

**APPROVED**

**BOARD OF SELECTMEN'S MEETING  
BUDGET HEARING**

**WEDNESDAY, FEBRUARY 14, 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; 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**

There was no public comment.

**2. BUDGET DISCUSSION**

**Dept. 310 - Code Department**

Ms. Black commented that the allowance for vacation time under item **310-390, Professional Services**, appears high.

Mr. Vermilya stated that the amount covers the hiring of an individual to assist the code administrator in the review of complex building plans, as well as vacation coverage time. He indicated that although the figure has not been broken down, approximately \$5,000 of that amount is an allowance for assistance with complex building plans.

**Dept. 321 - Police Administration**

Present at the meeting representing the Hanover Police Department were Nick Giaccone, Police Chief; Captain Christopher O'Connor; Ken Force, Chief Coordinator of Dispatch; and Henry Leavitt, Parking Enforcement Supervisor.

Ms. Black asked for what employees the incentives listed under item **321-191, Incentives**, were intended.

Chief Giaccone stated the incentives were for the secretarial pool.

Mr. Vermilya further explained that this was the incentive plan approved by the Board in November which was to be implemented 50% starting 7/1/96 and the balance 7/1/97.

**2. BUDGET DISCUSSION (Continued)**

Regarding item **321-740, Matching Grant Funds**, Mr. Nelson asked if there is any anticipation of receiving grants this year.

Mr. Vermilya indicated that the State has had available public safety grants for the last six years, which grants the Town utilized two years ago and will be utilizing this year in the event it does become available.

Chief Giaccone stated the department is interested in obtaining video cameras for the police cruisers, which cost approximately \$4,000 to \$6,000, usually with 50% matching. He indicated that these cameras are mounted on the dash, acting as extra eyes and ears for the police officer, and are very useful in DWI cases. Chief Giaccone stated that in the past there were no funds set aside for this purpose.

Ms. Black asked why the amount in item **321-810, Education**, has been reduced by 50%.

Chief Giaccone stated that this item has been level funded for the past few years, and that most of the courses he takes are provided free of cost by the State.

Ms. Black questioned whether item **321-810, Education**, included funds for conferences and meetings.

Mr. Vermilya indicated that as of four years ago, all conference and meeting monies were placed under **Personnel** for the departments, and were only separate for those activities which have separate funds.

**Dept. 322 - Police Patrol**

Ms. Connolly asked for a definition of a "stinger spike", requested under item **322-740, Operational Equipment**.

Chief Giaccone answered stinger spikes were developed to be used to stop a pursuit. He explained that these are a spike system which is stored in the trunk, and in the event of a pursuit can be thrown across the road thereby deflating the tires of the pursued vehicle as it goes over the spikes.

Ms. Heinrichs indicated she was pleased to see provision made for the acquisition of at least one four-wheel drive vehicle.

Mr. Nelson asked if the equipment requested for the new cruisers, such as new light racks, equipment consoles and power supplies, was transferable from the old cruisers.

Mr. Vermilya indicated that this equipment is not transferable from the old cruisers to the new vehicles as the chassis design has changed.

**2. BUDGET DISCUSSION (Continued)**

Chief Giaccone presented the following breakdown of equipment needed: Seven CPI aluminum mounts, consoles, arm rests, grill lights, cage adapters, bucket seat adapter plates, as well as stencilling of the cars, which runs approximately \$315 per car.

Regarding the acquisition of the seven vehicles, Ms. Black asked if the Town owns the vehicles at the end of the three year lease period.

Mr. Vermilya stated the Town will own the vehicles at the end of the lease period. He indicated that the previous lease was for a two year period with a free year, explaining the big jump in that account. He further stated that it is anticipated this proposed lease will be for a three year period, resulting in fairly level funding.

Chief Giaccone stated the mileage on the present cruisers is 82,000, 78,000, 71,000, 78,000, 70,000, 83,000, 91,000, and 86,000 miles. He indicated that the patrol cars average 2,700 miles per month.

**Dept. 323 - Police Investigation**

Mr. Nelson questioned an amount included in item **323-490, Contracted Services**, for a one year lease of an Identi-kit. He asked if there was software now available that would accomplish the same purpose.

Chief Giaccone answered there is software available, but it costs at least twice as much as the Identi-kit, and doesn't have the mobility to go out into the field if necessary.

Ms. Black asked how many more patrolman have yet to be rotated through the detective division before everyone has been through it.

Captain O'Connor answered there are four more patrolmen to be rotated through the detective division.

