

APPROVED

BOARD OF SELECTMEN'S MEETING

FEBRUARY 17, 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; Julia Griffin, Town Manager; 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

There was no public comment.

2. REVIEW OF PROPOSED 1997/1998 BUDGET

GENERAL FUND - REVENUE

Mr. Nelson MADE THE MOTION that \$60,000 be budgeted for item 091-135, Land Use Tax, as proposed. Ms. King SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY THAT \$60,000 BE BUDGETED FOR ITEM 091-135, LAND USE TAX, AS PROPOSED.

Ms. Black MADE THE MOTION to increase the amount budgeted in item 092-280, Dog Licenses, to \$2,000. Mr. Nelson SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO INCREASE THE AMOUNT BUDGETED IN ITEM 092-280, DOG LICENSES, TO \$2,000.

Mr. Walsh MADE THE MOTION to increase the amount budgeted in item 092-250, Building Permits, to \$50,000. Mr. Nelson SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO INCREASE THE AMOUNT BUDGETED IN ITEM 092-250, BUILDING PERMITS, TO \$50,000.

Mr. Nelson MADE THE MOTION to decrease the amount budgeted in item 093-326, Basketball Tournament, to \$8,500. Ms. King SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO DECREASE THE AMOUNT BUDGETED IN ITEM 093-326, BASKETBALL TOURNAMENT, TO \$8,500.

Regarding item **093-351, Dispatch Charges**, Ms. Griffin indicated that her plan is to review these charges in the spring so that any adjustments can be brought before the Board of Selectmen and communicated to the towns with ample advance notice.

2. REVIEW OF PROPOSED 1997/1998 BUDGET (Continued)

Ms. Griffin noted that she would like additional time to review item **093-353, Police Special Services**, to determine where Hanover's charges are in relation to surrounding communities. She indicated, however, that it would be reasonable to increase that item by \$5,000.

Mr. Nelson MADE THE MOTION to increase the amount budgeted in item 093-353, Police Special Services, by \$5,000. Mr. Walsh SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO INCREASE THE AMOUNT BUDGETED IN ITEM 093-353, POLICE SPECIAL SERVICES, BY \$5,000.

Ms. Griffin stated that the amount of \$826 budgeted in item **093-365, Howe Facility Rental**, was a misallocation of revenues.

Mr. Nelson MADE THE MOTION to increase the amount budgeted in item 93-364, Highway Services - Water Company, to \$5,000. Ms. Connolly SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO INCREASE THE AMOUNT BUDGETED IN ITEM 93-364, HIGHWAY SERVICES - WATER COMPANY TO \$5,000.

Mr. Nelson MADE THE MOTION to increase the amount budgeted in item 097-720, Insurance Dividends, to \$100,000. Ms. King SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO INCREASE THE AMOUNT BUDGETED IN ITEM 097-720, INSURANCE DIVIDENDS, TO \$100,000.

Ms. Black MADE THE MOTION to increase the amount budgeted in item 097-790, Sale of Property, to \$13,500. Ms. King SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO INCREASE THE AMOUNT BUDGETED IN ITEM 097-790, SALE OF PROPERTY, TO \$13,500.

Dept. 110 - Board of Selectmen

Mr. Walsh noted that the tax rate in Fire District 4, which is approximately 80% of the Town, went from \$7.53 this year to \$7.67 next year with the proposed budget, representing a 1.86% increase. He indicated that the percentage increases in the remaining Fire Districts 1, 2 and 3 are 1.2%, 1.1% and .85% respectively. The amount of approximately \$64,000 would bring Fire District 4 up to a 3% increase. Mr. Walsh stated that adding the \$64,000 plus the \$52,750 raised in adjustments to the general fund total \$116,750; if net additions or deletions in expenses are less than \$116,000, that should result in a budget that is at or less than a 3% increase over last year.

Ms. Black MADE THE MOTION to decrease the amount budgeted in item 110-690, Miscellaneous, to \$4,000. Mr. Nelson SECONDED THE MOTION and the Board of Directors VOTED UNANIMOUSLY TO DECREASE THE AMOUNT BUDGETED IN ITEM 110-690, MISCELLANEOUS, TO \$4,000.

2. REVIEW OF PROPOSED 1997/1998 BUDGET (Continued)

Dept. 120 - Town Manager

Ms. Griffin stated that item **120-490, Contracted Services**, is to share the cost with the Chamber of Commerce to have the four "Welcome to Hanover" entrance signs redone. She indicated that Dartmouth College is in the process of overhauling their sign design for the campus, and the Chamber has hired a local graphic designer to do designs for a new welcome sign in keeping with the College's design. Ms. Griffin informed the Chamber that she would recommend to the Board that the Town fund somewhat less than 50% of the cost of the new signs, or \$3,000. She added that in addition she had volunteered \$350 out of the town manager's budget to help pay for the graphic designer's services.

Ms. Black noted that the 810 education accounts for all departments are mostly equal with the exception of the fire and ambulance fund. She indicated that the amount budgeted is still out of line even by deleting the \$6,000 necessary for recertification. Ms. Black stated that when the Department signed onto the FETN, she expected the funds budgeted for training to decrease.

