

APPROVED

BOARD OF SELECTMEN'S MEETING

FEBRUARY 2, 1998

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; Brian Walsh, Vice Chairman; Jack Nelson; Katherine S. Connolly; John Manchester; Michael Gilbar, Director of Administrative Services; Julia Griffin, Town Manager; and members of the public.

Ms. Black announced that this meeting was being taped by CATV 6 and that hearing enhancement equipment was available for anyone who wished to use it.

1. PUBLIC COMMENT

Ms. Griffin was honored by being named "Sweetheart of the North Country Chordsmen for 1998" and enjoyed a performance of the North Country Chordsmen Barbershop Chorus on her behalf.

2. APPOINTMENTS

Ms. Connolly MADE THE MOTION to appoint Nancy Tierney as an alternate to the Planning Board. Mr. Nelson SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO APPOINT NANCY TIERNEY AS AN ALTERNATE TO THE PLANNING BOARD.

Ms. Connolly MADE THE MOTION to appoint Shaun Donovan as an alternate to the Planning Board. Mr. Nelson SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO APPOINT SHAUN DONOVAN AS AN ALTERNATE TO THE PLANNING BOARD.

3. 1ST PROPOSED FY 1998/99 BUDGET MEETING:

ADMINISTRATION

General Fund

Ms. Black asked why Item 091-135, Land Use Tax, had decreased. Ms. Griffin explained that she was being conservative; whatever is estimated comes in as revenues, and anything over goes into a special fund. She stated she tried to keep revenue projections to the General Fund fairly modest to encourage as much of that money as possible to flow into the special fund.

Mr. Nelson noted that he would like this figure to be as low as it can comfortably be from the point of view that these funds mean Hanover is developing and will need more capital improvements to compensate for that development.

Mr. Walsh wished to have Item 091-135, Land Use Tax, and Item 092-240, Building Permits, on the list for further review. Mr. Nelson stated that between now and the time the budget is passed, further information may be available from Dartmouth College to more correctly estimate with regard to the building of the library.

Ms. Black asked for an explanation of Item 093-310, Code Review Fees. Ms. Griffin explained that code review fees are fees charged when an outside consultant is hired to do plan review. The fees are charged to the applicant.

Ms. Connolly questioned the decrease in revenue in Item 093-375, Recycling Materials. Ms. Griffin stated she has been in touch with Pat Stetson, and that the market is down for recyclables.

Mr. Walsh asked why Item 094-411, Rooms and Meals Distribution, showed an increase. Ms. Griffin answered that the State formula changed, which resulted also in an increase in the highway block grant. The municipal association and several municipalities did fairly intense lobbying resulting in a larger percentage of the revenue received by the state to be shared with the communities.

Ms. Connolly asked for more detail on Item 097-790, Sale of Property. Ms. Griffin stated that the \$13,500 recognizes the sale of the triangular shaped piece of land near the Go Go Mart. Additionally, there are items that are periodically sold, such as various small pieces of equipment, that are accounted for in that line item.

ADMINISTRATION

Dept. 110 - Board of Selectmen

Mr. Nelson wished to mark Item 110-115, Part Time Services, for further review.

Mr. Manchester asked what the \$4,900 membership to the New Hampshire Municipal Association included. Ms. Griffin answered that the New Hampshire Municipal Association represents cities and towns in terms of lobbying, and acting as an advocate for cities and towns in the legislature. The Association also will file amicus briefs for cases heard in either superior court or state supreme court. She noted that they have three attorneys on their staff who will provide free legal counsel in areas of municipal law.

Ms. Black stated that the Municipal Association also conducts training programs, meetings and workshops. She indicated that much of the revenue increase is a direct result of lobbying of the Municipal Association in the legislature.

Dept. 120 - Town Manager

Ms. Griffin stated that in the past education was budgeted in the town manager's budget for all of the operating funds; last year education was broken out and accounted for in each individual department.

Dept. 125 - Human Resources

Ms. Griffin noted that the Town is investigating alternatives to the Municipal Association health insurance trust, and stated that the worst case scenario was used in determining this budget.

Dept. 131 - Town Clerk - General Expense

Ms. Black asked if these figures would change with the reorganization of the Town Clerk's office. Ms. Griffin answered that one of the positions funded would be shifted out of the Town Clerk and into the Town Manager. The overall impact would be no financial impact to the Town because the goal through reorganization when a retirement occurs is not to spend any additional money.

