

APPROVED

BOARD OF SELECTMEN'S MEETING

FEBRUARY 16, 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; 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. REVIEW OF PROPOSED FY 1998/99 BUDGET

The Board of Selection discussed various items which had been listed for further review.

091-135 - Land Use Tax - Ms. Griffin stated that this account was kept on the low side in the hopes of driving up the balance in the special fund. Mr. Nelson agreed, and the Board decided to leave the figure as it is.

092-250 - Building Permits - Ms. Griffin indicated that she believed the figure could be doubled to \$120,000 as a result of fees for the building of the new library, the tennis project and others.

093-321 - Recreation - Youth - Ms. Griffin suggested increasing the participation fees for all sports by \$5, which would generate an additional \$1,500 in revenue. Ms. Black noted that scholarships are still offered for those families who qualify for them.

Regarding legal services, Ms. Griffin noted that the Town has spent approximately \$120,000 per year for the past three years. Mr. Walsh suggested putting this item on the wish list for further discussion.

230-890 - Youth in Action - Ms. Griffin explained that this is Youth-in-Action which had requested an additional \$3,000, and which is contained in this budget. Her original intention was to budget \$11,500 and put an additional \$1,500 on the wish list, but due to a misunderstanding the entire amount was put into the budget. Ms. Griffin stated that she was uncomfortable because the Town was carrying the insurance program for Youth in Action as town staff and town function, assuming they would be covered by workers compensation insurance and property liability insurance. There was a claim against them, and it was discovered that they were not covered. Ms. Griffin felt they should be a separate nonprofit and furnish their own workers comp and property liability insurance, which they have done, and they have argued that there are additional expenses connected with this change.

Ms. Black stated that she feels the Town has been very generous over the years with an appropriation of \$10,000 each year.

Ms. Connolly asked how much their becoming a separate entity requires. Ms. Griffin answered that her estimate of the cost required would be \$1,500. Mr. Nelson suggested that the amount be changed to \$11,500, and place the additional \$1,500 on the wish list.

322-610 - Supplies - Bike Auction - Ms. Black noted that there is some confusion with the \$1,000 expense figure for the auction. Chief Giaccone explained that rather than having the revenues generated from the auction go into the General Fund, they wanted to use that money to offset line items on the expense side, possibly to replace a bike in the bike patrol.

Ms. Griffin noted that auctioneer services had been donated to the Town in the past, but that may not happen every year.

Ms. Griffin stated that \$300 will be put in **322-610** as the cost of the auctioneer, and \$700 will be put in **322-690**.

410-560 - Dues and Membership Fees - Regarding commercial drivers' licenses in the public works department, Ms. Griffin stated that towns and cities of comparable or larger size do pay for the CDLs for their public works members. This is compared to certifications required for waste water and water treatment operators, and the Town has always paid for those licenses. She stated that if the Town buys the longer term CDLs it will actually same money; that is the reason for the one-time increase.

Ms. Black noted that Granite State Electric has announced that there will be 10% decrease in electrical rates, and wondered if the Town's electrical expenses could be reduced by 10%. Mr. Gilbar estimated that a 10% decrease in electrical expenses would result in between \$13,000 and \$15,000 reduction in expense.

Regarding the sidewalk issue on Rip Road, Mr. Walsh wondered if the Board should delay the overlay program for a year on Rip Road to have serious conversations with the neighbors about whether a sidewalk is desired. Ms. Griffin noted that funds could be added into the overlay account this year to absorb the money that had been programmed for Rip Road and overlay it a year from now. She noted there had been discussion about whether the Board wished to budget over two years for this project and put half of the money away this year under the assumption that the neighbors may want a sidewalk a year and a half from now.

Mr. Walsh suggested leaving the overlay program as it is, and overlay another road rather than Rip Road. Ms. Griffin indicated that a neighborhood meeting could be scheduled for this spring to see if there is a desire to have a sidewalk in the summer of 1999.

Ms. Griffin stated that at a neighborhood meeting recently with abutters to the proposed parking structure, the issue came up on the part of the neighbors regarding building a sidewalk on the Howe Library side of Currier Street, going from Howe to South Main Street. The neighbors believe a parking structure will encourage more vehicular and pedestrian traffic.

Mr. Nelson suggested putting \$40,000 on the wish list with regard to the Rip Road project for further discussion.

