

**APPROVED**

**MINUTES OF THE BOARD OF SELECTMEN**

**February 13, 1995**

The meeting of the Hanover Board of Selectmen was called to order at 7:32 p.m. in the courtroom of the Municipal Building. Members present: Marilyn W. Black, Chair; Jack H. Nelson, Vice Chair; Katherine S. Connolly; Dorothy Behlen Heinrichs; and Dorothy King. Also attending: Clifford R. Vermilya, Town Manager; town officials; members of the public and press.

This session was viewed over CATV6 with Christopher Michaud as the videographer.

**APPROVAL OF THE PUBLIC WORKS JOB DESCRIPTION**

The public works job description is for the Assistant Director of the Public Works and Highway Superintendent. The public works director is responsible for keeping abreast with the regulations and environmental requirements for sewer line work, etc. When asked if the associate degree requirement was removed, Mr. Vermilya said it was not but the suggestion was to allow as minimum qualifications an associates degree in civil engineering with related field and not to require the four year BA degree in civil engineering. Mrs. King moved to approve the public works job description for the Assistant Director of Public Works and Highway Superintendent as it reads. Mrs. Heinrichs seconded it and all were in favor.

**MEMO DATED FEBRUARY 1, 1995 REGARDING THE RECOMMENDATION OF THE ADVISORY BOARD OF ASSESSORS ON THE MEMO DATED JANUARY 26, 1995**

Mrs. Connolly moved the Select Board approve the recommendation dated February 1, 1995 referenced to January 26, 1995 for tax assessors that the Board change the assessment on map 34, lot 1. Mrs. Heinrichs seconded it and all were in favor.

It was suggested to advertize for the vacancy on the Planning Board for an alternate.

The next bi-weekly recycling will be February 25, 1995. Changes have been made to include box board which means anything gray on the inside such as cereal boxes and cracker boxes. Anything white on the inside or made for a freezer cannot be recycled. Catalogs, phone books, and paperbacks with bindings are also included in what can be collected.

**PARKING FUND**

A letter was received from Frank Currier who mentioned if significant changes were made to the charges from others and the procedures used in making those determinations in the

amounts, it would alter the Parking Fund. Mr. Vermilya will meet with Frank Currier tomorrow or Wednesday before the meeting to see if they can come to something that would be reasonable. The letter makes reference to different ways that could be done. Some recommendations from the Parking and Transportation Board that are not listed in the proposed budget are: 1) \$5,500 to cover an engineering study for the lot behind the municipal building that would ease into a managed facility. 2) to appropriate \$25,000 to start the work on the managed lot. Dorothy Campion-Corcoran asked why the town is no longer running a surplus. Mr. Vermilya said a surplus existed until the town expanded the shuttle bus system that originally ran from Thompson, then for a period of time from Thompson and the 120 lot which as long as that has operated there has been no cost to the riders. Over a period of eight years this has eliminated the surplus and is now running a deficit. The town has been supporting a free fare zone that covers everything from the existing medical school to the new medical center and presently into Lebanon. The town and the college has supported the free fare zone for three years which supports the entire bus schedule within that zone. Georgia Wishnefsky wondered if the people it is extended to shouldn't pay towards it. Mr. Vermilya explained that Lebanon pays \$10,000 and the hospital \$20,000 towards the free fare zone but the majority of the amount paid is by the Town of Hanover. One of the areas needing to be looked at is whether this is cost effective and benefiting the Town of Hanover by not having people bring their cars into town.

On Page 266 is a recommendation to decrease the amount of expenditures by the amount of \$9,173, most of this being a reduction in the way charges to others have been put out. The estimates are assuming the college, medical school, and medical center are willing to fund the shuttle at the same percentages.

