

## **BOARD OF SELECTMEN'S MEETING**

**MONDAY, NOVEMBER 6, 1995**

**7:30 P.M. - PUBLIC WORKS GARAGE, RTE. 120, HANOVER, NH**

The meeting of the Board of Selectmen was called to order at 7:30 p.m. by the Chairman, Marilyn W. Black. Present were: Marilyn W. Black, Chairman; Jack H. Nelson, Vice Chairman, Katherine S. Connolly, Dorothy Behlen Heinrichs, Dorothy C. King, Clifford R. Vermilya, Town Manager and members of the public.

Chairman Black announced that this meeting was being broadcast live by CATV6. Chairman Black also announced that assistive listening devices were available for anyone who wished to use them.

### **1. PUBLIC COMMENT**

There were no public comments.

### **2. TO CONSIDER AND TAKE ACTION ON PROPOSED POLICE INCENTIVE PLAN**

Chairman Black announced that the Board of Selectmen would postpone discussing this item until Chief Giaccone was present.

### **3. TO CONSIDER AND TAKE ACTION ON PROPOSED REVISIONS TO THE CODE ADMINISTRATOR JOB DESCRIPTION**

Mr. Vermilya stated that the Code Administrator job description had not been changed since 1988. The Board of Selectmen received copies of both the present job description and the proposed job description.

Mrs. Connolly questioned whether computer skills should be listed under both Desirable Skills and Essential Functions. Mr. Vermilya stated that it does need to be listed in both places for screening purposes.

Mrs. Black questioned whether there was some overlap between the various items such as Major Duties, Essential Functions, etc. Mr. Vermilya stated that there was some overlap between the various categories and that was due in part to the new ADA requirements. Mr. Vermilya stated that the category of Examples of Major Duties tried to explain what was expected of the employee in that position. The other categories were used to screen people during the hiring process.

Mrs. Black noted that the job description stated that the Code Administrator is responsible for preparing the budgets for the Code Department, Planning and Zoning Boards. Mrs. Black asked who was responsible for preparing the Conservation Commission budget. Mr. Vermilya stated that the Conservation Commission was responsible for preparing their own budget.

**Mrs. Connolly MOVED that the Board of Selectmen APPROVE the revised job description for the Code Administrator. Mr. Nelson SECONDED THE MOTION. There was no further discussion and the SELECTMEN VOTED UNANIMOUSLY TO APPROVE the revised job description for the Code Administrator.**

#### **4. ADMINISTRATIVE REPORT**

Mr. Vermilya stated that he had two items to report on.

- 1) First of all, he asked the Selectmen to sign the easement from the Berrill Farms Homeowner's Association for the Highway 38/Trail. The question was asked as to whether anyone had walked the trail. Mr. Vermilya stated that several people have walked the trail and that approximately one third of it has been already mowed. Mrs. Black asked if signage had been taken care of. Mr. Vermilya reported that the Conservation Commission has ordered the signs.
- 2) Secondly, Mr. Vermilya stated that he had the final agreement with Kendal regarding the tax situation. The agreement has been approved by Kendal and now needs to be signed by the Board of Selectmen and by Jim Armstrong on behalf of Kendal.

Mrs. Black asked Mr. Vermilya what the latest status was on the skateboard situation. Mr. Vermilya reported that the Skateboard Committee has decided to wait until Spring to pave the area for the skateboarders. He went on to say that there is an area at the school that has been agreed upon by the school system, by the committee, and at least some of the young people who would be using the area. Mrs. King asked if the insurance issues had all been resolved and Mr. Vermilya replied that they had been. The Town has agreed to hold the School District harmless for any injuries that come as a result of the skateboarding in the area that is used for skateboarding. The School District

would be responsible for other injuries that might happen on their property. Our insurance is covered with the Property Liability Insurance Trust and has included skateboarding in the Town's liability.

Mr. Nelson inquired as to whether Mr. Vermilya knew any more about the Ledyard Bridge than what was in the paper. Mr. Vermilya replied that he did not. Mrs. Black reported that the Ledyard Bridge will be closed on November 7th from 9:30 a.m. until 3:00 p.m. for an inspection.

