

**FINAL**

**BOARD OF SELECTMEN'S MEETING**

**March 6, 2002**

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

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

**1. PUBLIC COMMENT**

There was no public comment.

**2. 4<sup>th</sup> BUDGET HEARING**

**PUBLIC WORKS**

Julia Griffin advised that one of the most significant changes in the Public Works budget related to recycling as the Town received only one proposal for recycling. Northeast Waste, who currently picks up those materials and transports them to a landfill in Bethlehem, New Hampshire, was now asking that a premium totaling \$36,898 be paid to continue this service. Ms. Griffin said that premium had been put on the potential deduction list. Ms. Griffin said alternatives to paying the premium would be to begin a joint venture with the City of Lebanon and the Town of Hartford to establish a glass crushing operation or advise Hanover's recycling customers that brown and green glass would no longer be picked up. Katherine Connolly said dividing the premium amongst the Hanover residents would work out to \$1.00 per month per household. Ms. Connolly wondered if the voters would rather pay that in their tax bill as opposed to having to contract privately.

Julia Griffin said the other item that contributed to the overall increase to the Public Works budget was in line item 01-421-600, Highway Summer Maintenance Supplies and Materials. Ms. Griffin reminded the Selectmen of the presentation Pete Kulbacki, Director of Public Works and Keith Southworth, Operations Analyst gave on a revised approach to paving which in the short term would be more expensive but over the long haul would save a substantial amount of money. Ms. Griffin said the \$294,935 proposed had already been reduced \$75,000 as it was decided to stagger repaving Rennie Road over two seasons, which would allow payment of that project to be shared by two budgets. Brian Walsh asked that the paving plan be put on the list for further discussion. Marilyn Black was concerned for the condition of some roads where maintenance projects had already been postponed a number of times. William Baschnagel questioned what the impact would be if the paving program was deferred longer. Mike Chase, Project Manager/Utility Superintendent said deferring would drive up winter maintenance costs, as it would require more plowing and sanding on the roads.

Marilyn Black questioned the 72% decrease in line item 01-093-364, Revenues Highway Services – Water Company. Pete Kulbacki said the decrease reflected labor costs associated with the Public Works Department assisting the Water Company with repairs.

Marilyn Black questioned what “Recycling Materials” would be listed in line item 01-093-375, Revenues Recycling Materials. Julia Griffin said that would be the revenue the Town would receive from Northeast Waste from the sale of the recycled products they collected from the Town’s residents.

William Baschnagel noted the 1190.2% increase to line item 01-092-275, Revenues Excavation Fees. Mr. Baschnagel questioned if that was related to the Water Company. Pete Kulbacki said the Town now required higher standards for excavating projects, which resulted in increased labor hours.

William Baschnagel spoke of the \$100,000 budgeted FY 2002 for line item 01-093-369, Revenues Outside Projects of which none had been spent. Mr. Baschnagel questioned the additional \$100,000 proposed for FY 2003. Julia Griffin said the line item was used similar to a holding account; if the funds were not received, they were not spent.

Brian Walsh questioned the 14.2% decrease to line item 01-094-430, Revenues Highway Block Grant. Julia Griffin said the proposed figure was estimated conservatively due to the economic downturn the nation was experiencing. Mr. Walsh asked to have this item added to the list for further discussion.

William Baschnagel questioned the 64.3% increase to line item 01-423-140, Expenditures Line Maintenance – Overtime. Julia Griffin noted the \$3,655 spent year to date compared to the budgeted FY 2002 figure \$4,650. Mike Chase said that percentage was high because it was based on a small budget.

Judson Pierson questioned line item 01-423-110, Expenditure Line Maintenance – Full Time. Julia Griffin said a position was added that was split evenly between the Water Company and the Public Works Department. The proposed figures represented the full year realization of that position.

Katherine Connolly understood line item 01-410-300, Professional Services included engineering drawings and blueprints. Ms. Connolly asked if any of this was charged back. Pete Kulbacki said the bulk of the spending in this line item was related to obtaining site plan approval from the Planning Board for Town projects.

Marilyn Black questioned if the Utility Engineer was charged to Wastewater. Pete Kulbacki said one third was charged to the Wastewater Treatment Plant and two thirds was charged to the Water Company.

