

APPROVED

BOARD OF SELECTMEN'S MEETING

MARCH 4, 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 King; Jean Ulman, Interim 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. DISCUSSION WITH TOWN ATTORNEY LARRY GARDNER RE: OFFICIAL BALLOT VOTING

Ms. Black indicated that a petition had been presented to the Town to have Senate Bill 2 voted on at Town Meeting as a warrant article. She noted that it is a very complicated issue, and introduced Larry Gardner, the Town's attorney, to explain the matter.

Attorney Gardner presented a sample schedule noting dates and actions to be taken regarding the official ballot referendum of town meeting, as if it were already in effect.

Attorney Gardner explained that if the bill were passed, the form of Town Meeting would then consist of two sessions of the town meeting each time there is an annual or a special town meeting, plus a public hearing before the Board of Selectmen prior to the second session.

Attorney Gardner noted that at the first session, the moderator would ask for motions under a particular article, and through amendments and discussion, arrive at a motion which is approved. This process would be repeated for each article on the warrant. Following the first session, a public hearing before the Board of Selectmen is to be held at least 10 days but not more than 20 days before the second session. The second session consists of voting by ballot only.

Attorney Gardner also stated that he could not find a provision which indicates that the Town could continue with May town meetings.

DISCUSSION WITH TOWN ATTORNEY LARRY GARDNER RE: OFFICIAL BALLOT VOTING
(Continued)

Regarding changes to the municipal budget law, he noted that the Selectmen must now publicly profess being for or against any special warrant articles. The Selectmen must take a position in the following instances: If someone petitions the Selectmen to put an appropriation article on the warrant; if an appropriation article requires the issuance of bonds or notes under the Municipal Finance Act; or to appropriate money into the capital reserve or trust fund. Additionally, if there are appropriation articles which are not spent, the Board of Selectmen may designate those articles as nonlapsing articles and establish a maximum period of time in which the funds will be spent, allowing the articles to continue to the next year.

Attorney Gardner also explained that regarding capital reserve, the Board of Selectmen has the right to ask the town meeting to designate the Board as agents of the Town which will allow the Board to withdraw funds from the capital reserve fund during the year without town meeting approval.

Attorney Gardner noted that there is a public hearing on the official ballot referendum on April 14, 1996.

3. TO CONSIDER AND TAKE ACTION ON THE ADOPTION OF FY96-97 BUDGET

Michael Gilbar, Director of Finance discussed adjustments to the following funds: The general fund came to \$147,135, with an additional \$1,000 for the animal control officer; the fire fund had a total increase of \$26,565 after adjustments; the sewer fund expenses were reduced slightly by fringe benefit changes; and there were adjustments to the ambulance fund and parking fund. He stated that with the adjustments recommended by Mr. Vermilya in his recent memo, the tax total would be an additional \$41,135, which is a 3.2% increase in revenue in taxes. Mr. Gilbar noted that the tax rate total for the general fund, assuming a \$729,000,000 assessment, would be \$5.05, which is 6 cents up from the current tax rate. The fire fund would be \$1.90, 5 1/2%, which is 3 cents up from the current tax rate. He indicated that the total tax rate for all funds would be up 2% which is 9 cents.

Mr. Nelson asked Mr. Gilbar for an explanation of "fund balance". Mr. Gilbar explained that fund balance is divided into two sections for purposes of the budget. He stated that at the end of the year there is a carryover, or surplus, which is any unexpended appropriations or additional revenue that was not anticipated. That amount is carried over into the following year, and a portion of it is taken and included in the budget to reduce taxes.

Mr. Nelson noted the existing fund balance is \$313,000, and with the adjustments mentioned it would go to \$286,000, which he felt is a reasonable figure to be retained for contingencies.

TO CONSIDER AND TAKE ACTION ON THE ADOPTION OF FY96-97 BUDGET (Continued)

Ms. Black indicated that the bulk of the increase consists of \$125,000 which was put back into the public works capital expenditures in the event that the bond issue fails. She noted that the budget calls for a 2.02% increase in the tax rate or 9 cents per thousand, for next year.

Elizabeth McClain of the Finance Committee asked that if the bond issue passes, would the \$125,000 remain in reserve for future needs.

Mr. Nelson answered that the figure requested within the bond issue is reduced by the \$125,000. He noted that the bond will probably be a five year bond, and for this budget year there will be no principal payments if the bond is passed. Mr. Nelson indicated that next year the principal payments would be approximately \$125,000.