## **5. SELECTMEN'S REPORTS**

### **Mrs. Heinrichs**

Mrs. Heinrichs did not have a report.

### **Mrs. Connolly**

Mrs. Connolly reported that the Planning Board had taken a trip out to HyperTherm, along with the Conservation Commission and others. Mrs. Connolly felt that this was a very informative meeting.

Mrs. Connolly also reported that the Planning Board has reviewed an application for a subdivision on King Road.

Mrs. Connolly stated that she had attended a 2001 Valley Vision conference on Saturday and that it had been a very worthwhile meeting.

### **Mr. Nelson**

Mr. Nelson did not have a report.

### **Mrs. King**

Mrs. King reported that she and Mrs. Black will be attending the NHMA Conference on November 15, 16 and 17.

Mrs. King reported that the Chamber of Commerce is working on a proposal regarding parking tickets. Mr. Nelson added that the Chamber is proposing that downtown businesses pay for fines for customers who receive tickets while shopping in downtown

businesses. The objective would be for Hanover to be viewed as a more user friendly place.

Mrs. King reported that she had received a letter from the Professional FireFighters of New Hampshire.

Mrs. King reported that she had attended a Dresden School District Meeting. Mrs. King stated that it was a well done program.

**Mrs. Black**

Mrs. Black encouraged the Selectmen to attend the NHMA Conference on Thursday, November 15th as Mike Chase, Rod Forward, and Raymond Swift will be there to receive the State awards for the Plow Rally. Mrs. Black stated that Maureen Hall would also be receiving a volunteer award.

**6. APPROVAL OF MINUTES**

**After a brief discussion Mrs. Black MADE THE MOTION to accept the minutes of October 2, 1995 and October 16, 1995 as corrected. Mrs. Heinrichs SECONDED THE MOTION and the Board of Selectmen UNANIMOUSLY ACCEPTED THE MINUTES OF OCTOBER 2 AND OCTOBER 16, 1995 AS CORRECTED.**

**7. PRESENTATION BY PUBLIC WORKS DIRECTOR RICHARD HAUGER AND OTHER PUBLIC WORKS EMPLOYEES RE: PUBLIC WORKS DEPARTMENT**

**Richard Hauger - Highways**

Mr. Hauger stated that the Public Works Department has progressed a long way in the past year. A year ago there were administrative problems and the garage was in total disarray with the construction. Now, a year later, the administrative problems have been solved and the employees are now in their new quarters. Mr. Hauger feels that the department has gone from a real low to a real high point during this past year. Mr. Hauger stated that the town employees are doing a fair amount of the work on the new garage themselves. Mr. Hauger stated that he feels that the public works employees are a strong group of

people who have helped pull this project together. Mr. Hauger feels that there is now a professional atmosphere in the building.

Mr. Hauger stated that one type of highway his department deals with is the lower class or gravel roads. The Public Works Department has just instituted a program recently where they are starting to add some gravel to the gravel roads. The Public Works Department will be adding 2 inches of gravel to all of the gravel roads. This process should take 10 to 15 years to complete. The Department is currently using recycled asphalt which seems to be working out very well, especially during mud season. This process is a little harder on the grader and new blades for the grader may be required.

The next type of program Mr. Hauger talked about is the shim pave program. This program replaced the oiling that used to be done on the roads. By having everything go thru the paver it gives a more even course, a more even width and it is a better product. Mr. Hauger stated that they have been thru a five year cycle using this product. Mr. Hauger stated that the figure in the Capital Program Budget for Trescott Road has been removed and that a blanket figure for picking up parts of roads that have deteriorated is included instead.

Mr. Hauger stated that the next item he would like to talk about is the overlay program. Mr. Hauger stated that the Public Works Department does about 35 or 36 hundred tons of overlay each year. This consists of a half inch of shim with an inch on top and this is done mostly to the urban roads. At the same time the Department tries to improve the sidewalk, sewer lines, and drainage problems. The average time the roads are good for is ten years. Mr. Hauger feels that the new roads that are coming on-line with the subdivisions will last a lot longer.