Ms. Black indicated she felt item **323-140, Overtime Services**, was high.

Mr. Vermilya indicated that the 320 hours can be broken down as follows: 24 hours for firearms training, 36 hours for in-service training, and 260 hours for carryover and callbacks.

Chief Giaccone stated that 89% of the \$7,632 appropriated for this purpose has already been spent, and we are only at the 58% point of the year.

Ms. Black questioned the amount of \$582 in item **323-614, Uniforms and Clothing**, asking if the allotment is the same for everyone.

**2. BUDGET DISCUSSION (Continued)**

Mr. Vermilya indicated the figure represents 1/4 of the total cost of the uniform, so that the pieces are replaced once every four years.

Ms. Connolly noted that in item **323-110, Full-Time Services**, there is a return of \$28,500 from the State for one of the officers assigned to the regional drug task force.

**Dept. 324 - Police Dispatch**

Mr. Nelson questioned the increase in item **324-115, Part-time Services**.

Mr. Vermilya explained that when the 12 hour shifts were implemented, which was approved at budget time last year, overtime was significantly reduced, but it also increased the number of part-time employees which are required to fill in for a 12 hour shift when someone is unavailable because of sick leave or vacation.

Ms. Connolly questioned the increase in item **324-620, Office Supplies**.

Ken Force answered the increase was due to the significant jump in price in paper products, particularly computer paper.

Ms. Black asked if the fee will be raised for other people who use this department's services.

Mr. Force answered the fee is going to increase this year, the first time since 1990.

**Dept. 325 - Police Animal Control**

Ms. Heinrichs questioned if the amount requested for this department was adequate.

Mr. Vermilya stated that the costs are already over the amount appropriated for this year.

Mr. Nelson asked for an explanation of what the increased costs can be attributed to.

Captain O'Connor stated that the major increase is due to extensive calls regarding wild animals. He indicated that the animal control officer is the only one vaccinated and he is utilized on every call, rather than expose an officer.

Ms. Black wished to target **Dept. 325 - Police Animal Control**, for further discussion.

**2. BUDGET DISCUSSION (Continued)**

**Parking Fund**

Ms. Heinrichs asked if the College, the Medical School and the Medical Center will be funding the shuttle at the same percentage levels as in 1995/1996.

Van Chestnut, representing Advance Transit, indicated that although he has not officially confirmed the level of funding, he has received positive feedback from the Medical School regarding their perception of the need for the shuttle, and Advance Transit will be adding service at the Hospital.

Ms. Black asked if the amount indicated in **093-310, Metered Parking**, was too high.

Mr. Vermilya stated that with 58% of this year completed, 57% of the metered parking budget had been raised, and he believes the amount is appropriate.

Mr. Nelson indicated he would like to target item **091-105, Current Year Levy**, to increase the amount from \$35,000 to \$40,000 and level fund it.

**Dept. 110 - Parking Enforcement**

Ms. Black asked under item **110-490, Contracted Services**, which lots are plowed utilizing private firms.

Mr. Vermilya indicated that the Cafe La Fraise lot, the lot behind the Main Street block and the South College Street lot are all plowed by private firms.

Ms. Heinrichs asked if the fact that those lots are privately plowed is the reason that some places don't have all parking spots open because the lots are not large enough to get a truck in to carry out snow. Mr. Vermilya answered that is the case.

Mr. Connolly questioned the increase in item **110-490, Contracted Services**.

Mr. Vermilya indicated the reason it has increased over the last year is that for the first four years the Town did not pay rent to Kaleidoscope because it was the amortization of the cost of building and paving the lot. He further stated that starting halfway through last year, the town began paying a rental fee per space because that period of the lease had run out. He indicated the fee for that lot is \$6,720 per year, and it is a new item in the budget this year for a full year.

Mr. Vermilya further indicated that one item which has not been included in the budget in previous years is an amount of \$3,100 which represents payment of the taxes on the right of way between the Municipal Building and the next building, and the piece of land in back that joins the parking lots.

**2. BUDGET DISCUSSION (Continued)**

Ms. Black asked how much of this amount is met by revenue.

Mr. Vermilya answered that the Town makes money in the case of rental spaces, but money is sometimes lost on the metered lots.

Ms. Connolly wished to target item **110-490, Contracted Services**, for further discussion, requesting a list of the parking lots and how much they cost.

Ms. Black noted an appropriation of \$500 for the electric vehicle in item **110-660, Vehicle Maintenance and Operation**, and asked when it might be in operation.

Mr. Vermilya stated it should be on the road by July 1, 1996.

