

FINAL

BOARD OF SELECTMEN'S MEETING

OCTOBER 9, 2000

6:30 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; Katherine S. Connolly, Vice-Chairman; Jay Pierson; Bill Baschnagel; Julia Griffin, Town Manager; and members of the public.

Mr. Walsh announced that this meeting was being taped by CATV 6. He added that the Board had just enjoyed a tour of the Fire Department and ambulance service, and that the meeting was being held at the Hanover Fire Station on Lyme Road.

1. PUBLIC COMMENT.

Ms. Connolly commented that she had received a call from the International Office at Dartmouth College recently. There has been a desire expressed to set up a liaison between some of the international students at the College and families in Hanover. They would like to know if there are families in Hanover that would like to set up a relationship with some of the international students, and if so, Ms. Connolly asked that they contact the Town office.

2. PUBLIC HEARING TO CONSIDER RESCINDING ORDINANCE #22, LAND USE CHANGE TAX

Mr. Walsh opened the public hearing to consider rescinding Ordinance #22, Land Use Change Tax.

Ms. Griffin stated that when Town Meeting approved the revisions to the allocation of revenue collected through the land use change tax in 1999, a memorandum of agreement was executed with the Conservation Commission regarding the agreements on the allocation of the revenue, with a portion of the revenue going to the Conservation Fund and a portion going to the Capital Improvements Fund. She explained that as part of that Memorandum of Agreement, the Town was required to rescind Ordinance #22 which is an old ordinance that governed the allocation of the land use change tax revenue into the two separate funds. This was never done, and the ordinance is now outdated because it has been replaced by action taken at the Town Meeting in 1999.

Mr. Baschnagel noted that the ordinance had included provisions for accepting private donations and placing them in a Capital Improvement Fund. He asked how private donations would now be handled without the ordinance in place. Ms. Griffin answered that it is not necessary to have an ordinance in place to make a decision about where to place any money which might be given in the form of a private donation.

There being no public comment, Mr. Walsh closed the public hearing.

Ms. Connolly MADE THE MOTION that the Board of Selectmen vote to repeal Ordinance #22, Land Use Change Tax Allocation. Mr. Pierson SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO REPEAL ORDINANCE #22, LAND USE CHANGE TAX ALLOCATION.

3. DISCUSSION OF REVISED CHANGE FOR BIKE COMMITTEE CHARGE.

Ms. Griffin explained that the original scope of work for the Bike Committee came out of a failed Town Meeting vote in 1997 on the original proposal for the bike path. The Bike Committee has now suggested that the Selectmen should consider reappointing them and the Board had asked that the Bike Committee collaborate in coming up with a proposed revised charge going forward. She suggested that at the next meeting the Board reappoint members of the Bike Committee and advertise openings for any other individuals who might be interested in joining the group.

Mary Anne Rankin and Tom Linell of the Bike Committee pointed out areas of concern with regard to bike lanes. These concerns included narrowing of the bike lane on Route 10 and gravel and storm drain grates just north of CRREL.

Ms. Connolly MADE THE MOTION to adopt the revised charge for the Bike Committee. Mr. Pierson SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ADOPT THE REVISED CHARGE FOR THE BIKE COMMITTEE.

4. DISCUSSION OF PROPOSED REPLACEMENT OF ADMINISTRATIVE SERVICES SOFTWARE.

Michael Gilbar explained that there have been a lot of problems with the current software vendor, particularly with the Town Clerk's package. He noted that the Town has been using the software for roughly ten years. He stated that there are four providers of software which could be utilized; out of those four there is one that cannot be used because they use a different system which would require an upgrade or changes in hardware and software, one vendor which the Town is currently using, one worse than what the Town has currently in terms of service, and VADAR, the software vendor which is being proposed.

Deputy Town Clerk/Deputy Tax Collector Sallie Johnson indicated that she had attended a demonstration of the VADAR system and been to a day-long workshop with members of the company as well as representatives from ten different towns. She explained that VADAR is just breaking into the market in New Hampshire; they appear to be very open to Hanover's needs and what she has heard from other towns so far about the company has been very positive.

Mr. Gilbar indicated that there has been discussion in the past about trying to get all of the modules integrated and Windows based; there have been a lot of problems because of using DOS based programs either with printing or transferring data, particularly to the budget format that was used this last year. Mr. Gilbar added that one of the aims was to try to coordinate everything so that it was all Windows based. Mr. Gilbar stated that

VADAR had quoted \$15,000 on the Town Clerk portion of the software, and for an additional \$9,900 they had indicated they could cover the tax and fund accounting portions which would result in everything being fairly well integrated. Under the current system, it costs the Town approximately \$1,500 to do the tax billing each time it is done.

