

FINAL

BOARD OF SELECTMEN'S MEETING

March 4, 2002

7:00 PM – MUNICIPAL OFFICE BUILDING – HANOVER, NH

The Chairman, Brian Walsh, called the meeting of the Board of Selectmen to order at 7:00 PM. Present were: Brian, Walsh, Chairman; Katherine Connolly, Vice-Chairman; William Baschnagel; Marilyn Black; Judson Pierson; Julia Griffin; and members of the public.

1. PUBLIC COMMENT

Marilyn Black advised that the Town of Hanover had lost one of its more active, prominent and well-respected citizens today in Caroline Henderson Frost. Ms. Black said Mrs. Henderson Frost worked on many different town and school committees. Ms. Black extended her condolences to Caroline's husband, Harold and their children.

2. 3RD BUDGET HEARING

POLICE

Julia Griffin said the proposed budget included an increase of over \$144,737 that was almost solely attributable to the acquisition of the vehicle fleet. Ms. Griffin said the 3 cruisers were on a 3-year replacement cycle and the 3 other police vehicles (2 Taurus's and 1 Explorer) were on a 6-year replacement cycle. Ms. Griffin advised of the Police Equipment Reserve from which the funds would be drawn for the purchase of the new vehicles.

Marilyn Black questions the figures proposed for uniforms and cleaning. Police Chief Nick Giaccone said the only significant difference in laundering services related to the Investigation Division, as Lt. Frank Moran preferred to launder his work attire at home. Chief Giaccone said the actual clothing budget for purchases was the same per person across the board. Ms. Black said the proposal allocated \$200 to each patrol officer for laundering services and a total of \$800 to the Chief and Captain. Chief Giaccone said laundering rates for the uniforms were cheaper than that of the civilian clothes. Doug Hackett, Communications Services Coordinator added that laundering of blankets and things of that nature from the cellblock were also charged to the Chief and Captain's allotment.

Judson Pierson asked how uniforms were replaced. Chief Giaccone said the cost of outfitting a new officer from head to toe was approximately \$2000. Chief Giaccone said each police employee received a quarter of that figure every year to

purchase individual pieces of his or her uniform. Marilyn Black questioned what funds were used to purchase uniforms for the part-time officers. Chief Giaccone said those funds were provided in the patrol officers' allocation.

William Baschnagel questioned the 22.4% decrease in line item 01-321-300, Administration Professional Services. Julia Griffin said Hanover's percentage of the costs to the Lower Grafton County Prosecutorial Association had decreased as more communities joined the Association.

William Baschnagel questioned if line item 01-321-900, Department Charges should be listed as negative. Julia Griffin said a note would be added to the narrative to explain that the \$21,031 charged out to parking was countered by the MIS charges. Judson Pierson asked if there were checks and balances of all these inter departmental charges. Betsy McClain, Director of Administrative Services said the spreadsheets were all linked and all zeroed out with the proposed budget figures.

Marilyn Black questioned line item 01-093-359, Sale of Cruisers. Chief Giaccone said 6 vehicles would be sold, 4 cruisers, a Taurus and the Explorer. Marilyn Black believed the Town should be able to get more than \$19,500 for all those vehicles. Julia Griffin said Frank Austin, Fleet Maintenance Superintendent would be before the Selectmen at the next budget hearing to explain this estimate. Brian Walsh asked that Mr. Austin be asked to revisit this issue. Chief Giaccone suggested that the \$19,500 might be conservative as he recalled selling the same number of vehicles in the past for \$26,000. Betsy McClain said the proceeds from those sales would be added back into the Police Equipment Reserve for future replacement. Katherine Connolly questioned if Ford was still producing law enforcement equipped Explorers. Julia Griffin believed Ford had found that the Explorers were not terribly well received as a police package due to size issues. Chief Giaccone said the Department had planned to purchase an Expedition. Marilyn Black spoke of the environment issues relative to the amount of larger vehicles on the roads today and stated she was against the Town purchasing an Expedition. Julia Griffin believed the Town's climate required the police department to have a four-wheel drive vehicle. Judson Pierson questioned how Chief Giaccone determined which manufacturer he would purchase from. Chief Giaccone said the major manufacturers of police packaged vehicles such as GM and Ford were priced most competitively but that the Town usually tailored to whatever the State bid for.