Dept. 132 - Town Clerk - Elections

Mr. Nelson asked for an explanation of Item 132-390, Technical Supplies. Ms. Griffin explained that technical supplies covers any reprogramming that might be required for the voting machines.

Ms. Black asked if the machines are scanning machines. Ms. Griffin answered that there will be two scanning machines which can be programmed to do party tickets, providing there is a reliable programmer. She added that the State's investigation of the company which was responsible for the problems in last year's election has put them under intense scrutiny. Ms. Griffin will be investigating alternatives to see if this is the best machine to buy. Representatives of the company will be able to be on site if there is a problem.

Mr. Walsh asked where servicing of machines was budgeted. Mr. Gilbar stated that servicing of the machines is in Item 132-430, Equipment Repair and Maintenance.

Dept. 141 - Finance Administration

Ms. Black asked why the Finance Director's position is being increased by 6 percent rather than in increments. Ms. Griffin answered that the Finance Director's salary has not increased in five years.

Mr. Manchester questioned the amount of printing throughout the budget, and asked if the new computer software would be able to print forms and contracts. Mr. Gilbar answered that the problem is that the forms required are in triplicate, and the laser printer is extremely slow in generating the quantity that is needed. Ms. Griffin added that most communities have found it to be less expensive to have these types of items printed by a printing company.

Dept. 144 - Finance - Assessing

Mr. Nelson asked if the Town plans to reassess in the future. Ms. Griffin answered that communities typically reserve an amount of money for re-evaluation once a decade. The procedure Don Munro uses, which is not unlike some communities in the State, is to adjust properties annually in the hopes that a general re-evaluation once a decade can be avoided. She stated that this procedure is running very smoothly, and there is no reserve for a re-evaluation.

Dept. 145 - Finance - Tax Collection

Mr. Nelson asked for an explanation of the decrease in Item 145-625, Postage. Ms. Griffin answered that they had overbudgeted that item this current year, and that last year postage for sewer bills was included in this item, but should have been allocated to the sewer fund. The \$2,750 budgeted reflects only tax bills, not sewer bills.

Dept. 146 - Finance - Management Information Systems

Ms. Black asked when all Town departments would be networked. Ms. Griffin answered that there are funds in place to do information systems work now, but that it will probably be another eighteen months before the system is in place.

Mr. Gilbar stated that they wished to establish a regular schedule of replacement, planning on a five year upgrade for the system. He indicated that with \$20,000 budgeted each year, it would be possible to keep current and to focus on upgrading within a department to get everyone working at the same level and to continually maintain software and hardware. Ms. Griffin stated that these funds are in the capital improvement program under computer replacement.

Dept. 150 - Administrative Charges to Others

There was no discussion of Department 150 - Administrative Charges to Others.

Dept. 160 - Legal Services

Ms. Black wished to list Item 160-390, Professional Services, for further review.

Depts. 181 and 182 - Planning and Zoning

Mr. Nelson asked for more information on Item 181-110, Full-Time Services. Ms. Griffin stated that there is enough in that item for both a full-time planning and zoning administrator as well as a code administrator. It is allocated between planning, zoning and building inspection.

Dept. 192 - Conservation Commission

Ms. Griffin presented further detail on Item 192-390, Professional Services, where \$10,000 has been budgeted. She stated that in the past there was a Fund 99 account for a special account called timber tax, which was moved into the Conservation Commission budget. Ms. Griffin would like to pursue spending these funds in the coming year on trail maintenance. There will be an upcoming meeting of all people who have purview of trails to develop a map clearly delineating the trails and establishing a maintenance plan.

HUMAN SERVICES

Dept. 220 - Community Counselor

Ms. Black asked how many days a week the alcohol counselor is working. Dena Romero answered that at present he is working three days in the high school and middle school. Her understanding is that the Town pays for one of those three days. One of his principal duties is to run groups in the high school which are extremely popular; he also participates in classes and has individual meetings with students.

Mr. Walsh noted that the alcohol counselor has done a great job in terms of connecting with the students and winning their respect.

Ms. Black asked if he is willing to stay for another year, and Ms. Romero's understanding is that he is very willing to stay.