Marilyn Black questioned what sidewalks would be worked on. Mike Chase said the \$46,003 proposed included funds for a new sidewalk on East South Street, overlay work

on Clement Road and Choate Road and for work on North College Street if necessary. Ms. Black asked that the North College Street sidewalk funding be put on the list for further discussion, as there was a possibility that some of this work could be tied into upcoming construction projects. Mr. Chase said the College Street portion included \$5,200 granite curbing and possibly half of the \$4,940 concrete. Funding in the amount of \$7,500 was put on the list.

William Baschnagel questioned if the Town should have a long-term sidewalk plan. Pete Kulbacki said that was something he recognized and was focusing on. Katherine Connolly questioned if the lifespan of sidewalks was predictable. Mr. Kulbacki said that was dependent upon what products were used for maintenance purposes. Mr. Kulbacki said he was looking into using other products such as calcium chloride and magnesium chloride, which were environmentally less problematic and did not attack concrete the way salt does.

Julia Griffin suggested the Sidewalk Equipment Reserve be merged with the Public Works Equipment Reserve.

William Baschnagel spoke of the College's major building efforts planned for the Maynard Street area and questioned if the Town wanted to proceed with work on College Street. Pete Kulbacki said work on College Street was delayed the previous summer due to a College project that was never done. Brian Walsh asked of the added costs to postponing that work for 5 years. Mr. Kulbacki said each time the project had been postponed the project goals and costs magnified. Mr. Kulbacki said the impact of the College's project to Maynard Street might require extensive work. Ms. Griffin said if the road reconstruction of North College Street was not done this summer and the encumbered money was somehow shifted into a capital reserve, the Town would still need to leave in the \$15,000 budgeted for North College Street in the proposed budget for the overlay work. Marilyn Black asked to have this added to this list for further discussion.

William Baschnagel questioned the 20.3% decrease to line item 01-430-600, Fleet Maintenance Parts and Materials. Julia Griffin said that reflected decreases in fuel prices.

Marilyn Black asked how costs differed for different colored trucks in the Town's fleet. Frank Austin, Fleet Maintenance Superintendent said the difference was in residual value, which could factor up to \$1,000 per pickup truck. Ms. Black preferred the identification of the Town vehicles being of the same color. Mr. Austin said due to availability issues the white vehicles had been purchased. Mr. Austin said only the "supervisory" vehicles were of a different color than the school bus yellow except for Truck 3. Mr. Austin said the Town voted on their budget later in the season than most towns, which made it difficult for him to order vehicles. Mr. Austin said many manufacturers were moving away from offering smaller vehicles in a yellow color.

Marilyn Black noticed the white background on the original magnetic logos that highlighted the towering and lettering on the Town's vehicles had been omitted. Frank

Austin said the quality of the material of the white backing ripped easily so it was decided to standardize the logos on all the Town's vehicles without that. Mr. Austin said reaction to the change had been very positive.

William Baschnagel questioned the 5.6% increase to line item 01-430-960, Fleet Maintenance Capital Reserve. Frank Austin said the standard increase to vehicle prices was 3%. Mr. Austin said his projections were for a span of 20 years not just the immediate future. Mr. Austin said if that 3% was not added every year he would be short siding himself on the total Capital Program the Town had.

Julia Griffin said relative to the Police Budget and the Selectmen's question of the resale value of the 6 vehicles to be sold, a recommendation was made in to keep the low mileage police explorer for Pete Kulbacki to use. The pickup Mr. Kulbacki currently uses would be added to the fleet.

Katherine Connolly questioned the 104.5% increase to line item 01-650-400, Solid Waste Disposal Contracted Services. Pete Kulbacki said Northeast Waste had increased the cost from \$.50 per can to \$2.00 per can. Mr. Kulbacki said in an effort to get this line item down a survey was done of the public trash cans in town and those that were rarely used and were found to be in close proximity to other cans were removed. Mr. Kulbacki said consideration had been given to finding a different hauler but he had not been able to get another service provider to commit. Brian Walsh questioned if the Town should be providing this service in cooperation with the City of Lebanon and the Town of Hartford. Mr. Kulbacki said Keith Southworth reviewed that alternative and others including creating a drop off center. Mr. Kulbacki said both options would require a substantial initial investment and could be problematic in terms of finding employees to work in this area. Mr. Walsh asked that a few business plans be put together as alternatives to this service for the following year's budget proposal.

