

**BOARD OF SELECTMEN'S MEETING**

**JULY 7, 1997**

**4:00 P.M. - MUNICIPAL OFFICE BUILDING - HANOVER, NH**

The meeting of the Board of Selectmen was called to order at 4:00 p.m. by the Chairman, Marilyn W. Black. Present were: Marilyn W. Black, Chairman; Brian Walsh, Vice Chairman; Jack Nelson; Katherine S. Connolly; John Manchester; Julia Griffin, Town Manager; 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. PUBLIC HEARING ON RECOMMENDED AMENDMENTS TO RATES AND FEES SCHEDULE**

The Board discussed the recommended amendments to the rates and fees schedule. Mr. Manchester asked if the charge for special standby events indicated on page one includes a vehicle.

Chief Roger Bradley answered that the proposal recommends increasing the fee from \$65 to \$75 per hour for a vehicle on site staffed with two EMTs. In the case of events where the vehicle is not on-site, the charge would be billed out at cost plus overtime and a 35% overhead charge. Chief Bradley noted that if the cost were to go much higher it would allow outside services to charge a cheaper rate, and added that this service represents a revenue generator for the fire fund.

Mr. Nelson suggested that the Board agree to the rate of \$75 per hour and that the item be added to the list for further study.

The Board discussed the fees charged by the code department. Mr. Walsh recommended flagging this item for budget discussion and to look at the fee structure and comparison of fees with neighboring towns, as well as the expectations for revenue.

Ms. Black noted that there are different fees for residents and nonresidents in the fire and ambulance fund for basic and advanced life support, and questioned why other fees, such as oxygen, etc. are the same. Chief Bradley answered that the procedure has always been that the per capita fee be used as operating revenues and all other tasks be the same whether they are administered to a resident or a nonresident.

Ms. Griffin recommended keeping the differential in one fee rather than charging differentials for all services.

Regarding library fines, Ms. Black recommended flagging that item for next year's budget and suggested an increase in the fine for overdue books.

Mr. Manchester asked if the fees for the planning board had increased over the last 15 years. Ms. Griffin stated that they had not changed much at all, and that the fees are not in line with surrounding communities. She added that it is important to determine what the items cost the Town in staff time, and to be sure the Town is recovering its costs. Ms. Griffin recommended increasing these fees over the next two to three years.

Mr. Walsh suggested looking at the costs associated with the planning board vs. fees and revenues. Ms. Griffin is to complete a survey of communities of comparable size as well as additional revenues if the fees were increased. Ms. Black recommended that the project be prepared without the College in mind in order to obtain an accurate result.

Ms. Black noted that the cost for special services of the police department has been changed to a figure plus 35%, and asked how that figure was arrived at. Chief Giaccone answered that a figure of \$24.21 per hour was used, which represents the overtime rate between a patrolman's grade and a sergeant's grade, plus a 35% overhead fee. He stated that it costs the department \$24.21 for the officer.

Ms. Griffin stated that Hanover is at the upper-end in costs for special police services in the Upper Valley, and that increases need to be made carefully so that the Department is not priced out of the market. Mr. Nelson suggested further research on this item.

Chief Giaccone stated that the special services are an opportunity for the policemen to make extra money that does not come out of the Town tax base, and is a way for them to supplement their income.

Ms. Griffin suggested that this item be looked at again as part of the budget planning for next year.

Regarding police dispatch fees, Ms. Griffin stated that the dispatch per capita service charges are another item that will be studied in preparing for next year's budget.

Ms. Black noted that the handicapped fine after 14 days has increased. Ms. Griffin stated that the request for the increase came from the Disabled Accessibility Advisory Committee, and that the Town is also considering erecting new signage for the handicapped spaces to deter misuse of the spaces.

Ms. Black suggested increasing the septage disposal fee for nonresidents to \$75 per 1,000 gal.

**Mr. Nelson MADE THE MOTION to approve the rate and fee schedule, as amended. Mr. Manchester SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO APPROVE THE RATE AND FEE SCHEDULE, AS AMENDED.**

**3. REPORT ON CEMETERY RESTORATION PROJECT.**

Ms. Black stated that the Fannins, who operate a cemetery stone reclamation project in town each year, are doing a wonderful job in restoring the Town's cemeteries. Ms. Griffin added that they are also looking at damage sustained at the Dana Cemetery as a result of the recent storm. Ms. Black noted that there is a very active cemetery committee in Town with many volunteers who work with the Fannins in restoring the area cemeteries.