Bill Baschnagle, Chairman of the Parking and Transportation Board, asked if any relief was anticipated on the Baxter lot in the coming year.

Mr. Vermilya indicated that when the State acquires title, the Town no longer has to pay.

Mr. Bashnagle asked if the lot could be rented to the State for storage.

Mr. Vermilya answered that the State has an arrangement with the College for storage at the River Lot. He further indicated that although he is not certain, it is possible that the lease on the Baxter Lot will end during the next fiscal year.

Ms. Connolly questioned the increase in item **110-626, Postage**.

Mr. Leavitt indicated that summons are sent registered mail, which although very effective, does add extra cost.

Ms. Black asked Mr. Baschnagle to elaborate on item **110-730, Managed Lot**.

Mr. Baschnagle presented a drawing of the proposed managed lot. He explained that RSG had been contracted to do a study on converting the lot behind the municipal building to a managed facility, redesigning the lot to include better landscaping, traffic control and a more useable layout. All spaces as well as the second floor of the Fleet Bank facility would be integrated into a single managed facility, with no parking meters. People utilizing the lot would enter either from Allen Street or Maple Street, receiving a ticket. Upon exiting the lot, they would pay a fee based on the amount of time in the lot.

**2. BUDGET DISCUSSION (Continued)**

Mr. Baschnagle further stated that the lot would include sidewalks with curbing, landscaping throughout, overhead lights the same as those on Main Street, and a central grassy area and walkway behind the Nugget building. These additions support the idea of turning this area into an alternative front to those buildings now facing Main Street.

Mr. Baschnagle explained that under the proposed design, service vehicles would enter only through Allen Street, and that a loading zone area has been designated. The current layout would create an additional 10 parking spaces.

Mr. Baschnagle stated that the estimate received was considerably above what had been hoped for, but that by utilizing the Town to perform whatever work is possible, the site work estimate could be reduced from \$167,000 to \$130,000. Regarding equipment, he further stated that the revised estimate of \$50,000 to \$60,000 includes gates, detection devices, ticket machines, machine readable tickets (which allow the ability to gather statistics on the use of the lot), and signs.

Mr. Baschnagle suggested that the Town focus on funding the site work, and stated that \$130,000 should be sufficient to cover all of the site work necessary, which should commence during the construction season of 1997. He stated there are several options available for funding equipment costs, such as leasing the equipment or contracting out the entire operation, including the equipment, which options the Parking and Transportation Board will investigate in the coming year.

Ms. Black wished to target item **110-730, Managed Lot**, for further discussion and revision.

**Dept. 210 - Peripheral Parking**

Mr. Vermilya introduced Van Chestnut, director of Advance Transit, to explain the "free fare zone" which is in the budget at a figure of \$99,750.

Mr. Chestnut indicated that all routes and schedules had been revised to make better use of resources, and using the same number of buses they had been able to provide a more frequent and regular level of service throughout the free fare zone in downtown Hanover and Lebanon. He indicated that as a result of this, ridership had started to increase, noting that in January free zone boardings in Hanover climbed to 207 per day, and paid boardings were approximately 50 per day. He noted that there are approximately 40 cars per day in the Thompson lot utilizing the bus.

Mr. Chestnut indicated they were going to attempt to get by at the old funding level, but was requesting an additional \$5,000 contribution toward the capital fund, as the entire fleet was being replaced.

**2. BUDGET DISCUSSION (Continued)**

In response to a question from Ms. Connolly, Mr. Vermilya indicated there are two items which are paid to Advance Transit; one is for the free fare zone, and one is a subsidy of the entire operation. He indicated that Mr. Chestnut had asked for an additional \$5,000 contribution to the capital fund for the acquisition of new buses, which amount was not included here.

Ms. Connolly asked if that \$5,000 would go into the selectmen's budget; Mr. Vermilya indicated, and Mr. Nelson agreed, that it would be appropriate for that amount to go into the selectmen's budget.

Ms. Black suggested that advertising for the free fare zone should indicate that it is being subsidized by the City of Lebanon and Town of Hanover.

Mr. Chestnut described the Rideshare program provided by Advance Transit to promote car pooling, and stated that 95 - 100 people per day actively car pool through this program. He also showed a bus schedule which will be posted at key locations throughout town.

Regarding the Inn corner traffic light, Mr. Vermilya indicated that the present system, which was installed in 1985, does not have an exclusive walk signal. The walk signal is activated if a button is pushed. He stated that it is possible to add an all walk cycle to the Inn corner light for a fee of approximately \$1,000. Mr. Vermilya indicated he had received an analysis from RSG which indicated the effect of this change on traffic flow would be significant, reducing the level of service during the morning peak hour from level C to level F. In the PM peak period, the level of service would decline from level C to level E in the southbound approach.