Mr. Hauger stated that as far as the bridges were concerned he did not expect any major work to be done for the next ten years. Mr. Hauger stated that there will be some repairs done in the next year on bridges that the State had inspected and noticed problems on. Mr. Hauger stated that there is a seal program for the concrete that is done every three years. There is also a steel painting program which the department has been able to extend because they have gone from the lead paints to the epoxy paints.

The next major program Mr. Hauger talked about is the sidewalk program. He stated that there has been an inventory of sidewalks for approximately ten years. Some of the maintenance on the sidewalk areas have been postponed due to the Main Street project. However, Mr. Hauger plans to catch up on these areas next year. Mr. Hauger feels that all of the sidewalks are in either fair, good, or excellent condition.

Mr. Hauger stated that the present winter maintenance program works well but the employees in the Public Works Department are planning on making some major changes which will hopefully make things work even better.

#### **Mike Chase - Sewer Lines**

Mr. Chase reported that his department has three full-time employees and one part-time employee during the summer months. Mr. Chase's department is responsible for all of the collection systems in both Hanover and Etna. In addition to sewer line maintenance, his department also assists with winter maintenance. Mr. Chase reported that there are approximately 33 miles of sewer lines for them to maintain. Mr. Chase stated that there is an upgrade program whereby they try to upgrade 500 to 1,000 feet of line each year.

Mr. Chase reported that this year his department instituted the second I and I Study (infiltration study) in about 15 or 20 years. Mr. Chase reported that he feels that the town is in good shape as far as infiltration goes. Wright and Pierce is the company that will do the flow studies.

Mr. Vermilya stated that there is one area in town where it appears that the town is receiving much higher flow than is justified, especially during rainy seasons. He stated that this area in particular will be included in the I and I Study.

Mr. Chase also reported that there is a new program that introduces bacteria to break down grease in the lines. He reported that there are some institutions in town that directly inject the bacteria into the system. Mr. Chase reported that his department is injecting bacteria in the lines

on Lebanon Street just to see what effect it will have. They may find that it is sufficient just to have the existing businesses do it. They are looking at a two year test period.

Mr. Chase stated that the town has a reclaiming right-of-ways program that has been in effect for three years. His department does approximately 500 to 1,000 feet of reclaiming a year, as well as maintenance on the right-of-ways that have already been reclaimed.

Mr. Chase reported that they have completed a five year mapping project that mapped all of the lines in the whole town. This information was put in a layering system that works with the zoning map. This information shows all of the lines, as well as all of the manholes in town.

Mr. Chase reported that there is an on-going maintenance program that deals with root cutting and flushing that is done twice a year. This program has decreased the calls immensely. Mr. Chase used to have to hire someone at \$2 a foot to do the root cutting. However, his department has just purchased a root cutter and now do their own work. Mr. Chase estimates that they have already done 10 to 12 thousand feet so a savings will be seen.

Mr. Chase stated that his department would like to become more knowledgeable about videoing. He realizes that it is an expensive piece of equipment but he hopes that some day the town will be able to purchase their own equipment instead of having to hire out for this type of work.

Mr. Chase reported that his crew would like to become more familiar with mapping on the computers and again he hopes that some day the town will be able to do their own work in this area.

Mr. Hauger stated that sometimes when the reclaiming of a right-of-way is started the abutters have some concerns. However, most of the time they are pleased with the results. Mr. Chase reported that Mr. Desch works with Mr. Chase's crew in developing planting programs for these areas while at the same time keeping them accessible.

**Mr. Vermilya - Plow Rally**

Mr. Vermilya made the announcement that Mr. Chase had competed in the 1st Annual Grader Competition run by the Property-Liability Trust on how to operate a road grader and won. He was state champion and went out to Colorado and competed in the Nationals and did very well out there. Mr. Chase stated that Lenny Bolduc and Rod Forward won the State awards in the truck competition and did very well in the Nationals for two years in a row. This year Mr. Bolduc decided not to do it and Mr. Swift chose to take his place with Mr. Forward. Mr. Swift and Mr. Forward won the State competition and went on to the Nationals and did very well there.