### **#093, Departmental Revenues**

The Parking and Transportation Board suggests line item 320, Parking Fines, be increased by \$25,000. This would deal with parking fines that involve illegal parking in prohibited zones, overnight parking during the winter on streets where parking prohibits it, and things other than meter violations. Presently the fine is \$10, rising to \$20 if not paid in fourteen days. The recommendation is for \$15 rising to \$30 if not paid within fourteen days. This is believed to increase the parking fine amount by \$25,000. A public hearing would have to be held to change that ordinance, but for the purpose of the budget, if the Select Board would like, it would be appropriate to increase the parking fine figures. The exact areas to fine are: 1) left wheels to the curb, 2) two hour zone, 3) improper parking, 4) prohibited zone, 5) no parking midnight to 7:00 am, 6) no parking 2 am to 6 am and 7) no parking in town permit spots illegally. *It was recommended to target this item.* It was suggested to increase that revenue item by \$20,000 rather than \$25,000. A member of the public asked to have the metered time increased from 5:00 pm to 6:00 pm due to the stores being open later. It was asked if a study had been done on what the revenue increase would be. The answer was no, but some of the areas that need to be considered when it is done are: 1) the cost of reprinting, 2) changes in the town ordinance, and 3) the cost to enforce it during that time period.

### **# 110, Parking Enforcement**

The HSD lot renewal was mentioned. There are 24 spaces and 23 of them are leased by the town. The loss to the town is around \$15,000 a year. That lot is presently metered and the only way for it to pay for itself would be to lease spaces at \$100 per month. The town has lost 21 spaces over the last five years and to terminate that lot would mean a loss of another 23 spaces. It was recommended if HSD could not be leased for the price of the most expensive lot now leased, it would be dropped. It was asked about changing it to a 10 hour metered spot. Mr. Vermilya said to do that, would provide spaces for employees, but not for customers and customer spaces is the biggest request by shop keepers. It is currently a five year lease and recommended to see if a one year lease could be obtained. It was asked about the east side of Main Street because it is a condominium owned lot and some of the owners wanted parking spaces back but Mr. Vermilya thought something could be worked out.

It was asked why line item 202, Technical Supplies, was reduced, and line item 203, Postage, increased. Mr. Vermilya mentioned when the enforcement procedure was changed in August, they bought a supply of notices to carry them through part of last year, consequently, they will be sending out more than they will be purchasing.

Line item 102, Overtime Services, was questioned. Mr. Vermilya mentioned it was used when enforcement is needed on the street over a normal 40 hour work week to pick up with other officers out sick. If a day or two were gone through without meter enforcement, no tickets would be given out and revenue would drop. When asked, Mr. Vermilya said line item 301, Advertising, included the town's contribution of free meter bags at Christmas time, advertisements of changes in the regulations, and winter parking hours, etc.

*Mrs. Black said to target line item 305, Consultants, since \$2,700 needs to be added to total the \$5,500 amount needed for the traffic study.* To start the actual construction, a new line item would have to be added for capital improvements. Mrs. Black recommended that a capital improvement line be added under the 600's with \$40,000 appropriated for a managed lot improvement. It was mentioned if added, the deficit would be increased greatly and the parking district tax would have to be enacted. The traffic study does not necessarily impact the central business district and it was felt they should not be subject to the entire expense. Mr. Vermilya said this is the reason #110, line item 305, Consultants, was pulled out in the amount of \$2,800 for the annual traffic study.

### **#210, Peripheral Parking**

In line item 213, Printing, it was asked if the town contributed to the charge of printing the peripheral parking schedule. Mrs. Black said they have only contributed when the town has been the cause of its change. *Line item 213 was targeted for discussion.*

