

**APPROVED**

**BOARD OF SELECTMEN'S MEETING**

**May 18, 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; Katherine S. Connolly; John Manchester; John Colligan; 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. Black stated that Upper Valley 2001 and Beyond formed a committee which has been working very diligently for two years, and were present in the audience to present the fruits of their labors. She noted that the Board was thrilled and honored to have artist Alice Moir and her husband, Bill, in the audience to present her painting.

Mimi McNamee, a member of the committee, presented background information, explaining that the committee was originally called the Upper Valley Welcome Committee, numbering approximately 12 members. She stated that members of other groups in Town were invited to join the committee to be certain that efforts were not duplicated, and as a result, the committee was able to expand. Efforts then included the Newcomers' Lunch and an on-line Calendar of Non-Profit Events through the Howe Library, the Montshire Museum and Valley Net. It was the wish of the Old Fashioned Town Hall Committee and the Welcome Committee to have information available to new residents of the Upper Valley regarding what volunteer resources were available, and Alice Moir was asked to paint a map of the Town of Hanover.

The map was displayed, and it was explained that it was to hang downstairs in the Municipal Building as one enters the door. Because it is so valuable, a photocopy of the map will be made and enclosed in a glass case in front of Town Hall. It will be lit, and there will be space available for different non-profit organizations in Town to display information.

Alice Moir stated that she didn't think anything could be nicer for an artist than to have people in her Town invite her to do a painting. She explained that the map is a simple rendition of the buildings that are most important to people who come to Hanover. Ms. Moir noted that Dartmouth College is being somewhat downplayed on the map to encourage people who visit to realize that Hanover itself is a very special place, as well as the home to Dartmouth College. She expressed her appreciation for being allowed to produce the painting, and hoped it will be enjoyed.

Ms. Black indicated that postcards will be made available of the map, with the possibility of posters being produced at a later date.

**2. INTRODUCTION OF NEW BOARD MEMBER JOHN COLLIGAN**

Ms. Black introduced the newest Board member, John Colligan, and welcomed him to the Board of Selectmen.

**3. APPOINTMENT OF SELECTBOARD MEMBERS TO TOWN COMMITTEES**

Ms. Black wished to postpone this item until the next Board meeting when all of the Selectmen can be present to more accurately go through the list of appointments to Town committees.

**4. DISCUSSION OF PROCESS FOR SETTING FY 98-99 GOALS AND OBJECTIVES**

Ms. Black reviewed the goals and objectives set by the Board of Selectmen for the previous year.

Maintaining a tax rate at less than the rate of inflation: Ms. Black noted that this was accomplished at the recent Town Meeting.

Developing a long-term regional solid waste plan: Ms. Black stated that the Town has worked with the City of Lebanon; Lebanon has agreed to keep accepting Hanover's waste, and Hanover is working with them on setting up a long-range committee.

Create a process for setting priorities among capital projects: Ms. Black stated that this process was being developed.

Make progress toward a parking structure downtown: Ms. Black indicated that the parking structure was approved at the recent Town Meeting.

Create a task force to develop a community-wide consensus for a community center: Ms. Black indicated that this has been developed.

Continue the plan for a possible land swap between the Town and Barrett-Ransmeier: Ms. Black noted that she is not sure a plan is still on the table, but that communication lines are still open. She suggested that this item remain on the list as a future goal or objective.

Attempt to improve the bike lane on Greensboro Road in conjunction with Greensboro Road re-surfacing: Ms. Black indicated that this item is still on the table. Ms. Griffin stated that once the Bicycle Path Committee completes their work on the ISTEA funded bike path, Greensboro Road is one of the priority areas that they will discuss. The Committee's next task is to develop a prioritized list of future bicycle path locations.