**Bill Desch - Buildings and Grounds**

Mr. Desch stated that when he started working for the town five years ago the Main Street project was just getting started. He went on to say that the gardener has rarely had such an open canvas to work with before as with the new Main Street. Mr. Desch is very pleased with the landscaping in front of the post office.

Mr. Desch reported that he has been working with Mr. Nelson on the landscaping committee for the Wheelock Street/Ledyard Bridge project.

Mr. Desch stated that it is very rewarding to receive calls from other towns asking about Hanover's budget and planting program.

Mr. Desch stated that if new recreation fields are added that maintenance needs to be considered.

Mr. Desch reported that originally there was money available to replace Elm trees only. However, because the Elm trees are mostly gone the money is being used to plant new trees. Several years ago the town started planting new trees in the new areas of Pine Knoll Cemetery because everyone seemed to enjoy the trees in the old sections. A lot of people feel that a tree is a living memorial to their loved ones.



Mr. Vermilya stated that one of the goals of the town is to eventually have the cemetery lot information in a computer database. He would also like to see information about cemeteries and cemetery lots a lot more readily available to the public than they are now.

#### **Keith Southworth - Public Works Department**

Mr. Southworth stated that he had been employed with the Town of Hanover for six months and that he wanted to publicly state that it is a great place to work. He went on to say that he has worked for a number of other municipalities and that in his opinion there is no doubt that this is the best run Public Works Department he has ever seen.

#### **Frank Austin - Equipment Maintenance**

Mr. Austin stated that there have been many changes in the Equipment Maintenance Program during the past year, not only in location but in personnel as well. Mr. Austin was appointed as Equipment Maintenance Foreman; Todd Bragg has been appointed as a Mechanic, and Paul Jordan was appointed as Parts Room Technician. As a group they have come up with some major goals that they are looking at implementing.

One of the goals they are working on is a preventative maintenance program for the equipment. The old system was to repair equipment as it broke. Mr. Austin stated that the cost of the equipment and the technology involved now dictates a more elaborate system, which is a preventative maintenance system. Mr. Austin's department is in the midst of trying to implement this program now. The program is set up for the dump trucks, but needs to be completed for the other equipment. The setup involves a physical check list that allows a certain component breakdown that you can visually check and record and repair as needed. This is done on a monthly basis and a yearly basis.

With the hiring of Mr. Jordan a revised parts inventory program was setup. There has been a parts inventory program set up for several years. However, there was not very much control over it. Mr. Jordan now turns over the inventory and keeps it up to date.

This allows for a low in-house overhead on the parts. Mr. Jordan checks prices with several different vendors as opposed to just going with a pre-selected few. Therefore, best prices can be obtained on parts. Mr. Austin feels that the parts inventory budget should be able to be cut by a significant amount due to this new process. Mr. Austin stated that between \$1,500 and \$2,000 worth of old inventory has been turned back in for credit.

Mr. Austin reported that the town has had a computerized fleet program for the past five or six years now. Unfortunately, no one has ever taken the time to really implement this program the way it should have been in order to utilize information from it. This project has been given to Mr. Jordan as one of his responsibilities. Mr. Jordan inputs information and keeps it up to date so that there will be a history of vehicle maintenance, parts and productivity. Therefore, at any time they can look at a breakdown of any area. All of the equipment has been listed in this program.

Mr. Austin stated that probably painting and bodywork will not be able to be done this year. They are looking for an in-house vendor but have not found one yet. Most outside vendors are very expensive.

Mr. Austin stated that one of the major projects they have been working on is the electric vehicle. He stated that unfortunately there had not always been enough manpower for this project. Mr. Austin stated that Mr. Bragg has done an excellent job on the electric vehicle so far.

Mrs. Black asked if there was enough room for a paint bay. Mr. Austin stated that initially they thought they did have enough room. After looking at the one at Claremont they have decided that there is not enough room in the shop area for a paint bay.