Ms. Black asked what item was planned to be purchased under Item 220-740 - Operational Equipment. Ms. Griffin answered that it was for a desk chair.

Dept. 230 - Health and Welfare

Ms. Black asked if the amount budgeted for general assistance would be adequate. Ms. Griffin answered that sufficient funds were budgeted this year to provide for \$14,000 general assistance plus tax payments. She added that there is enough of a cushion in the general fund to provide assistance with a particularly difficult case if necessary.

Ms. Griffin noted an error in Item 230-890, Youth-in-Action. She had wanted to budget \$11,500 and place \$1,500 on the wish list. **Item 230-890, Youth-in-Action, was listed for further review.**

Dept. 235 - Health Officer

Mr. Nelson asked if the amount budgeted for Item 235-390, Contracted Services, was adequate. **Item 235-390, Contracted Services, was listed for further review.**

HOWE LIBRARY

Dept. 252 - Howe Library - Administration

Ms. Black questioned the increase in Item 252-620, Office Supplies. Marlene McGonigle explained that is partly due to library cards that have to be purchased periodically. Mr. Gilbar noted that the budgeted figure more closely reflects the actual amount that is being spent.

Dept. 253 - Howe - Technical Services

Ms. Black asked if the amount budgeted in Item 253-810, Education Expenses, was adequate. Victoria Bedi answered that funds were spent mostly for in-house staff training, and the budgeted figure should be adequate.

Ms. McGonigle noted that fees for conferences are in Item 252-830 in the administrative budget.

Dept. 254 - Howe - Public Services

Ms. Black asked what amount is paid to pages. Ms. McGonigle answered that pages are paid minimum wage to start, and work up to a top rate of \$6.50 per hour. She added that approximately \$2,500 is spent per year for work study.

Mr. Walsh expressed appreciation that the Howe Library budget shows only a 1.2 percent increase.

Ms. Black referred to 254-117, Substitute Salaries. She noted that this was not an item included in the budget in previous years. Ms. McGonigle stated that part-time services had been broken out into specific groups as opposed to everyone being included in part-time services.

Dept. 257 - Etna Library

Ms. Black asked for an explanation for the difference between Item 257-670, Books and Subscriptions, and Item 257-680, Circulating Materials. Patricia Hardenberg stated that books and subscriptions are items that departments use, and circulating materials are actual library materials. Ms. Griffin explained that this item was mislabelled in prior years, with circulating materials being included under books and subscriptions. She added that it more accurately tracks expenditures on circulating materials and provides a more accurate definition.

TOWN PROPERTIES

Dept. 530 - Howe Library

Ms. Black noted that all budgets contain an item for cleaning and maintenance supplies, and wondered what was covered in this item. Ms. Griffin answered that cleaning and maintenance supplies basically covers paper goods, and that the cleaning services themselves are included in the contracted services line. She added that there is a town-wide buying plan for these paper goods.

Ms. Black questioned the amount budgeted in Item 530-413, Sewer Rent. Ms. Griffin stated that \$356 was budgeted for sewer rent for last year, and they have increased that figure to \$514 which is based on the actual for fiscal year 1997. Mr. Gilbar noted that generally sewer rents are budgeted based on actual rent for the prior year, but in this case, there was a higher actual rent than in the past.

Dept. 540 - Etna Library

Mr. Nelson asked for an explanation for the 31% increase in Item 540-341, Telephone. Ms. Griffin answered that the increase reflects an additional telephone line for another computer.

PARKS AND RECREATION

Dept. 261 - Parks and Recreation - Administration

Ms. Griffin noted that this budget increased by approximately \$20,000 due to the inclusion of 50% of the Senior Center budget, both facilities as well as salaries and program expenses. She noted that next year the transition will probably be made to allocate 100% to the General Fund. Ms. Griffin stated that because there has been a cap on Section 8 funding, the Housing Fund cannot afford to sustain the senior center and its activities.

Hank Tenney stated that the summer playground program rates will be increased \$5 for local residents and \$10 for non-local residents to help compensate for salary increases. The salary increases are a result of the number of children participating which require the addition of staff. Mr. Tenney noted that there are approximately 110 to 150 children participating in the summer program.