Line item 306, Contractual Services, is money going to Advance Transit. Line item 350, Service Fees, in the revenue section is money received back in the budget from Dartmouth College and the Medical Center so of the \$99,750 listed \$60,289 is reimbursed. This makes the town's portion \$39,411 for that system added to the \$32,800 for the rental of Thompson and the \$23,600 for the town's share of the 120 lot going to the free fare zone. One is contractual services which is Advance Transit, one is the 120 lot and one is the Dartmouth College lot. The Thompson lot has 250 stickers issued, of those 160 spaces are rented with 80-85 used every day contributing to about a third of the lot in use. For anyone using the Thompson lot the stickers are free and there is no charge to ride the bus. It was mentioned that shopkeepers have some responsibility to their customers by having their employees park farther away and taking the shuttle system into work. Toby Fried mentioned this was not realistic since many employees would rather lose their jobs than choose the inconvenience of parking a distance from work. Toby Fried said the only way would be to make the penalty drastic enough, such as towing their vehicle with the inconvenience of getting it back. A member of the public mentioned if the town had a parking garage, the shopkeepers could validate a customer's ticket for parking which would give the customer an hour or two of free parking. If a customer wanted to spend the day in town, it would be a real hassle because they would have to keep feeding the meter to do so. The town needs a small portion of land from Shawmut Bank, about 2,000 sq. feet, to be able to build the parking garage. The last contact Mr. Vermilya had with the new owners of the Shawmut Bank was last August. They promised to respond within two months and Mr. Vermilya has not heard from them yet. He has tried to contact them by phone and in writing every month since with no response. If the town is able to obtain this portion of land, it would then take a bond issue by the town to build it since there are no funds available to do so. A member of the public had a talk with one of the officers of the bank a few weeks ago and found the bank is examining its prospects for the use of that parcel of land. It was suggested that members of the town and shopkeepers send the bank letters to let them know there is a civic duty involved. A member of the public said two parking spaces were eliminated in front of her store to put in the handicap ramp in which the handicapped parking was put at the far end of the bank with the two spaces for police officers right in front of the handicapped ramp. Mr. Vermilya said it can be changed if in the best interest of all. It was mentioned the parking was done this way because it is a parallel spot set in next to diagonal spots and not very easy to get in and out of. It was felt this would be an invitation for fender benders. Mr. Vermilya said a parking garage couldn't pay for itself unless the majority of spaces were leased spaces for \$100 a month. Short term spaces will never pay for themselves. Based on the cost of building a garage very few will be metered spaces. The managed parking lots do provide that opportunity though. Taking the first step would be to turn the back lot into a managed facility. People would get charged on a sliding scale for the length of time they use the lot. This would provide the opportunity for employers to validate tickets for customers and flexibility for employees. The amount of parking in the central business district needs to be increased. There are presently around 1,300 spaces in town with ruffly half of them privately owned. The other half are sponsored by the town. One of the shopkeepers said he is required to lease two parking spaces because the zoning laws state he must even though he doesn't need them. Mr. Vermilya said a

group of them could work together with the Planning Board on zoning regulations, and possibly have the regulations revised. Mr. Buskey was asked if there is any way of identifying in the Advance Transit schedule which buses just run between the hospital and Hanover from the ones that go on to other routes. Mr. Buskey didn't think so but Van Chesnut would know. It was mentioned when the new schedule comes out it would be helpful to designate which runs are just to the free fare zone and not part of other routes. Mr. Buskey said he would pass that on to Mr. Chesnut. It was asked to have Mr. Chesnut walk through the schedule with Mr. Vermilya before it is published. Mrs. Black mentioned a savings could be realized if in off times the bus only ran every half hour.

