

APPROVED

BOARD OF SELECTMEN'S MEETING

BUDGET HEARING

MONDAY, FEBRUARY 5, 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; Jack H. Nelson, Vice Chairman; Katherine S. Connolly, Dorothy Behlen Heinrichs, Dorothy King, Clifford R. Vermilya, Town Manager, Jean G. Ulman, Administrative Assistant and Human Resources Administrator, Michael Gilbar, Director of Finance, and members of the public.

Ms. 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

Ms. Black extended congratulations to Clifford Vermilya, Town Manager, who was voted Hanover Citizen of the Year.

Nan King, representing the Garden Club expressed concern about the potential impact on the Howe Library of the no parking ordinance on Currier Place. She stated the Howe Library is supported by town funds and serves as a community service center, and felt the no parking ordinance would serve to limit the number of people and groups that would be able to use the library for lack of parking. She further stated that police records showed a total of three accidents between January, 1990 and January, 1996 on Currier Place. She questioned the status of the ordinance, and whether or not there will be a review of the decision with more public input.

Mr. Nelson summarized the discussion at the January 22, 1996 selectmen's meeting. He indicated that the Board felt the area in question should remain a no parking zone. The area is zoned residential, and the neighbors strongly wish it to remain a residential neighborhood. The neighbors felt that the addition of 16 metered parking spaces would deteriorate the residential integrity of the neighborhood. Also mentioned were safety concerns, including lack of lighting, lack of sidewalks, the hazards of backing out of driveways and the narrowness of the street.

Ms. Connolly asked how often this would impact the Garden Club's meetings.

Ms. Heinrichs stated that the Garden Club meets eight times a year during the middle of the day, around 12 to 1 o'clock. The membership meets March 5, April 2 and May 7 through the rest of this year. The Board, which consists of approximately 20 members, meets February 26, March 25 and April 29.

1. PUBLIC COMMENT (Continued)

Ms. Connolly commented that there are new metered places diagonally across Currier Place on College Avenue, behind Rosey Jekes. Ms. Heinrichs indicated that at the hour the Club meets, those spaces are almost always filled.

Ms. Connolly suggested that in the case of infrequent gatherings such as the Garden Club meetings that the police department could make an exception and allow parking on Currier Place.

Mr. Vermilya stated that at the meeting of January 22, 1996 the Board voted to enforce no parking on Currier Place. He indicated that the groups using the Howe Library for meetings have been notified, and enforcement will begin on February 19, 1996.

Mrs. Banwell indicated that some of the members of the Garden Club are somewhat elderly, and might not be able to walk long distances to attend meetings. She suggested that representatives from the library, users of the library, residents and town representatives might be able to work together to arrive at a solution that is more fair to all concerned.

Nan King questioned whether the enforcement of no parking signs would be applicable town-wide, for example, on Valley Road.

Jack Stinson, representing the recreation board, stated that the recreation center is available for meetings and provides plentiful parking. He indicated that the center is not presently utilized at night, and is also available during the day.

Ms. Black indicated that this matter can be warned for an upcoming agenda. She also mentioned the future construction of the parking garage on the opposite corner from Howe Library, for which the Town is in negotiations with Fleet Bank.

Ms. Heinrichs volunteered to meet with those organizations having difficulty with this parking situation, and work toward a better solution or other locations for their meetings.

Ms. Connolly questioned whether the Garden Club might be able to schedule their meetings for a different hour. Ms. Banwell stated that the Garden Club had printed a booklet which is now in effect indicating scheduled days and times.

Ms. Black suggested that the Garden Club work with its membership to encourage car pooling.

The Board agreed that a decision had been made at the previous meeting to enforce the no parking signs on Currier Place, but that the item could be revisited after a six month period if necessary.

2. BUDGET DISCUSSION

Dept. 110 - Board of Selectmen

Ms. Black questioned if **110-560, Dues and Membership Fees**, included the 4% increase in NHMA dues.