Additionally, Mr. Tenney stated that they are running into the dispensing of medication, and it is necessary to have a staff employee able to handle that situation. He added that some of the special education children come with their aides, which the school pays for. The staff at the Ray School is cooperating to assist the rec. department with this situation.

Mr. Walsh questioned if the rate should be raised \$7 rather than \$5 to keep the cost of the program even. Mr. Tenney answered that last year there was a budget surplus of over \$20,000 because of increased programs, and he anticipates the program being under budget this year.

Ms. Black stated that the rec. department should finance at a break even cost, except for salaries, and it typically does just that. She emphasized that these programs should at a cost which would make them available to everyone.

Ms. Connolly asked for an explanation of the increase in Item 261-550, Printing and Publications. Ms. Griffin noted that in the past the cost of printing the bulletin was split between athletic, youth, adult, etc., and that it has now been combined into one. There is no increase in expenditure.

Mr. Manchester asked for an explanation of Item 261-120, Seasonal Services. Ms. Griffin answered that it is to provide support for the department when the Director is on vacation, and largely represents clerical assistance.

Dept. 262 - Parks and Recreation - Youth Program

Mr. Nelson asked for an explanation of the decrease in Item 262-490, Contracted Services. Ms. Griffin answered that there are three categories of expenditures - seasonal services, professional services, and contractual services. In the past, costs have not been properly allocated to these three accounts, and this is an attempt to properly define the account and its costs. Mr. Gilbar noted that Item 262-390, Professional Services, are actually services, whereas Item 262-490 represents property services.

Dept. 263 - Parks and Recreation

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

Dept. 264 - Parks and Recreation - Special Programs

Ms. Black asked if \$2,000 is adequate to cover the construction of a half-pipe or quarter-pipe for the skateboard park. Mr. Tenney answered that \$2,000 would construct a fairly large structure for the skateboard park. Ms. Griffin noted that this item is on the wish list, and the hope is to offset its cost with an additional \$1,500 from private donations received from two sources - the Rotary Club, and an individual who has pledged to donate \$1,000 if that amount can be matched.

Mr. Tenney stated that the Pond Party is scheduled for February 14th from 4:00 to 7:00 p.m. He noted that Bill Young has been fantastic in preparing for this event, and has done fundraising to cover the cost of the whole program. This year the winter game dates have been changed to coincide with Dartmouth College Winter Carnival.

Dept. 265 - Parks and Recreation - Summer Playground

There was no further discussion on Dept. 265 - Parks and Recreation - Summer Playground.

Dept. 266 - Parks and Recreation - Basketball Tournament

There was no discussion on Dept. 266 - Parks and Recreation - Basketball Tournament.

Dept. 269 - Parks and Recreation - Senior Center

There was no further discussion of Dept. 269 - Parks and Recreation - Senior Center.

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

Ms. Black MADE THE MOTION to reconvene the meeting as the Housing Authority. Ms. Connolly SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO RECONVENE THE MEETING AS THE HOUSING AUTHORITY.

HOUSING FUND

Ms. Griffin referred to Item 095-510, Housing Subsidy, and noted that this drops from a high in fiscal year 1997 to this year, fiscal year 1999, and will keep decreasing each year. This is the reason for backing out half of the costs of the senior center in order to balance the budget and leave in place enough of a contribution to reserve to adequately maintain the 24 unit facility, as well as the senior center.

Ms. Connolly asked if any changes in capital improvement schedules at the housing complex have been contemplated. Ms. Griffin stated that as part of the HUD funding it was required that there be a comprehensive inspection of the facility. That inspection was completed in the fall and identified a capital improvement program that was fairly substantial in comparison to what has been set aside, and what Ms. Griffin feels is already a fairly generous reserve. The Town is clearly in disagreement with the HUD needs assessment.

Ms. Connolly asked specifically about the replacement of the stoves and refrigerators. Ms. Griffin answered that the stoves were replaced this winter, and the washers and dryers have been being replaced. She did not know the status of the refrigerators.

Mr. Nelson asked if the HUD evaluation was advisory only. Ms. Griffin answered that it was advisory only; HUD wanted to know the exact condition of its facilities across the country. She added that the evaluation may work in the Town's favor, as she has been advised that it may be possible to use the report to ask for a larger subsidy based on the needs assessment.