Mr. Walsh asked by how many towns or cities in New Hampshire the software from VADAR is currently being used. Mr. Gilbar answered that there are approximately 50 municipalities in Massachusetts, but VADAR is just starting to put their software in New Hampshire. Hanover would be one of a dozen New Hampshire sites. The software would have to be customized for New Hampshire, but there is now a good group of users to work with the company to get that done. Mr. Gilbar indicated that some of the other communities in New Hampshire are Hopkinton, Lebanon, Sunapee, and Farmington, and noted that Gilford and Somersworth are also looking into it.

Mr. Walsh asked how many people are employed by VADAR. Ms. Johnson answered that there are approximately 15 employees. The company is privately held and is located in Maynard, Massachusetts.

Mr. Pierson noted that the contract provides for an ongoing license cost for a period of three years; he asked if this cost would go beyond that time frame. Mr. Gilbar explained that VADAR is going with a three year renewable contract. The first year is the purchase price plus software support and the second two years are for software support. Mr. Pierson asked how the costs quoted by VADAR compared to the costs currently to the Town. Mr. Gilbar answered that currently for fund accounting the Town is paying approximately \$800 a year; however, there are many items that this does not cover. In addition to that \$800 figure the Town is paying between \$1,000 and \$2,000 per year, and he added that the Town Clerk portion is approximately another \$2,000. Ms. Griffin commented that the amount of \$2,500 is budgeted for customized programming.

Mr. Pierson asked for an explanation of the anticipated funding sources. Mr. Gilbar explained that there is approximately \$7,100 in contracted services which includes programming and straight support cost. He would propose to use \$4,000 from that and then utilize money which has not been used yet because the job description for the replacement of one member of the Town Clerk staff has not been finalized. He would suggest using those savings to pay for the cost of this software contract so that it would not be necessary to finance it. Mr. Gilbar added that some money would be needed to budget next year to make up the balance of \$5,900.

Ms. Connolly asked what the time line would be if the Board agreed with Mr. Gilbar's proposal. Mr. Gilbar answered that if the Board agreed with his proposal at this time it would only be effective if he could come to an agreement on the basis he has proposed. If there is agreement, he would believe the software could be installed in April and a decision could be made at that time to either run parallel with the current system or to start live. He added that he would suspect there would be some problems with the software as with any new installation, but not to the extent of the problems they have encountered with the Town Clerk's portion currently.

Mr. Walsh asked how the Town would protect itself in the event that VADAR decided to no

longer service the New Hampshire market without being left with something that cannot be used or modified. Mr. Gilbar answered that the Town has the same problem with the current software; there is not a lot of competition for municipal funding software in New England, and he refuses to go outside of New England. Corey Stevens explained that one advantage of going with VADAR is that they would be going from a DOS based platform to a Windows based platform; if the Town was left without any support, this is something that he could go into and modify it for the Town. He acknowledged that the Town might be taking a risk with a small unknown company, but he is sure that the Town will not get any worse support than what it is currently getting, and that the software from VADAR will be something that he can actually work with in-house.

Mr. Walsh suggested that the ten towns in New Hampshire that are interested in this software ask VADAR to escrow it to the extent they choose not to continue to provide the service or if they increase their fees at greater than the CPI; in that case, the Towns who are using the software can obtain the source code and continue to use it and maintain it. He noted that this is something that is naturally done in the commercial world on a regular basis, and he feels it is a very reasonable request.

Ms. Griffin noted that VADAR has a superb track record in Massachusetts; she agreed that this does not mean that they have made it in New Hampshire yet, but the Town is getting a very good price because it would be a pilot community. The hope is that by getting in on the ground floor the Town can be involved in the users' group so that the software is customized to the Town's satisfaction.

Ms. Connolly asked if all of the Town's data was transferable from DOS to Windows, and whether the VADAR software would be compatible with the State motor vehicle programs.

Mr. Gilbar answered that the data from fund accounting is transferable from DOS to Windows. Currently, they keep track of all of the data in terms of procedures coming through in the fund accounting cash system duplicating the entry. He does not feel that this is an issue because if they started with the new software July 1st they would be starting a new year which would eliminate the need to transfer information.

Mr. Baschnagel asked if Mr. Gilbar was comfortable with the estimation of start-up costs. Mr. Gilbar answered that in the agreement there are some issues that he feels are too open ended with regard to extra charges. The costs that VADAR has proposed he would expect to be the final installation costs. He noted that if the Town asked for something that was unusual for a New Hampshire community, he would expect that the Town would have to pay for it, but he would say that the Town would be customized at its current level and would not be paying more for something that it currently has.