Carol Edwards, Chairman of the Recycling Committee said the Committee was asking that serious consideration be given to crushing the brown and green glass. Ms. Edwards said the Town of New London had been crushing glass for 12 years with a crusher they built themselves. Ms. Edwards said crushed glass was a superior paving material and saved in gravel costs. Ms. Edwards said a crusher was available from New Hampshire the Beautiful for all towns to use as were plans to build a crusher available through the State. Marilyn Black questioned how much material the Town could use. Pete Kulbacki said quality was an issue; if the glass was not crushed fine enough it would have to be buried. Mr. Kulbacki did not think enough material could be generated for the use needed.

Judson Pierson asked where streetlamp replacement was budgeted for the current year as line item 01-760-745 Capital Costs Street Lamp Replacements for FY 2002 listed \$0.0 but \$3,200 was expended. Julia Griffin advised of \$10,000 set aside in the FY 1996 or 1997 budget for street lamp reserve that was never spent. Mike Chase said the proposed \$5,000 for FY 2003 related to upgrading the lights on the Ledyard. Marilyn Black

suggested more strict enforcement of prohibiting the posting of signs on street lamps on Main Street might also help lower costs to this line item.

Brian Walsh questioned the Reserve Schedules figures and the balances shown for FY 2008-2009. Mr. Walsh asked if the balances should be zero once the expenditures were made. Frank Austin said the excess balance was needed to balance against spikes in equipment costs.

William Baschnagel reflected on concerns rural residents had regarding bank cutbacks. Pete Kulbacki said the Conservation Commission was now consulted before work was started.

Katherine Connolly asked of the 4 scenarios submitted for upgrading Heather, Pete and Piper Lanes if one offered enough of an upgrade to make the roads normal without producing a budget-busting scenario. Pete Kulbacki said the project could be broken into smaller pieces. Ms. Connolly asked for more refined numbers for Piper Lane only. Brian Walsh believed there ought to be a level of quality maintained on older town roads such as Piper Lane. Mr. Walsh said of the other gravel roads built under the subdivision regulations in the 70's 80's and early 90's where a conscious decision was made on the part of the Town to allow gravel roads and on the part of the homeowner to purchase a house on a gravel road, the concept of betterment fees would be very legitimate.

#### **WWTP**

Julia Griffin advised of updated budget sheets that were provided to the Selectmen related to Wastewater Treatment Plant projects. Ms. Griffin advised of a fairly substantial amount of funding set aside in the FY 2002 Operating Budget for WWTP capital projects was not expended. Ms. Griffin said these funds would be used for priority projects identified by Pete Kulbacki, Bill Mathieu, Water & Wastewater Treatment Superintendent and the Town's consultants over the coming year. Ms. Griffin said the following expenditures were planned:

Aeration Improvements	\$193,280
Algae Sweeper	\$ 35,000
Digester	\$ 50,000
Dufresne-Henry Study	\$ 78,000
Pump #3 Improvements	\$100,000
SCADA	\$ 45,000

Julia Griffin said the \$525,000 listed in line item 05-093-369, Outside Projects included \$400,000 from DHMC for the Aeration Improvements, \$100,000 from the City of Lebanon for Pump Station #3 improvements for the Quail Hollow project and \$25,000 for projects the Town would do throughout the year which they receive revenue for.

Brian Walsh questioned why line item 05-093-320 Rental Hanover (Net) was decreased. Betsy McClain, Director of Administrative Services said the figure listed derived from

calculations provided to her based on Hanover flat rate users. Julia Griffin suggested the \$764,419 listed be reviewed.

Julia Griffin said the 1840.0% increase to line item 05-424-700, Outside Projects Capital Outlay reflected the intention to spend money on capital projects most of which were more than offset by the receipt of money in outside projects to fund that work.

Brian Walsh thought the budget should be neutral relative to the issue of charging outside sources for improvements. William Baschnagel assumed DHMC pledged up to \$400,000 but would only pay the actual cost. Julia Griffin said the \$400,000 pledge included funding for half of the Dufresne-Henry Study. Mr. Walsh questioned the \$525,000 of expenses and requested a sources and uses that matched for the final hearing.

### **UNALLOCATED**

Julia Griffin said the unallocated section was the core area where things not allocated out to General Fund accounts were found. Ms. Griffin reviewed the proposed figures for the Selectmen.

Marilyn Black questioned if the \$36,070 proposed for line item 01-191-155, Yield Tax was too high. Ms. Griffin said the \$2,632 listed for year to date revenue would boost from now to the end of the season. Ms. Griffin said the figure proposed was based on a review of where this account was at this time last year.