### **#645, Compensation Adjustment**

Line item 116, Compensation Adjustment, will be upgraded from a grade six to a grade seven. This is the cost of living increase they would normally be eligible for on July 1st. The cost of the upgrade in the position is included under #110, line item 101, Parking Enforcement. The shopkeepers present recommended the managed parking facility be added to the budget even though it will mean a tax on the business district. It was suggested by a member of the public to hire an advocate to the Parking and Transportation Board to better take a look at charges hitting them from other funds. It was also said when the town continues to raise the hit against the parking fund based on the percentage increase in the budget when the costs aren't there, the cost just escalates. Two letters were read from a couple of business people giving their opinions to the traffic problems in Hanover. One was Kathy Rice, a business development officer with New London Trust, and the other was Gordon Thomas, manager of the Nugget Arcade Building. Ms. Rice said due to the congested parking and traffic in Hanover two of their employees relocated because of the traffic and parking problems. Mr. Thomas said because of the lack of parking for clients and tenants it is hard to lease or rent out the building. The Board will take the managed parking lot under advisement. A member of the public asked if it would be an on-going tax and Mrs. Black said the tax would be year by year. The last time the tax was enacted was two years ago. It was mentioned a managed lot requires at least one employee for every hour it is operating. It was mentioned that more spaces could be put in the Marshall lot with 10 hour meters but to remember that every ten hour meter means a customer can't park there. A member of the public asked the procedure if an employee wanted to lease a space. They were told a leased space for a parking permit is \$75 a month and there is a waiting line of 8 to 10 people. There are spaces available on West Wheelock but most people are not interested in them because of the distance they are from town.

### **FIRE DEPARTMENT**

Chief Bradley introduced his captains: Mike Whitcomb, Communications and Municipal Fire Alarm System, Mike Doolan, Fire Department Training Officer, and Mike Clark, Emergency Medical Services.

**#093, Departmental Revenues**

It was asked why line item 310, Hydrant Rentals are going down. The amount budgeted for this year was increased because the town assumed there would be a rate increase with the water company which hasn't happened. *Mrs. Black said to target line item 310 because she heard the water company will be doing a rate increase.* Mr. Vermilya mentioned none have been increased yet, only listed for discussion.

Line item 320, Special Services, is revenue received for outside billing for a special detail such as concerts.

The reason for the fluctuation in line item 720, Insurance Dividends, is because of a couple of unusually high dividends received and with not knowing what this year will bring he doesn't want to set it too high.

**#110, Fire Administration**

It was asked why line item 101, Full Time Services, has need of a full time secretary. Until a year ago the Fire Department shared a part-time secretarial position with the Police Department. A year ago they went to a half time secretary for the Fire Department. This half time position was originally based on the shared position with the Police Department. A lot of the work was being done manually at that time by the captains and chief or it wasn't getting done. The department has come to realize the need for a full-time secretary now that they have had their own secretary for awhile. She currently works 27.5 hrs. and the request is to increase that position to 35 hours. Record keeping is vastly improved since the department has had the half time position. A little of the time was spent in catching up. *Mrs. Black said to target line item 101.* Having a secretary has freed the captains and chief to put more time into the fire prevention inspector program which has always been a priority but never time available. The difference in salary from 27.5 hrs. to 35 hrs. is \$5,300.

*Mrs. Black said to target line item 203, Postage.* Mrs. Heinrichs asked why postage is taking an increase, the response was more correspondence and an increase in the price of stamps.

Line item 510, Vehicle Maintenance and Operation, was questioned. The response was it is for the ladder truck. The first year was for a new body, last year for the hydroptic system and the aerial ladder, and in this budget it is for the engine and drive train. The \$350 is designated for the annual hot oil undercoating.

**#120, Fire Suppression**

It was asked what the new incentives of \$19,372 were. As of July of 1995 the cap of 9% will raise to 12% with incentives for captains being instituted.

It was asked what the stay over program was. This program was instituted for the call force to be able to stay over on an occasional basis for a week end night and be paid a stipend for it. This doesn't affect the career fire fighter. It was instituted to keep the call force more in touch with the regular force.

It was asked what percent of the shifts are covered with Overtime Services, line item 102. This is not for a full compliment. A full compliment is four, a captain and three fire fighters. This provision is for some overlap when one of them have time off or vacation time. This line item is up \$4,000 over last years actual expenditures.

Line item 101, Full Time Services, has a full time salary increase of 2.5% being holiday pay with the biggest part of the increase the new incentives.

Line item 310, Equipment, is up due to the testing of air tanks. It was asked what a personal alert device was and explained it is a little box that senses movement and has a shrill screech when it goes off. It is used in hostile environments for help to be able to locate where they are. The department eventually wants 28 so one can be attached to each piece of breathing apparatus. The department now has ten and five are requested in this line item as well as one more large hose.