Develop a Class 6 roads and trails plan: Ms. Griffin explained that this issue was given to the Conservation Commission, but that not much progress had been made to date. She suggested that this item be left on the list for future work. She added that work has begun on setting up a database of Town owned land as well as conservation easements held by the Town in order to have all of the information in one place. This

will result in all of the restrictions for each particular parcel or conservation easement being clearly available. The next step is to decide how to appropriately maintain that land and inspect it on a regular basis. Ms. Connolly suggested that this step be a part of the Master Plan.

Ms. Black stated that work is underway with the Municipal Association to get a training program for Conservation Commission Members. Ms. Griffin noted that training is being suggested for the Planning Board and Zoning Board, as well, and that she will be going to Concord on May 19th for a meeting in this regard.

Regarding elderly housing, Ms. Griffin noted that a partial move was made this year in the budget to take half of the Senior Center facilities budget and move it to the General Fund. Next year's goal is to put together a budget that would move the other half so that the Senior Center activities can be weaned off the HUD funding source.

Ms. Black noted that the work on the parking lot behind the municipal building is in progress, and should be completed soon. Ms. Griffin noted that the meters will be replaced, and that the conduit will allow the lot to be converted to managed parking in the future, if so desired.

Rearrange, landscape and resurface the remaining Town parking lots: Ms. Black noted that although the work has not yet been done, there is a plan in place.

Regarding dog control, Ms. Griffin noted that Town staff feels the current State law is adequate, and wondered if the Board needs to consider this issue.

Begin budgeting for conversion of 10 School Street to parking: Ms. Griffin indicated that this item is tied up with the future of the building at 10 School Street.

Complete the public works garage: Ms. Black stated that this has been accomplished.

Complete an inventory of parking: Ms. Griffin explained that accurate, current and updatable inventory has been entered into the data base.

Create a Master Plan for the Town's computers: Ms. Black noted that this item should be continued on the goals and objectives list.

Schedule increased communication with Town boards: Ms. Griffin noted that this has been partly focused on, but the Town was not clear exactly how this communication was to be implemented.

Ms. Black indicated that another goal was to schedule meetings with legislators on a regular basis, which has not been done.

Also to be continued on the list for another year was the issue of the possibility of a road parallel to Greensboro Road south of Mink Brook. Ms. Griffin explained that the Town has started to look administratively at mapping that road. The land is zoned Industrial, and it could then be opened up to become essentially an expansion of Centerra; it might also pull traffic substantially off from Greensboro Road.

Regarding the bicycle path, Ms. Black stated that she believes the Town has gone as far as possible until it hears from DOT again.

Ms. Black explained that last year the Selectmen each wrote a wish list of what should be accomplished within the next year; these items were combined and responsibilities for completion assigned. She suggested that the Selectmen again compile lists, which should be done by the next Selectmen's meeting.

**5. APPOINTMENT: CONSERVATION COMMISSION**

**Ms. Connolly MADE THE MOTION that the Board of Selectmen appoint Judy Davidson as a full member of the Conservation Commission. Mr. Manchester SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO APPOINT JUDY DAVIDSON AS A FULL MEMBER OF THE CONSERVATION COMMISSION.**

Mr. Colligan stated his understanding that there will be an additional appointment subject to response to advertisements and applications. Ms. Black noted that since advertising has only just begun for all of the boards and commissions, appointments will be made in June.

Ms. Griffin noted that there will be one vacant alternate seat on the Conservation Commission for which she had received one letter of interest. She added that there could be another one or two vacancies, depending on people's decisions.

Mr. Colligan asked for an explanation of the configuration of the Commission. Ms. Griffin explained that the Conservation Commission has seven full seats and five alternates, with the configuration of the Commission being laid out in the RSAs. She added that the same is true of the Planning Board and the Zoning Board. Alternates are seated depending upon availability of the full members. The Commission is charged with overseeing conservation lands and easements that the Town holds. They also act in an advisory capacity to the Planning Board, Zoning Board, Board of Selectmen and the State Wetlands Board. Ms. Griffin noted that whenever an application is before the State Wetlands Board from Hanover, the Conservation Commission's input will be sought. The Commission also does a fair amount of site visits with regards to wetlands and individuals who are interested in selling land to the Town as conservation lands, or donating easements. Ms. Griffin noted that the Commission meets the third Wednesday in each month with a typically full agenda.

