

APPROVED

BOARD OF SELECTMEN'S MEETING

FEBRUARY 4, 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

There was no public comment.

2. 2ND PROPOSED FY 1998/199 BUDGET MEETING:

PUBLIC WORKS

Dept. 410 - Public Works

Mr. Nelson asked why employee commercial licenses were paid for by the Town. Keith Southworth, Highway Superintendent, answered that commercial licenses are a requirement of the job. Ms. Griffin will determine what the trend is in terms of municipalities paying for employee commercial licenses.

Ms. Black asked why item 410-410, Electricity, was so low. Ms. Griffin explained that the figure included the last of the payments for the street light program. The final payment was made in this fiscal year, so that figure goes down to reflect only the utility costs for the street lights.

Regarding item 410-614, Uniforms and Clothing, Mr. Manchester asked if cleaning of uniforms was included in the figures. Mr. Southworth answered that it is only for the purchase of uniforms; only the mechanics receive a uniform service due to the nature of their job.

Ms. Connolly questioned Item 410-620, Office Supplies, noting that it was almost double. Ms. Griffin explained that cutting the budget down to \$1,300 this year was overly optimistic, and according to the staff would not be adequate.

Mr. Nelson asked for an explanation of what items are included in Item 410-612, Computer Supplies. Mr. Gilbar answered that included in this item are toner cartridges for the printer, computer paper, software, and anything related to computers.

Dept. 421 - Public Works Department - Highway Summer Maintenance

Ms. Black stated that she had heard from several residents on Rip Road requesting a sidewalk, and asked why the road is scheduled for overlay when there is the possibility of putting a sidewalk in.

Ms. Griffin noted that she had also been contacted by residents of Rip road. She stated that the problem with Rip Road is that the east side is heavily treed, with the west side on a steep downhill slope, which would make it extremely expensive to put in a sidewalk. Ms. Griffin stated that Mr. Southworth's initial estimate for the sidewalk would be approximately \$75,000, and would involve significant disruption to one side of the road. Mr. Southworth indicated that the estimate does not include any monies that might be necessary to placate the residents by the taking of a right of way.

Noting that there is a fair amount of discussion about having the sidewalk on Rip Road, Ms. Connolly stated that she feels a sidewalk is important, and that the issue should be investigated quite thoroughly.

Ms. Griffin stated that she has suggested the neighbors decide if there is substantial support to add the sidewalk on Rip Road. Bill Desch warned that there would be the loss of very old trees on the east side of the road.

Ms. Griffin will distribute a copy of Mr. Southworth's memo on this issue to the Selectmen.

Mr. Walsh asked if it would be a problem to overlay the road next year rather than this year. Mr. Southworth answered that the road is starting to deteriorate.

Ms. Black wishes to flag the issue of a sidewalk being installed on Rip Road until a neighborhood meeting has occurred.

Mr. Nelson asked for an explanation of the specialized shoulder machine. Mr. Southworth explained that it is a piece of equipment which is towed behind a dump truck and deposits gravel along the edge of the road in the shoulder area.

Ms. Black questioned the Item 421-810, Education; she noted that since it is budgeted, she would like to have the money spent. Mr. Southworth answered that there are many T square programs coming up that will take much of the funding.

Peter Kulbacki, Director of Public Works, stated that there is a supervisors' workshop in March.

Mr. Nelson asked why there was overtime, Item 421-140, in the summer maintenance program. Mr. Southworth answered that much of it is as a result of the sweeping program for Main Street.

Ms. Griffin noted that street sweeping has been reduced to once a week in an effort to manage overtime, and she has received no complaints that the public has noticed a reduced level of maintenance.

Dept. 422 - Public Works Department - Highway Winter Maintenance

Ms. Connolly questioned the amount of overtime in Item 422-140, Overtime Services.
Ms. Black wished to mark Item 422-140, Overtime Services, for further review.

Mr. Manchester asked about the possibility of contracting out snowplowing to a private plowing company. Ms. Griffin answered that some of the downtown parking lots and small detail work is contracted out to a private company, but her experience has been that contracted plow routes were not done to her satisfaction in a community that she worked for. Ms. Griffin added that by using the Town's crew there is direct control and the Town is not in a position of competing for a contractor's time along with other routes that contractor may have.