Katherine Connolly questioned why line item 01-322-430, Patrol Repair and Maintenance increased 200.0%. Julia Griffin advised that \$4,000 of that \$6,000 was related to an LED upgrade for Park and Wheelock.

Marilyn Black asked how in-cruiser videos worked and what they would be used for. Chief Giaccone said the video machines would be mounted inside the

cruisers and would be activated on patrol when the blue lights were turned on or manually operated if an officer wanted to record the operation of a motor vehicle prior to a vehicle stop. The videos would record during the entire encounter with the traffic violator. Ms. Black questioned how many units would be purchased. Chief Giaccone said he hoped to purchase 3 this year and 2 the following year. Captain Christopher O'Connor added that Highway Safety would allow a 50% funding match on every marked police cruiser that each department owned. Ms. Black questioned if there were any invasion of privacy issues involved with these recorders. Chief Giaccone said the officers would have to advise the alleged traffic violators that audio equipment was being used but that the violators could not stop the audio as long as they were advised it was on. Captain O'Connor said the audio could actually be transmitted from within a house back to a cruiser. Ms. Black questioned the procedure for storing the tapes. Captain O'Connor said the 8-millimeter tapes would be kept in the recording machines. Department policy was that DWI recordings would be pulled and stored as evidence. All other recordings would be pulled on a case-to-case basis depending on the evidentiary value on the tape. Captain O'Connor said he would review the tapes on a month-to-month basis.

Katherine Connolly asked why the radio study included in line item 01-324-700, Dispatch Operational Equipment was so expensive. Doug Hackett said the Town of Hanover had a large amount of "dead spots" where a police officer or fire fighter could not radio back to the dispatch center with a portable radio. Mr. Hackett said in an effort to find a solution to these "dead spots" he was steered toward a gentleman from Manchester who conducted radio studies for the New Hampshire State Police and the New Hampshire Department of Transportation. Mr. Hackett said the funding requested would be used for this man to study Hanover's terrain and radio needs. Julia Griffin said this man would provide an analysis of Hanover's system needs and would prepare an RFP of whatever the equipment upgrade would be. Ms. Griffin suspected he would advise of modification upgrading additions to the system of antennas and repeaters. Mr. Hackett said part of the reason this man was chosen was that hopefully he had already conducted research on Hanover for the State Police and DOT studies. Julia Griffin advised that the College had similar radio problems. Ms. Griffin said there was a possibility that the College might participate in the study but that she would prefer to set aside the full amount of the funding in the budget for this project. Brian Walsh asked when this was last studied. Mr. Hackett did not believe the Town had ever researched the "dead spots". William Baschnagel questioned future plans to upgrade to digital. Mr. Hackett said the trend in the State on the police side was to upgrade to digital but that this would not affect the "dead spots". Katherine Connolly asked that the radio study be put on the list for further discussion.

Katherine Connolly asked why there was not a new Reserve Account for dispatch. Julia Griffin said the Selectmen had opted not to reserve for dispatch this year.

Judson Pierson asked where the increase in the health insurance was listed. Julia Griffin said the health insurance costs for General Fund Departments were centrally located in the unallocated section of the budget. Mr. Pierson asked where additional costs relative to the police being short staffed was accounted for. Julia Griffin pointed out that line item 01-322-140, Patrol – Overtime for FY 2002 budgeted \$48,042 and the year to date amount was already at \$47,305. Ms. Griffin said the Patrol-Full Time and Patrol-Part Time figures should be somewhat less than what was projected. Marilyn Black questioned what percentage of the shifts was not fully manned. Captain O'Connor believed the Department was 20% understaffed. Chief Giaccone advised of the 30 applications received for the open positions and that test dates were scheduled for April 13, 2002.

Judson Pierson questioned how it was determined what to charge other towns for dispatch services. Doug Hackett said it was a complex formulated created by Mike Gilbar based on utilization (call volume and Mr. Hackett's budget). Mr. Hackett said Hanover paid 80% of his budget. Mr. Pierson questioned if Hanover was charged its fair share. Ms. Griffin said when the other duties such as walk in traffic and administrative calls were factored in the Town was not being charged its fair share. Ms. Griffin said the formulas were reviewed year to year and charges to other towns were amended based on their call volumes. Ms. Griffin said the other communities had learned that as the Town back billed they would pay next year for services rendered this year in terms of call volume.