Mr. Vermilya stated that the increase was included, and was reflected by the difference between the \$4,080 estimated and the \$4,300 budgeted. He indicated that Dues and Membership Fees consist of a figure for NHMA of \$4,002, and an amount for Montshire Associates of \$300.

Ms. Connolly questioned **Line 110-690, Miscellaneous**.

Mr. Vermilya stated that this would include such items as the dinner for committee volunteers held in the past, and a picnic for town employees. He indicated that no funds had been budgeted in the past for these items.

Jean Ulman suggested that this line item should be increased as it runs way over the amount budgeted, and should more accurately reflect what is actually spent.

Mr. Nelson asked what is in the present amount that is being spent this year.

Mr. Vermilya explained that the reason it is over this year is that money was authorized for the architect on the Ledyard Bridge project for which there was no appropriation, and that amount is being charged in Miscellaneous. Mr. Vermilya further stated that there were two different agreements with the architect, one to do the preliminary work, and one as the design was finished, both of which are approximately \$5,000.

Mr. Nelson indicated he would like to mark 110-690, Miscellaneous, as he felt the amount budgeted required increasing. He stated that he would like the architect to be available to approve textures, colors, etc. as the bridge project is completed.

Mr. Vermilya stated that \$1,500 has been allotted for the architect's assistance with landscape design.

Ms. Black indicated she would like to add a sum of money to this line item for a retreat with the management team and the new town manager.

Dept. 120 - Town Manager

Ms. Black asked if item **120-110, Full-Time Services**, was being funded at the present level.

2. BUDGET DISCUSSION (Continued)

Mr. Vermilya stated that this item shows the manager's position being funded at \$65,000 per year.

Ms. Black indicated she would like to mark 120-110, Full Time Services, for further discussion.

Dept. 125 - Personnel Administration

Ms. Black suggested that comparison shopping be done when buying new file cabinets at Ernie's Discount in Claremont.

Ms. Black questioned whether the amount budgeted for auto allowance is realistic considering the fact that the amount has been overspent for two years.

Mr. Vermilya stated that the account is used to reimburse mileage costs for people attending conferences and educational training workshops.

Ms. Black asked what the amount budgeted for food and meals is used for.

Jean Ulman indicated that this amount is used for purchasing refreshments for training sessions, and Mr. Vermilya stated it is also used when outside examiners are present for oral panels or assessments.

Dept. 131 - Town Clerk - General Expense

There was no discussion on **Dept. 131 - Town Clerk - General Expense.**

Dept. 131 - Town Clerk - Elections

Ms. Black questioned whether there should be additional funds budgeted in the event that a special town meeting is necessary.

Ms. Connolly indicated she felt it was not necessary to provide for a special town meeting in the budget.

Ms. Black asked whether there was enough budgeted in **132-615, Food and Meals**, to cover three elections. She indicated she would like to target this item for further discussion.

Ms. Connolly asked whether **132-440, Building and Equipment Rental**, was an adequate amount for three events.

Mr. Vermilya stated it was adequate, because the bulk of this figure was for chairs and audio rentals for town meeting for regular voting.

2. BUDGET DISCUSSION (Continued)

Dept. 141 - Finance Administration

Mr. Vermilya indicated that the budget for this department is a combination of what were two separate categories last year.

Ms. Connolly asked whether the amount budgeted under item **141-440, Equipment Rental**, assumes that the postage machine will cover postage for all departments.

Michael Gilbar, Director of Finance, indicated that it does.

Mr. V. indicated that although other departments have postage in their budgets under the 625 account, they do not have amounts budgeted for the postage machine.

Mr. Nelson questioned the significant decrease in the amount budgeted for office supplies, item **141-620**.

Mr. Gilbar indicated that this line item in previous years had included the postage meter and copier rental, which items have now been moved to Equipment Rental, and account for an increase in that account.