**6. ADMINISTRATIVE REPORTS**

Ms. Griffin updated the Board regarding recent improvements to the telephone system in the Municipal Building. She announced that there is now voice mail available, which makes it easier for the users and also for the clerical staff. Ms. Griffin stated that Mr. Gilbar oversaw the transition which was required in part because the Centrex contracts were up for renewal.

Mr. Gilbar explained that the Municipal Building had a pure Centrex system, with no key system or switchboard in the building, with the Police Department, Fire Department and Public Works all having some type of switchboard system. The Municipal Building had direct lines from Bell Atlantic to each individual phone; the reasoning behind this was that every Town official would then be accessible directly.

However, anytime that a modem or fax was added it required an additional dedicated line. It was discovered that there were 27 phone lines coming into the building, as well as several fax and modems. Mr. Gilbar stated that it was decided that it would be wise to cut the number of lines, and if it were possible, to buy a key system to allow a combination of Centrex and a key system. This would allow the quality and functionality of a Centrex system with the flexibility and cost control features of a key system.

Mr. Gilbar stated that a small group of employees did the research, resulting in ten lines being able to be taken out. This allowed a key system to be funded which includes voice mail, and a type of message system for off-hour use to provide information to the public.

Mr. Gilbar stated that the Town will be paying approximately \$4,000 per year on a four-year lease for the system. The overall system costs approximately \$14,000; he noted that there is also a photocopier at Public Works that was approved in the budget that will be leased and added to the telephone system lease.

Mr. Gilbar stated that the lines published in the telephone directory are still direct lines. A new number has been created, 0742, if someone wishes to call an extension directly.

Ms. Griffin indicated that each person has an individual voice mail. She believes the new system will make it easier for the clerical staff and more efficient to the users, without spending any additional money.

Mr. Colligan asked who will be involved in the MIS study. Mr. Gilbar answered that requests for proposals will be sent out. Mr. Colligan suggested that the Town might consider talking with officials at Dartmouth College who have just completed extensive work upgrading their entire telecommunication system.

Mr. Colligan asked if a four year term was the longest term offered in connection with the telephone system lease. Mr. Gilbar answered that he was initially looking at a five year term, but he did not want the lease to run for that length of time in an effort to get the system paid off as quickly as possible. It is a lease purchase, and once it is paid for it belongs to the Town.

Regarding service contracts, Mr. Gilbar indicated that he is not comfortable paying for some of the service contracts. Ms. Griffin added that they are very expensive and it is questionable if you get what you pay for. Mr. Gilbar feels that funds should be set aside specifically for telephone repair.

Regarding the municipal parking lot, Ms. Griffin stated that Granite State has completed all of their work in the lot. They are currently excavating across Maple Street to connect with the power source on the South side of Maple Street. They should be finished shortly and still need to cut over their customers from the old rotary system to the new feed system, which they will be doing over the course of a few weekends. The Town will begin installing granite curbing in the near future, and will then focus on landscaping the islands, reinstalling the meters, and putting a base course of paving down before graduation.

Ms. Griffin added that full depth excavation was to have begun on Wheelock Street between School Street and Main Street; this work was added to the project at the Town's request and at the contractor's expense. Paving will begin shortly from the base of the hill on Wheelock Street proceeding up the hill. At the end of about two weeks there will be two layers of base course down on Wheelock Street from School Street down to the bridge, and then they will begin on sidewalks and preparing for landscaping work that will probably begin next spring. There are approximately ten more retaining walls that need to be constructed, as well as a great deal of sidewalk work. Ms. Griffin stated that the bridge itself is on schedule, and they are expecting to transition traffic to the new bridge as well as the current bridge during November. Next spring each half will be taken off line for a brief period of time to do guardrail and finish work, as well as the final course of paving. Also next spring they will be finishing up the landscaping. Ms. Griffin added that crosswalks will also be painted in the downtown area.