**4. DISCUSSION AND ADOPTION OF TOWN INVESTMENT POLICY.**

Mr. Gilbar stated that there is a provision required by law which states that the Town's investment policy should be reviewed on an annual basis.

Ms. Connolly expressed a wish to see what is happening with the Town's trust funds, and Ms. Griffin suggested that the Trustees attend a Selectmen's meeting to speak about the trust funds.

Mr. Gilbar indicated that he is doing the actual accounting for the trust funds and would be happy to provide any information needed by the Board.

**Mr. Walsh MADE THE MOTION that the Board of Selectmen adopt the Town investment policy. Mr. Nelson SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ADOPT THE TOWN INVESTMENT POLICY.**

**5. DISCUSSION REGARDING TOWN ACCEPTANCE OF CONSERVATION EASEMENTS FROM PAULL DEVELOPMENT ON KING ROAD.**

Ms. Griffin stated that the Town was approached by a representative of Mr. Paull to consider accepting easements being produced as part of the Paull subdivision approval on King Rd. She noted that there are five separate conservation easements, one for each parcel. The easements have been offered to the Upper Valley Land Trust but were declined by the Land Trust because of the number of easements involved. Ms. Griffin added that the Town becomes the next logical entity to accept responsibility for those easements.

Mr. Rob McLaughry indicated on a map the location of the five easement and noted that although the draft does not include language relative to public access, public access to the conservation lands is intended. He stated that the conservation easements contain an area consisting of 40.1 acres.

Mr. Nelson stated that he believes this is the direction that the residents of Hanover wish the Town to take; that is, to secure different parcels of land for views, etc.

The Board discussed the references in the draft to access by vehicles and hunting on the land contained in the easements. It was decided to consult with the Town Attorney to develop specific language for these references, but that the Town has the ultimate authority to determine whether or not hunting will be allowed.

Mr. McLaughry stated that he feels it is critical to stipulate that this document must be attached to any purchase and sales agreements.

Bill Baschnagel asked if the intent is to have the agreement signed once, and the five individual parcels be managed as a single unit in perpetuity by the Town. Ms. Connolly stated that she sees no reason why conservation easements cannot be drawn up conserving the land and allowing public access, but not having the Town manage the property. She presumes this agreement will be redrawn taking the management responsibility away from the Town and placing it onto the owners of the property.

Mr. McLaughry stated that the individual landowners will be responsible for forestry management, etc., while the Town would have responsibility for enforcement.

Mr. Nelson suggested that the language be specific in regards to placing the burden of soil erosion, storm damage, etc. on the landowner, and keeping the Town in a management position only. He added that when the Town receives complaints about trees down, etc., the landowner is asked to correct the situation. If the situation is not corrected, the Town has the right to do the work and charge the landowner for the cost of that work.

Mr. McLaughry indicated that the onus is on the individual landowners, and if they wish to purchase the property it will be their responsibility to maintain the property; language to that effect can be put in as part of the deed requirement.

Mr. Nelson suggested adding wording to the effect that if the landowner refuses to maintain the property, the Town can do the work and bill them for it.

The Board discussed references in the draft to approval not being unreasonably held, and dumping, injection, burning or burial of manmade materials. Ms. Griffin is to work on clarifying the language regarding those matters:

**Mr. Walsh MADE THE MOTION that the Board of Selectmen approve in principle the Town's acceptance of a conservation easement on the Paul Development on King Road, subject to final wording approval by the Town Manager, Town Attorney and Conservation Commission, with the Town Manager to seek advice and guidance from the Upper Valley Land Trust. Mr. Manchester SECONDED THE MOTION and the Board of Selectmen UNANIMOUSLY VOTED TO APPROVE IN PRINCIPLE THE TOWN'S ACCEPTANCE OF A CONSERVATION EASEMENT ON THE PAULL DEVELOPMENT ON KING ROAD, SUBJECT TO FINAL WORDING APPROVAL BY THE TOWN MANAGER, TOWN ATTORNEY AND CONSERVATION COMMISSION, WITH THE TOWN MANAGER TO SEEK ADVICE AND GUIDANCE FROM THE UPPER VALLEY LAND TRUST.**

**6. REVIEW AND APPROVAL OF CONTRACT WITH LEBANON HOUSING AUTHORITY TO PROVIDE MANAGEMENT SERVICES FOR SUMMER PARK RESIDENCE.**

Mr. Gilbar indicated that HUD in Manchester has certain wording changes in the contract they would like to include in order to approve the contract.