Dept. 110 - Housing Facility

Ms. Black asked if it was anticipated that water rates would be increasing this fiscal year. Ms. Griffin indicated that probably a year from now a rate increase would be considered as the utility study would then be completed.

Mr. Walsh asked for an assessment of the reasonableness of the rent charged for these units. Ms. Griffin answered that she does not know how the units compare with other HUD facilities, but that the items encompassed in the budget are fairly basic. Mr. Gilbar stated that the rents are in the \$500 range.

Ms. Black questioned Item 110-820, Auto Allowance. Ms. Griffin answered that this item is for housing related vehicle trips.

Mr. Walsh asked if the relationship with the Lebanon City Housing authority is working well. Mr. Gilbar answered that it is working well; they are much more knowledgeable and work very well with the tenants.

Dept. 120 - Senior Center Maintenance

Ms. Griffin stated that there is not alot of money being spent on this building pending what is to be done with it in the future.

Mr. Nelson questioned Item 120-490, Contracted Services, noting a discrepancy between the amount budgeted, \$2,800, and the amount set forth on the backup for the item, \$2,700.

Dept. 130 - Senior Center Programs

There was no discussion of Dept. 130 - Senior Center Programs.

Dept. 620 - Insurance and Bonds

There was no discussion of Dept. 620 - Insurance and Bonds.

Dept. 640 - Employee Benefits

Mr. Nelson asked for an explanation of Section 125 points. Mr. Gilbar answered that they reflect the flex benefit plan.

Ms. Connolly MADE THE MOTION to approve the Housing Fund Budget. Mr. Nelson SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO APPROVE THE HOUSING FUND BUDGET.

Ms. Connolly MADE THE MOTION to adjourn as the Housing Authority. Mr. Nelson SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ADJOURN AS THE HOUSING AUTHORITY.

4. ADMINISTRATIVE REPORTS

Ms. Griffin reported that she had received several very thoughtful letters from residents regarding various planning and zoning issues in light of the Chase Field issue and the Paull case. When she has had a chance to review the letters more thoroughly, she will provide copies of them to the Selectmen.

5. SELECTMEN'S REPORTS

Mr. Manchester

Mr. Manchester reported that there will be meeting on February 5 at 7:30 p.m. in the Mayer Room of the Howe Library relative to abutters' concerns with the proposed parking garage.

Mr. Nelson

Mr. Nelson had nothing to report.

Ms. Connolly

Ms. Connolly had nothing to report.

Mr. Walsh

Mr. Walsh had nothing to report.

6. OTHER BUSINESS

There was no other business to come before the meeting.

7. ADJOURNMENT

Mr. Walsh MADE THE MOTION to adjourn the meeting of the Board of Selectmen. 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 9:17 p.m.

SUMMARY

- 1. Ms. Connolly MADE THE MOTION to appoint Nancy Tierney as an alternate to the Planning Board. Mr. Nelson SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO APPOINT NANCY TIERNEY AS AN ALTERNATE TO THE PLANNING BOARD.**
- 2. Ms. Connolly MADE THE MOTION to appoint Shaun Donovan as an alternate to the Planning Board. Mr. Nelson SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO APPOINT SHAUN DONOVAN AS AN ALTERNATE TO THE PLANNING BOARD.**
- 3. Ms. Connolly MADE THE MOTION to adjourn the meeting of the Board of Selectmen. Mr. Nelson SECONDED THE MOTION and the Board of Directors VOTED UNANIMOUSLY TO ADJOURN THE MEETING OF THE BOARD OF SELECTMEN.**
- 4. Ms. Black MADE THE MOTION to reconvene the meeting as the Housing Authority. Ms. Connolly SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO RECONVENE THE MEETING AS THE HOUSING AUTHORITY.**
- 5. Ms. Connolly MADE THE MOTION to approve the Housing Fund Budget. Mr. Nelson SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO APPROVE THE HOUSING FUND BUDGET.**

6. Ms. Connolly MADE THE MOTION to adjourn as the Housing Authority. Mr. Nelson SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ADJOURN AS THE HOUSING AUTHORITY.
7. Mr. Walsh MADE THE MOTION to adjourn the meeting of the Board of Selectmen. Ms. Connolly SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ADJOURN THE MEETING OF THE BOARD OF SELECTMEN.

Respectfully submitted,



John Manchester, Secretary

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