

APPROVED

BOARD OF SELECTMEN'S MEETING

FEBRUARY 3, 1997

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; Brian Walsh; Michael Gilbar, Finance Director; and members of the public.

Ms. Black announced that this meeting was being taped by CATV 6 and that assistive listening devices were available for anyone who wished to use them.

1. PUBLIC COMMENT

Paul Gross, Treasurer of WISE, asked the Board to support his organization's request for a 3% increase in funding which would bring the total amount provided by the Town of Hanover to WISE to \$5,506. He noted that WISE provided a 30% increase in service last year and is starting several new programs, including the training of employers to provide domestic violence and sexual assault awareness programs. Mr. Gross added that WISE will be conducting training with the Hanover Police Department and would like to expand the school programs it offers. Currently, WISE is able to provide 25 hours per week in the schools. He stated that the phone system has to be replaced this year, and that employment costs have increased due to staff turnover.

2. BUDGET DISCUSSION

ADMINISTRATION

Dept. 110 - Board of Selectmen

Ms. Connolly asked why the Advance Transit donation is carried in the Selectmen's budget. Mr. Nelson answered that it was in the Parking and Transportation Board's budget at one time, and that it was a policy decision to move it into the General Fund. Ms. Black recommended that this item be discussed further when Ms. Griffin is present.

Mr. Gilbar stated that item **110-390, Professional Services**, reflects the cost of an additional audit that was required because of the two changeovers, one when Jean Ulman became interim Town Manager, and one when Ms. Griffin became Town Manager, although the Town was only charged for the cost of one audit.

Mr. Nelson questioned item **110-625, Postage**. Mr. Gilbar stated that the amount budgeted had been decreased due to a review of postage required for mailing the Town reports and Town calendar.

BUDGET DISCUSSION (Contiued)

Ms. Black noted that item **110-690, Miscellaneous**, could possibly be decreased and wished to mark it for further discussion. Mr. Gilbar is to provide additional details on where the funds are spent.

Dept. 120 - Town Manager

Mr. Nelson questioned the amount of \$3,000 budgeted in item **120-490, Contracted Services**. Mr. Gilbar answered that this item would cover new uniform signage for the Town. Mr. Nelson wished to mark item **120-490, Contracted Services**, for further discussion.

Mr. Nelson requested clarification of item **120-740, Operational Equipment**. Mr. Gilbar explained that the amount budgeted represented an air conditioner for the Town Manager's office at a cost of \$500 and a computer for the secretary at a cost of \$1,500.

Regarding the education items under Other Expenses, Ms. Black requested a printout from each department regarding education expenses budgeted for comparison purposes.

Dept. 125 - Personnel

Ms. Black requested that item **125-615, Food and Meals**, be marked for further discussion as she felt it could be reduced.

Dept. 131 - Town Clerk - General Expense

Mr. Nelson stated that the Town Clerk's office is now handling mailings for dog licenses, and asked if there was revenue generated from this service. Ms. Black recommended that there should be revenue realized from this service. Mr. Gilbar is to check into the matter.

Dept. 132 - Town Clerk - Elections

Ms. Black recommended that item **132-615, Food and Meals**, be decreased as there is one less election.

Dept. 141 - Finance Administration

Ms. Black asked why item **141-110, Full-Time Services**, has decreased considering there is a salary increase built into the budget. Mr. Gilbar answered that the figure for last year was most likely incorrect, but he would research the matter further.

BUDGET DISCUSSION (Contiued)

Dept. 144 - Finance Assessing

Ms. Black asked for an explanation for the decrease shown in item **144-820, Auto Allowance**. Mr. Gilbar indicated that the assessor planned to take fewer trips.

Dept. 145 - Finance - Tax Collection

Ms. Connolly asked for an explanation of the increase in item **145-560, Dues and Membership Fees**. Mr. Gilbar stated that a portion of this amount reflects training funds for attendance at certain seminars and workshops. Ms. Black recommended that these funds should be put under education, and marked item **145-560, Dues and Membership Fees** for further review and discussion.