### **#130, Fire Prevention**

Line item 308, Education, is to send an undesignated person to the life safety code seminar. This would cover a partial expense of a three day seminar. There will be consecutive seminars to eventually work through the complete life safety code program.

Line item 310, Equipment Repair is for the 35 mm camera and map computer which keeps track of inspections and building codes.

### **#140, Hazardous Materials**

Five more personal alert devices are requested here to bring the total to twenty.

A gas detector is another item requested which will give carbon monoxide deficiency levels and is hand held. As a second one it will give comparison readings and will reassure the person being helped that everything is alright.

### **#150, Fire Alarm Maintenance**

It was asked why line item 102, Overtime Services, is charging overtime under suppression. The response was because bookkeeping gets confused and puts it under suppression, consequently it has been left there.

It was explained the international municipal signal association is an advertisement and keeps them abreast of the newest techniques, etc.

It was asked why the local firearms systems, line item 308, Education, has increased and explained it is a certification training the IMSA holds on an annual basis to provide a couple of people certified as municipal fire alarm technicians a \$500 expense. The other education expense is \$200 to hire an outside person to train one or two people for each of the four shifts to be able to go out in an emergency situation to reestablish a fire alarm circuit and get it back working for emergency situations.

### **#160, Fire Training**

Line item 308, Education, is for local fire training in Thetford as well as reimbursement for mileage for driving their own vehicles to Thetford and to Concord for more advanced types of training.

Line item 312, Meetings and Conferences, is for the fire fighters and captains to attend the fire fighters instructors conference as well as on the off years to send a person or persons for another conference on a new piece of apparatus.

Line item 326, is for new personnel. There was only one this year. There is always a turnover in the call fire fighters because they are not career fire fighters. It was explained that before a call fire fighter can even go out on the fire truck they have to attend a 120 hour course, to stay a couple of nights a week and on some weekends and shave off their beard if they have one. It is hard to recruit someone for this particular service because it is not their primary career. There are two young, capable individuals who have filed applications with the department and the department is planning to hire. When asked how many the \$5,000 would cover, the response was a little over three. Between the two stations, Etna and Hanover, they have 20 or 25 call fire fighters.

### **#551, Main Station**

*Mrs. Heinrichs requested line item 603, Building Equipment, be targeted.* This amount will cover the purchase of a new range, \$1,000 for a table and \$600 for chairs for the meeting room. It was asked how many windows could be replaced under line item 304, Building Repair & Maintenance and the response was three double glazed windows. Everything being replaced was purchased in 1972. The range they presently have is a commercial one with a huge oven that is not cost efficient.

Line item 206 is Landscape and will be used for loom and stone.

Line item 403 is an increase in rates.



*Line item 405 was targeted for discussion.*

**#560, Etna Station**

Line item 304, Building Repair and Maintenance, is for replacing the roof and structure under the roof due to rotting boards. Mrs. Black requested the roof be repaired in this budget since the building across the road was appropriated for and is still not repaired. The Select Board was told an estimate was received, more money was added to the appropriated amount to meet the estimate and when the time came to have it done the proposal came in at \$17,000 when only \$4,000 was appropriated. They found another contractor who would do it within their means but could not do it until summer. When summer came, he was too busy and said he would do it in the fall, when fall came he was too busy and called and said he wouldn't be able to do it. The next contractor said he could do it this winter and the cost would be \$13,000. The Etna call force said it was important for the building to be preserved for the storage of the antique fire apparatus in which they are willing to sell raffle tickets to help defray the cost. It was asked if the appropriated money was incumbered and the response was yes. This issue will not affect the 1995/96 budget. It was requested to address it as a special issue after the budget is completed. It was asked if the roof material would shatter like the school roof, and the response was no, it will be a rubber membrane, the school was a poly vinyl. It was asked to have the R value checked out since it is only mentioned it will be 14/25. The feeling was the R value should be higher and said it would be checked on.