Ms. Connolly MADE THE MOTION to adopt fiscal year 1996-1997 proposed budget as amended. Mr. Nelson SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ADOPT FISCAL YEAR 1996-1997 PROPOSED BUDGET AS AMENDED.

Mr. John Fredyma and Mr. Bob Bailey joined the meeting representing Lillian Bailey, who owns a home at the top of the common in Hanover Center. The property in question is located on Tax Map 9, Lot 74. There is a prospective buyer for the property, and questions exist regarding the boundary lines and a possible right of way running through the leach field and septic system on the property.

In order to clear up a potential title problem in transferring the property to the new buyers, Mr. Fredyma and Mr. Bailey proposed that the Town grant Lillian Bailey an easement that allows the existing leach field and septic system to remain where it is, including the right to repair and maintain it, as long as it does not interfere with the Town's use and maintenance of either Two Mile Road or Parade Ground Road.

Mr. Nelson expressed the Board's support in resolving the problem, and indicated that the Board will have a resolution by the next Selectmen's meeting on March 18, 1996.

4. PRESENTATION CONCERNING PROPOSED PUBLIC WORKS FACILITY

Mr. Nelson indicated that there is \$50,000 more work to be done on the existing building, consisting of adding a vestibule, insulating the exterior of the building and completing the trade tech area.

Ms. Black asked if the addition of the vestibule was vital to the project. Mr. Richard Hauger, Director of Public Works, indicated that it serves as an air lock for cold air and gives definition as to the location of the entrance.

PRESENTATION CONCERNING PROPOSED PUBLIC WORKS FACILITY (Continued)

Ms. Black asked what needs to be done in the trade tech area. Mr. Hauger stated that an overhead door needs to be put in and a side door entry.

Ms. Connolly asked for a breakdown of the \$50,000 figure. Mr. Hauger indicated that the figure would be approximately \$30,000 for insulation and \$20,000 for the vestibule.

Mr. Nelson indicated that code requirements dictate that the 1,000 gal. waste oil tank, the 10,000 diesel tank and the 10,000 gas tank all need to be replaced.

Mr. Hauger indicated bids had been solicited for this work from two bidders, DMS who closed the Town landfill, and Lake Regions Environmental who has done a lot of work for the Town in the past. He noted that the successful bidder will be supplying the tanks and engineering, but the project will be utilizing Town employees.

Ms. Black asked if \$80,000 is adequate to cover the cost of three tanks. Mr. Hauger indicated \$80,000 would cover the cost of the three tanks and the oil separator, as well as engineering permits and the fuel pumping system. The excavation work would be completed by the Town.

Ms. Black asked if the work was planned for this summer. Mr. Hauger indicated that if the bond should pass, the project is essentially a two-year project.

Mr. Nelson indicated that the \$100,000 for site work would include drainage, gravel, paving, re-lining the entrance parking lot and landscaping.

Mr. Hauger stated that the Town will excavate the paving and put the drainage in, and commented that the price for the paving is approximately \$38,000.

Mr. Hauger stated that the recycling shed is now used for storage. A sign shed was added in order to get the signs and posts out of the building, and a spreader shed was added. He indicated that the Town currently has six spreaders.

Ms. Black commented that the last spreader shed was constructed from Playspace poles, and that more poles would be available in the fall.

Mr. Hauger noted that in late summer the Board approved a capital improvements budget, and in that budget there was \$125,000 dedicated for the building. In a meeting this fall, the Board suggested that the Town go for a bond. Shortly thereafter, the Board was given a price of around \$600,000 representing the funds needed to complete the project, for a total of \$725,000 including the \$125,000 in capital reserve.

PRESENTATION CONCERNING PROPOSED PUBLIC WORKS FACILITY (Continued)

Ms. Black noted that in a meeting at the public works garage, the Board voted not to put \$125,000 into capital reserve because it was going to be bonded; and that subsequently the Board voted to put \$125,000 back in capital reserve in the event that the bond does not pass.

Ms. Connolly agreed that when the Board voted to put \$125,000 back into the capital improvements fund, the intention was that the bond issue would be lowered by that amount.

Ms. Black requested a floor plan indicating what equipment goes in each of the storage areas and questioned why some of the seasonal equipment has to be in the garage.

Mr. Hauger also noted that the dimensions of the new building would be 70' x 140'.