Marilyn Black asked what "Transfers from Trust and Agency" was listed for line item 01-097-799, Other. Betsy McClain said this was where appropriations would come in that had been approved at Town Meeting. Ms. McClain was unsure as to what the proposed \$20,000 listed represented.

Marilyn Black asked to have a sheet drafted listing all of the fund balances. Brian Walsh agreed. William Baschnagel asked to have line item 01-150-900, Allocation of Administrative Costs Charges to Other Departments itemized by departments. Ms. Black asked to have a list of all the indebtedness of all the projects the Town was paying on. Brian Walsh asked to see a line of total salaries and wages including overtime. Ms. Black believed the public would like to see that as well.

Brian Walsh asked to have \$8,515 of the \$78,515 listed in line item 01-160-390, Legal Services Professional Services put on the list for further discussion.

Brian Walsh questioned what the effect would be if the Community/Senior Center was not passed. Julia Griffin said the Town would immediately save \$106,365.

William Baschnagel questioned why benefit costs were not allocated to the individual departments like personnel costs. Julia Griffin said it would be easy to allocate those costs but said personally she liked to see the numbers together here.



### **MISCELLANEOUS: HOUSING INSPECTOR**

Jonathan Edwards, Director of Planning and Zoning appeared before the Selectmen to answer questions on the proposed Housing Inspector position on the Wish List. Julia Griffin said this was one of the goals and objectives set by the Selectmen for the current fiscal year. Marilyn Black questioned if this would eliminate the need for a Fire Prevention Officer. Ms. Griffin said that was not proposed but would go a long way toward addressing a portion of that. Ms. Black asked if ordinance changes would be needed to allow this to happen. Ms. Griffin affirmed. Ms. Griffin said the goal would be for the position to fund itself but up front costs would be needed.

Katherine Connolly thought legal issues needed to be addressed before another position was added. Julia Griffin pointed out the work plan submitted by Jonathan Edwards, which called for drafting and implementing an ordinance prior to adding the position.

Brian Walsh spoke of the \$35,000 that would have to be added to the proposed budget to fund the start up costs. Marilyn Black questioned if the program was not started until January 2003 if that \$35,000 could be reduced to \$17,000. Mr. Edwards said that would be dependent upon when the program was started and how long it took the program to get up and running and generating revenue.

Mike Ryan, Director of Assessing advised that he was not able to gain access inside many of the rental apartments and of those he did enter he was not documenting number of people per bedrooms, smoke detectors or things of that nature. Marilyn Black questioned if this position would piggyback another ordinance that would regulate the number of occupants per bedrooms. Mr. Edwards said this position would be a prelude to that and would create the ability to inspect inside each unit thereby enabling the Town to collect information for the Zoning Administrator to enforce.

William Baschnagel questioned if this was something that might be the subject of a special warrant article. Mr. Baschnagel said asking the Town for the \$35,000 would provide two things: a commitment by the Town to proceed with such a program and covering the funding on a one-time basis. Mr. Edwards said Judith Brotman had found that the most powerful argument to anyone questioning the validity of a zoning provision was the fact that the Town Meeting voted for the zoning ordinance and for all of the provisions. Brian Walsh did not want to be forced into such a program by a Town Meeting vote without knowing what the ordinance would look like. Mr. Baschnagel was also uncomfortable that a draft ordinance was not available for the Selectmen to view.

Katherine Connolly was uncomfortable funding a position based on a 3-word concept. Julia Griffin advised of a sample draft ordinance from BOKA that could be provided to the Selectmen. Ms. Griffin said the important thing now was whether or not the Selectmen wanted to budget the funds realizing that more work needed to be done to draft an ordinance.

Jonathan Edwards said his concern was with legal and moral liability. Mr. Edwards said in the course of answering complaints his staff had seen some awful, horrendous, life threatening situations, as had the Fire Department. Mr. Edwards was convinced there was a bad accident out there waiting to happen. Mr. Edwards did know how to look people in the face acknowledging this threat and proposing to do nothing about it.

Mr. Edwards said the proposal before the Selectmen was realistic. It was based on things that have been tried out in other college towns. Mr. Edwards said his staff asked that he advise that they are fully behind the proposal.

William Baschnagel asked to view the sample ordinance. Katherine Connolly asked to see a timeline on this also. Brian Walsh acknowledged that the proposal was on the list for further discussion.