Ms. Griffin stated that a thank you letter is in process to be sent to the residents of Wheelock Street and indicated that the State will be powerwashing all of the affected residences on Wheelock Street in the fall.

Mr. Colligan asked if any of the other lines will be re-painted in addition to the crosswalks. Ms. Griffin answered that pavement markings will be done partially in the spring with the remainder being completed during the summer. Also, in response to a letter received about bicycling on Main Street, Ms. Griffin has talked with Chief Giaccone about the possibility of signs being placed strategically on Main Street to point out the restriction on bicyclists and skateboarders. She noted that in-line skaters are also growing in popularity.

Ms. Black asked why people under 12 are allowed to ride bicycles on the sidewalks of Main Street. Ms. Griffin answered that it stems from concerns people have about children riding in the streets, but she noted that Chief Giaccone had suggested a sign be put up that simply says no bike riding or skateboarding is allowed on the sidewalk. Before the signs are created, Ms. Griffin is to bring a design to the Selectmen for their review.

Ms. Black stated that the planning committee for the bridge has decided they did not want the bridge painted the usual light green, but preferred Dartmouth green. The commissioner of the Department of Transportation stated that in reviewing all of the bridges in the State, the light green color was found to be fading badly; he stated that any bridge in New Hampshire that needs re-painting will be done in Dartmouth green.

Ms. Griffin noted that she will be attending a meeting with the Municipal Association to talk about creating a new series of Planning, Zoning and Conservation Commission training sessions around the State. She noted that there are no good regularly offered comprehensive training sessions for members of these boards. Ms. Griffin suggested that sessions should be offered monthly in a rotating location around the State so that every new person appointed to a Planning Board, Zoning Board or Conservation Commission, as well as current City members, should be required to attend as a requirement of their service. Ms. Griffin added that the sessions will probably take four to six months to put in place.

Ms. Griffin also announced that there will be Community Facilities Task Force mini-retreat at 3:00 p.m. on May 20th to which representatives from Norwich, Lyme and Hartford will be invited. The purpose of the mini-retreat will be to discuss the notion of regional cooperation with regard to a community center.

## **7. SELECTMEN'S REPORTS**

### **Mr. Colligan**

Mr. Colligan had nothing to report.

### **Ms. Connolly**

Ms. Connolly reported that two cases scheduled for the upcoming Planning Board meeting will not be heard as they were canceled. The only case on the agenda will be a continuation of a case involving Chase Field and Dartmouth College.

### **Mr. Manchester**

Mr. Manchester reported that the Howe Library held a budget meeting recently.

Mr. Manchester also reported that the Rec. Committee was sponsoring a recycling program for ink jet printers, the proceeds of which will go towards the purchase of new uniforms, etc.

Regarding the Municipal Association meeting on deregulation, Mr. Manchester noted that if local officials want to take advantage of competition, they should begin thinking about their electricity needs. He suggested that this item be made part of the goals and objectives of the Selectmen.

Ms. Griffin stated that the Town has already approached Dartmouth College to discuss combining municipal demand for electricity with the College's demand. The Municipal Association is hoping to create a state-wide aggregated municipal buyer of electricity, with the assumption that when demand is aggregated a much better unit price will result. Ms. Griffin noted that it is possible to bring other entities into a municipal aggregated pool, which will serve to substantially reduce the unit cost of electricity.

Ms. Black indicated that it will be possible for residents to join a municipal aggregated pool.

Mr. Manchester wished to thank Jack Nelson for his many years of dedicated service to the Town of Hanover. He noted that his volunteer work is much appreciated, and he is a very dedicated member of the community.