**Don Elder - WWTP**

Mr. Elder stated that there are five full-time employees in his department. They are responsible for the maintenance and operation of the WasteWater Treatment Plant. There was one seasonal employee this past summer.

Mr. Elder reported that his department is in the process of working with a consultant to develop a pretreatment program to regulate what comes in.

Mr. Elder reported that there have been high levels of BOD's. Mrs. Black asked if Mr. Elder knew where they were coming from. Mr. Elder stated that at this point they do not know where the BOD's are coming from.

Mr. Elder stated that in his opinion in the not too distant future the town may need to look at adding another employee to his department. This would be once the pretreatment program is in place, along with the composting facility.

Mr. Vermilya stated that the pretreatment program that Mr. Elder spoke of would involve all industries and commercial businesses, particularly those who may have different types of discharges. This would especially be true if they were the types of discharges that would upset the system. These types of discharges would need to be pretreated before they are discharged into the sewers.

Mr. Vermilya stated that a questionnaire is being sent out to 25 different locations trying to obtain some preliminary information. This is the one major recommendation that has resulted from the last two or three evaluations of the plant. Mr. Vermilya is hoping to have a recommendation from the consultant within six months as to the nature of the ordinance and the nature of the permit system that we should install. The three biggest participants in this will be Dartmouth College, the Hospital, and CRREL. Mr. Vermilya stated that even though the hospital is in Lebanon the sewer flows come to Hanover. Mr. Hauger stated that it is a very complex program and that consultants will probably be used for several years to come.

Mr. Hauger stated that one of the problems that is faced now is hidden costs in items that have to do with legal issues, environmental issues, or safety issues. Mr. Hauger stated that these issues are becoming a daily factor in their lives.

**8. TO CONSIDER AND TAKE ACTION ON THE PROPOSED POLICE INCENTIVE PAY PLAN continued ...**

Mr. Vermilya stated that in the last two Friday mailings he had sent two different parts of the proposed Police Incentive Pay Plan to the Selectmen. Mr. Vermilya stated that there are four parts to the proposed Police Incentive Pay Plan:

- 1) formal education
- 2) training programs
- 3) special duties and assignments
- 4) physical fitness

Mr. Vermilya went on to say that he has received a proposal which would allow police department employees to receive incentive credit which would result in incentive pay on top of their regular pay for accomplishments in each of those four categories.

Chief Giaccone stated that this proposed pay incentive program was started for a number of reasons. First of all, because Hanover has a small department there is limited upward mobility. There is usually a long process involved to advance. Chief Giaccone also recognized the fact that there are certain duties that are being done that are above and beyond the duties of a patrolman. Chief Giaccone reported that if some of those duties were assigned to outside vendors it would cost the town considerably more money.

Chief Giaccone reported that the Committee working on this proposal reviewed the Fire Department's incentive program and noticed that the Fire Services program lends itself very easily to the Police Department. Firefighters have several levels of certification. In New Hampshire the only certification available to the Police Department employees is the basic police officer certification. The Committee asked the State if there were any other incentive programs in other communities. There are not. Police Standards and Training did provide one from the State of Maine which had a point system. Officer Kapusta built upon this point system. The system that Officer Kapusta came up with is home grown and it is somewhat complicated.

The rewards are based on education, what people bring to the job or what they can develop while on the job. It is also based on specialized duties, what might normally have to be farmed out to an outside vendor. Also, included is training - above and beyond what is required.

Chief Giaccone stated that this document will change as the department/personnel change. Additions, deletions and changes will be made as they see fit.

Mr. Nelson stated that he likes the idea of this proposed incentive program. Mr. Nelson stated that he would like to make sure that both the Fire Department and the Police Department are treated equally.

Chief Giaccone stated that the Fire Department's incentive program is based on levels of certification. The Police Department's would be based on points. Chief Giaccone feels that it is hard to equate what the Police Department does with what the Fire Department does.