Ms. Griffin suggested decreasing the education budget for the fire and ambulance fund by \$2,000, and stated that she would determine the best place to take this decrease.

Ms. Black MADE THE MOTION to decrease the amount budgeted for education purposes in the Fire and Ambulance Fund by \$2,000. Mr. Nelson SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO DECREASE THE AMOUNT BUDGETED FOR EDUCATION PURPOSES IN THE FIRE AND AMBULANCE FUND BY \$2,000.

Mr. Nelson MADE THE MOTION to add \$750 for education purposes in the Assessor's budget. Mr. Walsh SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ADD \$750 FOR EDUCATION PURPOSES IN THE ASSESSOR'S BUDGET.

Dept. 125 - Personnel Administration

Ms. Black MADE THE MOTION to decrease the amount budgeted in item 125-615, Food and Meals, to \$400. Ms. King SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO DECREASE THE AMOUNT BUDGETED IN ITEM 125-615, FOOD AND MEALS, TO \$400.

2. REVIEW OF PROPOSED 1997/1998 BUDGET (Continued)

Dept. 132 - Town Clerk - Elections

Ms. Black MADE THE MOTION to decrease the amount budgeted in item 132-615, Food and Meals, to \$350. Mr. Nelson SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO DECREASE THE AMOUNT BUDGETED IN ITEM 132-615, FOOD AND MEALS, TO \$350.

Dept. 141 - Finance Administration

Mr. Walsh MADE THE MOTION to increase the amount budgeted in item 141-740, Operational Equipment, to \$2,000. Ms. King SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO INCREASE THE AMOUNT BUDGETED IN ITEM 141-740, OPERATIONAL EQUIPMENT, TO \$2,000.

Dept. 146 - Finance - Management Information Systems

With regard to item **146-390, Professional Services**, Ms. Griffin indicated that the hope is that eventually the information systems coordinator position can be funded as a full-time position, at a proposed cost of \$42,000 plus benefits. She noted that a information systems master plan is on the wish list.

Dept. 160 - Legal Services

Ms. Black MADE THE MOTION to increase the amount budgeted in item 160-390, Legal Fees, to \$90,000. Ms. Connolly SECONDED THE MOTION and the Board of Selectmen VOTED (4 IN FAVOR, 1 OPPOSED) TO INCREASE THE AMOUNT BUDGETED IN ITEM 160-390, LEGAL FEES, TO \$90,000.

Dept. 220 - Community Counselor

Ms. Griffin noted that item **220-490, Contracted Services**, had been over-budgeted last year, and she was able to decrease it to \$10,840, which is based on actual estimated expenses.

Dept. 252 - Howe Library - Administration

Ms. Connolly MADE THE MOTION to decrease the amount budgeted in item 252-615, Food and Meals, to \$100. Ms. King SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO DECREASE THE AMOUNT BUDGETED IN ITEM 252-615, FOOD AND MEALS, TO \$100.

2. REVIEW OF PROPOSED 1997/1998 BUDGET (Continued)

Dept. 257 - Etna Library

Ms. Connolly suggested setting up a separate line item in all building budgets to segregate internet services.

Ms. Black MADE THE MOTION to add the amount of \$600 for meetings and conferences for the Etna Library. Ms. Connolly SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ADD THE AMOUNT OF \$600 FOR MEETINGS AND CONFERENCES FOR THE ETNA LIBRARY.

Dept. 261 - Parks and Recreation - Administration

Mr. Gilbar is to obtain the figure for education and meetings and conferences for the Parks and Recreation budget, and present those at the next meeting for inclusion in the proposed budget.

Dept. 450 - Recycling/Waste Disposal

Mr. Nelson MADE THE MOTION to increase the amount budgeted in item 450-540, Advertising, to \$500. Ms. King SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO INCREASE THE AMOUNT BUDGETED IN ITEM 450-540, ADVERTISING, TO \$500.

Dept. 430 - Equipment Maintenance

Ms. Black indicated that the Department had requested a full-time mechanic under item **430-110, Full-Time Services**. She suggested that since this is the first year with the garage having responsibility for the repair and upkeep of all town vehicles, that this item be delayed to see how the program works.

Dept. 510 - Municipal Building

Ms. Black MADE THE MOTION to increase the amount budgeted in item 510-430, Building Repair and Maintenance, to \$12,500. Ms. King SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO INCREASE THE AMOUNT BUDGETED IN ITEM 510-430, BUILDING REPAIR AND MAINTENANCE, TO \$12,500.

Ms. Black indicated that item **510-490, Contracted Services**, includes the cost of bottled water. She stated that the cost for all departments is a total of \$2,965, and suggested that the cost of bottled water be a responsibility of the employees, if desired.

2. REVIEW OF PROPOSED 1997/1998 BUDGET (Continued)

Ms. Black MADE THE MOTION to decrease the amount budgeted in item 510-490, Contracted Services, by \$3,000. Mr. Nelson SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO DECREASE THE AMOUNT BUDGETED IN ITEM 510-490, CONTRACTED SERVICES, BY \$3,000.

