

FINAL

BOARD OF SELECTMEN'S MEETING

MAY 6, 2002

7:30 PM – MUNICIPAL OFFICE BUILDING – HANOVER, NH

The meeting of the Board of Selectmen was called to order at 7:30 pm by the Vice-Chairman, Katherine Connolly. Present were: Katherine Connolly, Vice-Chairman; William Baschnagel; Marilyn Black; Judson Pierson; and Julia Griffin, Town Manager.

1. PUBLIC COMMENT

Katherine Connolly advised this would be Marilyn Black's last Board of Selectmen's meeting as an acting Board member. William Baschnagel noted Ms. Black's record of attendance at over 500 Selectboard meetings. The Board thanked Ms. Black for her years of service.

2. RECOMMENDATION TO APPROVE ABATEMENT RECOMMENDATIONS MADE BY THE ADVISORY BOARD OF ASSESSORS

Julia Griffin advised of the four recommendations provided to the Selectmen in their Friday mailings.

Marilyn Black MADE THE MOTION to accept the recommendation of the Advisory Board of Assessors dated April 17, 2002. William Baschnagel SECONDED THE MOTION. THE SELECTMEN VOTED UNANIMOUSLY TO ACCEPT THE RECOMMENDATIONS OF THE ADVISORY BOARD OF ASSESSORS DATED APRIL 17, 2002.

3. HEALTH INSURANCE UPDATE

Julia Griffin advised the Town had budgeted for a 26.4% increase in health insurance but the actual increase would be 8.8%. Ms. Griffin attributed the decrease to a very good six-month period of claims experience for the entire Health Trust and to the medical inflation rate that was lower than was projected.

Ms. Griffin walked the Selectmen through the Rating Analysis for July 2002 Medical Pool.

1. Aggregate premium for 1/01 – 12/01 for entire Health Trust	\$126,236,000
2. Health Claims (excluding Merck-Medco prescription plan)	
- Claims incurred 01/01 – 12/01, paid through 02/02	\$ 75,689,000
- Completion factor (4.5%)	1.045
- Completed (incurred) claims 01/01 – 12/01 (a x b)	\$ 79,098,000

3. Merck-Medco Claims	
- Claims paid 01/01 – 12/01	\$ 20,823,000
- Incurred adjustment factor	1.01
- Incurred claims 01/01 – 12/01	\$ 21,032,000
4. Total incurred claims 01/01 – 12/01	\$100,127,000
5. Incurred claims trended to 7/02 – 6/03 @ 14%/year compounded for 18 months (4 X 1.21719)	\$121,873,000
6. Retention (7.4% of incurred claims)	\$ 9,019,000
7. Risk (3% of incurred claims)	\$ 3,656,000
8. Stop Loss (5% of incurred claims)	\$ 6,094,000
9. Trust administrative expense (4.5% of incurred claims)	\$ 5,484,000
10. Investment income (1% of incurred claims)	<\$1,219,000>
11. Total costs (5+6+8+9+10)	\$144,907,000
12. Indicated rate increase (11 divided by 1 rounded)	12%

Ms. Griffin explained the completion factor listed in item 2 is used to cover the portion of bills that have not been paid yet as Blue Cross and Blue Shield is not as quick as Merck-Medco to process their claims. Ms. Griffin explained item 5 included the projected medical inflation increase of 14% based on the latest data collected. Ms. Griffin said the retention listed in item 6 represented the fee Anthem charges for processing the bills. The risk margin in item 7 represented the amount of money the Health Trust builds in for the uncertainty of medical claims. Item 8 includes two different types of stop loss; internal stop loss and reinsurance; the Health Trust provides from within its own fund balance coverage for any claim ranging from \$60,000 to \$175,000, reinsurance is purchased to cover claims of over \$175,000. Ms. Griffin said the Health Trust received a quote for an 85% increase for reinsurance for the coming year but were able to renegotiate that increase to 20% rather than the 85% quoted.

