

APPROVED

BOARD OF SELECTMEN'S MEETING

FEBRUARY 11, 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; 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. 4TH PROPOSED FY 1998/99 BUDGET MEETING

Jay Pierson, Chairman of the Parking Garage Task Force, presented an introduction to the proposed parking facility. He stated that the Selectmen had appointed a committee in May to study the possible building of a parking facility. The charge to the committee was to prepare a proposal to go before Town Meeting in May of 1998 for a parking facility that would be a self-supporting facility that would not impact the general fund. He noted that the Selectmen had asked the Committee to look at two options; one a free standing facility on the Town parking lot which is now called the Baxter Lot; and the other was a joint proposal with Dartmouth College, who was interested in developing some commercial space on the existing Fleet drive-up facility across from the Hopkins Center on Lebanon Street. Mr. Pierson stated that the Committee examined the two options, and wished to pursue the joint agreement with the College.

Mr. Pierson stated that the selected site has 18,000 square feet, which is the Baxter Lot, and the College's facility has 41,000 square feet. Combining the two together would result in a project that the College would develop with commercial space, and a 45,000 square ft. parking facility containing 300 parking spaces.

Mr. Pierson explained that the reason the stand-alone facility was rejected was because it would result in only 64 new spaces in Town, which the Committee felt was an expensive and inefficient use of space. He noted that there are presently about 1,100 parking spaces in Town, 500 of which are private spaces. Dartmouth would require between 120 and 130 spaces from the proposed parking facility, but is willing through a contract with the Town to lease back 100 spaces. The project will result in a 35% increase in total spaces available to the public.

Mr. Pierson referred to a drawing of the proposed facility. He noted that the upper portion of the Dartmouth facility would be office space consisting of approximately 40,000 square feet, and about 8,000 square ft. of retail space. Dartmouth has talked to a national chain, and it is proposed that the retail space would not be made up of multiple boutiques. Mr. Pierson noted that the inside entrance is a courtyard with frontage for retail space, complete with a fountain and other suggested items. The architecture would fit well with the other Main Street designs, probably using a brick facade.

Mr. Pierson noted that access to the parking facility would be off Lebanon Street, which would be one way, and would have ample room for stacking of vehicles. The garage will be a three or three and a half story structure with one complete floor under the commercial buildings and the rest under the decking. There will be an entrance and exit coming out onto South Street.

Mr. Pierson stated this facility should fit in very nicely with the neighborhood. He noted that there have been traffic studies completed which indicate that the facility will not increase traffic flow beyond what it is at this point in time.

Mr. Pierson stated that the Committee is working with a consultant that owns a number of private facilities for guidance in looking at the entire parking system. A preliminary draft of their report has been received, and another report will be issued within a couple of weeks regarding managing the facility and how to tie it into the rest of the Town.

Dartmouth will be the developer and prime contractor, and at the completion of the project they will sell or turn the garage portion over to Hanover. The Town will have a fixed cost contract with the College. Mr. Pierson stated that a tax exempt bond issue will be asked for which will require a 2/3 vote at Town Meeting. He indicated that it is critical to get as much information as possible out to the residents.

Mr. Pierson indicated that the cost estimate is \$17,000 per space, for a total of approximately \$5,000,000. This figure will include all costs, including construction costs, soft costs, legal and architectural fees, site work, and many other fees. He noted that the parking revenues generate approximately \$240,000; operating expenses would be approximately \$125,000, leaving a debt service of \$338,000.

Financing of the project is anticipated as follows: Currently in the parking budget there is approximately \$52,000 earmarked for improvements to many of the parking facilities - it is suggested that the \$52,000 continue as part of the parking budget. Approximately \$85,000 in taxes will be generated from the new development that the College will have. A tax increment district is proposed, which is permitted by the RSAs in the State; this would identify a development area within the downtown district, and increased revenues from development within that district are used to pay off debt that is required in order to develop the area. It is anticipated that the increase in the College's taxes on their property will be approximately \$85,000 which will go into the tax increment district and be used to service debt. This practice could continue as long as it takes to service the debt.