**3. PUBLIC HEARING FOR CONSIDERATION AND APPROVAL OF THE TOWN OF HANOVER PROPOSED BUDGET FOR FY 2002-2003.**

Brian Walsh opened the public hearing for consideration and approval of the Town of Hanover proposed budget for FY 2002-2003.

**Marilyn Black MADE THE MOTION to recess the public hearing to March 18, 2002. William Baschnagel SECONDED THE MOTION. THE SELECTMEN VOTED UNANIMOUSLY TO RECESS THE PUBLIC HEARING FOR CONSIDERATION AND APPROVAL OF THE TOWN OF HANOVER PROPOSED BUDGET FOR FY 2002-2003 TO MARCH 18, 2002.**

**4. RECOMMENDATION TO SET PUBLIC HEARING FOR MARCH 18, 2002 FOR CONSIDERATION AND ADOPTION OF THE HOUSING FUND BUDGET BY THE HANOVER HOUSING AUTHORITY.**

**Katherine Connolly MADE THE MOTION to set a public hearing for March 18, 2002 for consideration and adoption of the Housing Fund Budget by the Hanover Housing Authority. William Baschnagel SECONDED THE MOTION. THE SELECTMEN VOTED UNANIMOUSLY TO SET A PUBLIC HEARING FOR MARCH 18, 2002 FOR CONSIDERATION AND ADOPTION OF THE HOUSING FUND BUDGET BY THE HANOVER HOUSING AUTHORITY.**

**5. ADMINISTRATIVE REPORTS**

There were no administrative reports given.

**6. SELECTMEN'S REPORTS**



**Marilyn Black**

Ms. Black reported that the items ordered for Bill Young, Chris Vitale and Hank Tenney for recognition of their efforts were in. It was decided that Judson Pierson would present the items to the 3 individuals at the next Recreation Board Meeting.

Ms. Black said the plans for the Community/Senior Center were displayed at the voting poles. Ms. Black was present for 5 hours and did not receive a single negative comment. Many people stopped to view the plans and seemed very pleased. Julia Griffin added that \$32,000 had been raised to date.

**Katherine Connolly**

Ms. Connolly reported that the Planning Board had approved provisions for one of two new restaurants. The Planning Board also had an informal discussion with the College about the Maynard Street and Kemeny Center additions, which were very sizeable.

Ms. Connolly reported that she attended a gathering to bid farewell to Anne Ostendarp who was leaving the College for Franklin Pierce College. Ms. Connolly acknowledged Ms. Ostendarp's work with the Town over the years and said she would be sorely missed.

**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.

**7. OLD BUSINESS**

There was no old business discussed.

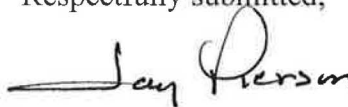
**8. ADJOURNMENT**

**Katherine Connolly MADE THE MOTION to adjourn the meeting. William Baschnagel SECONDED THE MOTION. THE SELECTMEN VOTED UNANIMOUSLY TO ADJOURN THE MEETING AT 9:54 PM.**

**SUMMARY**

1. **Marilyn Black MADE THE MOTION to recess the public hearing to March 18, 2002. William Baschnagel SECONDED THE MOTION. THE SELECTMEN VOTED UNANIMOUSLY TO RECESS THE PUBLIC HEARING FOR CONSIDERATION AND APPROVAL OF THE TOWN OF HANOVER PROPOSED BUDGET FOR FY 2002-2003 TO MARCH 18, 2002.**
  
2. **Katherine Connolly MADE THE MOTION to set a public hearing for March 18, 2002 for consideration and adoption of the Housing Fund Budget by the Hanover Housing Authority. William Baschnagel SECONDED THE MOTION. THE SELECTMEN VOTED UNANIMOUSLY TO SET A PUBLIC HEARING FOR MARCH 18, 2002 FOR CONSIDERATION AND ADOPTION OF THE HOUSING FUND BUDGET BY THE HANOVER HOUSING AUTHORITY.**
  
3. **Katherine Connolly MADE THE MOTION to adjourn the meeting. William Baschnagel SECONDED THE MOTION. THE SELECTMEN VOTED UNANIMOUSLY TO ADJOURN THE MEETING AT 9:54 PM.**

Respectfully submitted,



Jay Pierson, Secretary

These minutes were transcribed by Beth Rivard.