Dept. 423 - Public Works Department - Line Maintenance

Ms. Black asked for an explanation of Item 423-412 - Water; Mr. Southworth answered that it is for flushers.

Mr. Manchester asked why the backhoe is contracted out. Ms. Griffin answered that it is sometimes cheaper to contract for certain items of equipment rather than to own them.

Dept. 425 - Public Works Department - Tree Care

There was no discussion regarding this department.

Dept. 430 - Public Works Department - Fleet Maintenance

Ms. Black questioned whether it is wise to keep hiring people under Item 431-120, Seasonal Services, or add another full-time mechanic. Ms. Griffin answered that she could not afford to add another full-time person to the budget, but increased seasonal services from that which was budgeted this year; her goal is to add another full-time position next year.

Ms. Black feels that two people are not able to service the number of vehicles that the Town has, and that too much is being asked of them.

Mr. Gilbar indicated that it would cost approximately \$25,000, including benefits, over the \$11,405 if another full-time person were added.

Ms. Black suggested that the addition of a full-time person in fleet maintenance be included in the wish list.

Ms. Griffin stated that \$5,000 is being budgeted for the first time for accident repair, Item 430-669, Highway Repair - Accident.

Ms. Black asked for an explanation of the amount budgeted in Item 430-740, Operational Equipment. Ms. Griffin explained that she issued a memo last year indicating that employees could no longer work on personal vehicles at the Town garage. As the mechanics were using their personal tools to work on Town vehicles, with the policy change it became necessary for the Town to purchase their own tools, resulting in an expenditure that will not be necessary next year.

Dept. 440 - Public Works Department - Buildings and Grounds Maintenance

Ms. Black asked if anyone has checked to be sure the pesticides that are being used are safe for playing fields. Ms. Griffin answered that pesticides will not be used this year as it is not necessary to apply them every year.

Mr. Walsh asked for the reason for replacement of several trees at Sachem Field. Ms. Griffin explained that there are several trees that are not healthy which need to be replaced.

Dept. 450 - Public Works Department - Recycling/Waste Disposal

Ms. Black asked if the pickup charges from Northeast Waste would be increasing. Ms. Griffin answered that the charges would increase by the CPI.

Mr. Kulbacki stated that it will be necessary to purchase more recycling bins. The bins have to be ordered in 1,000 piece lots, and cost approximately \$4 to \$5 each.

Mr. Nelson requested that the educational costs for each department be itemized on one sheet to see how much the Town is spending per department, and in total.

WASTEWATER TREATMENT PLANT FUND

Mr. Nelson asked for an explanation of the \$25,000 increase in benefits mentioned in the backup of the fund. Mr. Gilbar explained that it is referring to overall employee benefits for the entire department. Ms. Griffin noted that they had budgeted for the worst case scenario with the Municipal Association increases, but that work is ongoing with a consultant to examine alternatives.

Mr. Gilbar stated that a good share of that increase is the addition of a Class II operator at the Waste Water Treatment Plant.

Regarding Item 093-310, Sewer Rental - Lebanon, Ms. Black asked if Lebanon has gotten rid of the infiltration. Ms. Griffin answered that they have not, but a plan is being worked on with them.

Referring to Item 093-320, Sewer Rental Abatements, Ms. Black asked who receives the abatements. Ms. Griffin explained that since the accounting system has changed there were problems with old arrangements on some accounts, particularly with Dartmouth College, for which there is no documentation; bills were subsequently sent out on these accounts.

Mr. Walsh asked for an explanation of the revenue decrease in this fund. Mr. Gilbar noted that there has been a fairly large decrease in consumption overall over the last three years. Ms. Griffin stated that Dartmouth College has been very aggressive about pursuing water savings.

Ms. Griffin indicated that the reduction in revenue made it difficult to balance the Waste Water Treatment Plant fund without a rate increase. She prefers to wait one more year before instituting a rate increase.

Mr. Nelson stated that Dufresne-Henry is expecting the water revenue to be up \$20,000; the sewer rate is higher than the water rate, and if they are correct, the sewer department should see at least that much of an increase in revenue, if not more.

