

**APPROVED**

**BOARD OF SELECTMEN'S MEETING**

**MONDAY, JANUARY 8, 1996**

**7:30 P.M. - MUNICIPAL OFFICE BUILDING, 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; Katherine S. Connolly, Dorothy Behlen Heinrichs, Dorothy King, Clifford R. Vermilya, Town Manager and members of the public.

Chairman Black announced that this meeting was being taped by CATV6 and 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 AMENDMENT TO THE PARKING ORDINANCE**

Ms. Black explained that the proposed amendment was a request from the Hanover Chamber of Commerce and Parking and Transportation Board that the 30 ten-hour metered parking spaces in the Marshall Lot be lowered from 50 cents per hour to the usual 25 cents per hour.

Mr. Vermilya indicated that at present these 30 metered spaces are fairly well utilized from approximately 10 a.m. to 2 p.m. indicating that they are not being utilized by employees. It is the hope of the Chamber of Commerce and Parking and Transportation Board that the lowering of the cost per hour to 25 cents will encourage employee parking in this area.

Ms. Black commented that the parking district budget is predicated on receiving a certain amount of revenue from the meters, and revenue will be lost if the meters are not fully utilized.

Steve Buskey, property owner in Hanover, questioned how employees in the Town of Hanover become aware that the 10 hour parking spaces are available. Mr. Vermilya answered that notification has been done through the Chamber of Commerce newsletter. It was agreed that the businesses should also be responsible for notifying their employees of the availability of these parking spaces.

Further discussion of the amendment was tabled until later in the meeting to allow for additional public discussion.

**3. TO CONSIDER AND TAKE ACTION ON REQUEST OF THE HANOVER CHAMBER OF COMMERCE CONCERNING A PARKING TICKET COURTESY CARD PROGRAM**

Mr. Clint Bean, Director of the Hanover Chamber of Commerce, indicated that the Chamber of Commerce has spent considerable time designing a concept to offer a public relations vehicle to the Hanover merchants to deal with their customers and clients. Mr. Bean indicated that merchants feel their customers and clients can get distracted when shopping for fear of getting a parking ticket or having to leave the establishment to feed the meter. Merchants would purchase courtesy cards from the town office at a discounted rate to utilize at their discretion in dealing with customers and clients. Those merchants who choose to participate would enter into a participation agreement with the Town of Hanover, one of the provisions of which would be that the courtesy cards were to be utilized for customers and clients only and not otherwise. The exact manner in which the merchants intend to use the courtesy cards would be up to them. Mr. Bean indicated that the parking ticket courtesy card program would commence with a six month trial period.

Tony Perrone, owner of Hanover Hot Tubs, asked if a customer were to receive a parking ticket, would the merchants be paying the ticket for them. Mr. Bean answered that participating merchants would be paying for the tickets in advance at a discounted rate, perhaps \$2.50 per ticket. If a customer or client gets a parking ticket, they can bring it back to the merchant who places the courtesy card and parking ticket in the envelope and returns it to the Town of Hanover. Mr. Bean stated that the courtesy cards would be good for the day of issue only, and would be store stamped and dated.

Winifred Stearns expressed concern that if a person were handed a courtesy card they might be encouraged to leave their car in its parking spot for the entire day. Ms. Black answered that the possibility exists, but noted that the courtesy card concept came up as a result of a meeting with members of the business community to attempt to make Hanover a more user friendly community. Merchants indicated that sales were sometimes interrupted because of parking ticket and meter issues. Ms. Black stressed that participation was solely at the discretion of the business owner.

Paul Gross, owner of Designer Gold, indicated that his business would probably utilize the courtesy card program frequently. He stated that several times a week his customers leave in the middle of a sales presentation because their meter has expired or is about to expire. He felt the courtesy card program would give merchants an opportunity to present the Town of Hanover in a more friendly manner.

Ms. Heinrichs questioned whether the Town of Hanover would experience any loss of revenue from the courtesy card program.

Mr. Vermilya indicated there could be some loss of revenue to the extent that the courtesy cards are actually utilized, but the amount of loss would be difficult to predict.

Bill Baschnagel, representing the Parking and Transportation Board, expressed support for the courtesy card program.

