

**FINAL**

**BOARD OF SELECTMEN'S MEETING**

**NOVEMBER 4, 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 Chairman, Brian Walsh. Present were: Brian Walsh, Chairman; Katherine Connolly, Vice-Chairman; William "Bill" Baschnagel; Peter Christie; Judson "Jay" Pierson; Julia Griffin, Town Manager; and members of the public.

**1. PUBLIC COMMENT**

There was no public comment.

**2. DISCUSSION OF THE HOWE LIBRARY'S LONG RANGE PLAN / TECHNOLOGY PLAN UPDATES AND CAPITAL CAMPAIGN PLANS**

Dick Winters spoke of the Howe Library's Long Range Plan and Technology Plan Update, reports of which were previously provided to the Selectmen. He said the Howe Library Board of Trustees had approved both plans. They were now seeking endorsement from the Selectboard. Mr. Winters said many people in the community favored the Howe Library building. He hoped the library would continue to be an irresistible attraction for learning, books, audios, CD's, etc. for the people of the Upper Valley.

Marilyn Crichlow said every three years the Howe asked the Selectboard to review their plans. A ten-year plan, originally done in 1996, updated in 1999 and 2002, would again be updated in 2006. Highlighting points from the current plans, Ms. Crichlow spoke of the need to enlarge the library's collection, electronic database and youth services. An architect was hired to work on the renovation and expansion plans. A development program was put in place that would include a capital campaign to seek the funding to cover the expansion costs. Ms. Crichlow spoke of the importance of having all of the libraries in Hanover work together. She said the staff would continue to attend development programs. Consideration would be given to expanding the library's hours of operations. Relative to building maintenance, the windows would need replacing.

Pam Smith provided an overview of the Technology Plan Update. She said by 2005 they would have updated and expanded web access management, expanded the public access network and fully implemented Millennium update. They were looking at security software, monitoring technology trends and were considering having a separate server for the Howe only. They were also reviewing staffing levels and the possibility of providing self-check out modules.

Dick Winters said the problem at the library was best summarized in a statistic; being the most popular public building in the Town of Hanover it averaged a visitor a minute. Though the building did not quite display all the wear one might expect from that kind of business, it had become engorged with paraphernalia and apparatuses necessary for a thriving library. He spoke of Marj Boley's estimate that the utilization rate, of the floor space at the Howe Library, exceeded 85%. He said the library needed to gain some flexibility to be able to reach out and do new things rather than pile new things on top of what was already there.

Mr. Winters advised of a Facilities Committee, made up of Trustees and chaired by Steve Marion, who conducted an architectural firm search for the expansion project. Initially, they settled with a firm out of New York City who came up with a plan that was not only stunning but expensive, and would be very disruptive to the library's day to day activities. The Trustees felt they were not in a position to ask the citizens of Hanover and the surrounding areas to have to make those kinds of sacrifices. The architectural firm search was reopened and Garrett Swart, the original designer of the current Howe Library building, was hired to begin planning and design for the new Howe. Mr. Winters said a preliminary presentation of those plans, still very much in the design phase, would be given to the Howe Corporation, at their next regularly scheduled meeting, on November 14, 2002. He extended an invitation to the Board of Selectmen to attend the meeting. Mr. Winters said the current thinking was to reproduce a building, to the east of the present Howe Library, on the Nichols' property. It would be done in a style that was similar to the present Howe and would have an adjoining building as well. It would be a 50% to 60% expansion in floor space for the library, generating about 12,000 usable square feet. Mr. Winters shared his personal feelings that the preliminary planning design marvelously complimented the present building.

Mr. Winters said the Howe Library was now in its 102 year. It was privately founded and funded for the first half century of its existence out of gifts as well as the bequests of the Hitchcock family and Emily Howe. He said Emily Howe had asked that this library be maintained as a blessing to the citizens of Hanover and the surrounding communities. In the 1970's, the Board of Trustees stepped forward and asked the citizens of Hanover to assist in ensuring that those benefits would be available for their generation. The Howe Library Board of Trustees were aware that the Town now contributed anywhere from 60% to 75% of the total operating cost for the Howe Library. The private Howe Library Corporation contributed the rest. The Trustees had asked Ralph Manual to begin thinking and planning for a Capital Campaign to fund the expansion that was so desperately needed.