Dept. 143 - Finance Accounting

There was no discussion of **Dept. 143 - Finance Accounting**.

Dept. 144 - Finance - Assessing

Mr. Nelson questioned the decrease in item **144-390, Professional Services**.

Mr. Vermilya indicated that in the past this item had included the preparation of tax maps, but with the money put into capital expenses the basic work will be done and the maps will only need to be printed.

Dept. 145 - Finance - Tax Collection

Ms. Black asked whether the printer covered in item **145-740 - Operational Equipment** was a laser printer.

Mr. Gilbar indicated that it was a heavy duty dot matrix printer.

2. BUDGET DISCUSSION (Continued)

Dept. 146 - Finance - Management Information Systems

Mr. Vermilya indicated that item **146-115, Part Time Services**, requests an increase in hours for the position which has been in existence for the past two to three years. He stated that as the town's departments are increasing their use of computers, there is a need for more technical assistance. The position is currently a 20 hour position, and the request is for the position to increase to 30 hours per week in July.

Ms. Black asked whether the position included any part-time benefits.

Mr. Vermilya stated that it did not include part-time benefits.

Ms. Connolly asked at what point does a part-time position include benefits.

Mr. Vermilya indicated that the individual holding this position would be eligible for benefits at his choice, but that the contract that was negotiated includes an amount which compensates for the lack of benefits.

Ms. Black asked how many computers were being used currently in the Municipal Building.

Mr. Gilbar answered that there are 15 or 16 computers in the Municipal Building, which are all connected with the exception of one.

Dept. 150 - Administration Charges to Others

There was no discussion of **Dept. 150 - Administration Charges to Others**.

Dept. 160 - Legal Services

Ms. Black asked whether there has been communication with the attorneys to see if their rates are increasing.

Mr. Vermilya stated that he has checked with the attorneys used most often, and one of the rates has decreased. He further indicated that the Town is still involved with the insurance company regarding reimbursement for one of the major zoning cases, which will ultimately have revenue offsetting this item.

2. BUDGET DISCUSSION (Continued)

Dept. 181 - Planning and Zoning

Mr. Nelson asked for a description of a "network printer box" included in item **181-740, Operational Equipment**.

Mr. Gilbar explained the network printer box connects the printer directly to the network.

Stanley Udy asked for clarification of item **181-390, Consultants**.

Mr. Vermilya indicated this covers the use of the Lake Sunapee Planning Commission. \$35,000 of the figure budgeted is attributed to an individual who serves as the Town Planner on a 20 hour per week basis, with the balance of \$3,300 for the individual's work with the planning board to develop a master plan. He stated the figure also includes a straight fee paid to the Lake Sunapee Planning Commission, as well as all benefits, and allows the ability to utilize anyone else from the organization for normal town planner's work. He stated that this figures does not include dues paid by the Town. He commented that this individual has available to her all resources at the Regional Planning Commission which the Town had to pay for in the past when utilizing them.

Ms. Black asked if this arrangement would continue after this next fiscal year.

Mr. Vermilya indicated that the contract with Upper Valley Lake Sunapee will expire in September, and that the money budgeted will allow this arrangement to continue for the entire year. He stated that there is a new clerical employee in the office who will eventually be able to do some of the planner's work.

Ms. Black stated she wished to target item **181-390, Consultants**, suggesting the number of hours may be able to decrease as the year goes on.

Dept. 192 - Conservation Commission

There was no discussion of **Dept. 192 - Conservation Commission**.

Dept. 220 - Community Counselor

Ms. Black questioned the increase in item **220-341, Telephone**, from \$442 to \$1,050.

Mr. Vermilya indicated that the \$442 figures represents year-to-date, and that \$1,050 has been budgeted to be spent this year and next year.

Ms. Black noted the figures show \$432 was spent last year.

2. BUDGET DISCUSSION (Continued)

Mr. Gilbar explained that the figure was netted out, and that the school pays for half of the supplies and materials for the community counselor.