422-140 - Overtime Services - Public Works - Ms. Griffin indicated that she feels comfortable with the what the staff has requested in terms of overtime in this department.

430-120 - Seasonal Services - Public Works Department - Mr. Gilbar stated that a full time person with benefits would cost a total of \$41,891 gross; the net cost if an additional year-round position were budgeted for would be \$28,700. No benefits other than FICA are paid to seasonal employees.

Ms. Connolly asked if this addition would affect overtime services. Ms. Griffin noted that her recollection is \$2,000 may be able to be cut, but overtime has more to do with winter operations than the number of staff. She stated that next year the seasonal worker is budgeted to work approximately 7 1/2 months, with the hope of making it a full time position in a couple of years. Mr. Walsh suggested leaving the account where it is, and emphasized that benefits need to be reviewed over the next few months.

450-610 - Technical Supplies - Recycling Committee - Ms. Black noted that this item is for more stickers to place on the bins; if the stickers are bought in bulk, they are cheaper. Ms. Griffin added that more bins will also need to be ordered, but she feels the funds for that can be found in the budget.

522-411 - Heat - Highway Garage 2 - This item is to be deleted from the budget.

523-412 - Water - Water Works Building - This item is to be eliminated from the budget.

750-740 - Traffic Controls - Regarding the traffic lights on Park Street, Ms. Griffin noted that \$60,000 is budgeted for traffic controls, \$15,000 of which is the ongoing funds that have been budgeted each year for the last two or three years to do upgrades. The additional \$45,000 is proposed to upgrade the signal at Park and Wheelock to include a pedestrian walk phase. Mr. Nelson recommended setting the traffic signal so that there is not a full stop during rush hour. It was the Board's understanding that this is also the case with the light on Main Street. However, Chief Giaccone stated that there is a 4 way walk signal with the traffic light on Main Street.

Mr. Walsh asked if these was a less expensive way to accomplish this work. Ms. Griffin answered that the signal control upgrade box is \$15,000, and for \$45,000 the Town could get new signal arms, which seems to be the best way to insure that the system functions effectively at this busy intersection. Ms. Black stated that they do not wish to have a total stop at that intersection during rush hours, and Mr. Nelson noted that they could discuss that with the signal company.

760-745 - Street Lamp Replacement - Ms. Griffin stated that this was to establish a street light replacement account to replace street lights not covered by insurance.

093-320 - Special Fire Services - Fire Fund - Mr. Gilbar explained that the difference between what was budgeted in the past and the actual for fiscal year 1997 was payments made for CPR courses.

Ms. Griffin noted that revenue covers the expenditure of overtime for a specific purpose. Mr. Gilbar stated that \$3,500 is included for special standby services. Ms. Black indicated that since that practice would continue, the figure would be increased to \$6,000.

The Board discussed **False Alarm Charges - 093-341**. Ms. Griffin noted that allowing three false alarms before charging is a common practice. Mr. Gilbar referred to a copy of the fire alarm ordinance which states that a user shall pay a false alarm charge for each false alarm from the system of the user that is in excess of three false alarms for any one building per year.

Mr. Walsh stated that he feels allowing three false alarms a year is alot, and would like to know the statistics to deal with this issue next year.

Ms. Black noted that there was no revenue last year; Ms. Griffin stated that there was a misunderstanding as to who was billing the false alarm charges.

Chief Bradley stated that when someone installs a new system it takes time to work the bugs out. The incentive after the first year is that it gives the owner the opportunity to either do maintenance or resolve a problem. He feels that this practice encourages regular maintenance of fire alarm systems.

Ms. Black asked what the cost is for false alarms. Chief Bradley stated that if it is a malicious false alarm, billing is at established rates under the fire mutual aid system: \$125 per hour for the pumper; \$175 per hour for the ladder; and actual personnel costs at a minimum of 1 1/2 hours. These types of bills would generally be in the \$600 range. These are malicious false alarms that would be run through the court system. The fine that is addressed in the budget is \$100.

Ms. Griffin suggested that the Board not change the figures at this meeting, but review in March a false alarm activity report to discuss whether it wishes to modify the false alarm section of the ordinance.