Ms. Griffin stated that she feels the essence of the contract will not change, and asked the Board to authorize her to sign it when HUD's approval is obtained.

**Mr. Nelson MADE THE MOTION that the Board of Selectmen approve the contract with the Lebanon Housing Authority to provide management services for Summer Park Residence in substance, and authorize the Town Manager to sign the contract, when appropriate. Ms. Connolly SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO APPROVE THE CONTRACT WITH THE LEBANON HOUSING AUTHORITY TO PROVIDE MANAGEMENT SERVICES FOR SUMMER PARK RESIDENCE IN SUBSTANCE, AND AUTHORIZE THE TOWN MANAGER TO SIGN THE CONTRACT, WHEN APPROPRIATE.**

**7. APPOINTMENT OF MEMBERS TO SCENIC LOCALES COMMITTEE AND BICYCLE/RECREATION PATH COMMITTEE**

**Ms. Connolly MADE THE MOTION that the Board of Selectmen approve the appointment of Michael Hingston and Aggie Kurtz to the Scenic Locales Committee. Mr. Nelson SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO APPOINT MICHAEL HINGSTON AND AGGIE KURTZ TO THE SCENIC LOCALES COMMITTEE.**

**Ms. Connolly MADE THE MOTION that the Board of Selectmen approve the appointment of Bob Norman to the Bicycle/Recreation Path Committee. Mr. Nelson SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO APPOINT BOB NORMAN TO THE BICYCLE/RECREATION PATH COMMITTEE.**

**Ms. Connolly MADE THE MOTION that the Board of Selectmen approve the appointment of Margaret Chamberlain to the Recycling Committee. Mr. Manchester SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO APPOINT MARGARET CHAMBERLAIN TO THE RECYCLING COMMITTEE.**

**8. DISCUSSION OF POTENTIAL PROJECTS ELIGIBLE FOR ISTE A FUNDING**

Ms. Griffin provided the Board with a list of eligible projects now eligible for ISTE A funding through the Federal government. She noted that there was a misconception that ISTE A funding was narrowly defined for bicycle paths, and in fact, the Federal government has now significantly expanded its range of projects eligible for the funding.

**9. REPORT ON OLD FASHIONED TOWN HALL COMMITTEE DISCUSSIONS**

Ms. Griffin stated that Old Fashioned Town Hall Committee met recently to discuss creating a space in Town Hall to provide information and act as an opportunity for people to reconnect with the community. There was discussion regarding Dartmouth College looking at the possibility of removing the current kiosk on the green and creating what could be a year-round information center, as well as the College, Howe Library and other groups working on an on-line events calendar and on-line organization directory.

The Committee decided to work on two issues: a community newspaper, perhaps on a quarterly basis, and the assembling of information from community organizations to be made available in Town Hall in a notebook or bulletin board setting. Ms. Griffin also noted the need for a regular newcomers' group, and that plans are being made for a monthly newcomers' group meeting to be held in the Town Hall.

**10. APPROVAL OF MINUTES - JUNE 16, 1997**

**Ms. Connolly MADE THE MOTION that the Board of Selectmen approve the minutes of June 16, 1997, as amended. Mr. Walsh SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO APPROVE THE MINUTES OF JUNE 16, 1997, AS AMENDED.**

**11. ADMINISTRATIVE REPORT**

Ms. Griffin indicated that she had received notification from Frontier Vision Partners of Denver, Colorado, that they will be purchasing the cable television franchise from Westmark, the holding company that currently owns the franchise. She noted that this will have no impact on the current franchise agreement, and stated that when the holding company changes, they are required to provide notification to the Town.

Ms. Griffin stated that Frontier Vision will be meeting with the Town, and will require a resolution to be passed by the Board acknowledging that the transaction has occurred.

## **12. SELECTMEN'S REPORTS**

### **Mr. Walsh**

Mr. Walsh reported on a recent meeting of the Parking Facilities Task Force, and noted that they are off to a good start.

Mr. Walsh also reported on the success of the Hanover 4th of July Celebration.

### **Ms. Connolly**

Ms. Connolly reported that the Planning Board will be meeting July 8th to discuss scenic byways, and review the transportation chapter of the master plan. The Planning Board will also be working on the expansion of 5 Allen Street for more space for Everything But Anchovies in that building. Ms. Black asked about parking to meet the demand generated by the expansion of the restaurant, and Ms. Griffin answered that there is sufficient parking available.