Dept. 146 - Finance - Management Information Systems

Ms. Black asked how many hours are budgeted for the management information services technician. Mr. Gilbar answered that 20 hours are budgeted for this position. Ms. Black expressed concern that 20 hours is not adequate, and wished to mark item **146-390, Professional Services** for further review.

Dept. 150 - Administration Charges to Others

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

Dept. 160 - Legal Services

Ms. Black wished to mark item **160-390, Professional Services**, for further discussion as it does not accurately reflect the amount actually being spent.

Dept. 181 - Planning and Zoning

Mr. Nelson asked for an explanation of item **181-440, Equipment Rental**. Mr. Gilbar explained that this is for the photocopier. He added that the planning and zoning department have now split into three departments, planning, zoning and building inspection, to more accurately reflect their respective functions. He noted that items **181-620, Office Supplies**, and **181-625, Postage** both show decreases as a result of the split.

Ms. Black felt that some thought should be given to the purchase of another laser printer.

BUDGET DISCUSSION (Contiued)

Dept. 192 - Conservation Commission

Ms. Black asked for an explanation of item **192-610, Technical Supplies**. Mr. Gilbar answered that it represents funds for posts with signs to prevent the signs from being tacked onto trees. Mr. Nelson wished to mark item **192-610, Technical Supplies** for further review and discussion.

HUMAN SERVICES

Dept. 220 - Community Counselor

Dena Romero, the Community Counselor, stated that the Town of Hanover pays for 1/3 of the cost of the drug counselor, with the School District funding the other 2/3.

Ms. Black recommended marking item **220-490, Contracted Services** for further discussion.

Dept. 230 - Health and Welfare

With the changes in the national welfare law and the costs not being picked up by the State, Ms. Black questioned if the amount budgeted in item **230-850, General Assistance**, is adequate to cover the Town's costs. Ms. Romero answered that this matter is very hard to predict, but that the Health and Welfare budget has never been exceeded.

Ms. Black wished to mark item **230-850, General Assistance**, for further review.

Mr. Ron Michaud, Executive Director of Headrest, gave a summary of the programs provided by the organization. He also noted that Headrest is requesting a 5% increase from Upper Valley towns due in part to a \$20,000 cutback in their contract with the State to provide the homeless shelter.

Mr. Michaud stated that there are basically five programs provided by Headrest. The Help Line, Hot Line and Teen Line provide information referrals, deal with crisis situations and assist teens calling for help. He added that Headrest provides an outpatient alcohol and drug abuse program. The homeless shelter provides shelter for up to nine people. During the past year, Headrest received 320 calls on the Help Line, Hot Line and Teen Line from Hanover residents, six Hanover residents received outpatient counseling for drug and alcohol issues and two homeless people were referred by the Hanover Police Department for shelter.

Mr. Michaud stated that the total planned budget for Headrest is \$576,000.

BUDGET DISCUSSION (Continued)

Hilda Ojibway, representing Listen, indicated that funds for Listen are budgeted under item **230-890, Tri County Community Action Program**. She noted that no administrative fees are charged to Listen, and that the funds allow Listen to provide help for housing and utilities, fuel assistance, food programs, food pantries, budget counseling, special client needs and children's programs. Ms. Ojibway stated that a large part of Listen's funds come from sales in their thrift stores, which account for 85% of their budget.

Dept. 235 - Health Officer

There was no discussion on item **235, Health Officer**.

HOWE LIBRARY

Dept. 252 - Howe Library - Administration

With regard to item **252-830, Meetings and Conferences**, Ms. Black recommended that this item be reviewed in all instances as well as the education budgets.