120-140 - Fire Suppression - Overtime - Ms. Griffin distributed a sheet containing recommended reductions in the fire fund budget. The recommendations were as follows: **120-115, Part-time Services** was reduced from \$10,800 to \$10,000; **120-140 - Overtime Services** was reduced from \$130,000 to \$120,000; **120-390 - New Personnel** was reduced by \$2,000; **120-610 - Technical Supplies** was reduced by \$550; **120-740, Operational Equipment** was reduced by \$1,667. Under Fire Prevention, item **130-670 - Books and Subscriptions** was reduced by \$167; under Hazardous Materials item **140-810, Education** was reduced by \$250; under Fire Alarm, **150-610 - Technical Supplies** was reduced by \$600; **150-560 - Dues and Membership Fees** was reduced by \$250. Under Fire Training, item **150-615 - Food and Meals** was reduced by \$150; item **160-830 - Meetings and Conferences** was reduced by \$600; **551-430 - Building Repair and Maintenance** at the Main Station was reduced by \$500; **560-430 - Building Repair and Maintenance** at the Etna Station was reduced by \$500. Ms. Black noted at a previous discussion of the Etna Station recommended doing nothing with the attic space until there was a complete plan for the space. **Item 560-430 - Building Repair and maintenance** at the Etna Station was therefore reduced by \$1,000.

Ms. Black noted that the amounts budgeted for education in this fund total \$4,900; the total for all of the general fund educational accounts is \$20,350, making the fire fund's educational budget approximately 25% of what the whole rest of the Town gets. Ms. Griffin noted that the fire department is comparable in size looking at the percentage of employees.

Ms. Black stated that the fire department has approximately the same number of employees as the police department; the police department's education budget is \$3,200 whereas the fire fund education budget is \$4,900. Ms. Griffin explained that one reason for the difference is that Chief Giaccone was not scheduled to attend a national conference this year, but Chief Bradley of the Fire Department is scheduled in agreement with the Town's every other year policy.

Mr. Nelson complimented the Fire Department for reducing the budget by \$21,000.

Ms. Black proposed putting back funds for the Thetford Area Training Council, item **160-560** in the amount of \$250.

Mr. Walsh stated his appreciation for the work the Fire Department did on the budget.

Regarding item **110-960 - Equipment Reserve - Emergency Medical Services**, Ms. Griffin noted that her calculations on ambulance reserve indicate that in order to stay on top of the ambulance replacement schedule outlined, \$20,000 should be set aside each year. Mr. Nelson asked what would happen if this fund were to run a deficit. Ms. Griffin answered that it cannot run a deficit. She added that revenue from ambulance calls was down last year. The funds in reserve were spent on the rescue vehicle. She noted that it was because the fund balance was available in past years that the Town decided not to raise community contributions each year by the increased cost pressures in the ambulance fund.

Mr. Walsh's recollection of this question was not the appropriateness of the \$16,000 reserved, but whether \$130,000 was the correct number for ambulance replacement. Chief Bradley answered that this item has been targeted so that there is adequate funds to make a purchase when the need arises.

Mr. Walsh agreed that it is wiser to reserve in advance and buy intelligently, but he wishes to reserve at the correct level, and wondered if \$130,000 is the right level.

Ms. Griffin answered that she does not know what the correct level is, but believes that a fairly decent ambulance with a heavy duty chassis could be purchased for \$100,000 to \$110,000.

Mr. Gilbar stated that assuming the ambulance costs approximately \$110,000 this year, there are still two more years before it can actually be purchased. Assuming a 6% inflation factor, two years from now the cost of the ambulance would be in the vicinity of \$124,000. He feels that \$130,000 would give a fairly comfortable cushion and allow adjustments.

Regarding **110-440 - Parking Enforcement - Lot Rental**, Mr. Gilbar stated that he did a summary of two lots, the HSD lot and the Fleet Bank platform. Ms. Griffin indicated that between the two lots there are 56 parking spaces, 24 in the HSD lot and 32 on the Fleet Bank platform. The lease with HSD is month-to-month, and an annual renewal effective July 1 for the Fleet Bank platform.

Ms. Griffin noted that she had indicated to the Parking and Transportation Board that she was not convinced those two leases should be renewed.

Mr. Walsh suggested leaving the budget as it is, and ask Ms. Griffin and the PTB to report on the two lots and any other lots before renewing any long-term leases.

Mr. Nelson noted that if the decision was made not to rent the platform, the surplus in the parking fund monies would result in a net loss of \$22,000. He would like to review the matter and discuss it in the spring.