**3. TO CONSIDER AND TAKE ACTION ON REQUEST OF THE HANOVER CHAMBER OF COMMERCE CONCERNING A PARKING TICKET COURTESY CARD PROGRAM**  
(Continued)

**Ms. Connolly MADE THE MOTION that the Board of Selectmen allow the Town of Hanover and the Chamber of Commerce to produce parking ticket courtesy cards which will be sold to the merchants and used by the merchants to alleviate the parking problem for a six month trial period. Ms. King SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ALLOW THE TOWN OF HANOVER AND THE CHAMBER OF COMMERCE TO PRODUCE PARKING TICKET COURTESY CARDS THAT WILL BE SOLD TO THE MERCHANTS AND USED BY THE MERCHANTS TO ALLEVIATE THE PARKING PROBLEM FOR A SIX MONTH TRIAL PERIOD.**

Ms. Black focused the discussion on the first item on the agenda, the amendment to the parking ordinance which would change the 10 hour parking meters in the Marshall lot from 50 cents per hour to 25 cents per hour. Mr. Baschnagel of the Parking and Transportation Board indicated that at 50 cents per hour the parking spaces were not being occupied by employees, and the Parking and Transportation Board would suggest lowering the cost to 25 cents per hour.

**Ms. Connolly MADE THE MOTION that all parking meters in the Marshall Lot be 25 cents per hour. Ms. Heinrichs SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO LOWER THE COST OF ALL PARKING METERS IN THE MARSHALL LOT TO 25 CENTS PER HOUR.**

**4. APPOINTMENTS**

Ms. Black suggested that discussion on appointments to the Upper Valley Lake Sunapee Byway Advisory Committee and Upper Valley River Subcommittee be continued for a period of two weeks, allowing the Board to come up with possible candidates for these appointments.

**5. ADMINISTRATIVE REPORTS**

Mr. Vermilya indicated that it would be appropriate for the Board to act upon the appointment of an interim town manager to be effective as of March 1, 1996.

**Ms. Black MADE THE MOTION that Jean Ulman be appointed as interim town manager as of March 1, 1996. Ms. Heinrichs SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO APPOINT JEAN ULMAN AS INTERIM TOWN MANAGER AS OF MARCH 1, 1996.**

Mr. Vermilya stated that at the January 22, 1996 selectmen's meeting, a meeting of the housing authority would be noticed. The housing authority budget will not be included in the regular budget as it does not go to town meeting for approval. The housing authority, which is the Board of Selectmen, has the right and responsibility to approve the housing budget. Mr. Vermilya further stated that also at that time there will be a need to appoint an interim executive secretary of the Housing Authority which is a separate position, and action must be taken in order for continued qualification for federal funds.

**5. ADMINISTRATIVE REPORTS (Continued)**

Ms. Black questioned whether the interim town manager could fill the position as interim executive secretary of the Housing Authority; Mr. Vermilya indicated that is correct.

Ms. Black asked whether the sale of Northeast Waste would cause changes in any of the Town's programs. Mr. Vermilya indicated that he had met with the individuals responsible at Northeast Waste, Bob McNeil and Pat Stetson, and he felt that the sale will not affect the Town. There is an existing three-year contract with Northeast Waste for curbside collection which includes a three-year option. Mr. Vermilya indicated he would be meeting shortly with the appropriate individuals to discuss exercising the three-year option, and stated he feels this is a very successful program from the Town's point of view.

**6. SELECTMEN'S REPORTS**

Ms. Heinrichs indicated that the Recycling Committee had collected Christmas trees the prior weekend.

Ms. Connolly stated that the Planning Board had been working on the subdivision on King Road and the zoning ordinance, and had gone through the first draft of the housing chapter in the master plan. She indicated that the first hearing on Hypertherm will be held shortly. Mr. Vermilya indicated that Hypertherm had received ZBA approval, and they had applied for a wetlands permit. This matter will be coming before the Board on January 16, 1996.

Ms. King indicated she had attended a meeting regarding the courtesy card program.

Ms. Black stated she had attended the Senior Citizens Advisory Committee meeting, and reported that the living room has been painted and a new rug has been obtained.

Regarding the information packet sent to the Board of Selectmen pertaining to the town manager's job description, Ms. Black indicated that revisions needed to be made to the job description to make it more comprehensive. Jean Ulman volunteered to draft a new job description for the position of Town Manager for the Board's review. Ms. Black stated that there would be further discussion on this matter at the January 22, 1996 meeting of the Board of Selectmen.

Ms. Black commented that she had been in attendance at the first meeting of the Brown Bag group which consists of administrators and elected officials in the Upper Valley. The group will attempt to meet monthly to get wider geographic participation.