Marilyn Black questioned why the money from the sale of the police vehicles was not listed in the Town of Hanover Reserve Schedule. Betsy McClain said the vehicle CIP was listed under the Public Works portion of the budget so the \$19,500 proposed for the police vehicles would go into the vehicle reserve.

Marilyn Black asked why patrol mileage had gone down the last three years as indicated in the Performance Indicators FY 1998 to FY 2001. Captain O'Connor said that was based on the staffing. The trend had been a decrease in motor vehicle stops over the last three years. Ms. Black asked if that was also why the number of parking tickets issued had decreased. Julia Griffin affirmed. Brian Walsh noted the 25.2% decrease listed for fire runs. Doug Hackett said the 548 runs recorded were the number of runs in Hanover only. The 733 runs listed for FY 00 was for all the fire runs for all of the communities. Marilyn Black questioned the 621.4% increase listed for total voids of parking violations. Chief Giaccone guessed this was related to a software upgrade issue. Brian Walsh asked that the void issue be verified.

Doug Hackett advised that renovations to the dispatch center were coming along nicely and invited the Selectmen to stop in to see it. Mr. Hackett said the new radios would be installed April 9, 2002 and completion of the center and installment of the furniture would occur on April 29, 2002.

FIRE

Julia Griffin said the most significant increase to the Fire Fund Budget was the \$77,150 increase in water rates. Ms. Griffin said \$11,000 was added to the Fire Fund for the radio study. An increase of \$20,000 a year was proposed for the Capital Reserve Contribution into the Fire Equipment Fund for future replacement of the self-contained breathing apparatuses. William Baschnagel asked if there was a reason why all the apparatuses should be replaced at one time. Fire Chief Roger Bradley said the logic behind that was to get the same piece of equipment for all the firemen to be familiar with and to maximize group purchasing power. Julia Griffin said increasing health insurance costs were also factored into the Fire Budget as was funding to replace a pick up truck.

William Baschnagel asked how fire district definitions and rates were set. Julia Griffin believed the Town needed to redraw all the district lines in terms of response time from the Hanover and Etna Fire Stations. Ms. Griffin said the rates were based on the assessed evaluation of the districts. Betsy McClain offered to review the formula and put some text together for the next Board of Selectmen's meeting. Kari Asmus of Etna thought the district rates were supposed to be proportionate to the service received. Ms. Asmus asked if the people that did not receive the benefit of hydrants due to proximity issues would be impacted by the increased water rates. Brian Walsh asked Betsy McClain to provide the Selectmen a clear, simple, quick, succinct statement at the next Selectmen's meeting as to how the expenses were portioned among the 4 districts.

Marilyn Black suggested the Town explore getting rid of the Fire Fund and adding it to the General Fund.

Marilyn Black questioned the \$3,600 proposed for 2 desktop computers. Captain Chris Broderick advised that amount included a laptop for Engine 1, and 2 desktop computers.

Marilyn Black questioned what "office equipment rental needs during the year" referred to for line item 03-110-440, Vehicle/Equipment Rental. Betsy McClain advised that vehicular rental had been dormant since 1999 so it actually referred to other office equipment. Ms. McClain said she would research what was purchased with the \$64 spent to date.

Katherine Connolly asked that the Education/Conference line item be put into the Suppression Budget.

Marilyn Black questioned the \$130,000 listed for line item 03-120-140, Suppression – Overtime. Chief Bradley said that covered all of the overtime on the expense side. Chief Bradley pointed out that \$8,000 expended from the

Ambulance Fund for refresher training was charged initially to the Fire Department overtime. Chief Bradley said recall activity also affected this figure.

William Baschnagel asked why there was no Life Safety Code Review planned for this year. Chief Bradley advised that the Fire Department had been conducting reviews of various projects internally and that the fund was designed to pay for services of contracted help. Mr. Baschnagel asked why those reviews were not treated as a revenue-generating source for the Fire Fund. Julia Griffin said theoretically a portion of the General Fund associated with Building Permit Revenue was supposed to cover expenses for plan reviews and that the General Fund would lose out if the Fire Fund began generating revenue for these services. Ms. Griffin said a possible fee for Fire Life Safety Code building plan review could be researched. Brian Walsh questioned if funds needed to be allocated for Life Safety Code Review or not. Ms. Griffin suggested line item 03-093-350, Life Safety Code Review be increased to \$2,000 and line item 03-130-300, Property Services be increased to \$3,000.

