and Compensation system is a way of helping to insure across the board that all job descriptions are rated on the same ten factors, making a strong rationale for the grades assigned.

Ms. Griffin noted that her biggest fear is that someone can be found to fill the position at the pay scale indicated.

Ms. Black referred to the positions for the Howe Library staff and commented that the position of Library Assistant does not necessarily require a Baccalaureate degree. She feels that in Hanover employees in the library really need a Library Science degree or at least a

Baccalaureate degree. Ms. Griffin stated that most employees at the Library are over-qualified for their positions. The difficulty is that when levels of experience are added as requirements, the salaries get bumped up.

Ms. Black stated that she would be in favor of dropping the experience requirement for the Library Assistant position in exchange for requiring a Baccalaureate degree. Mr. Cox indicated that this change would put the position at a Grade 14 rather than a Grade 12.

Ms. Griffin explained that she was trying to be as frugal as possible knowing that over-qualified people apply for these positions. The Town is fortunate to have some of these over-qualified people working at lower-level positions.

Ms. Black's last comment was under minimum qualifications for Building Maintenance. It is her understanding that plumbing and electrical work cannot be done in Hanover without a license. Ms. Griffin answered that individuals in the Building Maintenance positions can do some basic repairs, but for the larger jobs licensed professionals are hired.

Ms. Connolly MADE THE MOTION that the Board of Selectmen accept the ten revised and new job descriptions recommended by staff. Ms. Black SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ACCEPT THE TEN REVISED AND NEW JOB DESCRIPTIONS RECOMMENDED BY STAFF.

6. RECOMMENDATION TO SET PUBLIC HEARING ON JUNE 5, 2000 TO ADOPT PROPOSED FEES AND CHARGES FOR FY 2000-2001.

Ms. Black MADE THE MOTION that the Board of Selectmen vote to set a public hearing on June 5, 2000 to adopt proposed fees and charges for FY 2000-2001. Ms. Connolly SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO SET A PUBLIC HEARING ON JUNE 5, 2000 TO ADOPT PROPOSED FEES AND CHARGES FOR FY 2000-2001.

7. RECOMMENDATION TO ACCEPT ABATEMENT RECOMMENDATIONS AS PRESENTED BY THE ADVISORY BOARD OF ASSESSORS.

Ms. Connolly MADE THE MOTION that the Board of Selectmen accept the results of the April 27, 2000 meeting of the Advisory Board of Assessors' abatement recommendations. Ms. Black SECONDED THE MOTION.

Mr. Pierson asked for an explanation of how the abatement process works. Ms. Griffin explained that the Advisory Board of Assessors is elected by Town Meeting. In addition, one Selectman is nominated with an alternate to serve as the Selectmen's representative to the Advisory Board of Assessors. On June 5th the Board will elect a Selectman and an alternate to fill these positions. She added that typically there are anywhere from five to ten or twelve requests for abatement each year. The Advisory Board of Assessors meets two or three times a year, and State statute requires that the Selectmen approve the recommendations of the Advisory Board of Assessors. It is the Advisory Board of Assessors, however, who deal with the details provided with staff support by the Town Assessor, and then hear the testimony of the individuals who file the requests for abatement.

Mr. Baschnagel asked if there were secondary issues that roll out of these requests for abatement; in other words, if when specific requests are reviewed implications are looked at in terms of other assessments that may have not been appealed. Ms. Connolly pointed out that this is the job of the Advisory Board of Assessors. Ms. Griffin added that if the Advisory Board saw a phenomenon occurring with respect to multi-family condominium units, for example, the Assessor has the ability to go in and take a look at all of the units and make a decision about adjustments based on what is being observed in the marketplace. The Assessor will do neighborhood updates in a particular year based on land values. Mr. Baschnagel commented that this may have two effects; an immediate effect and a secondary effect carrying over to a broader section of properties.

Mr. Walsh noted that the first three requests for abatement on the list are data error grade adjustments, or condition or functional adjustments. This basically means that the Assessor is saying the data on which he based his assessment for an individual property was wrong, and the property owner showed him new data causing the adjustment. Ms. Connolly added that part of the consideration is also the comparison of a particular property to other properties in the area.