Brian Walsh said both the Howe Library and Howe Corporation were doing a superb job. He believed it would be hard to find a public/private library as well run and organized as the Howe Library. He believed that as a town, Hanover was very fortunate to have the Howe Corporation do what they do. Katherine Connolly said she had seen some of the provisional plans for the new expansion. She agreed they fit nicely and stated that all of the reports presented were simply an expansion of the fine job the Howe Corporation or

Board of Trustees continued to do. Jay Pierson asked of information on the Capital Campaign. Ralph Manual said the plans were in the preliminary stage only. It was known that the campaign would have to have a goal of at least \$5 million; \$3 million for the new construction; \$1.5 million for the renovation and furnishing; and \$500,000 to contribute to the added operational expense associated with the expansion. The campaign would kick off in May or April 2003 after final approval was given to the plans. Their approach would allow contributors to make a pledge that could be spread out over four tax years. Bill Baschnagel suggested the capital campaign include an education piece on the role the Howe Corporation plays in this facility.

Mr. Pierson asked of the affect of moving the middle school from downtown to Lyme Road. Posey Fowler said consideration was given to moving the library to Lyme Road but there was overwhelming support for keeping the Library downtown. Ms. Connolly pointed out a survey result that indicated that one third of library patrons walked to the library. Ellen Lynch believed there would still be a need for children to come to the downtown area to visit the library and new community center. She expected the library would do its part, with other organizations in town, to look at ways to make that possible. Dick Winters acknowledged the many teenagers that frequented the library during the after school hours. He said the Howe was looking forward to the new Community Center as a way of complimenting their space.

**Brian Walsh MOVED that the Board of Selectmen endorse both the Update for the Long Range Plan and Technology Plan. Bill Baschnagel SECONDED. THE SELECTMEN VOTED UNANIMOUSLY TO ENDORSE BOTH THE UPDATE FOR THE LONG RANGE PLAN AND TECHNOLOGY PLAN.**

On behalf of the entire Selectboard, Mr. Walsh asked the Howe Board of Trustees present, to convey the Selectmen's thanks and enthusiasm for the library's plans and for addressing this important need, to their counterparts. He said the Selectmen appreciated the Howe Corporation and were willing to help.

**3. REQUEST OF THE HOWE LIBRARY CORPORATION TO INSTALL BANNERS ON MAIN STREET IN OCTOBER-DECEMBER, 2003**

Julia Griffin provided a display of the banner design stating that this would be a part of launching the campaign to the community.

Bill Baschnagel spoke of how important it was to have this campaign clearly identified as a Howe Corporation activity. Ralph Manual advised of a brochure that would be distributed during the campaign and would include a piece explaining the relationship of the Town and Corporation and what their responsibilities were. Mr. Walsh said the Selectmen would have many opportunities to explain that relationship also.

**Brian Walsh MOVED to allow the Howe Library Corporation to install banners on Main Street on October –December 2003. Katherine Connolly SECONDED. THE**

**SELECTMEN VOTED UNANIMOUSLY TO ALLOW THE HOWE LIBRARY CORPORATION TO INSTALL BANNERS ON MAIN STREET ON OCTOBER – DECEMBER 2003.**

4. **REQUEST OF THE DARTMOUTH SKI TEAM AND THE OFFICE OF OUTDOOR PROGRAMS TO INSTALL BANNER FOR NCAA SKIING CHAMPIONSHIPS IN MARCH, 2003**

**Katherine Connolly MOVED to allow the Dartmouth Ski Team and the Office of Outdoor Programs to install a banner over Main Street for the NCAA Skiing Championships in March 2003. Bill Baschnagel SECONDED. THE SELECTMEN VOTED UNANIMOUSLY TO ALLOW THE DARTMOUTH SKI TEAM AND THE OFFICE OF OUTDOOR PROGRAMS TO INSTALL A BANNER OVER MAIN STREET FOR THE NCAA SKIING CHAMPIONSHIPS IN MARCH 2003.**

5. **RECOMMENDATION TO SET A PUBLIC HEARING ON NOVEMBER 18, 2002 TO CONSIDER REQUEST BY APPALACHIAN TRAIL CONFERENCE TO INSTALL WATERBARS ON WOLFEBORO ROAD, A CLASS VI HIGHWAY**

**Katherine Connolly MOVED to set a public hearing on November 18, 2002 to consider request a by Appalachian Trail Conference to install waterbars on Wolfeboro Road. Bill Baschnagel SECONDED.**

Julia Griffin said the Appalachian Trail Conference, together with the Conservation Commission's Trails Committee, have put together a request for a permit to install 18 waterbars on Wolfeboro Road to reduce the severe erosion potential on the Appalachian Trail. Photos would be available to the Selectman at the November 18, 2002 public hearing indicating the location of the proposed waterbars and the soil erosion that has occurred in that area.

In accordance with the Town's Ordinance the abutters were notified of the permit application. Two abutters filed objections related to concerns for redirecting runoff and general maintenance of Class VI highways. These objections necessitate a public hearing to discuss the matter.

Ms. Griffin pointed out the area of Wolfeboro Road that would be affected. Bill Baschnagel acknowledged that the work was fairly significant. Ms. Griffin believed the Appalachian Trail Conference and the Conservation Commission's Trails Committee were committed to minimizing the amount of disruption. She has asked that representatives from those groups attend the public hearing to provide very detailed information of their intentions.