Ms. Black targeted item **220-820, Auto Allowance**, indicating the allowance budgeted may be high considering that the amount spent last year was \$77, and of the \$275 budgeted this year, \$90 has been spent so far.

Dept. 230 - Health and Welfare

Ms. Heinrichs questioned if an increase of only .6% over this year's appropriation for social service activities is adequate.

Mr. Vermilya pointed out that the .6% is a combination of contributions to regional social service agencies plus direct costs for general assistance. Based on level of experience this year, he feels the amount is probably more than adequate, indicating that presently the general assistance caseload is at a 10 year low, although that could change.

Ms. Black questioned items **230-890, Headrest and WISE**, questioning why they have increased while the other agencies have not.

Mr. Vermilya indicated that copies of their detailed requests are available which explain amounts requested, and commented that the number of cases from Hanover that they have dealt with over the last year has increased.

Ms. Black stated she wished to target items **230-890, Headrest and WISE**, for further discussion.

Dept. 235 - Health Officer

There was no discussion of **Dept. 235 - Health Officer**.

Dept. 252 - Howe Library - Administration

Mr. Nelson questioned the increase in rental of the photocopier, item **252-440, Equipment Rental**.

Marlene McGonigle indicated that the increase is caused by a \$1,200 estimated overage charge that the company charges for staff in-house of the copier. She stated that this charge started at the end of last year, and this is the first full year it has been budgeted for.

2. BUDGET DISCUSSION (Continued)

Dept. 253 - Howe Library - Technical Services

Ms. Connolly questioned the amount budgeted in item **253-431, Computer Repair and Maintenance**.

Ms. McGonigle stated this figure was budgeted last year at a prorated amount because it includes the maintenance for the new system which is \$1,680 per month. This year it is approximately \$20,000 for the maintenance of the new system, but is at the same rate as last year. She further indicated that this figure is for hardware and software, stating that they are using a lot of old hardware.

Elizabeth McClain asked if there was any collaboration with the Management Information Specialist position and Howe Library, and how the increase of 10 hours in that position would affect the library.

Ms. McGonigle indicated that there is a lot of collaboration with the MIS position and Howe Library.

Mr Gilbar stated that the MIS person maintains the networks and software and performs minor hardware repair. He indicated that as the Library is operating sophisticated equipment which is running on old equipment, periodically it is necessary to replace a substantial number of parts.

Ms. McClain noted that item **253-810, Education**, is to cover the cost of a Novell network course, with the desired result that employees resident at the library will be able to cover more network maintenance to free up more hours of the MIS person. She suggested that in years to come the hours for that position may be able to be minimized as a result.

Mr. Vermilya indicated that by trying to develop some in-house staff ability in the areas of the Howe Library and the police department, it will free the MIS person to be able to do more general work. He stated that the goal for the next fiscal year is to tie all of the different sites into a single network. He commented that over the last six to seven years, staff has been reduced as a result of increasing technology.

Ms. Black indicated that it is the selectmen's hope that the departments will eventually be able to handle almost all computer problems in-house.

Mr. Vermilya replied that for that to happen, the Howe Library would have to add another person.

Ms. Connolly questioned whether there would always be a need for a \$20,000 service contract.

2. BUDGET DISCUSSION (Continued)

Mr. Vermilya indicated that with the new system, which is extremely complicated, the \$20,000 service contract would be required.

Dept. 254 - Howe Library - Public Services

Ms. Heinrichs expressed her support for the full-time children's librarian position being funded at 35 hours per week.

Mr. Vermilya emphasized that this would not be a single full-time librarian position, but that the 35 hours would be split between two individuals.

Ms. Black asked what type of audio visual materials are popular with this age group.

Joanne Blais, children's librarian, answered that videos are the most popular item, with 480 children's videos being circulated 10,000 times, which is an average of 22 times per item per year. Also popular are books on tape and children's music.