Mr. Walsh asked if VADAR serviced Massachusetts only. Ms. Johnson answered that they are in five states now. Mr. Walsh asked if Mr. Gilbar had talked with any of the other users in the other states to see how the company's transition to a new state has worked. Mr. Gilbar answered that he has not; he has just spoken with the customers in Massachusetts. The consensus has been that VADAR is the best company available.

The Board was in agreement that Mr. Gilbar should proceed with the details of the software contract.

5. RECOMMENDATION TO ACCEPT GRASSE ROAD PHASE I SEWER EASEMENTS.

Ms. Griffin explained that the sewer easements from the Grasse Road Phase I project were never transferred to the Town or accepted by the Town. She added that the documents have been reviewed by the Public Works Director, the Senior Planner and the Town's attorney, and they are all recommending that the Board accept the easements.

Ms. Connolly MADE THE MOTION that the Board of Selectmen accept the Grasse Road Phase I Sewer Easements. Mr. Pierson SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ACCEPT THE GRASSE ROAD PHASE I SEWER EASEMENTS.

6. DISCUSSION OF PROPOSED STREET BANNER POLICY.

Ms. Griffin explained that the Town had no written banner policy in the past, and the Board had asked her to draft a policy for their review.

Mr. Walsh read the banner policy drafted by Ms. Griffin:

"The Town of Hanover will approve banner requests that meet the following criteria:

1. Publicize Town-sponsored events.
2. Publicize Chamber-sponsored events.
3. Publicize events that are deemed to benefit the community as a whole.

Ms. Griffin noted that the Montshire Speed Skating Club has requested permission to install a banner, and this request would not fit the Town's criteria for a banner if the Board were to accept the above banner policy.

Ms. Connolly MADE THE MOTION that the Board of Selectmen adopt the proposed banner policy. Mr. Baschnagel SECONDED THE MOTION and the Board of Selectmen VOTED THREE IN FAVOR, ONE (MR. WALSH) OPPOSED. THE MOTION CARRIED.

Mr. Walsh stated that he personally believes the opportunity to put banners up should be more broadly available to good organizations. However, turning that feeling into a policy would be difficult and he is not ready to fight for it at this time.

Since the Board has now adopted the banner policy as stated above, Mr. Walsh noted that Ms. Griffin now has the basis on which to deny the request of the Montshire Speed Skating Club.

7. ADMINISTRATIVE REPORTS.

Ms. Griffin reported that the official opening date of the parking garage is October 17th at 7:00 a.m. She noted that she had a conversation with representatives of MacMillan Company regarding the garage; they had originally said the garage would be open

October 9th, but it has become apparent that this will not be possible.

Ms. Griffin noted that significant progress is being made on the exterior site work and finishing up most of the cleanup details in the garage itself. She stated that she has indicated to MacMillan that an opening on October 17th is an absolute requirement, and that any work they need to do after that date will have to be done in consultation with Patrick O'Neill to be sure that the parking structure and the site is completely accessible to those that are going to be using it for parking.

Mr. Baschnagel stated that he had heard there was a crack in a beam in the garage. Ms. Griffin explained that there was a crack in the lintel or sill over the Currier Street exit caused by one of the subcontractor's trucks, in addition to three cracks in a support beam behind the lintel and vertical cracks in the north wall. She stated that she had walked the garage completely with the contractor who had indicated that the cracks in the north wall were normal cracks that occur with concrete. However, the contractor was not as confident about the cracks in the lintel over the Currier Street exit. The cracks have been thoroughly reviewed by a structural engineer who has concluded that none of the cracks are structural cracks that would be problematic.

Mr. Baschnagel noted that the Chamber of Commerce had made the following suggestions regarding the parking garage:

- 1) That there be a formal opening at 10:00 a.m. on October 17th.
- 2) That those who wish to speak or be involved in the dedication of the facility be invited to do so.
- 3) That the facility be dedicated to Lou Bressett.

Mr. Walsh commented that it was his understanding that parking in the facility would be free during the first week of operation. Ms. Griffin explained that this is not the present plan.

Mr. Baschnagel MADE THE MOTION that parking in the new parking facility be free from October 17, 2000 through October 21, 2000. Ms. Connolly SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY THAT PARKING IN THE NEW PARKING FACILITY BE FREE FROM OCTOBER 17, 2000 THROUGH OCTOBER 21, 2000.

Mr. Walsh suggested that the Town send a bill to the contractor for the cost of the free days of parking. He explained that parking the first week was originally intended to be free in order to train the employees. He feels that even though the contractor is another nine days late, free parking should still be offered for this introductory period with the bill being sent to the contractor.

Mr. Baschnagel noted that the committee had come up with the prospective name of "Hanover Car Park" for the parking facility. Mr. Walsh suggested that it might be fun to hold a contest for students at the Ray School, the Richmond School and the high school to come up with a name for the facility, perhaps offering a prize to the person coming up with the name that is selected.