Mr. Pierson stated that the downtown area now has a parking district tax, and a parking fee for deficit spaces. Downtown has approximately 1,200 deficit spaces for which all property owners that do not have proper spaces that have been grandfathered in pay for. The proposal is to increase those fees in order to cover the remaining \$100,000 to make the project balance. Total parking taxes and fees will result approximately in an average 6% increase to all property owners within the district. Mr. Pierson stated that there have been a number of meetings to which all Chamber members as well as property owners in the district have been invited to attend, and at this point they have not experienced any negative reaction to the proposal.

Mr. Pierson emphasized that the next step is to get out into the community and get the voters out. He noted that the Hanover Improvement Society has endorsed the project, and they are committed to pledging substantial sums toward the project. The Chamber Board has also endorsed the project and they are willing to spearhead a campaign to get the voters out; Howe Library has been favorable to the project as well. Mr. Pierson stated that the Committee is asking for the Board's support of the project, and to place the item on the Town Warrant.

Ms. Black read a letter from the Chamber of Commerce endorsing the project.

Stanley Udy of the Finance Committee asked if it was anticipated that there will be additional parking requirements generated by the new retail space that is a part of the project. Mr. Pierson answered that the requirements are part of the 120 or 130 spaces that the College will be responsible for. There will be increased traffic to this particular facility because of the retail stores. The College would like about 30 permanent spaces for themselves, but will lease the rest back to the Town. The Town will lease the spaces from the College and lease them out to permit holders.

Mr. Nelson expressed his support for the project, and stated that the Committee has accomplished a great amount in a short period of time. He feels the project will be a real asset to the community.

Mr. Nelson MADE THE MOTION that the Board of Selectmen enthusiastically endorse the proposed parking facility as presented by the Committee on Parking Facilities for the Town of Hanover. Mr. Walsh SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ENDORSE THE PROPOSED PARKING FACILITY AS PRESENTED BY THE COMMITTEE ON PARKING FACILITIES FOR THE TOWN OF HANOVER.

Mr. Walsh stated that he is very pleased with the job that the Committee has done in four specific areas: one in the area of design, as the project fits in well with the Town and neighborhood, as well as with the circulation pattern in Town. Secondly, the Committee has put together a way to finance the project without using general fund money. He noted that the fact that the downtown merchants and Chamber of Commerce are supporting it is very positive. Additionally, the fact of the turn key relationship with the Town not being in a position of being a general contractor or developer is very important. Mr. Walsh feels the facility will be a tremendous asset to the Town.

Mr. Nelson asked for the Dartmouth Trustees' reaction to the project. Mr. Pierson stated that the Trustees met on February 3rd and enthusiastically endorsed the project as proposed.

SAFETY SERVICES

Regarding the request for an additional dispatcher, Mr. Nelson asked why there was not such a great need for safety services on Mondays and Tuesdays. Chief Giaccone answered that the historical busy periods are from Wednesday through Sunday, and the additional dispatcher would be scheduled during those busy times.

Dept. 310 - Planning and Zoning Department - Building Inspection Division

Ms. Black asked if the code administrator was going to become a full time job. Craig Ohlson answered that it is split up basically with zoning. Mr. Gilbar will do a summary of the planning, zoning and building inspection sections for the next Board of Selectmen's meeting.

Mr. Nelson questioned the increase in Item 310-670, Books and Subscriptions. Mr. Ohlson answered that the increase is to cover the purchase of new updates for NFBA and BOCA codes.

Dept. 321 - Police Department - Administration

Referring to an item for repair of typewriters, Ms. Black asked what the typewriters were used for. Chief Giaccone answered that the typewriters are used to fill out accident report forms that go to the State for workers' compensation, and court complaints that are in quadruplicate.