Ms. Heinrichs indicated she wished the light programmed so that the all walk signal is activated as part of a timed cycle rather than a button activator.

Mr. Vermilya stated that whether the all walk signal is part of a timed cycle or activated by a push button, the problem is that pedestrians will cross regardless of the signal thereby delaying traffic, as well as delaying traffic by the signal itself.

Ms. Black asked if there was a record of pedestrian accidents at the Inn corner.

Mr. Vermilya indicated that during the past five years, the only vehicle/pedestrian accident involved a policeman who was directing traffic at that corner.

Ms. Connolly commented that the determinations contained in the master plan were made when there were 3,000 more employees in the area at the hospital facility.



**2. BUDGET DISCUSSION (Continued)**

Mr. Vermilya stated that the level of service was helped slightly with the loss of those employees, but that the level of service if the Inn corner light were changed as proposed would be worse than when those employees were still located in Hanover.

Captain O'Connor indicated that the State had addressed the issue of right turns on red by enacting a new law which states that you cannot take a right turn on red if a walk signal is flashing.

Mr. Nelson indicated it would be his choice to leave the Inn corner traffic light at its present operation.

Ms. Ginger Culpepper, representing the Hanover AXE committee which was formed to try to eliminate excess vehicular traffic in Hanover by encouraging people to bike or walk to work, or take the bus or car pool, indicated her organization supports funding of the Advance Transit system.

**General Fund - Revenue**

Mr. Nelson questioned item **091-135, Land Use Tax**, asking where the land use tax goes now.

Mr. Vermilya stated that as of 4 to 5 years ago, the resolution was passed at town meeting that any amounts over the budgeted amount go into the land conservation public improvement reserve fund.

Mr. Nelson wished to target item **091-135, Land Use Tax**, for further discussion.

Ms. Black questioned item **092-230, Vendor Permits - Regular**, asking why the figure is so high when there is only one vendor.

Mr. Vermilya stated the budget is based on what was estimated for this year; he indicated that experience shows that vendor activity will increase in the spring.

Ms. Black wished to target item **092-230, Vendor Permits - Regular**, for further discussion.

Ms. Black and Mr. Nelson questioned the decrease in item **093-352, Police - Dog Fines**. Mr. Nelson stated that the ordinance distributed to the Board recently indicated the fine for picking up a stray dog is now \$10.

Mr. Nelson wished to target item **093-352, Police - Dog Fines**, for further discussion.

**2. BUDGET DISCUSSION (Continued)**

Captain O'Connor indicated that as a result of a request from the Town Manager, he had reviewed the Town's dog ordinance with regard to State law, and had determined that State law allows a fine of up to \$25 for picking up stray dogs.

Ms. Connolly noted that the Howe Corporation payment was not made in 1995.

Mr. Vermilya indicated that the mortgage had been paid off a year early.

Ms. Black commented she wished more money could be realized from the sale of the police cruisers.

Captain O'Connor indicated he has requested an estimate from a company in New Jersey for the cruisers, and he is still waiting for their reply.

Ms. Connolly asked if item **093-380 Buildings and Grounds - Solid Waste Fees** will increase because it will cost more to buy the tickets.

Mr. Vermilya stated that it may increase, but that expenses will have to be increased as well.

Ms. Connolly asked if the Town charges for recycling containers.

Mr. Vermilya answered that the Town charges for any recycling containers other than the first one a household receives.

**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. King MADE THE MOTION to go to nonpublic session to discuss matters that may affect the reputation of an individual. Ms. Heinrichs 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.**

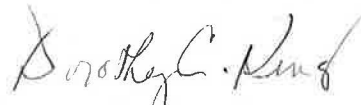
The meeting was adjourned at 8:52 p.m.

**SUMMARY**

The following line items were marked for further discussion:

1. **Dept. 325 - Police animal Control**
2. **Parking Fund  
091-105 - Current Year Levy**
3. **Dept. 110 - Parking Enforcement  
110-490 - Contracted Services  
110-730 - Managed Lot**
4. **General Fund - Revenue  
091-135 - Land Use Tax  
092-230 - Vendor Permits  
093-352 - Police - Dog Fines**
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. King MADE THE MOTION to go to nonpublic session to discuss matters that may affect the reputation of an individual. Ms. Heinrichs 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.