Ms. Black reminded the Board that Tuesday, February 20, 1996 is primary day and individuals are needed to man the polls.

**6. SELECTMEN'S REPORTS (Continued)**

Ms. Connolly complimented Jay and Theresa Barrett for this year's calendar for the Town of Hanover. The Board agreed that it was an exceptional calendar and many positive comments have been received regarding it.

Ms. Black reminded the Board of the need for confidentiality regarding applications for Town Manager which have been received, indicating that the Board will come up with a list of applicants when the deadline for receipt of applications has passed.

**7. OTHER BUSINESS**

There was no other business before the Board.

**8. APPROVAL OF MINUTES OF THE DECEMBER 4, 1995 AND DECEMBER 11, 1995 MEETINGS OF THE BOARD OF SELECTMEN**

After a brief discussion, Ms. Heinrichs **MADE THE MOTION** to accept the minutes of December 4, 1995 and December 11, 1995, as corrected. Ms. Connolly **SECONDED THE MOTION** and the Board of Selectmen **UNANIMOUSLY ACCEPTED THE MINUTES OF DECEMBER 4, 1995 AND DECEMBER 11, 1995, AS CORRECTED.**

**9. ADJOURNMENT**

Ms. Heinrichs **MADE THE MOTION TO ADJOURN.** Ms. Connolly **SECONDED THE MOTION** and the Board of Selectmen **VOTED UNANIMOUSLY TO ADJOURN THE MEETING.**

Ms. Heinrichs **MADE THE MOTION TO GO INTO NONPUBLIC SESSION TO DISCUSS MATTERS WHICH MIGHT AFFECT THE REPUTATION OF AN INDIVIDUAL.** Ms. Connolly **SECONDED THE MOTION** and the Board of Selectmen **VOTED UNANIMOUSLY TO GO INTO NONPUBLIC SESSION TO DISCUSS MATTERS WHICH MIGHT AFFECT THE REPUTATION OF AN INDIVIDUAL.**

The meeting was adjourned at 8:05 p.m.

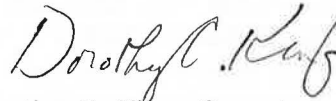
**SUMMARY**

- 1. Ms. Connolly MADE THE MOTION that the Board of Selectmen allow the Town of Hanover and the Chamber of Commerce to produce parking ticket courtesy cards which will be sold to the merchants and used by the merchants to alleviate the parking problem for a six month trial period. Ms. King SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ALLOW THE TOWN OF HANOVER AND THE CHAMBER OF COMMERCE TO PRODUCE PARKING TICKET COURTESY CARDS THAT WILL BE SOLD TO THE MERCHANTS AND USED BY THE MERCHANTS TO ALLEVIATE THE PARKING PROBLEM FOR A SIX MONTH TRIAL PERIOD.**

**SUMMARY (Continued)**

2. **Ms. Connolly MADE THE MOTION that all parking meters in the Marshall Lot be 25 cents per hour. Ms. Heinrichs SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO LOWER THE COST OF ALL PARKING METERS IN THE MARSHALL LOT TO 25 CENTS PER HOUR.**
3. **Ms. Black MADE THE MOTION that Jean Ulman be appointed as interim town manager as of March 1, 1996. Ms. Heinrichs SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO APPOINT JEAN ULMAN AS INTERIM TOWN MANAGER AS OF MARCH 1, 1996.**
4. **After a brief discussion, Ms. Heinrichs MADE THE MOTION to accept the minutes of December 4, 1995 and December 11, 1995, as corrected. Ms. Connolly SECONDED THE MOTION and the Board of Selectmen UNANIMOUSLY ACCEPTED THE MINUTES OF DECEMBER 4, 1995 AND DECEMBER 11, 1995, AS CORRECTED.**
5. **Ms. Heinrichs MADE THE MOTION TO ADJOURN. Ms. Connolly SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ADJOURN THE MEETING.**
6. **Ms. Heinrichs MADE THE MOTION TO GO INTO NONPUBLIC SESSION TO DISCUSS MATTERS WHICH MIGHT AFFECT THE REPUTATION OF AN INDIVIDUAL. Ms. Connolly SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO GO INTO NONPUBLIC SESSION TO DISCUSS MATTERS WHICH MIGHT AFFECT THE REPUTATION OF AN INDIVIDUAL.**

Respectfully submitted,



Dorothy C. King, Secretary

These minutes were taken and transcribed by Nancy Richards.