Ms. Griffin noted that in New Hampshire cities, Lebanon for example, the Board of Assessors has the final say. From there, if the request is denied by the Board of Assessors the property owner can appeal it to the Board of Tax and Land Appeals or to Superior Court. In New Hampshire towns, the Advisory Board of Assessors serve the same function, but the Selectmen have the ultimate role of blessing the recommendations of the Advisory Board. If the property owner is not satisfied, he can also appeal it to the Board of Tax and Land Appeals or the Superior Court.

The Board of Selectmen VOTED UNANIMOUSLY TO ACCEPT THE RESULTS OF THE APRIL 27, 2000 MEETING OF THE ADVISORY BOARD OF ASSESSORS' ABATEMENT RECOMMENDATIONS.

8. RECOMMENDATION TO ACCEPT BUILDING RESTRICTION EASEMENT DEED FOR 10.2 ACRE PARCEL ADJACENT TO HANOVER COUNTRY CLUB.

Ms. Black MADE THE MOTION that the Board of Selectmen accept the building restriction easement deed for the 10.2 acre parcel adjacent to Hanover Country Club. Ms. Connolly SECONDED THE MOTION.

Ms. Griffin distributed copies of the deed. Mr. Walsh explained that this is a building restriction easement which the Board had reviewed and signed, and put in escrow against the fact that the Town Meeting would vote to rezone the land behind Fletcher Circle and Rivercrest to the Institutional Zone so that the College could expand the golf course. The Board reviewed this deed carefully two months ago.

The Board of Selectmen VOTED UNANIMOUSLY TO ACCEPT THE BUILDING RESTRICTION EASEMENT DEED FOR THE 10.2 ACRE PARCEL ADJACENT TO HANOVER COUNTRY CLUB.

9. AUTHORIZATION TO PARTICIPATE IN STATE OF NEW HAMPSHIRE SURPLUS DISTRIBUTION PROGRAM.

Ms. Griffin explained that authorization for the Town to participate in the Surplus Distribution Program would allow Hanover to participate in their auctions. The Town frequently sends equipment down to the State auction which is held annually. This is a very efficient way for municipalities to dispose of items they no longer need or want.

Ms. Black MADE THE MOTION that the Town of Hanover participate in the State of New Hampshire Surplus Distribution Program. Ms. Connolly SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO PARTICIPATE IN THE STATE OF NEW HAMPSHIRE SURPLUS DISTRIBUTION PROGRAM.

10. ANNUAL CONCURRENCE WITH THE TOWN OF HANOVER'S EMERGENCY MANAGEMENT PLAN.

Ms. Black MADE THE MOTION that the Board of Selectmen are in concurrence with the Town of Hanover's Emergency Management Plan.

Ms. Griffin explained that the Emergency Plan is available in the Town Manager's office for public review. This plan is done in conjunction with the Office of Emergency Management for the State of New Hampshire.

Mr. Baschnagel SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO BE IN CONCURRENCE WITH THE TOWN OF HANOVER'S EMERGENCY MANAGEMENT PLAN.

11. APPOINTMENT OF TOWN REPRESENTATIVE TO THE GRAFTON COUNTY ECONOMIC DEVELOPMENT COUNCIL.

Ms. Griffin stated that the By-Laws of the Grafton County Economic Development Council require that there be a membership larger than the Board of Directors for purposes of the annual meeting, essentially to ratify appointment of members to the Board. John Manchester has agreed to continue to serve on the Council.

Ms. Black MADE THE MOTION to nominate John Manchester as the Town representative to the Grafton County Economic Development Council. Mr. Baschnagel SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ELECT JOHN MANCHESTER AS THE TOWN REPRESENTATIVE TO THE GRAFTON COUNTY ECONOMIC DEVELOPMENT COUNCIL.