Dept. 530 - Howe Library

Ms. Black noted that the costs in item **530-341, Telephone** have increased considerably, probably in part due to dial-in usage. Ms. Griffin indicated that the cost for Valley Net is \$780 plus the monthly charges, and is the largest component of the telephone budget. Marlene McGonigle stated that the Valley Net line charge is for a direct line for unlimited usage on all computer terminals, and that the line is used for many purposes.

Dept. 740 - Road Construction

Regarding item **740-731, College Street Reconstruction**, Ms. Griffin indicated that to fully fund about 50% of what the Town's anticipated costs would be, a minimum of \$65,000 should be put into the capital budget. Mr. Nelson suggested putting \$65,000 on the wish list for the reconstruction of College Street.

Dept. 110 - Emergency Medical Services

Ms. Connolly suggested that the purchase of a new defibrillator included in item **110-740, Operational Equipment**, be held off, and that \$8,500 be moved from item **110-740, Operational Equipment** to item **110-960, Equipment Reserve**.

Ms. Black MADE THE MOTION to decrease the amount budgeted in item 110-740, Operational Equipment, to \$1,600. Ms. Connolly SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO DECREASE THE AMOUNT BUDGETED IN ITEM 110-740, OPERATIONAL EQUIPMENT, TO \$1,600.

Ms. Connolly MADE THE MOTION to increase the amount budgeted in item 119-960, Equipment Reserve, by \$8,500, plus an additional \$1,500, for a total amount budgeted in item 119-690, Equipment Reserve of \$20,000. Ms. King SECONDED THE MOTION and the Board of Directors VOTED UNANIMOUSLY TO INCREASE THE AMOUNT BUDGETED IN ITEM 119-960, EQUIPMENT RESERVE, BY \$8,500 PLUS AN ADDITIONAL \$1,500, FOR A TOTAL AMOUNT BUDGETED IN ITEM 119-690, EQUIPMENT RESERVE, OF \$20,000.

Dept. 120 - Fire Suppression

Mr. Nelson suggested adding item **120-960, Equipment Reserve**, to the wish list.

2. REVIEW OF PROPOSED 1997/1998 BUDGET (Continued)

Dept. 321 - Police Administration

Regarding item **321-110, Full-Time Services**, Ms. Black asked why the fire department incentives are almost double the police department incentives. Ms. Griffin answered that more of the fire fighters have qualified for all of the incentives in the package.

Ms. Black asked if the incentive figures should decrease next year when more people have reached the end of the incentive package. Ms. Griffin answered that not all individuals have qualified for all of the incentives; in addition, the total percentage of incentives are increased by the cost of living adjustment each year, so it will increase. Mr. Gilbar noted that incentives are built into the salary lines in the budget.

Dept. 110 - Parking Enforcement

Ms. Black MADE THE MOTION to decrease the amount budgeted in item 110-740, Operational Equipment, by \$97,500. Mr. Walsh SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO DECREASE THE AMOUNT BUDGETED IN ITEM 110-740, OPERATIONAL EQUIPMENT, BY \$97,500.

Mr. Gilbar stated that after additions and deletions, there is a \$20,885 net increase to appropriations in the general fund, resulting in \$95,865 net that is available to spend, keeping the tax rate increase in the general fund at 3%.

Ms. Griffin indicated that the cost to re-do the membrane on the roof at the fire station is estimated at \$37,500. She noted that there is \$18,000 available from funds budgeted in the fire fund to remove underground storage tanks. Ms. Griffin suggested that the \$18,000 be allocated towards the cost of the roof, and that an additional \$22,000 be added to the fire fund budget to cover the cost of repair.

Mr. Nelson MADE THE MOTION to add \$22,000 to the Fire Fund budget. Mr. Walsh SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ADD \$22,000 TO THE FIRE FUND BUDGET.

Ms. Connolly stated that she feels the archiving of the Town's records is an important project. Ms. Griffin stated that the request of \$13,000 can be reduced to \$11,000 as there is money in a prior year account which can be allocated towards next year.

Mr. Walsh stated that he would like another entity to help the Town with the funds necessary for this project, perhaps the Howe Corporation, the Hanover Improvement Society, or a private individual.

Ms. Griffin suggested that the Board add \$5,500 for the project and try to find the remainder from another entity.

2. REVIEW OF PROPOSED 1997/1998 BUDGET (Continued)

Mr. Nelson MADE THE MOTION to add \$5,500 to the Town records archiving project. Ms. CONNOLLY SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ADD \$5,500 TO THE TOWN RECORDS ARCHIVING PROJECT.

Mr. Walsh suggested that the Board vote in favor of the information systems master plan at \$15,000, complete the class and compensation study and put the remainder in reserve for the College Street project.