Ms. Griffin pointed out Hanover's history of insurance premium increases as follows:

1996	14.7%	2000	3.5%
1997	25.9%	2001	28.8%
1998	2.9%	2002	8.8%
1999	6.8%		

Ms. Griffin said to look at Hanover's average rate of increase compared to that of other New Hampshire towns, Hanover was on the low end for the Health Trust.

Ms. Griffin spoke of the City of Portsmouth's efforts to start a Health Insurance Reserve with money saved from a rate increase that turned out to be significantly lower than what they had budgeted for. Ms. Griffin said the City of Portsmouth now budgets for a 13% increase each year and either transfers excess funds budgeted into this reserve or takes money from the reserve to account for the difference in the actual increase. Ms. Griffin said the Town of Hanover could not create such an account until Town Meeting 2003 but wanted to get the idea out there.

4. DISCUSSION OF PARKING BOOT POLICY

Julia Griffin advised a boot policy was added to the Town of Hanover's Ordinance in 1994. Ms. Griffin provided a memorandum from Patrick O'Neill, Supervisor of the Parking Division, outlining the limitations of the current parking fine collection process. Ms. Griffin asked the Selectmen for feedback on implementing the parking boot policy.

William Baschnagel gathered from the memorandum that the current fine collection process utilizing the court system was becoming less efficient and more cumbersome. Mr. Baschnagel questioned if vehicles could be towed rather than immobilized. Mr. O'Neill believed that could be done if the Selectmen wrote an Ordinance to that effect. Ms. Griffin advised the Town currently towed vehicles for snow removal purposes only. Ms. Griffin said many communities tended to be very reluctant to tow vehicles as the perceived liability of towing a vehicle is greater than booting a vehicle. Mr. O'Neill spoke of his preference dealing with the parking violators directly as opposed to the violators dealing with a towing company or service station. Katherine Connolly spoke in favor of immobilizing a car as opposed to towing a vehicle due to damage that often occurs during the towing process.

Ms. Connolly questioned where vehicles would be booted. Mr. O'Neill explained vehicle registration numbers of vehicles eligible for booting would be tracked in the Parking Division computer system and handheld ticketer units. Mr. O'Neill said vehicles would be booted in Hanover parking lots or on the streets as a parking technician locates the vehicle and is alerted from the handheld ticketer of the boot eligibility.

Marilyn Black questioned the minimum number of unpaid tickets or minimum fine amount due that would allow for boot action. Mr. O'Neill advised ten tickets or \$150.00 of unpaid fines. Katherine Connolly questioned if those numbers should be increased. Ms. Connolly noted that the amounts listed in the Ordinance were established when the parking fines assessed were much lower. William Baschnagel questioned how many people would currently meet that criterion. Mr. O'Neill advised forty-four vehicle registrations out of 36,000 entered into the Parking Division database would be eligible.

Katherine Connolly questioned how this would work relative to the overnight parking ban. Mr. O'Neill stated at certain times an officer would have to use discretion with regard to removing or installing a boot.

Marilyn Black questioned the time or expense the Parking Division staff spends collecting this money. Mr. O'Neill did not have calculations on a dollar amount or total number of hours spent but suggested offering information on the collection process:

- A ticket is issued
- A first late notice is generated and mailed.
- A second late notice is generated and mailed.
- A court summons is generated and mailed.

Mr. O'Neill explained the Parking Clerk also sends out partial payment notices and efforts are made to email mostly Dartmouth students or employees of past due balances. Ms. Griffin reminded the Selectmen a boot would not be put on a vehicle immediately. In addition to the late notices mentioned the registered owner would receive warning letters prior to the use of the boot.

Mr. Baschnagel acknowledged this was addressing only \$20,000 to \$30,000 of fine revenue that totaled over \$300,000 per year and questioned the need. Julia Griffin said the issue was more with regard to the inefficient use of Town staff time, court staff time and cash outlay in terms of the \$7.14 postage required to mail the court summonses. Ms. Griffin believed the Town spent as much money if not more in collection efforts as it received in revenue from delinquent parkers. Ms. Griffin said typically a vehicle only had to be booted once to change the driver's behavior relative to parking illegally or not paying fines assessed. Often through word of mouth implementing a boot policy created results of its own for others to reconsider their situations.