Mr. Lewis of Fleck and Lewis stated that the building proposed is a 70' x 140' metal building with a steel frame, flat roof, internal roof drains and membrane roofing system. This was considered an upgrade from a cheaper version metal packaged building with a pitched standing seam metal roof. Durability and value of the final product were considered rather than the short-term initial cost. A very basic, bottom of the line packaged building would run approximately \$26 per square foot. Mr. Lewis noted that this presumes that the public works department would be doing much of the excavation work itself. He indicated the building would be on a metal slab with footings.

Mr. Nelson indicated that he felt the Town should not be involved in the excavation work, and Mr. Lewis stated that if that were the case, the cost would run approximately \$30 per square foot.

Mr. Lewis stated that an upgraded building, staying with a pre-engineered package consisting of a better roofing system, including extra in the electrical system for the capability of having block heaters in the trucks, etc. ended up at \$33 per square foot. This building would contain very minimal heating and a pitched standing seam roof.

A third scenario, as explained by Mr. Lewis, would include a flat roof, metal sandwich panels which allow for thermal properties and improved aesthetics, as well as a better finish on the inside for maintenance. This scenario is in the price range of \$42.50 per square foot.

Mr. Lewis presented sketches of the proposed building, complete with landscaping.

Ms. Black asked if there is any way to lower the cost of the building and stay with the flat roof.

PRESENTATION CONCERNING PROPOSED PUBLIC WORKS FACILITY (Continued)

Mr. Nelson asked Mr. Lewis if he would advise going to a 1/2" pitch utilizing the better of the standing seam roofs. Mr. Lewis indicated you could do this, but he was not sure there would be a significant savings. He indicated that more savings could be realized by staying with a flat roof and not utilizing the sandwich panels.

Mr. Nelson suggested that with the budget that Mr. Hauger has given of \$742,000, \$125,000 of that is in the budget already which would reduce it to \$617,000. He indicated he would like to know what amount the Selectmen would like to work with for construction of this project.

Mr. Black asked if the building could be constructed for \$500,000.

Mr. Nelson suggested that if the Board could give the public works department a figure to work with, they could set the priorities of the department to obtain the best looking building at the most cost effective price.

Ms. Connolly recommended that more technically able insulations be researched.

Mr. Nelson commented that because of its proximity and being the entrance to Hanover, he would like to be able to have a quality appearance and have the money for adequate landscaping, etc.

Mr. Nelson indicated he would like to see a cost of \$550,000 which represents a cut of \$67,000. He indicated one way to cut costs is to have a lesser building. Another way is to transfer some of these items into future years or transfer some of these items into other budgets.

Ms. Connolly questioned whether any mixing and matching can be done with the possible grades of buildings available. Mr. Leis indicated that some mixing and matching occurred in scenarios one through three.

Ms. Black asked if there was any central heating planned for the building. Mr. Lewis answered that it was the bare minimum, consisting of a couple of space heaters.

Ms. Black indicated she would like the public works department to present a plan at the March 18th meeting as close to \$625,000 as possible, consisting of the \$500,000 bond issue and \$125,000 capital reserve.

5. PROCLAMATION

Ms. Connolly MADE THE MOTION to proclaim the evening of Friday, March 15, 1996 as Cliff Vermilya Night. Mr. Nelson SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO PROCLAIM THE EVENING OF FRIDAY, MARCH 15, 1996 AS CLIFF VERMILYA NIGHT.

6. ADMINISTRATIVE REPORTS

Ms. Ulman

Ms. Ulman stated she had received a communication from the State of New Hampshire regarding a pre-construction conference to be held in the courtroom of the Municipal Building on March 7, 1996 at 9:30 a.m.

7. SELECTMEN'S REPORTS

Ms. Connolly

Ms. Connolly stated that the first public hearing on proposed zoning amendments will be held, and they are working on a couple of subdivisions.

Mr. Nelson

Mr. Nelson indicated the public works committee had been working on a proposal which was not favorable to the Selectmen as yet.

Ms. King

Ms. King had nothing to report.

Ms. Black

Ms. Black stated a letter had been received from Clint Bean regarding Streetfest which is to be held July 13, 1996. He is requesting that the street be closed from 6 a.m. to 6 p.m., a banner across Main Street for a week, and the help of the police and public works department.

Ms. Black MADE THE MOTION that for purposes of Streetfest to be held July 13, 1996, the street be closed from 6:00 a.m. to 6:00 p.m., a banner be placed across Main Street for a week, and the help of the police and public works department. Ms. King SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY THAT FOR PURPOSES OF STREETFEST TO BE HELD JULY 13, 1996, THE STREET BE CLOSED FROM 6:00 A.M. TO 6:00 P.M., A BANNER BE PLACED ACROSS MAIN STREET FOR A WEEK, AND THE HELP OF THE POLICE AND PUBLIC WORKS DEPARTMENT.