Mr. Nelson MADE THE MOTION to budget \$15,000 for the information systems master plan, \$15,000 for the class and compensation study, and \$35,000 for the College Street project. Ms. Connolly SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO BUDGET \$15,000 FOR THE INFORMATION SYSTEMS MATER PLAN, \$15,000 FOR THE CLASS AND COMPENSATION STUDY, AND \$35,000 FOR THE COLLEGE STREET PROJECT.

Mr. Walsh commended Ms. Griffin and Mr. Gilbar for their hard work and presentation of a good budget.

3. ADMINISTRATIVE REPORT

Ms. Griffin reported that she had received a request from the Hanover Lions Club to hang a banner across Main Street for the Auto and Outdoor Recreation Show.

Ms. Connolly MADE THE MOTION to not allow the Hanover Lions Club to hang a banner across Main Street from March 5, 1997 through March 17, 1997. Ms. King SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO NOT ALLOW THE HANOVER LIONS CLUB TO HANG A BANNER ACROSS MAIN STREET FROM MARCH 5, 1997 THROUGH MARCH 17, 1997.

4. SELECTMEN'S REPORTS

There were no selectmen's reports.

5. OTHER BUSINESS

There was no other business to come before the meeting.

6. ADJOURNMENT

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

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

SUMMARY

1. GENERAL FUND - REVENUE

Mr. Nelson MADE THE MOTION that \$60,000 be budgeted for item 091-135, Land Use Tax, as proposed. Ms. King SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY THAT \$60,000 BE BUDGETED FOR ITEM 091-135, LAND USE TAX, AS PROPOSED.

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SUMMARY (Continued)

2. Dept. 110 - Board of Selectmen

Ms. Black MADE THE MOTION to decrease the amount budgeted in item 110-690, Miscellaneous, to \$4,000. Mr. Nelson SECONDED THE MOTION and the Board of Directors VOTED UNANIMOUSLY TO DECREASE THE AMOUNT BUDGETED IN ITEM 110-690, MISCELLANEOUS, TO \$4,000.

3. Dept. 120 - Town Manager

Ms. Black MADE THE MOTION to decrease the amount budgeted for education purposes in the Fire and Ambulance Fund by \$2,000. Mr. Nelson SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO DECREASE THE AMOUNT BUDGETED FOR EDUCATION PURPOSES IN THE FIRE AND AMBULANCE FUND BY \$2,000.

Mr. Nelson MADE THE MOTION to add \$750 for education purposes in the Assessor's budget. Mr. Walsh SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ADD \$750 FOR EDUCATION PURPOSES IN THE ASSESSOR'S BUDGET.

4. Dept. 125 - Personnel Administration

Ms. Black MADE THE MOTION to decrease the amount budgeted in item 125-615, Food and Meals, to \$400. Ms. King SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO DECREASE THE AMOUNT BUDGETED IN ITEM 125-615, FOOD AND MEALS, TO \$400.

5. Dept. 132 - Town Clerk - Elections

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6. Dept. 141 - Finance Administration

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SUMMARY (Continued)

7. Dept. 160 - Legal Services

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8. Dept. 252 - Howe Library - Administration

Ms. Connolly MADE THE MOTION to decrease the amount budgeted in item 252-615, Food and Meals, to \$100. Ms. King SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO DECREASE THE AMOUNT BUDGETED IN ITEM 252-615, FOOD AND MEALS, TO \$100.

9. Dept. 257 - Etna Library

Ms. Black MADE THE MOTION to add the amount of \$600 for meetings and conferences for the Etna Library. Ms. Connolly SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ADD THE AMOUNT OF \$600 FOR MEETINGS AND CONFERENCES FOR THE ETNA LIBRARY.

10. Dept. 450 - Recycling/Waste Disposal

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11. Dept. 510 - Municipal Building

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Ms. Black MADE THE MOTION to decrease the amount budgeted in item 510-490, Contracted Services, by \$3,000. Mr. Nelson SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO DECREASE THE AMOUNT BUDGETED IN ITEM 510-490, CONTRACTED SERVICES, BY \$3,000.

SUMMARY (Continued)

12. Dept. 110 - Emergency Medical Services

Ms. Black MADE THE MOTION to decrease the amount budgeted in item 110-740, Operational Equipment, to \$1,600. Ms. Connolly SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO DECREASE THE AMOUNT BUDGETED IN ITEM 110-740, OPERATIONAL EQUIPMENT, TO \$1,600.

Ms. Connolly MADE THE MOTION to increase the amount budgeted in item 119-960, Equipment Reserve, by \$8,500, plus an additional \$1,500, for a total amount budgeted in item 119-690, Equipment Reserve of \$20,000. Ms. King SECONDED THE MOTION and the Board of Directors VOTED UNANIMOUSLY TO INCREASE THE AMOUNT BUDGETED IN ITEM 119-960, EQUIPMENT RESERVE, BY \$8,500 PLUS AN ADDITIONAL \$1,500, FOR A TOTAL AMOUNT BUDGETED IN ITEM 119-690, EQUIPMENT RESERVE, OF \$20,000.