Dept. 210 - Treatment Plant Operation

Ms. Black asked if the Town will be required to thicken the sludge when ROT opens. Don Elder noted that that the sludge is currently 17% solids; the contract states that the sludge should be 17% + solids.

Mr. Nelson asked for an explanation of the significant increase in meetings and conferences, Item 210-830. Ms. Griffin answered that this item was increased as she wished to have funds available for the utility manager to get quickly up to speed on safe drinking water issues.

Regarding Item 210-901, Charge to Water Co., Ms. Connolly asked for an explanation of those charges. Ms. Griffin answered that this item is for 1/2 of the expenses related to two staff people: a utility manager position, which is a replacement for Don Elder's position that would be managing both the Waste Water Treatment Plant and the Water Company on a contractual basis, plus the addition of one new Class II operator. She stated that currently the Water Company employs someone from Dufresne-Henry who is working 20 hours a week as a Class II operator at the Waste Water Treatment Plant.

Dept. 610 - Debt Service

Mr. Walsh asked for a list of bonds the Town has out, and when final payments on those bonds are due. Mr. Gilbar will have the schedule for the Selectmen at the next meeting.

Dept. 620 - Insurance and Bonds

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

Dept. 640 - Employee Benefits

There was no discussion of Dept. 640 - Employee Benefits.

Dept. 720 - Capital Projects

There was no discussion of Dept. 720 - Capital Projects.

SIDEWALK FUND

Ms. Black asked if the boundaries of the sidewalk fund had ever been reviewed, and whether there should come a time when the entire Town helps to support the sidewalks. Ms. Griffin is to provide a map of the sidewalk boundaries. She also noted that another sidewalk machine will be purchased next year.

Mr. Walsh asked how much will be left in reserve after the purchase of the sidewalk machine. Mr. Gilbar answered that there is a little more than \$10,000 left in reserve after that purchase, which includes a \$4,000 payment for painting the poles downtown. Ms. Griffin stated that this year the utility poles in downtown Hanover were painted, and that there is money budgeted for that purpose, as well as the painting of trash receptacles and street furniture, on an ongoing basis.

Ms. Black asked what sidewalks were scheduled for work this year. Mr. Southworth answered that sidewalks that are worked on are generally on the streets that are due for an overlay. Ms. Griffin stated that sidewalks on School Street, Wentworth Street (of which Dartmouth College will be doing approximately one-half) and South Main Street from the Grand Union down to the Town line will be worked on.

Ms. Black asked if the maintenance budget covers re-doing the benches on Main Street; Ms. Griffin answered that the budget covers the repairing of sidewalk furniture.

TOWN PROPERTIES

Dept. 510 - Municipal Building

Ms. Griffin stated that there is uncertainty about the amount budgeted in Item 510-411, Heat as there has not yet been a full year of operation with the new heating system. She feels that the new system will save money, but did not want to reduce the amount budgeted and spent last year until there is adequate data.

Ms. Black questioned all Items 611 - Cleaning and Maintenance Supplies. Mr. Gilbar stated that they were trying to separate the cleaning supplies by allocating the costs to the appropriate fund. Ms. Griffin stated that currently the costs for the municipal building are being charged to building repair and maintenance. She agreed that this is an area that needs to be more consistent to avoid confusion.

Dept. 511 - Community Center

There was no discussion on Dept. 511 - Community Center.

Dept. 521 - Richard Hauger Public Works Facility

Mr. Nelson asked for an explanation of the charges in Item 521-341, Telephone. Mr. Gilbar answered that these are monthly long distance charges and line charges, and do not include a lease of the equipment.

Dept. 522 - Garage #2

Mr. Nelson stated that he does not believe there is plumbing in Garage #2.

Ms. Black asked why it is necessary to heat Garage #2. Mr. Southworth stated it is not necessary to heat Garage #2; Mr. Hauger had included the funds in case work had to be done at that location during cold weather and it was necessary to start the furnace.

Ms. Black suggested that no funds be budgeted in that line item.

Dept. 523 - Waste Water Building

Ms. Black suggested that there be no funds budgeted for Item 523-412, Water, as the water has been turned off for years in the Waste Water Building.