Ms. Griffin acknowledged the court summons process worked the bulk of the time. The boot policy would pursue the people who are typically avoiding receipt of the certified mail delivery. Mr. O'Neill added that 181 summonses were sent out over the last quarter; forty-three were returned unclaimed, thirteen were delivered in error by the post office, seventy-eight were delivered successfully and forty-seven others are in limbo.

Judson Pierson questioned if an additional surcharge would be assessed when a boot is used. Mr. O'Neill stated a fee was not built into the current Ordinance. Mr. Baschnagel suggested adding such a fee and perhaps extending the five-day resolution period to ten days.

Marilyn Black MADE THE MOTION to purchase one boot for implementation of the existing boot policy. William Baschnagel SECONDED THE MOTION. THE SELECTMEN VOTED UNANIMOUSLY TO PURCHASE ONE BOOT FOR IMPLEMENTATION OF THE EXISTING BOOT POLICY.

Ms. Black asked that an announcement be published advising of Hanover's intention to boot delinquent vehicles.

5. FINAL PREPARATIONS FOR TOWN MEETING

Julia Griffin verified the Selectmen's assignments for polling hours and Warrant Articles. Ms. Griffin said additional handouts would be prepared for the three Community/Senior Center Warrant Articles including an updated and simplified sources and uses. A site layout and floor plan indicating senior center space versus community center space would also be provided.

Judson Pierson asked of the latest figures for the contributions received. Ms. Griffin advised a tally would not be completed until Friday, May 10, 2002 but that an additional \$15,000 was received. Marilyn Black added the total contribution in the smaller individual checks was almost \$85,000. Ms. Griffin said the contribution from the Land and Capital Improvement Fund would be reduced to just below \$50,000. Ms. Griffin said the Recreation Board sent out an appeal to parents of children who take part in recreation activities, an appeal was also sent out to Kendal. Ms. Griffin, Sue Young and Marilyn Black were following up on additional fundraising letters sent out two weeks earlier. The Selectmen noted the response to the fundraising efforts as being remarkable.

Ms. Griffin advised the League of Women Voters would be hosting a Zoning Amendment Forum Wednesday, May 8, 2002 at 7:00 pm at the Howe Library. Marilyn Black referred to the Leagues' information sheet on the various amendments prepared by Kari Asmus as being the most understandable information Ms. Black had seen thus far and asked if copies could be made available to the public at the voting booths. Ms. Griffin affirmed.

Ms. Griffin announced baby-sitting services would be provided during the business meeting portion of the Town Meeting at 7:00 pm. Marilyn Black added that Youth in Action would be selling desserts to raise money for a school they are sponsoring in Honduras.

Ms. Griffin reminded the Selectmen a nominee was still needed for the Advisory Board of Assessors seat available. Ms. Griffin recalled the Selectmen had mentioned Xenia Heaton and Roger Clarkson in the past. Katherine Connolly suggested the Selectmen could discuss the issue amongst themselves to resolve the issue.

6. APPROVAL OF MINUTES: APRIL 15, 2002

Marilyn Black MADE THE MOTION to approve the minutes of April 15, 2002 as amended. William Baschnagel SECONDED THE MOTION. THE SELECTMEN VOTED UNANIMOUSLY TO APPROVE THE MINUTES OF APRIL 15, 2002 AS AMENDED.

7. ADMINISTRATIVE REPORTS

Noise & Outdoor Activity Ordinances

Julia Griffin advised she sent final drafts of the Noise Ordinance relative to the operation of equipment and Regulation of Outdoor Activities Ordinance designed to deal with the parties to Walter Mitchell, the Town's attorney for review and approval. Ms. Griffin said the decision was made to rely on the State Disorderly Conduct Statute to enforce the parties on the periphery. Ms. Griffin noted public hearings held November 19, 2001 and December 3, 2001 on the proposed Ordinances and questioned whether the Selectmen wanted to hold an additional public hearing. Ms. Griffin suggested that the minutes from those public hearings indicate there was general agreement with regard to how to proceed.