12. ADMINISTRATIVE REPORTS.

Ms. Griffin reported that she has been busy doing post-Town Meeting cleanup and moving into implementation of all of the projects that happen effective July 1st. She added that Margaret Jacobson has been retained to represent the Town on the closing of the 48 Lebanon Street property. Jonathan Edwards is overseeing the acquisition, together with Mike Gilbar. Originally, the closing was supposed to happen by June 15th, but the funds are not technically available until July 1st. She thinks that the closing will happen shortly after July 1st.

Ms. Black stated that it was her understanding that the property owners have agreed not to rent the property. Ms. Griffin concurred that this is true and the property is not rented.

Ms. Griffin also reported that there has been tentative approval received of the Town's funding request for a feasibility grant from the Office of State Planning.

Ms. Griffin stated that the Board will consider the Rates and Fee Schedule on June 5th, and she will send to the Board an annotated recommended list of fee changes effective July 1st.

Ms. Griffin reported that sewer bills have been mailed with letters going out to wastewater customers during the prior week. She anticipates that there will be questions about the changes in the rate structure as some people will be seeing a fairly substantial increase while others may see a decrease in their rates.

Mr. Walsh pointed out that the larger bills for those individuals who will be seeing a substantial increase will be the result of them receiving a very good deal in past years. Ms. Griffin agreed, adding that the rates being paid previously were nowhere typical to what a residential household in Hanover was paying for treatment of relatively the same amount of wastewater.

Mr. Baschnagel asked how wastewater usage is measured for people who do not have municipal water. Ms. Griffin answered that the method used in the past would be to estimate based on the number of people in a household. In FY 2000/2001 \$7,500 has been budgeted to install meters on every single one of those properties, primarily in Etna, that discharge to the Town's wastewater system.

13. SELECTMEN'S REPORTS.

Ms. Connolly

Ms. Connolly reported that the Planning Board had recently reviewed and approved a Dartmouth College application for a tennis court and lights at Chase Field. In addition, the Board heard an application for extension for an enlargement of the Fleet Bank frontage, and a waiver of site plan review for both the League of NH Craftsmen and Ben and Jerry's applications anticipating the arrival of the parking structure and access to it, including rear access at the back of their properties.

Mr. Baschnagel

Mr. Baschnagel had nothing to report.

Ms. Black

Ms. Black reported that seedlings are available at the Public Works garage for those people who have recycled their Christmas trees but not yet picked up their seedling.

In addition, Ms. Black reported that scrap metal collection will be held at the Public Works garage on June 10th. There is a special plea for youth bicycles; they will be sent to the Windsor prison to be rehabilitated and given to needy children in the Upper Valley.

Ms. Black also reported that her recent trip to Washington, D.C. was wonderful.

Mr. Walsh

Mr. Walsh reported and he and Ms. Griffin would be meeting with the Recreation Board at 6:30 on Wednesday, May 17th, and invited the rest of the Selectmen to join them. The purpose of the meeting is that the Rec Board has asked for an update on the Community Center Task Force and wishes the Selectmen to look around their building to see the need for additional space.

14. APPROVAL OF MINUTES: APRIL 25, 2000

Ms. Black MADE THE MOTION to accept the minutes of April 25, 2000, as amended. Ms. Connolly SECONDED THE MOTION and the Board of Selectmen VOTED THREE IN FAVOR, ONE (MR. BASCHNAGEL) ABSTAINED TO ACCEPT THE MINUTES OF APRIL 25, 2000, AS AMENDED.

15. OTHER BUSINESS:

There was no other business to come before the Board.

16. 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.

Ms. Connolly MADE THE MOTION to go to non-public 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 NON-PUBLIC SESSION TO DISCUSS A MATTER WHICH MAY AFFECT THE REPUTATION OF AN INDIVIDUAL.