Mr. Nelson questioned item **252-440, Equipment Rental**. Marlene McGonigle, Director of Howe Library, stated that this item represents rental on a new copier. She added that the Library expects an offset by revenues, and they have also decreased the amount requested for office supplies by approximately \$500 due to the increased capability of the copier.

Ms. Black asked if the cost of volunteer luncheons could be picked up by the Corporation. Ms. McGonigle answered that they had tried in years past to have the Corporation pay for the cost of volunteer luncheons, and could pursue the matter again.

Mr. Walsh asked what the effect of staying within a 2.8% increase in the Howe Library budget would be on the Library. Ms. McGonigle stated that the percentage increase is actually less than shown as they have recently decreased public services by \$8,000, which change is not reflected on the current copy of the proposed budget.

Dept. 253 - Howe Technical Services

Ms. Black requested an explanation of the upgrade of the Supervisor position. Ms. McGonigle stated that they had originally requested funds for this upgrade in this department, and Ms. Griffin wished to move the item to a Compensation Adjustment account. She explained that it is an upgrade for the head of technical services from a Grade 11 to a Grade 12 to reflect the fact that this position is not only head of technical services, but systems manager as well.

Ms. McGonigle indicated that the acquisition of two computers represents part of the Library's progression to be able to replace the old computers on a yearly basis.

BUDGET DISCUSSION (Continued)

Dept. 254 - Howe - Public Services

Ms. Black asked if any savings would be realized by changing part-time positions into full-time positions. Ms. McGonigle answered that there is a continuity of training with full-time employees, and added that this year there are three full-time people in public services.

Ms. McGonigle noted that part-time public services at Howe Library is divided into five different budgets. They include all classified employees, librarians, reference and children's areas, as well as circulation and substitutes. Part-time public services also include the services of pages which consist of high school students, two adult pages and Dartmouth College work-study students. Ms. McGonigle added that the budget includes a line item for monthly staff meetings for which all part-time employees receive pay for their attendance.

Ms. McGonigle indicated that the page budget for last year was calculated incorrectly. She stated that the pages provide internet training, trouble shooting on computers, help with programming, displays in the library, and provide an invaluable service.

Ms. Black asked if there was a possibility of asking volunteers to work as substitutes rather than paying staff at a higher rate. Ms. McGonigle stated that if a volunteer wished to be trained on the circulation desk, the opportunity exists for them to act as a substitute.

Ms. Connolly disagreed with the request to fund a Building Monitor. Ms. McGonigle stated that although the Richmond School is now keeping their library open later, it has not affected the number of students at Howe Library after school. A recent survey showed after school usage with an average of 60 adults, 29 older teenagers, 21 younger teenagers and 12 children between the hours of 3:00 and 5:00 p.m. Ms. McGonigle stated that it was planned to have the Building Monitor be a page who would work each day the schools are open for two hours in the afternoon.

Ms. Black wished to mark item **254-115, Part-time Services**, for further discussion.

Dept. 257 - Etna Library

Patricia Hardenburg, librarian at Etna Library, explained "Love My Library Month" which is held each February. A wish list of books is created, usually children's books, from which people donate books in honor of someone. She also reported that the Etna Library is now on line with Howe Library.

BUDGET DISCUSSION (Contiued)

PARKS AND RECREATION

Dept. 261 - Parks and Recreation - Administration

Ms. Black asked who utilizes the Internet at the Rec. Department. Hank Tenney stated that they were able to E-mail all coaches, with the exception of three, to distribute changes in scheduling, etc., as well as correspond with other town's rec. departments.

Ms. Black questioned the increase in item **261-625, Postage**. Mr. Gilbar explained that office supplies, postage and books and subscriptions costs were combined into the administration budget from the other areas, resulting in the large increase shown.

Dept. 262 - Parks and Recreation - Youth Programs

Ms. Black questioned the increase in item **262-610, Technical Supplies**. Mr. Tenney explained that this increase represents additional videos purchased for the coaching staff to use in training.

Ms. Black wished to mark item **262-610, Technical Supplies**, for further review.