Ms. Black questioned whether the availability of videos at the library is in competition with local establishments.

Ms. Blais answered that although the library does have some theatrical videos, the majority of videos available at the library are those you would not see in a video rental store.

Dept. 257 - Etna Library

Mr. Vermilya pointed out that this does not include the addition of an intrusion alarm system which had been previously discussed. He stated that he now has an estimate of \$1,000, and if it were to be included in the budget, it should be under item **257-490, Contracted Services**.

Mr. Nelson asked if the \$1,000 is a yearly expense.

Mr. Vermilya indicated that the \$1,000 is the first year installation, and thereafter there would be an annual inspection fee of \$150 to \$200.

Mr. Nelson wished to target item **257-490, Contracted Services**, for the addition of an intrusion alarm system.

2. BUDGET DISCUSSION (Continued)

Patricia Hardenburg, the Etna librarian, stated that under item **257-115, Part-Time Services**, she is requesting an additional \$45 to cover two full weeks for a substitute, which addition is not reflected in the budgeted figure. She further stated she has been informed that a purchase of an Internet starter kit for Windows at a cost of approximately \$30 is necessary, which figure should be reflected in the budget under item **257-490, Contracted Services**. Under item **257-560, Dues and Memberships**, the \$48 budgeted should be increased to \$53 because the library's category in the New Hampshire Library Association has been changed causing an increase from \$10 to \$15. She noted that Howe Library's budget included a technical supplies line item, whereas Etna Library includes all technical supplies expenses under office supplies; she questioned whether these expenses should be split up.

Mr. Vermilya indicated the two libraries should be the same, therefore changing item **257-612, Computer Supplies** and **257-620, Office Supplies** to reflect that.

Dept. 261 - Parks and Recreation - Administration

Ms. Black questioned item **261-130, Temporary Services** under which the transfer of funds from maintenance to public works is shown.

Mr. Vermilya indicated that moving the funds requested for maintenance of the fields in terms of mowing, etc., to public works would retain a seasonal person to do field liming, cleanup, etc. which is necessary to keep the fields operational from spring to fall.

Mr. Hank Tenney, Recreation Director, indicated that when person goes on vacation there are no funds available to fill in for that employee. The position is filled by a year-round employee who is assigned to the Parks and Recreation Department in the summer.

Mr. Nelson questioned item **261-612, Computer Supplies**, which is a new item in the budget.

Mr. Tenney indicated that they have purchased two new computers this year with money provided by fundraising from his department. They are now requesting the sum of \$300 to build up computer supplies.

Dept. 262 - Parks and Recreation - Youth Programs

Ms. Black questioned the addition of a new item, **262-540, Advertising**.

Mr. Tenney indicated advertising funds had been included in the Administration budget in the past, under item 261-540, and have since been moved to the correct line item.

2. BUDGET DISCUSSION (Continued)

Ms. Black stated that in 1995 under \$300 was spent for advertising, and so far this year \$52 has been spent. She wished to target item **262-540, Advertising**, and suggested decreasing the figure from \$600 to \$400.

Mr. Nelson questioned the 50% increase in item **262-490, Contracted Services**.

Mr. Tenney stated that the largest part of this item is the rental of the gymnasiums; however, he feels this account may go down as a result of recent negotiations with the school district.

Mr. Vermilya indicated the increase was largely because of the significant increase in the number of teams and games played, requiring an increase in officials.

Mr. Tenney indicated the youth program is averaging 27 -28 soccer teams, 21 - 22 basketball teams, and 7 - 8 lacrosse teams. He stated that although these increases are partially offset by revenue, increased participation results in increased costs.

Ms. Black wished to target item **262-490, Contracted Services**, for further discussion.

Ms. Connolly asked how many hours is the Ray School facility available for youth programs.