Municipalization of the Water Company

Ms. Griffin said she was in the process of completing a fairly lengthy staff report with multiple attachments outlining the merits of municipalizing the Water Company. Ms. Griffin said the attachments would include everything from the appraisal of the water company to the consultants' recommendations in terms of treatment options for the water. Ms. Griffin believed the Selectboard would spend a fair amount of time over the next three months talking about this issue. Ms. Griffin said if the decision was made to proceed to municipalization a special Town Meeting would have to be held to receive authorization to proceed and a confirming meeting would have to be held to approve the municipalization. Ms. Griffin said she would provide a timeline of events leading up to municipalization.

Sewer Use Ordinance

Ms. Griffin said the Selectmen would also soon be reviewing a proposal for a new sewer use ordinance that would allow the Town to implement the industrial pre-treatment program required by the State. Ms. Griffin said this would lead into a fairly comprehensive discussion of everything from sewer rates to Hanover's inter-municipal agreement with the City of Lebanon and include a review of the Dufresne-Henry consultants' recommendations to the wastewater plan.

EPA Inspections

William Baschnagel questioned Ms. Griffin's knowledge of someone photographing the exteriors of industrial facilities on Great Hollow Road. Ms. Griffin said the EPA and DES had been in to review the Town's wastewater plant operations due to several instances over the last few months where the bacteria level exceeded levels allowed by DES. Ms. Griffin said a number of improvements to the plant were being reviewed including increasing the aeration capacity and considering whether an ultraviolet system would be effective for Hanover or not. Ms. Griffin said the EPA was also inspecting

public facilities and industrial assessments that could account for the photo activity as well.

8. SELECTMEN'S REPORTS

Katherine Connolly

Ms. Connolly reported the Planning Board was reviewing site plan waivers related to Great Hollow Road and 3 Lebanon Street. The Board would be hearing about a modular classroom addition to the Richmond School on May 7, 2002.

Ms. Connolly reported she was unable to attend the Upper Valley Lake Sunapee Planning Commission meeting held two weeks prior.

Marilyn Black

Ms. Black did not have anything to report.

William Baschnagel

Mr. Baschnagel reported the College's Dewey Field proposal was scheduled for a joint Planning Board and Zoning Board meeting on May 16, 2002.

Mr. Baschnagel reported the Parking Transportation Board met the previous week. Mr. Baschnagel stated the Town Report falsely listed Mr. Baschnagel as Chairman of the PTB. Ms. Griffin explained the Town Report reflects the prior twelve months and theoretically Mr. Baschnagel was still the acting chairman for that board in December. Mr. Baschnagel reported the parking budget, parking facility and parking system were doing very well.

Mr. Baschnagel reported the Conservation Commission was working to submit a letter to the Valley News expressing concern for some of the proposed zoning amendments related to Master Plan implementation versus zoning amendments.

Mr. Baschnagel said he had spoken with Pete Kulbacki, Director of Public Works and encouraged him to draft a policy on Traffic Calming.

Judson Pierson

Mr. Pierson did not have anything to report.

9. OLD BUSINESS

There was no old business discussed.

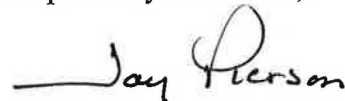
10. ADJOURNMENT

Marilyn Black MADE THE MOTION to adjourn the meeting. William Baschnagel SECONDED THE MOTION. THE SELECTMEN VOTED UNANIMOUSLY TO ADJOURN THE MEETING AT 8:31 PM.

SUMMARY

- 1. Marilyn Black MADE THE MOTION to accept the recommendation of the Advisory Board of Assessors dated April 17, 2002. William Baschnagel SECONDED THE MOTION. THE SELECTMEN VOTED UNANIMOUSLY TO ACCEPT THE RECOMMENDATIONS OF THE ADVISORY BOARD OF ASSESSORS DATED APRIL 17, 2002.**
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Respectfully submitted,



Jay Pierson, Secretary

These minutes were transcribed by Beth Rivard.