Ms. Black asked for more information on the request for \$20,000 to hire the County Attorney's office to handle prosecution needs. Chief Giaccone explained that this is a service that the County Attorney's office is contemplating providing to communities, depending on the number of communities that get involved. Based on Hanover's workload, Chief Giaccone stated that Hanover's share would be approximately \$20,000, which would go toward adding another person for the County Attorney's office. Chief Giaccone anticipates that Captain O'Connor would be handling pleas or situations that would be non-trial.

Captain O'Connor stated that typically his job as a prosecutor involves his being out of the station four to five days a week. In the proposed situation, a representative from the department would only have to appear in Lebanon District Court on two Tuesdays a month when they are scheduled for arraignments. It would decrease substantially the amount of time required.

Mr. Walsh noted that the budget shows a \$10,000 increase, but taking into account the \$20,000 for the new service at the County Attorney's office, it has actually gone down.

Dept. 322 - Police Department - Patrol

Mr. Nelson asked for background on where the Department is in terms of the bullet proof vests and their usage. Chief Giaccone answered that the Department provides each officer with an undergarment vest which costs approximately \$400 to \$500. The average life span of the vests is about five years. Chief Giaccone noted that they are trying to incorporate a replacement schedule whereby not everyone gets their vest replaced the same year. On the wish list is a request for tactical vests which are vests

such as SWAT team members wear; these vests are worn on the outside of the uniform. Chief Giaccone stated that these tactical vests cost approximately \$1,500 to \$1,800 per vest, and the Department would like to have a tactical vest in each of the cruisers.

Ms. Connolly asked for an explanation of the \$1,000 cost for an auctioneer for the bike auction. Chief Giaccone explained that the \$1,000 was to go into the revenue section.

Captain O'Connor noted that the average revenue generated from the bike auction has been approximately \$1,200 a year. Services rendered by the auctioneer were donated the first two years, but for the past two years Captain O'Connor has taken 20% of the proceeds for the auctioneer's fee.

Ms. Connolly stated that there should be an item for approximately \$200 or \$300 to compensate the auctioneer for his services. Mr. Gilbar explained that it is under both revenue and expenses for the same amount. Chief Giaccone stated his understanding was that this is so the money would come back into the Police Department budget. **Ms. Black wished to list Item 322-610, Supplies - Bike Auction, for further review.**

Dept. 323 - Police Department - Investigation Division

Ms. Black asked how many officers have not gone through the detective training. Chief Giaccone answered that three of the present officers have yet to go through detective training. He added that at some point when every member has gone through the detective division, the Department would make a decision on naming a permanent detective. The usual time spent in the detective division is six months; three on the present staff, as well as three more coming into the department have to go through the detective division.

Dept. 324 - Police Department - Dispatch Division

Ms. Black noted that the Department is requesting that one new dispatcher be added due to the amount of work going through dispatch.

Mr. Nelson asked for a description of a call check recorder. Ken Force answered that a call check recorder is for an instant playback of a call. He noted that enhanced 911 has an automatic identifier feature.

Ms. Black wondered if uniform allotment should be increased taking into account the new employee. Mr. Force stated that the new full-time employee is one of the current part-time employees, and that the uniform allotment should be adequate.

Mr. Walsh noted that the revenues in this department have gone up by \$18,000; an expense increase of \$10,000 for the new dispatcher results in a net decrease of \$8,000 per year.

Dept. 325 - Police Department - Animal Control Division

Ms. Black suggested that the Animal Control Division use the funds that were budgeted in education. Captain O'Connor stated that this item was put in originally based on the fact that there is animal control program at UNH that the officer has been sent to. At that time, Hanover paid for part of the tuition, shared by the other two towns that are subcontracted with.