**THE SELECTMEN VOTED UNANIMOUSLY TO SET A PUBLIC HEARING ON NOVEMBER 18, 2002 TO CONSIDER REQUEST BY APPALACHIAN TRAIL CONFERENCE TO INSTALL WATERBARS ON WOLFEBORO ROAD.**

**6. DISCUSSION REGARDING TAX RATE TARGET FOR FY 2003/2004**

Julia Griffin said budget memos were sent out to the Town Departments earlier in the day with instructions for the Department heads to begin work. She would like to give them a target to focus on. The CPI for the Northeast urban Size B/C (50,000 to 1,500,000) had been hovering around 1.5% to 1.8% over the last 6 months and was now at 2%. October's data would be available in two weeks. There would be one substantial budget challenge for the coming year, employer required retirement contributions. Effective July 1, 2003 the Town was required to increase their employer contribution. The impact on the General Fund would be almost \$70,000, a 1.5% increase. Health insurance premium increases were not available yet but Ms. Griffin felt that there might be a slightly higher increase, from the 11% the January enrollers witnessed. Betsy McClain, the Director of Administrative Services, was working to create a capital reserve account at Town Meeting 2003, from the substantial savings the Town accrued in this year's health insurance account budget, to use as a cushion for further increases.

Brian Walsh expressed concern for the price of fuel oil and proposed a 2.5% target. The Selectmen agreed.

**7. RECAP OF SPECIAL TOWN MEETING, HELD ON OCTOBER 29, 2002**

Julia Griffin said she was working to develop and draft the legal agreements associated with the Tri-Party Agreement. Brian Walsh asked for a more specific outline of what the agreements entailed. Bill Baschnagel asked of the timeline of implementation of the various pieces of the agreement, assuming the School Board receives approval from its voters in March and passes a bond in May 2003.

Brian Walsh said he had heard nothing but thanks, to all the Selectmen, since the Special Town Meeting. It was a fabulous night for Town and School District. Katherine Connolly said compliments she received were related to the amount of information the Selectmen provided to the public prior to the vote. Bill Baschnagel spoke of the eagerness, on the part of some members of the public in attendance at the Special Town Meeting, to vote without discussion. He said since the meeting, he has been approached with requests for the Selectmen to consider Australian ballots.

The Selectmen briefly discussed exploring the process of voting by Australian ballot and how or whether that would benefit the community. Ms. Griffin reminded the Selectmen of Peggy Connolly's request that they consider changing the Charter relative to Australian ballot. Ms. Griffin was researching the matter and would present her findings to the Selectmen at their next meeting. Brian Walsh said he would rather the Selectmen discuss values over solutions. Their objective should be to minimally disenfranchise people by logistics and fostering face-to-face public conversation and discussion. He suggested putting a committee together to look at the values that drive the process and come up with a statement of values the Selectmen would use in considering Charter and

procedure changes. He asked that the Selectmen come to their next meeting with a list of people who could serve on such a committee.

**8. DISCUSSION OF BOARD MEETING CALENDAR FOR 2003**

The Board briefly discussed and adopted the following 2003 Meeting Calendar:

January 6	Open Meeting	June 16	Open Meeting
January 27	Open Meeting	July 7	Open Meeting
February 10	Open Meeting	July 21	Open Meeting
February 24	Budget Hearing	August 4	Open Meeting
February 26	Budget Hearing	August 18	Open Meeting
March 3	Budget Hearing	September 8	Open Meeting
March 5	Budget Approval	September 22	Open Meeting
March 17	Open Meeting	October 6	Open Meeting
April 7	Pre-Town Meeting	October 20	Open Meeting
April 21	Open Meeting	November 3	Open Meeting
May 5	Open Meeting	November 17	Open Meeting
May 13	TOWN MEETING	December 1	Open Meeting
May 19	Organizational Meeting	December 15	Open Meeting
June 2	Work Session Objectives		

**9. APPOINTMENTS: RECYCLING COMMITTEE & SENIOR CITIZENS ADVISORY COMMITTEE**

**Katherine Connolly MOVED to appoint Mary Ann Cadwallader and Roger Lohr to the Recycling Committee. Bill Baschnagel SECONDED. THE SELECTMEN VOTED UNANIMOUSLY TO APPOINT MARY ANN CADWALLADER AND ROGER LOHR TO THE RECYCLING COMMITTEE.**

**Jay Pierson MOVED to appoint Linda Stark to the Senior Citizens Steering Committee. Bill Baschnagel SECONDED. THE SELECTMEN VOTED UNANIMOUSLY TO APPOINT LINDA STARK TO THE SENIOR CITIZENS STEERING COMMITTEE.**