Mr. Vermilya stated that the two incentive programs are as comparable as they could make them given the different kind of training scenarios they encounter from the State. Mr. Vermilya reported that one thing that is different is that the basic incentive without the physical fitness is 12%. On top of that they could receive another 2% for the physical fitness. Mr. Vermilya is hoping that this will be able to be accomplished with the Fire Department as well, once the negotiations have been done. Mr. Vermilya stated that he feels that this aspect is important enough to the town and to the department to make it worth while for someone to achieve the physical fitness level.

Captain O'Connor stated that they had tried to figure out a way to compare 80 hours of Firefighting training to 80 hours of classroom instruction. The Committee decided they had to base it on a practical needs use.

Mr. Nelson stated that he was satisfied that the two programs were as comparable as possible.

Mr. Vermilya stated that they have tried to estimate the cost of implementing this program. He said that it is a little difficult to do because they are not sure if everybody's record is accurate. Mr. Vermilya stated that they think that if the program were implemented 100% today the additional cost would be in the neighborhood of \$24,000 to \$25,000. At this point it appears that this incentive program would be implemented on a two-year basis, due to budget restrictions. Employees that are entitled to incentive pay would therefore receive half of it during the 1996-97 fiscal year and the remaining half during the 1997-98 fiscal year. Mr. Vermilya reported that the figure of \$24,000 to \$25,000 will grow during that two year period. Hopefully, employees in the department will earn more credits and will therefore be entitled to a higher rate of pay. Mr. Vermilya and Chief Giaccone feel that this is a reasonable way to approach implementation.

Mrs. Black asked how far back would we go for an officer. Chief Giaccone responded that Officer Kapusta had researched this and that the highest percentage found was 7.2% for one officer.

Mr. Nelson asked if this was going back to the beginning of the officer's career. Chief Giaccone responded that yes it was. Chief Giaccone feels that the officers should be rewarded for their knowledge and training that they have obtained over the years. Mr. Nelson then asked if the concept was to go back to the hiring date for each employee. Chief Giaccone stated that that was correct. Mr. Nelson asked if someone was hired that had twenty years experience would they then receive a higher rate of pay because of this experience. Chief Giaccone stated that it is nice to be able to reward someone like that because it tends to gain you a higher caliber person. Chief Giaccone stated that there is a stipulation that states that if someone were hired that had twenty years of continuous experience and a bachelor's degree they would not be eligible for a reward for three years.

Mrs. Black inquired if the police department employees would be receiving overtime pay as well as incentive pay for taking these courses. Chief Giaccone stated that the time used for incentive courses would not reflect in their regular hours.

Mrs. Black stated that in all of the job descriptions there are physical requirements listed. Mrs. Black inquired if in the physical fitness level of the incentive program this surpassed the physical fitness requirements. Officer Kapusta stated that the Academy's requirements are 50% and that the incentive program requirements would be 80 or 90%. Mrs. Black stated that she felt that if there were physical fitness requirements in the job description that they should be maintained in order to keep the job. Officer Kapusta stated that there are no mandatory requirements to maintain a physical fitness requirement once the certification has been received. Captain O'Connor stated that it is up to each individual department to set their own requirements.

Mrs. Black encouraged Mr. Hauger, as well as other department heads, to develop their own incentive programs.

**Mrs. Heinrichs MOVED that the Board of Selectmen APPROVE the proposed Police Incentive Pay Plan, to be implemented over the next two fiscal years. Mrs. Connolly SECONDED THE MOTION. There was no further discussion and the SELECTMEN VOTED UNANIMOUSLY TO APPROVE the proposed Police Incentive Pay Plan, to be implemented over the next two fiscal years.**

**9. CAPITAL IMPROVEMENTS PROGRAM AND BUDGET RE: PUBLIC WORKS DEPT.**

Mr. Vermilya stated that the Board of Selectmen had received copies of the proposed Capital Improvements Budget some time ago. He reported that there are several items that pertain to the Public Works Department.

First of all, the reconstruction of Summer Street is scheduled for 1996-97, at a cost of \$65,000. The estimate is based on the reconstruction being done by an outside contractor. The Public Works Department crew will be working on the reconstruction of Maynard Street. An agreement has been worked out with the College whereby the town will furnish the labor and the equipment and the College will furnish all the materials for the reconstruction of Maynard Street. This is a joint effort as both parties have some responsibility.