Marilyn Black questioned the 7.7% increase to line item 03-160-600, Fire Training Supplies and Materials. Ms. Black questioned if the Department had a long-range plan for training and a list of materials needed for each training program. Chief Bradley said Captain Michael Clark did not specifically have a training program outlined listing specific materials needed for the next year but did have an outline of what he wanted to train. Chief Bradley said some of the materials needed were available through outside resources such as the Fire Academy, the Health Trust and Primex. Chief Bradley advised of required monthly in house training that was given and of the associated curriculum and objectives that the firefighters must sign off on.

William Baschnagel questioned the 14.3% increase listed for line item 03-150-600, Fire Alarm Maintenance. Captain Gerald Frankenfield said \$800 of the \$2000 proposed was associated with the interchange at Park and Wheelock where the poles and wire needed to be changed. Captain Frankenfield said other areas that required similar work resulted when utility poles were relocated during construction of various projects. Julia Griffin advised that Captain Frankenfield had tried without success to charge out this work to the people whose projects were responsible for relocating the utility poles.

William Baschnagel questioned why line items 03-093-340 and 341, Fire Alarm Services and False Alarm Charges were not done in terms of revenue. Captain Frankenfield said \$600 was lost when two master boxes from Dartmouth fraternities were removed. Captain Frankenfield reduced the False Alarm Charges figure due the decreasing false alarm calls received as certain sites (Hood Museum) have upgraded their detection devices and due to the winding down of construction projects (Baker/Berry) that caused many other false alarms. Chief Bradley said with regard to the many responses to Baker/Berry it was erroneously

reported that the Fire Department's average response time was 10 to 12 minutes when in fact their response time was less than 3 minutes.

Judson Pierson asked to have more explanation of line item 03-551-430, Main Station Building Repair and Maintenance. Julia Griffin said the \$600 proposed for the mini blinds was per her request for the living quarters on the second floor. Ms. Griffin said the Town had been gradually upgrading office equipment throughout other departments and the funds proposed here would represent the first phase of upgrades for the Captain's office furniture and Fire Department carpeting. Ms. Griffin said Captain Michael Doolan also wanted to replace stair railings and perform other touchup work.

Julia Griffin said the only significant change to the Etna Station section was the purchase of 2 overhead door openers. Kari Asmus of Etna noted the amount of work performed at the Etna Station over the last year and questioned where the funding was listed for that work. Julia Griffin said the funds were listed under FY 2002 line item 03-560-430, Etna Station Building Repair and Maintenance. Kari Asmus noted that \$3,000 of those funds was designated for the old Etna Station that also had maintenance work done. Julia Griffin said the Town's Public Works Department performed the labor for the jack hammering, concrete work and installation of the new garage doors to the newer Etna station, which decreased the project costs significantly.

Katherine Connolly questioned the revenue aspect of line item 03-093-310, Hydrant Rentals. Ms. Griffin said this figure was associated with revenue from dedicated (private) hydrants.

William Baschnagel questioned line items 03-097-750, Transfer from Reserve and 03-097-760, Fund Balance. Julia Griffin said the Transfer from Reserve represented money for the purchase of a pick up truck. Ms. Griffin said the Fire Fund was in very good shape, as was the Ambulance Fund. Ms. Griffin said a portion of the Undesignated Fund Balance of the Fire Fund was used to help keep pressure off the tax rates, particularly in a year like this one with the significant increase in water rates. Kari Asmus of Etna spoke of a fire truck that was purchased recently and asked where those monies appeared in the budget. Ms. Griffin said the \$233,859 listed under line item 03-720-742, Capital Costs Reserve Purchases for FY 2002 reflected the fire truck purchase.

Julia Griffin reminded the Selectmen of the transfer of charges from line items 03-110-800, Administration Education/Conferences to 03-160-800 Training Auto/Education/Conferences related to the Captain's travel expenses to the IAFC Conferences.