PARKING

Dept. 110 - Parking Enforcement

Ms. Connolly noted that lot leases have nearly doubled in the past two years, and she believes too much is being paid to rent those lots. In some cases, the Town is paying over and above what it would take to lease the spaces at the current rate. Ms. Connolly proposed capping lease payments or increasing them 3%, and the next proposals that come in for lease renewals at these high rates be discontinued. **Ms. Connolly wished to list Item 110-440, Lot Rental, as she would like to see a breakdown of the lots, the number of spaces in each lot, whether metered or leased, the price per space per month, including any tax bills that the Town pays, and a lease termination date for all lots.**

Mr. Gilbar stated that there are two lots which run at a loss: the HSD lot and the Fleet platform. Leases for these two lots are up at the end of the fiscal year. Mr. Gilbar will do an analysis for the review of the lots.

Clint Bean asked what happens to those expenditures if the funds are not spend. Mr. Nelson stated that those funds would stay in the parking fund as a surplus.

Ms. Black asked for an explanation of temporary meter rental. Patrick O'Neill answered that, for example, Webster Hall is renting parking spaces every day, and this item represents the fee that is charged.

Ms. Black asked for an explanation of a SPOTS terminal fee. Patrick O'Neill answered that when issuing a parking ticket the license plate is run through a SPOTS terminal (State Police On-Line Terminal System) to determine the owner of the vehicle.

Ms. Black asked how the electronic meters are working. Patrick O'Neill answered that there have been no problems with the electronic meters.

Dept. 210 - Peripheral Parking

Ms. Black asked what are Towns are contributing with regard to the free fare zone for Advance Transit. Van Chesnut answered that Lebanon is now paying \$76,000, and has recently put some into capital reserve for bus shelters. Hanover's share is approximately \$71,000. He added that ridership has increased each year for the last three years.

Dept. 620 - Insurance and Bonds

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

Dept. 640 - Employee Benefits

There was no discussion of Item 640 - Employee Benefits.

Dept. 720 - Capital Projects

There was no discussion of Item 720 - Capital Projects.

Dept. 570 - Police Facility

Chief Giaccone noted that the carpet in the squad room gets a great deal of use, and is in very bad shape. They have received an estimate of \$1,720 to replace the carpeting. Mr. Nelson suggested that the item be placed on the wish list. Mr. Walsh agreed, and suggested that the funds might also be found elsewhere in the budget.

Clint Bean questioned the allocation of administrative charges against the parking fund. Mr. Gilbar stated that the best thing to do is to spend time calculating what the allocation should properly be. Mr. Nelson indicated that the present administration feels that the 14% is appropriate and should not be reduced more than that. Mr. Gilbar will set this up as a review item for the next budget year.

Mr. Walsh stated that it is important to solve this problem assuming that the votes pass the parking facility, and to find a policy that can be used in this regard, as well as with dispatch and ambulance administrative fees.

3. ADMINISTRATIVE REPORTS

There was no administrative report.

4. SELECTMEN'S REPORTS

Ms. Connolly

Ms. Connolly reported that the Planning Board completed the economics and central business system chapters of the master plan, and it is ready for a final hearing.

Mr. Nelson

Mr. Nelson reported that with regard to the distribution improvements required for the water company, residents should be aware that preliminary figures indicate that their water bills will probably double starting with July, 1999.

Ms. Black

Ms. Black reported that the Community Facilities Task Force surveys will be mailed the end of the week or the beginning of next week.

Mr. Manchester

Mr. Manchester had nothing to report.

Mr. Walsh

Mr. Walsh had nothing to report.

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. 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. Mr. Nelson MADE THE MOTION that the Board of Selectmen enthusiastically endorse the proposed parking facility as presented by the Committee on Parking Facilities for the Town of Hanover. Mr. Walsh SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ENDORSE THE PROPOSED PARKING FACILITY AS PRESENTED BY THE COMMITTEE ON PARKING FACILITIES FOR THE TOWN OF HANOVER.**
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Respectfully submitted,


John Manchester, Secretary

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