8. SELECTMEN'S REPORTS.

Mr. Pierson

Mr. Pierson reported that the Chamber of Commerce is working hard on their goals and objectives and trying to figure out how to keep things moving. They will probably send out some sort of survey to members to find out if business owners feel the Chamber is helpful to them.

Mr. Baschnagel

Mr. Baschnagel reported that with regard to the Planning Board the College is talking about changing some of the lighting around Thompson Arena. In another matter, he noted that the Conservation Commission had its first public review of the open space plan recently with approximately 25 to 30 people in attendance. A second meeting with regard to the plan will be held October 11th in the Mayer Room of the Howe Library. He encouraged anyone who has not had a chance to review the plan to attend this discussion.

Ms. Griffin stated that she had recently attended the ribbon cutting ceremony for the Slade Brook bridge. She added that it was a wonderful ceremony followed by a family hike. She indicated that it is a wonderful trail which is now open as a result of the footbridge.

Ms. Connolly

Ms. Connolly reported that the Planning Board will discuss the open space plan at its next meeting on Tuesday, October 10th. The Board has also discussed housing in relation to the Master Plan and continues to review topics in the Master Plan with a goal of completion by June. She added that there will be numerous public hearings as the work on the Master Plan proceeds.

Mr. Walsh

Mr. Walsh reported that Ms. Connolly had hosted a wonderful dinner for Katz Suzuki with regard to Hanover's sister city of Nihonmatsu.

Mr. Walsh also reported that the Howe Library annual meeting will be held October 12th at 3:00 p.m.

Mr. Pierson added that he had talked with Jane Bedford with regard to holding a ceremony for B.J. Bedford to honor her success at the Olympics. Ms. Bedford had indicated that B.J. would be happy to be a part of such a ceremony and she will let him know when that might be able to happen. Mr. Pierson stated that he would like B.J. to speak with the Rotary Club, the local swimming club and perhaps students at the high school.

9. APPROVAL OF MINUTES: SEPTEMBER 11, 2000

Ms. Connolly MADE THE MOTION that the minutes of September 11, 2000 be accepted as corrected. Mr. Pierson SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ACCEPT THE MINUTES OF SEPTEMBER 11, 2000 AS CORRECTED.

10. OTHER BUSINESS.

There was no other business to come before the meeting.

11. ADJOURNMENT.

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

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

SUMMARY

- 1. Ms. Connolly MADE THE MOTION that the Board of Selectmen vote to repeal Ordinance #22, Land Use Change Tax Allocation. Mr. Pierson SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO REPEAL ORDINANCE #22, LAND USE CHANGE TAX ALLOCATION.**
- 2. Ms. Connolly MADE THE MOTION to adopt the revised charge for the Bike Committee. Mr. Pierson SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ADOPT THE REVISED CHARGE FOR THE BIKE COMMITTEE.**
- 3. Ms. Connolly MADE THE MOTION that the Board of Selectmen accept the Grasse Road Phase I Sewer Easements. Mr. Pierson SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ACCEPT THE GRASSE ROAD PHASE I SEWER EASEMENTS.**
- 4. Ms. Connolly MADE THE MOTION that the Board of Selectmen adopt the proposed banner policy. Mr. Baschnagel SECONDED THE MOTION and the Board of Selectmen VOTED THREE IN FAVOR, ONE (MR. WALSH) OPPOSED. THE MOTION CARRIED.**
- 5. Mr. Baschnagel MADE THE MOTION that parking in the new parking facility be free from October 17, 2000 through October 21, 2000. Ms. Connolly SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY THAT PARKING IN THE NEW PARKING FACILITY BE FREE FROM OCTOBER 17, 2000 THROUGH OCTOBER 21, 2000.**

6. **Ms. Connolly MADE THE MOTION that the minutes of September 11, 2000 be accepted as corrected. Mr. Pierson SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ACCEPT THE MINUTES OF SEPTEMBER 11, 2000 AS CORRECTED.**
7. **Ms. Connolly MADE THE MOTION to adjourn the meeting. Mr. Pierson SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ADJOURN THE MEETING.**
8. **Ms. Connolly MADE THE MOTION to go to nonpublic session to discuss a matter which may affect the reputation of an individual. Mr. Baschnagel SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO GO TO NONPUBLIC SESSION TO DISCUSS A MATTER WHICH MAY AFFECT THE REPUTATION OF AN INDIVIDUAL.**

The meeting was adjourned at 8:30 p.m.

Respectfully submitted,

Jay Pierson, Secretary

These minutes were taken and transcribed by Nancy Richards.