Mr. Vermilya reported that the next item was the reconstruction of North College Street which is scheduled for 1997-98 at a cost of \$75,000. The town has been planning on reconstructing North College Street for some time now. The town had held off until the plans for that area were completed. Mrs. Black inquired as to what section of North College Street would be reconstructed. Mr. Vermilya replied it would be from the end of the Elm Street work that was done a couple of years ago up to the Lyme Road intersection. Mr. Nelson questioned the price difference between the reconstruction of North College Street and the reconstruction of Summer Street. Mr. Vermilya reminded Mr. Nelson that one was going to be done by a contractor and the other one was going to be done by the Public Works Department crew.

Mr. Vermilya reported that the plans that the College has taken before the Planning Board for a site plan review and subsequently were approved call for the work that they would do regarding landscaping to match up with the work the town will be doing. The town will end up with a basic 20' roadway with new base drainage and surface.

During 1998-99 rural road reconstruction will start. Sections only, as opposed to the whole thing, will be done on Trescott Road. Mr. Vermilya is proposing that \$75,000 a year be allocated to this program and he envisions it going on for the foreseeable future.

Also in 1998-99 \$35,000 has been allocated for the reconstruction of Grant Road. The Selectmen have received a petition from the residents of Grant Road. Mr. Vermilya stated that Grant Road is in deplorable condition. A shim has been put on part of the

road, but unfortunately will not last. However, it will give the town a year or two. The problem is that there is no base and no drainage. Mr. Vermilya stated that the petition requests that the reconstruction of Grant Road be moved up.

Mr. Vermilya stated that the Selectmen have also received a petition from the residents of the Carriage and Lindy Lane area asking that that portion of Carriage Lane and Lindy Lane be paved. Mr. Vermilya stated that the Selectmen have received estimates on the cost of doing that. The paving of Carriage Lane would be \$13,900. The paving of Longwood would be an additional \$11,800. The paving of Lindy Lane would be \$14,000.

Mr. Vermilya stated that he and Mr. Hauger feel disturbed by this whole request because at the time the second portion of the Carriage Lane subdivision was brought before the Planning Board they strongly suggested that the rest of it be paved. However, it was not done and therefore now if the town were to pave it it would be a cost that the town has to absorb and not the developer.

Mrs. Black asked if there was a way to rewrite the ordinance so that this situation would not happen again. Mr. Vermilya stated that there is not. The Planning Board and the developers quite often like the rural feeling of not paving the roads.

Mr. Vermilya stated that he feels that where the mistake was made this time was because part of the subdivision was paved and part of it was not. Quite obviously eventually residents would want the rest of the road paved. Also, this area is used as a connection and therefore, receives a lot of traffic.

Mr. Hauger stated that some gravel roads are justified in smaller subdivisions because they are cheaper in the long run. Mr. Hauger stated that originally this subdivision was going to be smaller and therefore, a gravel road probably would have worked out fine.

Mr. Vermilya stated that if the paving were to be done earlier money has not been set aside to do this. Mrs. Black inquired if the work that was done on Grant Road would last for two years. Mr. Southworth replied that the road is deteriorating continuously.

Mr. Vermilya stated that in addition, the other item on the Capital Improvements Budget is the garage renovations. This proposed Capital Improvements Budget includes another \$125,00 for the 1996-97 year to complete the outside work - the new driveway, the paving, the skin, and the vestibule. Mr. Vermilya stated that to meet the energy requirements for the building an insulated skin on the outside of the building had to be



installed. The fuel tanks will have to be moved. It is being proposed that the tanks be moved during the next year.

Mr. Vermilya then reported that it is being proposed that a finance bond in the amount of \$475,00 to \$500,00 for a separate storage area for trucks, equipment, etc. be approved. Mr. Vermilya is proposing a bond because at \$125,00 a year the project would just drag on too long. He stated that trying to contract it in little pieces gets to be very expensive.