Computer training will be in-service training from the existing budget.

**#610, Debt and Interest was targeted.**

**#730, Capital Outlay**

Also requested are five lap tops and work stations (one at Etna and four at the Main stations) with trans-receivers and five printers for the new lap tops and a new local network to get off the police network and on their own. The amount of printers was mentioned to be excessive. *This item was targeted.*

**AMBULANCE**

It was asked if the budget goes up 6% with no change in contributions, at what point would the contributions be raised for capital expenses to cover the increase in budget. The increase under revenue will be used to absorb the difference. If that balance is not maintained, it will have to be increased but not for the next couple of years. Alternatives are to reduce revenue and cut charges but they will need to be raised again sooner.

Page 256 is in error, it should read the same as page 257 second column, current year. It should be an accumulation of page 261, 262, and 264.

It was asked what the new service area for a full year was, and the response was it has actually been three years.

### **#110, Emergency Medical Service**

Line item 601, Operational Equipment, includes an ATV and trailer to use as a rescue vehicle. An ATV will access about 95% of the trails. There have been several occasions when an individual has been carried from a half mile to two miles over rough terrain manually. If an ATV were purchased, it would help considerably in these instances. Kevin Peterson with the Appalachian Trail conference and Tom Dickey with the Fish and Game law enforcement department as well as search and rescue in the White Mountains spoke on the benefits of having an ATV. It was mentioned it takes anywhere from 18 to 20 people to carry a litter from a long distance. It would be beneficial to both the Hanover Fire Department as well as the Ambulance Squad. More accidents will be occurring because more people are taking advantage of the trails. As part of the \$1,600 an electric winch is being looked into for the ATV. A member of the public agreed that an ATV would be able to get over at least 80% of Hanover's trails and where it couldn't, it could get close enough so walking wouldn't be very far. The Fire Department is planning on building their own trailer to cut costs. The ATV will run about \$6,500, the winch about \$250 and the trailer about \$800. *Mrs. Black said to target line item 601.*

It was asked what a crash kit was and the response was a medical first aid kit. These are replaceable items and it is to replace the existing jump kit on the engine.

Education increased due to the EMT this year. It was asked for the breakdown on line item 308, Education. Included in this amount is; \$6,000 for the bi-annual EMT education course which includes the captain, attendance at the hospital, a couple of people working for EMT certification, \$400 for EMS workshops, and critiques for hospital people. The uniformed services are the only ones that have requirements for annual or bi-annual certification in areas like EMS for the fire department and fire arms for the police department. Mrs. Black wants to see a little equality for the other departments as well for their training needs. Mr. Vermilya couldn't agree more but mentioned it was the Select Board that voted down those expenditures every time he instituted them in the budget. He mentioned that with emergency services they have to be done on the spot and the uniformed forces don't have time to stop and read the manuals when they are needed. They need yearly training and updating on the best way and newest equipment to save lives. This expenditure is spread over 40 employees. The call force are not career people and there will be a continual turnover in that area.

It was asked what excess liability was and explained it is an extra two million over the standard liability of one million to include malpractice coverage.

## **POLICE DEPARTMENT**

Present at the meeting to answer questions were; the Police Chief, Sergeants Chris O'Connor, and Ken Force.

### **#310, Code Department**

The big increase is building equipment and storage files for records.

### **#321, Police Administration - Full-Time Services**

A lieutenant is in the budget at a salary grade 15. It was mentioned there was no lieutenant in last year's budget, yet it doesn't show the increase under full time services. The police chief explained he is making less than the previous chief and the administrative sergeants increase is picked up from this difference.

The advertising is for regulations.

Line item 311 is based on the allowance available if they choose to use it. There has been a price increase from the cleaning services and the previous police chief didn't choose to use his allotment. *Mrs. Black target line item 311.*

### **#322, Police Patrol**

Line item 306, Contractual Services, is for the outside billing. In order to keep expected revenues the new budget act stays even for items charged out they have to keep the expenditures in line with appropriation. It has to be appropriated to spend it. This was raised on purpose because on whatever level it is spent, it will be more than balanced by income.