Ms. Connolly MADE THE MOTION that the Fire Department be allowed to hang a banner proclaiming March 15, 1996 as Cliff Vermilya Night. Ms. King SECONDED THE MOTION and the Boar of Selectmen VOTED UNANIMOUSLY TO ALLOW THE FIRE DEPARTMENT TO HANG A BANNER PROCLAIMING MARCH 15, 1996 AS CLIFF VERMILYA NIGHT.

SELECTMEN'S REPORTS (Continued)

Ms. Black reminded the public that the filing period for May Town Meeting for town officers is March 27, 1996 to April 5, 1996.

8. OTHER BUSINESS

There was no other business.

9. APPROVAL OF THE MINUTES

Ms. Connolly **MADE THE MOTION** to approve the minutes of the Board of Selectmen Non-Public Session of January 26, 1996. Mr. Nelson **SECONDED THE MOTION** and the Board of Selectmen **VOTED UNANIMOUSLY TO APPROVE THE MINUTES OF THE BOARD OF SELECTMEN NON-PUBLIC SESSION OF JANUARY 26, 1996.**

Ms. Connolly **MADE THE MOTION** to approve the minutes of the meeting of the Board of Selectmen of February 12, 1996. Mr. Nelson **SECONDED THE MOTION** and the Board of Selectmen **VOTED UNANIMOUSLY TO APPROVE THE MINUTES OF THE MEETING OF THE BOARD OF SELECTMEN OF FEBRUARY 12, 1996.**

After a brief discussion, Ms. Connolly **MADE THE MOTION** to approve the minutes of the meeting of the Board of Selectmen of February 14, 1996, as amended. Ms. King **SECONDED THE MOTION** and the Board of Selectmen **VOTED UNANIMOUSLY TO APPROVE THE MINUTES OF THE MEETING OF THE BOARD OF SELECTMEN OF FEBRUARY 14, 1996, AS AMENDED.**

10. ADJOURNMENT

Ms. Connolly **MADE THE MOTION** to adjourn. Mr. Nelson **SECONDED THE MOTION** and the Board of Selectmen **VOTED UNANIMOUSLY TO ADJOURN.**

11. ADJOURNMENT TO HOUSING AUTHORITY MEETING

Ms. Connolly **MADE THE MOTION** to reconvene as the Hanover Housing Authority. Mr. Nelson **SECONDED THE MOTION** and the Board of Selectmen **VOTED UNANIMOUSLY TO RECONVENE AS THE HANOVER HOUSING AUTHORITY.**

The meeting was adjourned at 9:35 p.m.

SUMMARY

1. Ms. Connolly MADE THE MOTION to adopt fiscal year 1996-1997 proposed budget as amended. Mr. Nelson SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ADOPT FISCAL YEAR 1996-1997 PROPOSED BUDGET AS AMENDED.
2. Ms. Connolly MADE THE MOTION to proclaim the evening of Friday, March 15, 1996 as Cliff Vermilya Night. Mr. Nelson SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO PROCLAIM THE EVENING OF FRIDAY, MARCH 15, 1996 AS CLIFF VERMILYA NIGHT.
3. Ms. Black MADE THE MOTION that for purposes of Streetfest to be held July 13, 1996, the street be closed from 6:00 a.m. to 6:00 p.m., a banner be placed across Main Street for a week, and the help of the police and public works department. Ms. King SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY THAT FOR PURPOSES OF STREETFEST TO BE HELD JULY 13, 1996, THE STREET BE CLOSED FROM 6:00 A.M. TO 6:00 P.M., A BANNER BE PLACED ACROSS MAIN STREET FOR A WEEK, AND THE HELP OF THE POLICE AND PUBLIC WORKS DEPARTMENT.
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8. Ms. Connolly MADE THE MOTION to adjourn. Mr. Nelson SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ADJOURN.

Board of Selectmen's Meeting
March 4, 1996
Page Ten

SUMMARY (Continued)

- 9. Ms. Connolly MADE THE MOTION to reconvene as the Hanover Housing Authority. Mr. Nelson SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO RECONVENE AS THE HANOVER HOUSING AUTHORITY.**

Respectfully submitted,



Dorothy C. King, Secretary

These minutes were taken and transcribed by Nancy Richards.