Ms. Griffin stated that an account called **Parking Facility Improvement - 110-961** has been included in the budget to create a reserve for future parking facility improvements. Any additional money not expended could be put into that reserve for future parking facility improvements.

The Board discussed items which were put on the wish list as follows:

Mr. Nelson asked what was the custom and logic of the Town of Hanover belonging to the Chamber. Clint Bean, Director of the Chamber of Commerce, noted that it is common municipal government practice to either be a member of the chamber or make some contribution to the chamber in support of its community activities. In this scenario, the municipal government has a representative that sits on the Chamber Board of Directors. The Chamber's mission statement says that the Chamber is in the business of promoting business, economic vitality and community and enhancement of quality of life. He stated that the interrelationship of the business community, chamber of commerce and municipal government is one that should be enhanced.

Regarding joint funding for a facilities planning consultant, Ms. Black noted that there is a new committee being established consisting of the Hanover and Norwich selectmen, the Hanover and Norwich schoolboards, and Dartmouth College. According to a tentative agreement, each entity will contribute \$10,000 toward a study to determine the growth, location and need for school expansion as well as other needs of the two communities.

Ms. Black asked if the entire \$13,500 needed to be budgeted for the Town records project in one year. Ms. Griffin indicated that \$6,500 is budgeted in the current budget; she is in the process of raising the other \$6,500 from a combination of donations from the Historical Society and other sources. She stated she could cut the requested amount in half.

Regarding police tactical vests, Ms. Black asked how many vests \$3,500 will buy. Chief Giaccone answered that it will buy two tactical vests which will be kept in the cruisers. Mr. Nelson asked if the intent was to get more, and Chief Giaccone answered that they would ask for additional vests until there is one vest per cruiser.

Ms. Black asked for an estimated life span of the Howe computer system. Ms. Griffin noted that about the year 2001 there may be the need for an upgrade. She stated that after a period of time the vendors suggest purchasing upgrades. Ms. Griffin indicated that to be prudent the Town should be setting aside \$25,000 a year over three years starting this year; she decided to put the item on the wish list as it is possible to wait for a year.

Ms. Griffin noted that the Howe Corporation is not participating in reserving for replacement at this point.

Mr. Walsh asked what would be received for an upgrade; he was not sure he is ready to reserve for software vendors at this level.

Ms. Griffin stated that the figure was based on estimates. She offered to prepare a report for the Board highlighting what the funds would buy and the rationale for reserving the funds.

Ms. Black suggested that the figure be changed to \$10,000; Mr. Walsh would like a conversation with Innovative and to also know who their other customers are.

Ms. Black stated that CATV is attempting to operate on franchise fees. The station is cashing in CDs and savings accounts to meet payroll. She stated that there is a tentative grant from the foundation and a matching grant for equipment through CATV. \$25,000 can be received if that amount can be raised. Ms. Black indicated that the \$5,000 would help tremendously.

Mr. Walsh stated that CATV provides a great service to the Town in terms of making government accessible, and he supported the \$5,000 figure. He stated that the school district should be taking a similar position.

Ms. Connolly noted that this is a new account, and asked if it should be put on the warrant. The Board agreed to put the matter on the warrant.

Ms. Black indicated that there have been many requests for a community newsletter. A newsletter is in process now which will be a Valley News supplement which will be coming out in a couple of weeks. The Schools have volunteered to cover one-half the cost of this newsletter.

Regarding the skateboard park, Ms. Griffin stated that the obstacles were supposed to have been funded with private donations which have not materialized. She has discussed the matter with Hank Tenney, and their feeling is that combining the Town's \$2,000 budgeted figure with an individual who has agreed to donate \$1,000 if we could match it, as well as potential donations from the Rotary Club, would realize \$3,500 or more which would buy some first rate obstacles from a professional manufacturer.

Ms. Black stated that the Joigny committee is struggling to keep the program going, and wondered if the Town could offer some seed money. Ms. Griffin noted that the students themselves raise the money from various fundraisers for the trips.

Ms. Connolly noted that this is a school function to which they have not devoted any funds in the past. It was hoped that perhaps the Rotary Club or Lions Club could help, and the amount was taken off from the wish list.