SUMMARY

1. **Ms. Connolly MADE THE MOTION that the Board of Selectmen appoint Judson Pierson, Jr. to fill the one-year unexpired Selectmen's term vacated by John Colligan. Mr. Baschnagel SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO APPOINT JUDSON PIERSON, JR. TO FILL THE ONE-YEAR UNEXPIRED SELECTMEN'S TERM VACATED BY JOHN COLLIGAN.**
2. **Mr. Baschnagel MADE THE MOTION that the Board of Selectmen approve the hours of operation set forth on page 12 of the Parking Facility Operations Taskforce Report as a starting point for the operation of the facility. Ms. Connolly SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO APPROVE THE HOURS OF OPERATION SET FORTH ON PAGE 12 OF THE PARKING FACILITY OPERATIONS TASKFORCE REPORT AS A STARTING POINT FOR THE OPERATION OF THE FACILITY.**
3. **Ms. Black MADE THE MOTION that the Board of Selectmen adopt the recommendations set forth on page 7 of the Parking Facility Operations Taskforce Report with the proviso that the Oversight Committee come back to the Selectboard on a quarterly basis to report how it is working. Mr. Baschnagel SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ADOPT THE RECOMMENDATIONS SET FORTH ON PAGE 7 OF THE PARKING FACILITY OPERATIONS TASKFORCE REPORT WITH THE PROVISION THAT THE OVERSIGHT COMMITTEE COME BACK TO THE SELECTBOARD ON A QUARTERLY BASIS TO REPORT HOW IT IS WORKING.**
4. **Ms. Black MADE THE MOTION that the Board be presented with a rate and fee schedule reflecting increases in all fines for violations of the Parking Ordinance by 50%, with input from Town staff. Mr. Baschnagel SECONDED THE MOTION. The Board of Selectmen VOTED UNANIMOUSLY THAT THE BOARD BE PRESENTED WITH A RATE AND FEE SCHEDULE REFLECTING INCREASES IN ALL FINES FOR VIOLATIONS OF THE PARKING ORDINANCE BY 50%, WITH INPUT FROM TOWN STAFF.**
5. **Mr. Baschnagel MADE THE MOTION that the Board of Selectmen accept Table 4 of the Parking Facility Operations Task Force Report as a starting point for rates. Ms. Connolly SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ACCEPT TABLE 4 OF THE PARKING FACILITY OPERATIONS TASK FORCE REPORT AS A STARTING POINT FOR RATES.**
6. **Ms. Black MADE THE MOTION that the Board of Selectmen accept Table 5 of**

- the Parking Facility Operations Task Force Report. Ms. Connolly **SECONDED THE MOTION** and the Board of Selectmen **VOTED UNANIMOUSLY TO ACCEPT TABLE 5 OF THE PARKING FACILITY OPERATIONS TASK FORCE REPORT.**
7. Ms. Black **MADE THE MOTION** to nominate Brian Walsh as Chairman of the Board of Selectmen. Ms. Connolly **SECONDED THE MOTION** and the Board of Selectmen **VOTED UNANIMOUSLY TO ELECT BRIAN WALSH AS CHAIRMAN OF THE BOARD OF SELECTMEN.**
 8. Mr. Walsh **MADE THE MOTION** to nominate Marilyn Black as Vice-Chairman of the Board of Selectmen. Ms. Connolly **SECONDED THE MOTION.** Ms. Black declined the nomination.
 9. Ms. Black **MADE THE MOTION** to nominate Katherine S. Connolly as Vice-Chairman of the Board of Selectmen. Mr. Baschnagel **SECONDED THE MOTION** and the Board of Selectmen **VOTED UNANIMOUSLY TO ELECT KATHERINE S. CONNOLLY AS VICE-CHAIRMAN OF THE BOARD OF SELECTMEN.**
 10. Ms. Black **MADE THE MOTION** to nominate Jay Pierson as Secretary of the Board of Selectmen. Ms. Connolly **SECONDED THE MOTION** and the Board of Selectmen **VOTED UNANIMOUSLY TO ELECT JAY PIERSON AS SECRETARY OF THE BOARD OF SELECTMEN.**
 11. Ms. Black **MADE THE MOTION** that the Board of Selectmen authorize the Town Manager to sign the Solid Waste Agreement with the City of Lebanon for the use of the Lebanon landfill for solid waste disposal. Mr. Walsh **SECONDED THE MOTION.** Ms. Black **WITHDREW HER MOTION** and Mr. Walsh **WITHDREW HIS SECOND.**
 12. Ms. Connolly **MADE THE MOTION** that the Board of Selectmen accept the ten revised and new job descriptions recommended by staff. Ms. Black **SECONDED THE MOTION** and the Board of Selectmen **VOTED UNANIMOUSLY TO ACCEPT THE TEN REVISED AND NEW JOB DESCRIPTIONS RECOMMENDED BY STAFF.**
 13. Ms. Black **MADE THE MOTION** that the Board of Selectmen vote to set a public hearing on June 5, 2000 to adopt proposed fees and charges for FY 2000-2001. Ms. Connolly **SECONDED THE MOTION** and the Board of Selectmen **VOTED UNANIMOUSLY TO SET A PUBLIC HEARING ON JUNE 5, 2000 TO ADOPT PROPOSED FEES AND CHARGES FOR FY 2000-2001.**
 14. Ms. Connolly **MADE THE MOTION** that the Board of Selectmen accept the results of the April 27, 2000 meeting of the Advisory Board of Assessors'