Mr. Nelson questioned item **262-390, Professional Services**, which is a new item in the budget. Mr. Tenney answered that this item covers football and lacrosse, specifically, which used to be in a separate balance sheet account.

Mr. Nelson wished to mark item **262-390, Professional Services**, for further review and discussion.

Mr. Walsh asked if the estimate of revenue is accurate. Mr. Tenney stated they are confident with the amount of revenue estimated.

Dept. 263 - Parks and Recreation - Adult Programs

There was no discussion of **Dept. 263 - Parks and Recreation - Adult Programs**.

Dept. 264 - Parks and Recreation - Special Programs

Mr. Tenney indicted that the biggest change in this department is the shift of the basketball tournament to a separate account.

Dept. 265 - Summer Playground

Mr. Tenney indicated that although playground revenue is shown as increased, the fees will not be raised this year.

BUDGET DISCUSSION (Contiued)

Dept. 266 - Basketball Tournament

There was no discussion of **Dept. 266 - Basketball Tournament.**

3. SELECTMEN'S REPORTS

Mr. Walsh

Mr. Walsh reported that he had attended a recent meeting of the substance abuse task force.

Ms. Connolly

Ms. Connolly reported that the Planning Board met to go over zoning amendments recently.

Mr. Nelson

Mr. Nelson reported that John Manning will be starting as the general manager of the Water Company on February 4th.

Ms. King

Ms. King reported that she had recently attended the Chamber of Commerce annual meeting at which Allan King was named Citizen of the Year.

Ms. Black

Ms. Black had nothing to report.

4. OTHER BUSINESS

There was no other business.

5. ADJOURNMENT

Ms. Connolly MADE THE MOTION to adjourn the meeting of the Board of Selectmen. Mr. Walsh SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ADJOURN THE MEETING OF THE BOARD OF SELECTMEN.

ADJOURNMENT (Contiued)

Ms. Black MADE THE MOTION to go to nonpublic session to discuss a matter that may affect the reputation of an individual. Mr. Walsh SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO GO TO NONPUBLIC SESSION TO DISCUSS A MATTER THAT MAY AFFECT THE REPUTATION OF AN INDIVIDUAL.

The meeting was adjourned at 9:30 p.m.

SUMMARY

The following line items were marked for further discussion:

1. **Dept. 110 - Board of Selectmen
110-690 Miscellaneous**
2. **Dept. 120 - Town Manager
120-490 - Contracted Services**
3. **Dept. 125 - Personnel
125-615 - Food and Meals**
4. **Dept. 145 - Finance - Tax Collector
145-560 - Dues and Memberships**
5. **Dept. 146 - Finance - Management Information Systems
146-390 - Professional Services**
6. **Dept. 160 - Legal Services
160-390 - Professional Services**
7. **Dept. 192 - Conservation Commission
192-610 - Technical Supplies**
8. **Dept. 220 - Community Counselor
220-490 - Contracted Services**
9. **Dept. 230 - Health and Welfare
230-850 - General Assistance**
10. **Dept. 254 - Howe - Public Services
254-115 - Part-time Services**
11. **Dept. 262 - Parks and Recreation - Youth Programs
262-610 - Technical Supplies
262-390 - Professional Services**

SUMMARY (Continued)

12. **Ms. Connolly MADE THE MOTION to adjourn the meeting of the Board of Selectmen. Mr. Walsh SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ADJOURN THE MEETING OF THE BOARD OF SELECTMEN.**
13. **Ms. Black MADE THE MOTION to go to nonpublic session to discuss a matter that may affect the reputation of an individual. Mr. Walsh SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO GO TO NONPUBLIC SESSION TO DISCUSS A MATTER THAT MAY AFFECT THE REPUTATION OF AN INDIVIDUAL.**

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Brian Walsh', with a long horizontal flourish extending to the right.

Brian Walsh, Secretary

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