Ms. Griffin stated that the Historical Society is doing a survey of central downtown businesses, and looking at structures built before 1940. It involves a completed survey for each of the buildings, and when complete will result in a fairly comprehensive historical survey of the older buildings in the downtown area. She noted that there are several consultants around the state who do this professionally. The Historical Society has added \$1,000 to the \$4,000 expenditure, for a total of \$5,000.

Mr. Walsh stated that he would like to get the participation of other people in this project, and would not mind being responsible for a quarter of the cost, or \$1,250.

Ms. Black noted that ACORN was asking the Board for support. Ms. Griffin stated that the organization was unwilling to provide statistics about services provided to Hanover residents due to confidentiality requirements. Mr. Nelson suggested that ACORN put the matter on as a warrant item at Town Meeting.

Ms Griffin suggested not budgeting for the Upper Valley Lake Sunapee Traffic Study until the Ledyard Bridge construction is complete, as accurate traffic counts are not available at any downtown intersections until that construction is completed in the fiscal year that is funded in the budget, finishing the spring of 1999.

Mr. Gilbar stated that with the revisions noted above, there is a 2.7% increase in the general fund plus the sidewalk fund.

Mr. Walsh MADE THE MOTION that the Board of Selectmen vote to approve the FY 1998/99 budget, as revised above. Ms. Connolly SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO APPROVE THE FY 1998/99 BUDGET, AS REVISED ABOVE.

3. ADMINISTRATIVE REPORTS

Ms. Griffin reported that a neighborhood briefing was held recently regarding the proposed parking structure, and another meeting will need to be scheduled. The Planning Board will be briefed shortly on the site plan for the parking structure, and a large informational meeting is planned for late March. She also noted that an information brochure is being worked on to provide information to the voters. The Chamber has agreed to support this brochure by having it desktop published and printed at Chamber expense. The goal is to have the brochure completed by the middle of March.

Ms. Griffin also reported that she is awaiting a report from a firm hired to do a financial pro forma for the parking structure to be sure the Town's approach made sense. The report indicates that the Town was very close on operating expenditure estimates and revenue estimates for the parking structure. The firm is also looking at the overall parking system to assist the Town in managing its system.

Ms. Griffin stated that the Community Facilities Task Force survey is being distributed. The hope is to get 1,000 to 1,500 responses from the survey.

4. SELECTMEN'S REPORTS.

Mr. Manchester

Mr. Manchester had nothing to report.

Mr. Nelson

Mr. Nelson had nothing to report.

Ms. Black

Ms. Black wished to prepare a Tip of the Hat to Bill Young for the tremendous amount of work he did for the Pond Party. There were approximately 500 to 700 people in attendance the Pond Party, and it was a huge success.

Ms. Connolly

Ms. Connolly reported that the parking structure would go before the Planning Board at its next meeting.

Mr. Walsh

Mr. Walsh noted that Lebanon City Council is holding a meeting Wednesday night, February 18th, to discuss whether or not the City of Lebanon will move forward with Phase II of the land fill. He asked whether the Town wished to make a statement at that meeting.

Ms. Griffin stated that it would be beneficial for members of the Board to attend the hearing to show support for the landfill.

Mr. Walsh asked if a position letter from the Board would be useful; Ms. Griffin answered that it would be very useful, and she will prepare a letter.

6. ADJOURNMENT.

Mr. Walsh MADE A 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 OF THE BOARD OF SELECTMEN.

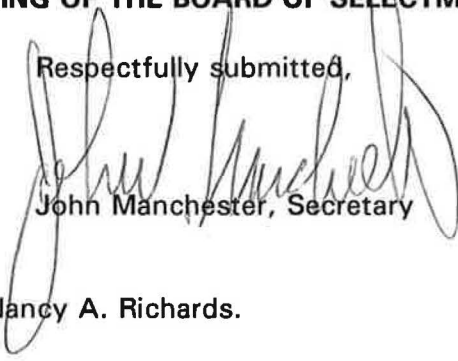
The meeting was adjourned at 9:50 p.m.

SUMMARY

- 1. Mr. Walsh MADE THE MOTION that the Board of Selectmen vote to approve the FY 1998/99 budget, as revised above. Ms. Connolly SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO APPROVE THE FY 1998/99 BUDGET, AS REVISED ABOVE.**

2. **Mr. Walsh MADE A 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 OF THE BOARD OF SELECTMEN.**

Respectfully submitted,


John Manchester, Secretary

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