Mr. Tenney commented on the generosity of the Ray School, stating it is available every day from 3 o'clock to 9 o'clock.

Mr. Jack Stinson asked who received the revenue from the telephone which has been relocated near the gymnasium.

Mr. Tenney indicated the school receives the revenue.

Mr. Udy asked if there were any funds available to pay any town share of the maintenance and operation of the playground at the Ray School. He stated that originally the playground was constructed by a combination of school funds, town funds and private subscription with intention that for that arrangement to continue. He indicated that last year funds were appropriated by the school system to pay for repair and maintenance, and questioned whether the town had been approached in this regard.

Mr. Vermilya indicated there have been no requests for funds for this purpose.

Mr. Tenney indicated that there is a member of recreation board on the playground committee, and there will be a presentation made in the near future.

2. BUDGET DISCUSSION (Continued)

Mr. Udy asked if the town ever requested that the school appropriate money for the playground.

Ms. Black indicated that fundraising had been started, and she understood the rec board was going to present a request to put money in the budget for this purpose.

Mr. Udy indicated this is a matter he felt should be pursued between the school, the town and possibly private parties in trying to raise contributions.

Ms. Black indicated the committee will be proposing to the school board a tentative budget asking for a \$5,000 allotment from the town and going a like amount from the School Board, and they will be raising the remainder.

Mr. Nelson asked if the timing would allow this to be addressed in the Town's budget.

Ms. Black indicated that the deadline regarding finalizing the budget is the first week in March.

Mr. Tenney suggested that the issue wait until the committee proposes its budget to the school board, and he would report back to the selectmen.

Mr. Udy asked how many other public children's playgrounds exist in Hanover.

Ms. Black indicated there are none.

Dept. 263 - Parks and Recreation - Adult Programs

Ms. Black questioned the increase in item **263-120, Seasonal Services**.

Mr. Tenney indicated the item showed an increase in programs, not an increase in salaries.

Ms. Black asked why the fire department did not instruct the CPR course, rather than paying an instructor.

Mr. Vermilya indicated that an instructor who is off duty has to teach the course so that the course does not get interrupted in the event of an emergency call.

3. 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 to nonpublic session to discuss matters that may affect the reputation of an individual. Ms. Connolly SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO GO TO NONPUBLIC SESSION TO DISCUSS MATTERS THAT MAY AFFECT THE REPUTATION OF AN INDIVIDUAL.

The meeting was adjourned at 9:07 p.m.

SUMMARY

The following line items were marked for further discussion:

- 1. Department 110 - Board of Selectmen
110-690 - Miscellaneous**
- 2. Dept. 120 - Town Manager
120-110 - Full-Time Services**
- 3. Dept. 131 - Town Clerk - Elections
132-615 - Food and Meals**
- 4. Dept. 181 - Planning and Zoning
181-390 - Consultants**
- 5. Dept. 220 - Community Counselor
220-820 - Auto Allowance**
- 6. Dept. 230 - Health and Welfare
230-890 - Headrest and WISE**
- 7. Dept. 257 - Etna Library
257-490 - Contracted Services
257-115 - Part-time Services
257-560 - Dues and Memberships
257-612 - Computer Supplies
257-600 - Office Supplies**
- 8. Dept. 262 - Parks and Recreation - Youth Programs
262-540 - Advertising
262-490 - Contracted Services**

SUMMARY (Continued)

9. **Ms. Heinrichs MADE THE MOTION to adjourn. Ms. Connolly SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ADJOURN THE MEETING.**
10. **Ms. Heinrichs MADE THE MOTION to go to nonpublic session to discuss matters that may affect the reputation of an individual. Ms. Connolly SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO GO TO NONPUBLIC SESSION TO DISCUSS MATTERS THAT MAY AFFECT THE REPUTATION OF AN INDIVIDUAL.**

Respectfully submitted,



Dorothy C. King, Secretary

These minutes were taken and transcribed by Nancy A. Richards.