Dept. 530 - Howe Library

Mr. Walsh noted that a cost of \$2,500 seemed low to remove an in-ground tank. Mr. Southworth stated that the Town will be supplying all the excavation for the removal.

Dept. 540 - Etna Library

There was no discussion of Dept. 540 - Etna Library.

Dept. 550 - Cemeteries

Ms. Griffin stated she had received a letter from Sylvia Nelson and the Fannins asking for \$5,500 for next year's cemetery restoration work. Bill Desch has said that he feels a local firm could be hired that will accomplish significantly more work because there will be no travel costs, hotels or meals. Ms. Griffin suggested that the Town do something to support the work that the Fannins do, but use them only once a year and employ local gravestone restoration companies to do the remainder of the work.

Dept. 560 - Boat Landing

There was no discussion of Dept. 560 - Boat Landing.

Dept. 570 - Police Facility

Mr. Nelson asked where the two new security cameras that were budgeted for the police station will be located. Ms. Griffin stated that one will be on the front of the building, and one will be located on the back. She indicated that Ken Force and the dispatchers had requested security cameras as they felt vulnerable because they could not see activity going on outside of the building.

CAPITAL PROGRAMS

Dept. 720 - Purchases From Reserve

Mr. Southworth indicated that Truck #2 which is being replaced is a 1995 1/2 ton four wheel drive pick-up which is for his use as well as the highway foreman. The truck has a regular plow route, and takes alot of abuse. Mr. Southworth stated they are trading to a 3/4 ton pickup in the hopes that a larger vehicle will hold up for a longer period of time.

Dept. 740 - Road Construction

Regarding College Street road construction, Ms. Griffin stated that last fall she had asked Mr. Southworth if the overlay budget could be stretched to overlay College Street. The overlay was done in the hopes that it will allow another year or two to plan for reconstruction in anticipation of doing the work in the summer of 1999; therefore, there will be three budget years to set aside money for the project rather than two.

Dept. 750 - Traffic Controls

Ms. Griffin stated that \$15,000 is part of an on-going upgrade of the Town's current traffic control signals. Another \$45,000 is budgeted to do a 4-way walk phase at the intersection of Wheelock Street and Park Street. Ms. Griffin indicated that another \$45,000 is on the wish list which relates to two other intersections which have been the sources of complaints or questions from residents: the intersection of Park and Summer Streets near the Thompson Arena parking lot and the intersection of Reservoir and Lyme.

Mr. Walsh stated he would like to put the work on the intersection of Park and Wheelock Streets on the list, and the other ones on the list in conjunction with Ms. Black's question as to whether the sidewalk fund should be town-wide.

Ms. Connolly noted that the budget already includes work on the Park / Wheelock light. She added that \$15,000 a year has been budgeted for the last three years.

Dept. 760, 770, 780 - Other Capital Projects

Ms. Griffin noted that a new line item was created this year for street lamp replacement.

Ms. Black wished to put Item 760-745, Street Lamp Replacement on the list for further review.

Ms. Griffin summarized the information shown on the Capital Improvement Program Costs Detail Worksheet.

Regarding the bike path, she noted that the State is reviewing the plans and will be coming to Hanover in approximately three weeks. The \$80,000 budgeted is the Town's match; it is not a general fund expenditure, but is expended against the remaining Elm Street money. Ms. Griffin indicated that the acceptability of either or both routes which were proposed should be known by mid-March. She stated that it is important to get the maximum appropriation in the warrant article that you will need, as that amount can be adjusted downward at Town Meeting.

Regarding the fire fund, Ms. Griffin stated that \$70,000 is proposed to be set aside for vehicle replacement this year. She feels that \$70,000 will not be adequate and will probably need to be adjusted upward. Ms. Griffin indicated that there are no vehicle replacements scheduled until 2001.

3. ADMINISTRATIVE REPORT

Ms. Griffin had 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 that the Board of Selectmen vote to adjourn the meeting. Ms. Connolly SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ADJOURN THE MEETING.

The meeting was adjourned at 9:22 p.m.

SUMMARY

- 1. Mr. Nelson MADE THE MOTION that the Board of Selectmen vote to adjourn the meeting. Ms. Connolly SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ADJOURN THE MEETING.**

Respectfully submitted,


John Manchester, Secretary

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