Ms. Connolly also reported that Bradford Oil Company continues with improvements to their property.

### **Mr. Nelson**

Mr. Nelson reported on a stockholders'/investors' meeting of the Hanover Water Works Company. He stated that the company is still in transition; therefore, there will be no dividends. Mr. Nelson indicated that the Board of Directors also voted to contract with Dufresne-Henry to enter another phase of studies to investigate well water as a source of water for the Town of Hanover.

Mr. Nelson also reported that there will be a workshop on economic development sponsored by the Upper Valley Lake Sunapee Commission which he will be attending.

### **Mr. Manchester**

Mr. Manchester reported on an agreement regarding the Grand Union parking lot and the parking lot behind Food Stop, which areas would yield approximately 85 parking spots. He noted that the Grand Union's lease expires in 2003, and this would create many options and opportunities for the Town.

### **Ms. Black**

Ms. Black reported that she had received several suggestions for recipients of the Boston Post Cane.

**Mr. Nelson MADE THE MOTION to table discussion on a recipient of the Boston Post Cane to the next meeting of the Board of Selectmen. Ms. Connolly SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO TABLE DISCUSSION ON A RECIPIENT OF THE BOSTON POST CANE TO THE NEXT MEETING OF THE BOARD OF SELECTMEN.**

### **13. OTHER BUSINESS**

Bill Baschnagel indicated that a letter had been written to the Selectmen from the Parking and Transportation Board to consider establishing rental spaces on Hovey Lane for the use by downtown employees. Ms. Griffin will provide copies of the letter for all Selectmen.

Mr. Baschnagel stated that if the Selectmen react positively to the suggestions in the letter, those changes should be implemented before the start of the school year. The intention is to take a portion of the metered spaces, remove the meter heads, and turn them into rental spaces. Mr. Baschnagel noted an increase in employee parking downtown, and if the employees are discouraged from meter feeding downtown, alternatives have to be implemented. He also suggested the possibility of adding on a trial basis an hour of time each day to the current schedule of the shuttle bus which would cost approximately \$670 a month for the additional time.

Mr. Walsh stated that making a number of spaces available for employees while increasing revenue to the Town is an idea worth pursuing, and suggested looking in detail at the recommendations at the Board's August meeting.

### **14. ADJOURNMENT**

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

**Ms. Connolly MADE THE MOTION to go to a non-public session to discuss a matter which may affect the reputation of an individual. Mr. Nelson SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO GO TO A NON-PUBLIC SESSION TO DISCUSS A MATTER WHICH MAY AFFECT THE REPUTATION OF AN INDIVIDUAL.**

The meeting was adjourned at 6:00 p.m.



**SUMMARY**

1. **Mr. Nelson MADE THE MOTION to approve the rate and fee schedule, as amended. Mr. Manchester SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO APPROVE THE RATE AND FEE SCHEDULE, AS AMENDED.**
2. **Mr. Walsh MADE THE MOTION that the Board of Selectmen adopt the Town investment policy. Mr. Nelson SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ADOPT THE TOWN INVESTMENT POLICY.**
3. **Mr. Walsh MADE THE MOTION that the Board of Selectmen approve in principle the Town's acceptance of a conservation easement on the Paull Development on King Road, subject to final wording approval by the Town Manager, Town Attorney and Conservation Commission, with the Town Manager to seek advice and guidance from the Upper Valley Land Trust. Mr. Manchester SECONDED THE MOTION and the Board of Selectmen UNANIMOUSLY VOTED TO APPROVE IN PRINCIPLE THE TOWN'S ACCEPTANCE OF A CONSERVATION EASEMENT ON THE PAULL DEVELOPMENT ON KING ROAD, SUBJECT TO FINAL WORDING APPROVAL BY THE TOWN MANAGER, TOWN ATTORNEY AND CONSERVATION COMMISSION, WITH THE TOWN MANAGER TO SEEK ADVICE AND GUIDANCE FROM THE UPPER VALLEY LAND TRUST.**
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11. Ms. Connolly MADE THE MOTION to go to a non-public session to discuss a matter which may affect the reputation of an individual. Mr. Nelson SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO GO TO A NON-PUBLIC SESSION TO DISCUSS A MATTER WHICH MAY AFFECT THE REPUTATION OF AN INDIVIDUAL.

Respectfully submitted,

  
John Manchester, Secretary

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