Mr. Hauger stated that originally they had planned on doing the site work last. However, that does not always work out for the best. In developing the plans it was decided that the entrance to the garage should be aligned with Buck Road. Also, the tanks have to be moved. The paving and the drainage needs to be taken care of as soon as possible. Therefore, Mr. Hauger feels that the next item to take care of should be the site work.

Mr. Hauger stated that two or three pieces of equipment will have to be moved out to Shed 2. Therefore, that building will have to be heated.

Mr. Hauger stated that this project has been going on since 1988 and he is pushing to see completion of it.

Mr. Chase commented that the storage of the equipment has been a problem since this project was started. He stated that it has been very tough and inconvenient on the employees. Mr. Chase stated that the problem will be worse this year because there will be even more equipment stored outside.

Mr. Vermilya stated that the total in the Capital Improvements Budget for 1996-97 is \$260,000. The total for 1997-98 is \$135,000. Mr. Vermilya commented that if the Selectmen were of a mind to they could move the reconstruction of Grant Road up to 1997-98 and they could put in some of the money for paving of Carriage Lane. These actions would somewhat even things out.

Mr. Nelson stated that he would like to put the Planning Board's decision behind them. Mr. Nelson stated that it is hard to require the developers to address off-site work such as highways. Also, the Planning Board did not feel that it was the developer's burden if the road was going to be used as a thru road instead of just an access to the houses. Mr. Nelson stated that he liked the idea of moving Grant Road back one year and adding Carriage Lane.

Mr. Vermilya stated that there are three portions to Carriage Lane. Mr. Vermilya stated that there is only one home on Longwood Road and that perhaps the Selectmen should reconsider naming that Carriage Lane as well. Mr. Vermilya asked the Selectmen if it was their preference to pave just the portion of Carriage Lane that is used as a thru road and not pave Lindy Lane, which is a dead end road. Mrs. Connolly objected to paving roads after the fact they were not approved by subdivision approval.

After a brief discussion it was decided to add \$26,000 to the 1997-98 Capital Improvements Budget for the paving of Carriage Lane, not to include Lindy Lane.

After a brief discussion the Selectmen decided to go to the 1996 Annual Town Meeting with the bond issue in the amount of \$600,00 over a 5 or 6 year period. It was also decided to move the reconstruction of Grant Road up to 1996-97. Mr. Nelson reserved the right to review this decision at the budget hearings. Mr. Black stated that additional cost information will be needed before the Town Meeting.

#### 10. ADJOURNMENT

The meeting was adjourned at 9:10 p.m. The Board of Selectmen toured the public works garage after the meeting was adjourned.

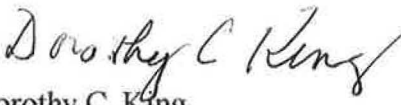
#### SUMMARY

1. Mrs. Connolly **MOVED** that the Board of Selectmen **APPROVE** the revised job description for the Code Administrator. Mr. Nelson **SECONDED THE MOTION**. There was no further discussion and the **SELECTMEN VOTED UNANIMOUSLY TO APPROVE** the revised job description for the Code Administrator.
2. After a brief discussion Mrs. Black **MADE THE MOTION** to accept the minutes of October 2, 1995 and October 16, 1995 as corrected. Mrs. Heinrichs **SECONDED THE MOTION** and the Board of Selectmen **UNANIMOUSLY ACCEPTED THE MINUTES OF OCTOBER 2 AND OCTOBER 16, 1995 AS CORRECTED**.
3. Mrs. Heinrichs **MOVED** that the Board of Selectmen **APPROVE** the proposed Police Incentive Pay Plan, to be implemented over the next two fiscal years. Mrs. Connolly **SECONDED THE MOTION**. There was no further

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**discussion and the SELECTMEN VOTED UNANIMOUSLY TO APPROVE the proposed Police Incentive Pay Plan, to be implemented over the next two fiscal years.**

Respectfully submitted,

  
Dorothy C. King  
Secretary

These minutes were recorded and then transcribed by Teresa M. Barrett.

These minutes were approved at the Board of Selectmen's meeting held on November 20, 1995.