13. Dept. 110 - Parking Enforcement

Ms. Black MADE THE MOTION to decrease the amount budgeted in item 110-740, Operational Equipment, by \$97,500. Mr. Walsh SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO DECREASE THE AMOUNT BUDGETED IN ITEM 110-740, OPERATIONAL EQUIPMENT, BY \$97,500.

14. Mr. Nelson MADE THE MOTION to add \$22,000 to the Fire Fund budget. Mr. Walsh SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ADD \$22,000 TO THE FIRE FUND BUDGET.

15. Mr. Nelson MADE THE MOTION to add \$5,500 to the Town records archiving project. Ms. CONNOLLY SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ADD \$5,500 TO THE TOWN RECORDS ARCHIVING PROJECT.

16. Mr. Nelson MADE THE MOTION to budget \$15,000 for the information systems master plan, \$15,000 for the class and compensation study, and \$35,000 for the College Street project. Ms. Connolly SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO BUDGET \$15,000 FOR THE INFORMATION SYSTEMS MATER PLAN, \$15,000 FOR THE CLASS AND COMPENSATION STUDY, AND \$35,000 FOR THE COLLEGE STREET PROJECT.

17. Ms. Connolly MADE THE MOTION to not allow the Hanover Lions Club to hang a banner across Main Street from March 5, 1997 through March 17, 1997. Ms. King SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO NOT ALLOW THE HANOVER LIONS CLUB TO HANG A BANNER ACROSS MAIN STREET FROM MARCH 5, 1997 THROUGH MARCH 17, 1997.

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SUMMARY (Continued)

- 18. Mr. Nelson MADE THE MOTION to adjourn the meeting of the Board of Selectmen's. Ms. Connolly SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ADJOURN THE MEETING OF THE BOARD OF SELECTMEN.**

Respectfully submitted,

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

Brian Walsh, Secretary

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

APPROVED

BOARD OF SELECTMEN'S MEETING

FEBRUARY 12, 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; Julia Griffin, Town Manager; 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

There was no public comment.

2. REVIEW OF PROPOSED 1997/1998 BUDGET

CODE DEPARTMENT

Mr. Gilbar distributed a new Code Department Budget Summary for Fiscal Year 1997/1998. He explained that what appears to be a \$7,231 increase in the Conservation Commission is a reallocation of salaries.

Dept. 310 - Code Department

Ms. Griffin indicated that the change in **Full-Time Services, 310-110**, is due to a reallocation of staff time.

Ms. Black noted that item **310-820, Auto Allowance**, is increasing. Ms. Griffin answered that it has increased to cover the cost of reimbursement for the use of personal vehicles on town business, and is an estimate based on the actual mileage incurred by the code car last year.

Mr. Walsh commented that building permits had decreased from \$50,000 to \$40,000. Ms. Griffin answered that \$40,000 is a conservative estimate.

SAFETY SERVICES

Dept. 321 - Police Administration

Police Chief Nicholas Giaccone introduced Captain Chris O'Connor and Sgt. Patrick O'Neill, Community Outreach Officer/Parking Supervisor.

2. REVIEW OF PROPOSED 1997/1998 BUDGET (Continued)

Mr. Nelson asked for an explanation of a site license. Ms. Griffin stated that a site license is required for the use of software in a situation where a department is in a remote location and cannot connect by cable to software in another department. She added that site licenses are purchased from the software vendor.

Mr. Nelson indicated that incentives had been moved. Ms. Griffin explained that incentives are now under item **321-110, Full-Time Services**, and offered to provide the Board with a breakdown of incentive pay versus straight salaries.

Chief Giaccone noted that there is approximately \$21,000 in police incentives for the total department.

Ms. Black asked for a breakdown per person for the funds budgeted in item **321-365, Laundry and Cleaning**. Chief Giaccone answered that \$700 is allocated to administration, \$350 each for himself and Captain O'Connor. He added that approximately 16 officers are under the patrol budget with funds budgeted in the amount of \$3,500 for laundry and cleaning services. Chief Giaccone noted that the laundry charges a lesser amount for uniforms versus civilian clothes.

Dept. 322 - Police Patrol

Ms. Black asked how well the Department is able to maintain a 75% level of shift coverage. Chief Giaccone answered that the Department uses a team concept with four people per team, and tries to always have at least a three man shift.

Ms. Black asked if the moving of Sgt. O'Neill into a new position left the Department a sergeant short. Chief Giaccone indicated that the Department is a sergeant short and plans to promote from within the Department to fill that vacancy. In addition, he noted that Captain O'Connor has expressed a wish to be involved with matters other than prosecution, and stated that he would like to have one of the patrol officers assume the duties of a prosecutor.

Ms. Black asked for an explanation of item **322-410, Electricity**. Ms. Griffin answered that this covers the cost of nine traffic signals.

Ms. Connolly noted that throughout the budget, technical supplies have increased. Captain O'Connor stated that included in the increase in technical supplies this year is the cost of film and film processing. He added that each cruiser is equipped with a camera, but that the Department has to pay for the cost of film and developing.