Marilyn Black questioned the \$20,000 listed under line item 03-640-291, Severance Pay. Julia Griffin said Captain Doolan would be retiring in the spring

and those funds were related to the accumulated annual leave he could be taking with him when he departs.

AMBULANCE

Julia Griffin said the Ambulance Fund had seen a significant improvement in the last 2 years related to increases in ambulance revenues. Ms. Griffin said there was a community contributions line item in the Health and Welfare Budget, which reflected the General Fund charge from the Ambulance Fund to cover the Town of Hanover's share of the budget with respect to ambulance services. Ms. Griffin said for a number of years the General Fund carried the full burden of benefit expenses related to the 3 firefighters whose salaries were allocated to the Ambulance Fund. Ms. Griffin said in recognition of this, staff recommended an increase of the allocation of Fund Balance used from the Ambulance Fund that reduces the community contribution charge to the General Fund. Ms. Griffin said if the Ambulance Fund revenue continued to grow over the following year the Town would review the allocations charged to Norwich and Lyme and consider returning fund balance to those communities.

Judson Pierson asked if there was a listing of all of the Reserve Balances and their percentages. Julia Griffin said that information would be available March 18, 2002 when the Town's audit would be reviewed. Mr. Pierson questioned if there was a policy regarding the percentages of the reserves. Julia Griffin said there was a 5% to 10% rule but that the Selectmen could identify a specific percentage they would like used on a consistent basis for all of the Town's funds. Brian Walsh asked to see a table of the various funds listing the expected unallocated fund balances at the beginning of the year, end of the year and for the following year's budget.

Marilyn Black questioned if the Town was allocating the right amount to the Ambulance Fund to reflect the percentage of the work force related to the high volume of ambulance runs. Chief Bradley pointed out that number of the Fire Department runs (673) versus Ambulance runs (685) over the year were almost equal. Brian Walsh asked that the percent allocated to the Ambulance Fund be considered the following year. Betsy McClain added that the administration of the billing would be transitioned the following year also. Ms. McClain said increasing call numbers would directly impact administrative support related to collection efforts.

Julia Griffin reminded the Selectmen of the \$11,000 in the Ambulance Fund for the radio study. Captain Frankenfield said he was enthused the Town was going to take the step to have an engineering study conducted. Captain Frankenfield said he would prefer to have the study done to advise of the issues that are causing the "dead spots" in Town and how to resolve those issues instead of pushing funds through various vendors who were trying to sell their products. Captain

Frankenfield believed in the coming years there would be federal money allocated associated with Homeland Security for communication efforts but that the Town would need to have some kind of program in place to receive those funds.

3. ADMINISTRATIVE REPORTS

Julia Griffin provided updated budget sheets and information on the Howe Library.

4. SELECTMEN'S REPORTS

Marilyn Black

Ms. Black was happy to report that the fund raising effort for the Community Center was creeping toward \$30,000. Julia Griffin added that \$4,000 to \$5,000 was received daily. Ms. Black said the project plans would be displayed in the high school lobby for the voters March 5, 2002.

Katherine Connolly

Ms. Connolly did not have anything to report.

William Baschnagel

Mr. Baschnagel did not have anything to report.

Judson Pierson

Mr. Pierson did not have anything to report.

Brian Walsh

Mr. Walsh did not have anything to report.

5. OLD BUSINESS

There was no old business discussed.

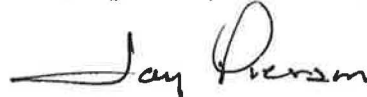
6. ADJOURNMENT

Marilyn Black MADE THE MOTION to adjourn the meeting. Katherine Connolly SECONDED THE MOTION. THE SELECTMEN VOTED UNANIMOUSLY TO ADJOURN THE MEETING AT 9:30 PM.

SUMMARY

1. **Marilyn Black MADE THE MOTION to adjourn the meeting. Katherine Connolly SECONDED THE MOTION. THE SELECTMEN VOTED UNANIMOUSLY TO ADJOURN THE MEETING AT 9:30 PM.**

Respectfully submitted,

A handwritten signature in black ink that reads "Jay Pierson". The signature is written in a cursive style with a long horizontal stroke at the beginning.

Jay Pierson, Secretary

These minutes were transcribed by Beth Rivard.