**10. APPROVAL OF MINUTES: OCTOBER 21, 2002 & OCTOBER 23, 2002**

**Katherine Connolly MOVED to approve the minutes of October 21, 2002 and October 23, 2002 as amended. Bill Baschnagel SECONDED. THE SELECTMEN VOTED UNANIMOUSLY TO APPROVE THE MINUTES OF OCTOBER 21, 2002 AND OCTOBER 23, 2002 AS AMENDED.**



**11. ADMINISTRATIVE REPORTS**

Julia Griffin reported that she was working to finish eleven performance evaluations for the Department Head team. She was also working on the follow up from the Special Town Meeting. In December she would begin meeting with the various Town Departments to review budgets. Ms. Griffin spoke of her involvement in a Municipal Managers Association committee related to the New Hampshire retirement system's increasing rates.

**12. SELECTMEN'S REPORTS**

**Peter Christie**

Mr. Christie did not have anything to report.

**Katherine Connolly**

Ms. Connolly reported of her attendance at Joyce Bonnett's funeral. Ms. Connolly said Ms. Bennett worked for the Town of Hanover for 30 years. She retired in 1993 after serving as the Town's Chief Financial Officer. Ms. Connolly reported on the Planning Board's continued hard work on the Master Plan. They also held a couple of hearings involving a modification of subdivision and a modification of site plan; the latter involved Upper Valley Land Trust property on Buck Road. Ms. Connolly reported of the College's presentation on future plans for some of their downtown area property.

**William Baschnagel**

Mr. Baschnagel reported that the Downtown Visioning Group was continuing along with parking credit policies and implementation.

**Judson Pierson**

Mr. Pierson did not have anything to report.

**Brian Walsh**

Mr. Walsh did not have anything to report.

**13. OLD BUSINESS**

Audit

Jay Pierson asked of the results of the recent audit. Julia Griffin said the results would be submitted within two or three weeks. The Selectmen briefly discussed the audit process

and the possibility of creating an audit committee. Ms. Griffin said she was planning to have the auditors appear before the Selectmen in December to present the audit.

**14. ADJOURNMENT**

**Bill Baschnagel MOVED to adjourn the meeting. Katherine Connolly SECONDED. THE SELECTMEN VOTED UNANIMOUSLY TO ADJOURN THE MEETING AT 9:17 PM.**

**SUMMARY**

- 1. Brian Walsh MOVED that the Board of Selectmen endorse both the Update for the Long Range Plan and Technology Plan. Bill Baschnagel SECONDED. THE SELECTMEN VOTED UNANIMOUSLY TO ENDORSE BOTH THE UPDATE FOR THE LONG RANGE PLAN AND TECHNOLOGY PLAN.**
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- 3. Katherine Connolly MOVED to allow the Dartmouth Ski Team and the Office of Outdoor Programs to install a banner over Main Street for the NCAA Skiing Championships in March 2003. Bill Baschnagel SECONDED. THE SELECTMEN VOTED UNANIMOUSLY TO ALLOW THE DARTMOUTH SKI TEAM AND THE OFFICE OF OUTDOOR PROGRAMS TO INSTALL A BANNER OVER MAIN STREET FOR THE NCAA SKIING CHAMPIONSHIPS IN MARCH 2003.**
- 4. Katherine Connolly MOVED to set a public hearing on November 18, 2002 to consider request a by Appalachian Trail Conference to install waterbars on Wolfboro Road. Bill Baschnagel SECONDED. THE SELECTMEN VOTED UNANIMOUSLY TO SET A PUBLIC HEARING ON NOVEMBER 18, 2002 TO CONSIDER REQUEST BY APPALACHIAN TRAIL CONFERENCE TO INSTALL WATERBARS ON WOLFEBORO ROAD.**
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- 6. Jay Pierson MOVED to appoint Linda Stark to the Senior Citizens Steering Committee. Bill Baschnagel SECONDED. THE SELECTMEN VOTED**



**UNANIMOUSLY TO APPOINT LINDA STARK TO THE SENIOR CITIZENS STEERING COMMITTEE.**

7. **Katherine Connolly MOVED to approve the minutes of October 21, 2002 and October 23, 2002 as amended. Bill Baschnagel SECONDED. THE SELECTMEN VOTED UNANIMOUSLY TO APPROVE THE MINUTES OF OCTOBER 21, 2002 AND OCTOBER 23, 2002 AS AMENDED.**
8. **Bill Baschnagel MOVED to adjourn the meeting. Katherine Connolly SECONDED. THE SELECTMEN VOTED UNANIMOUSLY TO ADJOURN THE MEETING AT 9:17 PM.**

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Peter Christie", written in a cursive style.

Peter Christie, Secretary

These minutes were transcribed by Beth Rivard.