Ms. Black questioned item **322-660, Vehicle Maintenance**. Chief Giaccone indicated that the \$600 budgeted in this item consists of \$300 for tune up kits for the bicycles, \$100 for parts and \$200 for miscellaneous replacement parts. He added that this is an initial start-up charge and hopefully will not be a recurring charge.

2. REVIEW OF PROPOSED 1997/1998 BUDGET (Continued)

Mr. Walsh commented that there is almost a \$2,000 increase in item **322-614, Uniforms and Clothing**. Chief Giaccone stated that the cost to outfit a new recruit is \$1,703, with one quarter of that premium per year, or \$425 per year per person.

Mr. Nelson asked for an explanation of item **322-740, Operational Equipment**. Ms. Griffin answered that the largest contributor to this item is to purchase two computer workstations at a cost of \$3,200, with the remainder being attributed to three new Motorola radios. She added that the Department had also requested new firearms at a cost of \$12,000, which request is not included in the budget.

Mr. Nelson asked if the purchases in item **322-740, Operational Equipment**, are necessary purchases for this year. Chief Giaccone answered that they are necessary purchases for this year, and that no portable radios were purchased for the Department last year.

Dept. 323 - Police Investigation

Ms. Griffin stated that the salary for the drug task force officer which used to be budgeted in investigation is now included in the patrol budget.

Dept. 324 - Police Dispatch

Mr. Nelson asked for an explanation of the lack of success in 12 hour shifts for the dispatchers. Ms. Griffin noted that it was partially related to a lack of success in finding enough part-time dispatchers to cover shift vacancies, resulting in considerably higher overtime charges.

Ms. Black asked for an explanation of the request from the Department for the purchase of semi-automatic weapons. Chief Giaccone answered that Hanover is one of the few departments in the state still using revolvers. The advantage of using a semi-automatic weapon is its increased accuracy as well as a lower profile on the officer's belt. Chief Giaccone noted that a revolver can last ten to fifteen years. He added that there is grant money available for weapon purchase, but that Hanover does not have the type of crimes necessary to qualify for that type of grant money.

Ms. Griffin noted that the cost for the weapons would be \$15,875, with a trade-in allowed for the old weapons of approximately \$3,750, leaving a net cost to purchase the weapons of \$12,125.

2. REVIEW OF PROPOSED 1997/1998 BUDGET (Continued)

Mr. Walsh suggested the possibility of budgeting one-half of the cost for the new weapons this year, and one-half next year. He asked if the fact that the Police Department uses revolvers in any way makes it difficult to obtain top recruits. Chief Giaccone answered that it does not make it difficult, and feels it is a secondary item. He did note that 90% to 95% of police departments in the state have semi-automatic weapons. Chief Giaccone stated he feels it is a matter of being prepared with the best equipment.

Ms. Black noted that the budget for item **324-110, Full-Time Services**, has increased \$13,000. Ms. Griffin answered that she felt full-time services for dispatch had been under-budgeted for this year perhaps due to the uncertainty of how the 12 hour shifts were going to work. She added that the budget for next year is approximately \$9,000 less than the estimated for this year due largely in part to savings in overtime and part-time services.

Dept. 325 - Police Animal Control

Captain O'Connor indicated that the decrease in this department is due to a lesser number of calls for services.

PARKING FUND

Ms. Black asked for an explanation of item **097-750, Transfer From Reserve**. Ms. Griffin answered that it represents a vehicle reserve which was in the parking fund.

Ms. Connolly asked at what level the medical school and the hospital are funding the shuttle bus system. Ms. Griffin answered that a figure of \$60,000 represents the total of the College, the hospital and the medical school contribution.

Mr. Walsh asked for the status of the \$85,000 set aside for site work on the proposed managed parking lot. Ms. Griffin answered that the \$85,000 for site work was based on Richard Hauger's estimates. She noted that the figure for the managed portion of the lot is a very rough estimate and is a figure midway between the high and low end quotes provided by the consultant.

Mr. Nelson asked if the equipment needed for the managed portion of the lot is leasable. Ms. Griffin answered that the equipment companies would most likely work any way the Town wished, but she felt that there might not be as much flexibility with a lease as with a purchase. She added that there has been no communication with any of the parking companies that manufacture the equipment necessary regarding lease versus purchase options.

2. REVIEW OF PROPOSED 1997/1998 BUDGET (Continued)

Bill Baschnagle indicated that he feels the estimate is high. Mr. Baschnagle felt that it may make sense to go ahead with the physical renovations of the lot and defer any budgeting of equipment until more research can be done. He suggested doing the re-layout of the lot, landscaping, and putting the meters back in so that it can keep operating as a metered lot, and defer the question of the funds budgeted for equipment.

Mr. Baschnagle explained a sketch of the parking lot which was produced as part of the study. He noted that the re-layout of the lot will increase the capacity of the lot by five parking spaces. He noted that using the lot as a managed lot will allow flexibility to use economic incentives to manage the time frame in which people use the lot. Mr. Baschnagle stated that a complete re-landscaping of the lot is proposed, with sidewalks and crosswalks throughout the area, as well as appropriate lighting fixtures. He noted that the dumpsters will still be present in the lot, although located slightly differently and landscaped.