Robert Morris asked who owns Howe Library. Ms. Black answered that the building itself is owned by the Howe Corporation, while the land is owned by the Town of Hanover. She noted that historically the Etna Library is the official Town Library.

**Ms. Black**

Ms. Black suggested that a Tip of the Hat be sent to Hanover Co-op to congratulate them on being recognized as one of seven companies being named as businesses of the year in the State of New Hampshire.

Ms. Griffin stated that Kendal had provided funding to buy a new defibrillator for the Town's ambulance, and has made a challenge which the Town is trying to meet with their assistance. She noted that it was a very generous effort on the part of Kendal, and the new defibrillator is very much appreciated. Ms. Black indicated that Captain Clark had sent a letter of thanks to Kendal, and she suggested that the Selectmen do the same.

Ms. Black noted that there will be meeting of the Upper Valley Lake Sunapee Regional Planning Commission at 1:00 on Thursday, May 21st. Mr. Colligan volunteered to attend the meeting.

**8. APPROVAL OF MINUTES - MAY 4, 1998**

**Ms. Connolly MADE THE MOTION that the Board of Selectmen vote to approve the minutes of May 4, 1998, as amended. Mr. Colligan abstained from voting. Mr. Manchester SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO APPROVE THE MINUTES OF MAY 4, 1998, AS AMENDED.**

**9. OTHER BUSINESS**

Regarding vendor spots, a member of the audience asked why there were no vendor spots available on the Dartmouth Green side by the taxi stand. Ms. Black answered that she believes that area is owned by Dartmouth College, although the sidewalk on the Green side is public. Ms. Griffin explained that a number of years ago the Town adopted a vendors' ordinance, and there was much pressure from the College not to have vendors on the Green side. Ms. Black added that there is a new vendor policy which prohibits selling on the Green.

The audience member asked if it would be possible to set up a vendor spot in that location. Ms. Black answered that she is not sure the Selectmen would be interested in doing that, noting that there are ample spots in other areas of downtown that are not utilized.

**10. ADJOURNMENT**

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

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

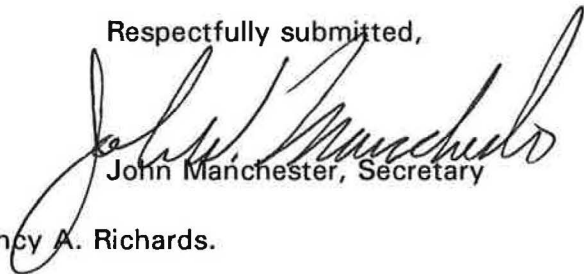


The meeting was adjourned at 8:30 p.m.

#### SUMMARY

1. Ms. Connolly **MADE THE MOTION** that the Board of Selectmen appoint Judy Davidson as a full member of the Conservation Commission. Mr. Manchester **SECONDED THE MOTION** and the Board of Selectmen **VOTED UNANIMOUSLY TO APPOINT JUDY DAVIDSON AS A FULL MEMBER OF THE CONSERVATION COMMISSION.**
2. Ms. Connolly **MADE THE MOTION** that the Board of Selectmen vote to approve the minutes of May 4, 1998, as amended. Mr. Colligan abstained from voting. Mr. Manchester **SECONDED THE MOTION** and the Board of Selectmen **VOTED UNANIMOUSLY TO APPROVE THE MINUTES OF MAY 4, 1998, AS AMENDED.**
3. Ms. Connolly **MADE THE MOTION** to adjourn the meeting of the Board of Selectmen. Mr. Manchester **SECONDED THE MOTION** and the Board of Selectmen **VOTED UNANIMOUSLY TO ADJOURN THE MEETING.**
4. Ms. Black **MADE THE MOTION** that the Board of Selectmen go to non-public session to discuss a matter which may affect the reputation of an individual. Mr. Manchester **SECONDED THE MOTION** and the Board of Selectmen **VOTED UNANIMOUSLY TO GO TO 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.