abatement recommendations. Ms. Black **SECONDED THE MOTION**. The Board of Selectmen **VOTED UNANIMOUSLY TO ACCEPT THE RESULTS OF THE APRIL 27, 2000 MEETING OF THE ADVISORY BOARD OF ASSESSORS' ABATEMENT RECOMMENDATIONS**.

15. Ms. Black **MADE THE MOTION** that the Board of Selectmen accept the building restriction easement deed for the 10.2 acre parcel adjacent to Hanover Country Club. Ms. Connolly **SECONDED THE MOTION**. The Board of Selectmen **VOTED UNANIMOUSLY TO ACCEPT THE BUILDING RESTRICTION EASEMENT DEED FOR THE 10.2 ACRE PARCEL ADJACENT TO HANOVER COUNTRY CLUB**.
16. Ms. Black **MADE THE MOTION** that the Town of Hanover participate in the State of New Hampshire Surplus Distribution Program. Ms. Connolly **SECONDED THE MOTION** and the Board of Selectmen **VOTED UNANIMOUSLY TO PARTICIPATE IN THE STATE OF NEW HAMPSHIRE SURPLUS DISTRIBUTION PROGRAM**.
17. Ms. Black **MADE THE MOTION** that the Board of Selectmen are in concurrence with the Town of Hanover's Emergency Management Plan. Mr. Baschnagel **SECONDED THE MOTION** and the Board of Selectmen **VOTED UNANIMOUSLY TO BE IN CONCURRENCE WITH THE TOWN OF HANOVER'S EMERGENCY MANAGEMENT PLAN**.
18. Ms. Black **MADE THE MOTION** to nominate John Manchester as the Town representative to the Grafton County Economic Development Council. Mr. Baschnagel **SECONDED THE MOTION** and the Board of Selectmen **VOTED UNANIMOUSLY TO ELECT JOHN MANCHESTER AS THE TOWN REPRESENTATIVE TO THE GRAFTON COUNTY ECONOMIC DEVELOPMENT COUNCIL**.
19. Ms. Black **MADE THE MOTION** to accept the minutes of April 25, 2000, as amended. Ms. Connolly **SECONDED THE MOTION** and the Board of Selectmen **VOTED THREE IN FAVOR, ONE (MR. BASCHNAGEL) ABSTAINED TO ACCEPT THE MINUTES OF APRIL 25, 2000, AS AMENDED**.
20. 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**.
21. Ms. Connolly **MADE THE MOTION** to go to non-public 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 NON-PUBLIC SESSION TO DISCUSS A MATTER WHICH MAY AFFECT THE REPUTATION OF AN INDIVIDUAL**.

The meeting was adjourned at 9:35 p.m.

Respectfully submitted,

Katherine S. Connolly
Vice Chairman

These minutes were taken and transcribed by Nancy Richards.