Ms. Black asked what the break-even spot is for managed parking. Mr. Baschnagle stated that conversations with two different management agencies indicated that a lot of this size by itself would not justify this type of investment in equipment to make it a managed facility. He added that the philosophy is that although the lot is small, it has some of the same challenges that a larger parking facility might have and would act as a vehicle for understanding how to structure managed parking in Hanover. Mr. Baschnagle noted that their estimates show that in order to break even, a rate structure that charged \$6 to \$7 for all day parking, starting with possibly \$.10 per hour and escalating from there, would be necessary.

Mr. Nelson asked for input as to what would happen if the project were postponed for a year. Ms. Griffin noted that the project can be postponed for a year in two ways. If the entire project were postponed, Mr. Hauger has concerns about the condition of the pavement in the parking lot. She added that another possibility would be to do the site work this summer and appropriate the amount of money necessary to purchase the parking lot equipment and factor it into the budget a year from now. Ms. Griffin stated that Mr. Hauger indicated that cost estimates for the site work are roughly \$140,000 to \$150,000, and that an additional \$85,000 is necessary to do the work.

Ms. Black asked if more funds should be budgeted for metered parking revenue. Mr. Gilbar stated that adjustments were made because of changes in the meters and changes in fines, so that estimates for 1998 reflect the Town's experience this year with actual numbers.

Ms. Griffin noted that the \$149,000 levy also reflects changes which the Board was advised to make in expenditures, as there was a reserve available to purchase the truck and the Town did not owe the Hospital as much as originally thought for the final payment on the Route 120 lot.

2. REVIEW OF PROPOSED 1997/1998 BUDGET (Continued)

Mr. Gilbar noted that the parking fee is not a uniform tax; it consists of a tax and a fee, the fee being based on the parking deficit and the tax based on a straight tax.

Mr. Walsh asked what amount per thousand the increase would translate to in the parking district if the fee were held constant for the parking deficit and the remainder was taken as tax. Mr. Gilbar stated that it would be an additional 95 cents, increasing the current rate of 27 cents to \$1.22.

Clint Bean, Director of the Chamber of Commerce, stated that with higher rates for parking being charged on Main Street and higher utilization of lots, revenues should be increased. He expressed a hope that some portion of the project could be accomplished, and that the project would not be postponed indefinitely.

Ms. Black indicated that parking spaces generally cost three times the revenue base for the space. Mr. Baschnagle noted that the entire parking system needs to be looked at as a whole, noting that the Town has made significant estimates in leased properties to provide parking spaces for the public. He added that in order for meters to pay for the cost of the square footage, a revenue similar to the amount rental spaces are leased for would have to be realized.

** Ms. Connolly wished to mark item **91-102, Current Year Levy**, for further review. Ms. Griffin noted that the current year levy will depend on what is funded or not funded. She added that as the budget currently stands, if the Board chooses not to do the mechanical equipment portion of the managed lot, the levy can be reduced by approximately \$95,000. Ms. Connolly stated she would like to receive input from the business owners.

Mr. Nelson indicated that he would like a figure of the cost to do the improvements to the lot plus funds to put in the underground wiring necessary for the operating equipment.

Ms. Griffin noted that by backing out \$97,500 for installation of the equipment, and assuming the conduit costs can be incorporated in the \$85,000 estimate, the current year levy for the parking fund would need to be \$51,673, which is \$11,000 higher than it is now.

** Mr. Nelson wished to mark items **110-730, Managed Lot**, and **110-740, Operational Equipment** for further discussion.

Ms. Griffin noted that presuming the Board wishes to go ahead with the site work for the managed parking lot, the abutters should be notified to be sure they are aware of the impact.

2. REVIEW OF PROPOSED 1997/1998 BUDGET (Continued)

Ms. Black suggested that a Chamber breakfast be scheduled to discuss the project and present the plan of the lot, as well as to get the business owners' suggestions of when might be the least intrusive time to schedule the work.

Dept. 110 - Parking Enforcement

Ms. Black asked for an explanation of a SPOTS terminal fee. Chief Giaccone answered that it is a fee paid to the State to be on-line to obtain motor vehicle listings and registrations.

Clint Bean stated that in order for the parking fund to sustain itself, it had to be cleansed of extraneous charges. Mr. Walsh asked for an explanation of what could be termed extraneous costs. Ms. Griffin indicated that Mr. Bean was referring to the 905 line items, charges from police, communications, public works and buildings and grounds, which have been targeted for study in next year's budget.

Ms. Connolly asked why private firms have been used to plow lots. Ms. Griffin answered that a private firm is used to plow behind the Hopkins Center where Town plows have difficulty maneuvering tight turns.

Ms. Black asked for an explanation of item **110-410, Electricity**. Ms. Griffin answered it is the cost for the lights in the parking lots.