Line item 202, Technical Supplies, is for ammunition for practice.

It was asked on line item 102, Overtime Services, why, if they are estimating to spend \$55,000 this year, they are only budgeting \$37,000. The answer was because they are hoping to have a full compliment which will create less fill-ins. There are still two openings. There are good prospects for these positions. Hopefully the positions will be filled by the end of March leaving only one officer to go to the academy because both of the prospects are New Hampshire certified.

Line item 302, Auto Allowance, it was explained that officers use their own vehicles to go to training or conferences when there are not enough cruisers available. They overspent this year because it was the first time they had an officer as a staff member at the police academy.

In line item 601, Operational Equipment, it was asked what they are doing about the portable radios not used anymore. The response was they try to sell them but it is difficult to get much for them.

### **#323, Police Investigation**

The state reimburses the town about 70% of the cost for the officer to work in the state drug unit, 75% if the officer is supplied with a vehicle.

### **#324, Dispatch**

There was discussion on changing the work schedule to twelve hour shifts rather than 8 hour shifts. It was mentioned there would be some inherent costs in doing this but it would cover the shifts better. The dispatchers presently work eight hour permanent shifts. Switching to twelve hour shifts would give the dispatchers a more varied experience because they go into a time period where different activity goes on as well as helping to fill Fridays when there are shortages. It was felt this would be better coverage and a more varied working experience for employees. The dispatchers would have more family time in bigger blocks. The suggested hours are 7:00 am - 7:00 pm and 7:00 pm - 7:00 am. Three of the four dispatchers are in agreement. The increase would be due to overtime. The weeks when they would work 48 hour blocks, they will get paid overtime. If part-time coverage were to increased by \$2,300, full-time services will go down \$5,239. *Mrs. Black marked 101, 102, and 103 for discussion.*

It was asked if it was the Select Boards intent to establish a figure for non-resident fees for the library. There is only one line item for non resident fees in the budget. It was asked if they are also going to deal with the schedule. If so, would they like the library staff there on wednesday? The response was yes.

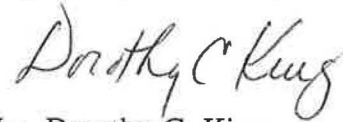
### **#325, Animal Control**

When asked about the animal control officer it was explained it is a contractual person on a needs basis. He has been given increased responsibility and assigned to follow-up. When the police department receives a call they try to establish the difference between what the town is responsible for and the individual is responsible for. If it is determined the individual is responsible for an area they are calling about it is explained to them that the animal control officer can be contracted for to help them with there problem and given his number. He has a full time job with the hospital as an orderly and is available most of the day time and into the evening. He has a cellular phone along with a pager so he can be reached most anytime. He is also a contractual employee as an animal control office with the town of Thetford and Hartford.

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Board of Selectmen Minutes  
2/13/95

Mrs. Heinrichs moved to adjourn and Mrs. Connolly seconded it. All were in favor. The meeting adjourned at 10:35 pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Dorothy C. King".

Mrs. Dorothy C. King  
Clerk

Taken and Transcribed by:  
Kay L. Yost

SUMMARY

1. Mrs. King MOVED to approve the public works job description for the Assistant Director of Public Works and Highway Superintendent as it reads. Mrs. Heinrichs SECONDED it and ALL WERE IN FAVOR.
2. Mrs. Connolly MOVED the Select Board approve the recommendation from the memo dated February 1, 1995 referenced to January 26, 1995 for tax assessors that the Board change the assessment on map 34 lot 1. Mrs. Heinrichs SECONDED it and ALL WERE IN FAVOR.
3. Mrs. Heinrichs MOVED to adjourn and Mrs. Connolly SECONDED it. ALL WERE IN FAVOR.