Ms. Black questioned item **110-140, Overtime Services**. Ms. Griffin explained that this overtime is largely related to overseeing the striping of the parking spaces. She added that this year the only charges against the parking fund will be for re-striping parking spaces only, not charges for marking crosswalks or other downtown street markings.

Ms. Black asked for a breakdown of item **110-440, Lot Rental**. Mr. Gilbar noted that it was initially included in contracted services, which he felt was not appropriate as it is a rental not a contracted service.

Ms. Griffin provided the following breakdown of item **110-490, Contracted Services**: \$2,000 for parking line painting; \$2,000 winter towing contract; \$2,900 to maintain the hand-held enforcement system; \$7,000 for contract snowplowing; \$3,650 for the SPOTS terminal fee; and \$108 for a pager. She indicated that item **110-440, Lot Rental**, consists of \$5,281 to the owners of the property behind the Hopkins Center; \$16,800 for the Fleet platform for a half-year only through December, 1997; \$14,500 for the HSD lot, plus taxes on that lot of \$5,150; \$4,800 for the Redpath/Coldwell Banker lot, only a portion of which is leased by the Town; \$8,120 for the Hanover Park lot; and \$3,100 for F. Lewis taxes, which is Molly's Balloon.

Ms. Griffin indicated that item **110-390, Consultants**, includes funds budgeted for consulting services for the parking structure task force.

2. REVIEW OF PROPOSED 1997/1998 BUDGET (Continued)

Dept. 210 - Peripheral Parking

Ms. Black asked for an explanation of item **210-490, Contracted Services**. Mr. Gilbar answered that it consists of the Advance Transit contract. Ms. Griffin noted that Dartmouth College contributes \$32,241; the Medical School contributes \$18,048; and the Hospital and the Clinic contribute a total of \$10,000.

Van Chesnut stated that Lebanon has a 51% increase in its contribution this year. He also noted that ridership has increased 27% since a year ago.

Mr. Baschnagle presented statistics which indicate that Hanover ridership has increased by 26%, with Hanover representing 40% of total ridership. Mr. Chesnut indicated that the average ridership per day is 217 riders.

GENERAL FUND - REVENUE

Ms. Black questioned item **091-135, Land Use Tax**. Ms. Griffin stated that because the balance in that fund is quite healthy, that more funds be diverted into the General Fund and put the remainder in the Acquisition Fund. Ms. Black noted that when the fund was set up it was not only for land acquisition, but for capital projects as well, with town meeting approval. Ms. Griffin is to provide the balance in that fund.

- ** Ms. Griffin noted that in discussions with Hank Tenney, it was felt that item **093-326, Basketball Tournament**, should be decreased from \$11,500 to \$8,500 because of logistical problems with utilizing the high school gymnasium. Item **093-326**, was marked for further discussion.

Ms. Griffin indicated that she will be reviewing item **093-351, Dispatch Center Charges**, as the charges have not been adjusted in quite a long time.

- ** Mr. Nelson questioned item **093-364, Highway Services - Water Company**. Ms. Griffin indicated that this is back charges to the Water Company for services rendered by the Highway Department. She added that the \$2,000 budgeted does not factor in increased allocation of Town staff to the Water Company. Item **093-364, Highway Services - Water Company**, was marked for further review.

Ms. Black \$8,000 was budgeted in item **093-379, Gardener Reimbursement**. Ms. Griffin indicated that the Town is spending more on the gardener than it is receiving from the Hanover Improvement Society as reimbursement; she added that the Improvement Society has committed to \$8,000 for now, but would be interested in knowing the true cost of the gardener.

- ** Mr. Nelson wished to mark item **093-379, Gardener Reimbursement**, for further review.

2. REVIEW OF PROPOSED 1997/1998 BUDGET (Continued)

Mr. Nelson questioned item **097-720, Insurance Dividend**. Ms. Griffin indicated that the \$75,000 figure is conservatively low, and is a combination of both workers' compensation and property and liability insurance. She stated that a less conservative estimate would be \$120,000.

** Mr. Nelson wished to mark item **097-720, Insurance Dividend**, for further review.

3. ADMINISTRATIVE REPORTS

There was no administrative report.

4. SELECTMEN'S REPORTS

There were no Selectmen's reports.

5. OTHER BUSINESS

There was no other business to come before the meeting.

6. ADJOURNMENT

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

The meeting was adjourned at 10:10 p.m.

SUMMARY

The following items were marked for further discussion:

1. PARKING FUND

91-102 - Current Year Levy

2. Dept. 110 - Parking Enforcement

110-730 - Managed Lot

110-740 - Operational Equipment

3. GENERAL FUND - REVENUE

093-366 - Basketball Tournament

093-364 - Highway Services - Water Company

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SUMMARY (Continued)

4. GENERAL FUND - REVENUES

093-379 - Gardener Reimbursement
097-700 - Insurance Dividends

- 5. Mr. Nelson MADE THE MOTION to adjourn the Board of Selectmen's meeting. Ms. Connolly SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ADJOURN THE MEETING OF THE BOARD OF SELECTMEN.**

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Brian Walsh", written over a horizontal line.

Brian Walsh, Secretary

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