

**APPROVED**

**BOARD OF SELECTMEN'S MEETING**

**JULY 6, 1998**

**4:00 P.M. - MUNICIPAL OFFICE BUILDING - HANOVER, NH**

The meeting of the Board of Selectmen was called to order at 4:00 p.m. by the Chairman, Marilyn W. Black. Present were: Marilyn W. Black, Chairman; Brian Walsh, Vice Chairman; 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**

Ms. Connolly commented on the success of the Hanover 4th of July parade and celebration.

**2. FURTHER DISCUSSION OF FLAGPOLE RELOCATION**

Ben Thompson asked the Board to consider a request to place the flagpole at Pine Knoll Cemetery back to its original location. He indicated that he was aware of discussion as to whether the flagpole should be lighted. Mr. Thompson would like to see the flagpole in its original location so that the monument will be as described during fundraising activities.

Mr. Manchester asked if it would be a big job to relocate the flagpole. Ms. Griffin answered that the major consideration is getting electricity to the flagpole, noting that it would cost several thousand dollars to get this work done. The relocation of the flagpole could be accomplished with Town crews.

Ms. Griffin noted that protocol indicates that the flagpole should be lit, or if not lit, it should be taken down at night. She stated that there is not adequate staff available to take the flags down at night and put them up in the morning. Ms. Griffin noted that the Police Department is concerned about unnecessarily lighting the entrance to the cemetery when it is closed, and does not wish to draw attention to the cemetery after dark. She added that there are no funds in the budget to do the required electrical work to light the flag in its original location.

Mr. Thompson stated that if the Town relocates the flagpole to its original location, he will pursue the matter of financing lighting of the pole. He assured the Town that it will not be responsible for paying for the lighting of the flagpole.

Ms. Connolly commented on the fact that the Police Department and others have indicated they do not wish to attract 24 hour a day attention to the cemetery. Mr. Thompson stated that he has heard from many people who wish to see the flag illuminated.

Mr. Walsh suggested that if the flagpole were moved, it could be illuminated vertically with a floodlight from below, so that only the flag would be illuminated and not the stone or the gates. This would eliminate the need to take the flag down at night and would not draw unnecessary attention to the entrance of the cemetery. He noted that he is indifferent to the location of the flagpole, but feels that it is important to have the flag illuminated at night. Mr. Walsh stated he would be in favor of going forward with moving the flagpole once the funding for the illumination has been raised, and illuminating the flag from below to illuminate the flag only.

Mr. Thompson asked if the Board would consider moving the flagpole back before funding is raised, as he feels it would make his fundraising job easier if the flagpole were in its original location.

Ms. Griffin concurred with Mr. Walsh that it would make sense to wait to move the flagpole until cost estimates have been received to do the extension of the electricity. Once the money has been raised, the work can all be accomplished at one time.

Mr. Thompson asked if it would be acceptable if licensed electricians living in Hanover who might be willing to do the work at minimal cost could do the electrical work. Ms. Griffin answered that would be acceptable as long as there was a means to get under the pavement to get electricity to the pole.

Bill Desch feels that lighting of the flagpole in its original location will only bring attention to the front of the cemetery and will possibly bring in an unwanted element. He added that he hears comments from the public, mostly when items are missing from the cemetery.

**Mr. Walsh MADE THE MOTION that the Town of Hanover move the flagpole at Pine Knoll Cemetery back to a location next to the stone when funds have been raised, or by other means at no cost to the Town but acceptable to the Town, to illuminate the flag from below. Ms. Connolly SECONDED THE MOTION and the Board of Selectmen VOTED (3 in favor, Ms. Black opposed) THAT THE TOWN OF HANOVER MOVE THE FLAGPOLE AT PINE KNOLL CEMETERY BACK TO A LOCATION NEXT TO THE STONE WHEN FUNDS HAVE BEEN RAISED, OR BY OTHER MEANS AT NO COST TO THE TOWN BUT ACCEPTABLE TO THE TOWN, TO ILLUMINATE THE FLAG FROM BELOW.**

**3. RECOMMENDATION TO ADOPT OPERATOR II, WATER AND WASTEWATER TREATMENT PLANT JOB TITLE**

Ms. Griffin noted that when the Town agreed to take on joint management of the Water Company effective July 1, there were discussions with the Board during budget deliberations about adding two positions to be funded part-time by the Waste Water Fund and part-time by the Water Company. One of these positions is for an operator trained to do both water and waste water treatment. She explained that it is necessary to approve the new job title for this position.

**Ms. Connolly MADE THE MOTION that the Board of Selectmen approve the Water and Wastewater Treatment Plant Operator II job title. Mr. Manchester SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO APPROVE THE WATER AND WASTEWATER TREATMENT PLANT OPERATOR II JOB TITLE.**

**4. APPROVAL OF LICENSE TO INSTALL NEW UTILITY POLE ON CHANDLER RD.**

**Ms. Connolly MADE THE MOTION to approve the license to install a new utility pole on Chandler Rd. Mr. Walsh SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO APPROVE THE LICENSE TO INSTALL A NEW UTILITY POLE ON CHANDLER RD.**

**5. REVIEW AND APPROVAL OF INVESTMENT POLICY.**

Mr. Walsh asked for an explanation of any changes of the investment policy since the previous year. Mr. Gilbar explained that there have been no changes in the policy since the previous year. He added that there are currently discussions regarding a change in terms of specifying in the RSA the investment in repurchase agreements and whether they should be allowed.

**Ms. Connolly MADE THE MOTION that the Board of Selectmen vote to approve the investment policy. Mr. Walsh SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO APPROVE THE INVESTMENT POLICY.**

**6. ADOPTION OF RESOLUTION AUTHORIZING PARTICIPATION IN NEW HAMPSHIRE MUNICIPAL ASSOCIATION HEALTH INSURANCE TRUST.**

**Mr. Walsh MADE THE MOTION that the Board of Selectmen vote to adopt the resolution authorizing participation in New Hampshire Municipal Association Health Insurance Trust. Ms. Connolly SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ADOPT THE RESOLUTION AUTHORIZING PARTICIPATION IN NEW HAMPSHIRE MUNICIPAL ASSOCIATION HEALTH INSURANCE TRUST.**

**7. REVIEW AND APPROVAL OF RECOMMENDATIONS OF ADVISORY BOARD OF ASSESSORS.**

**Ms. Connolly MADE THE MOTION that the Board of Selectmen vote to approve the results of the abatement hearings of June 25, 1998. Mr. Manchester SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO APPROVE THE RESULTS OF THE ABATEMENT HEARINGS OF JUNE 25, 1998.**

**8. REVIEW AND DISCUSSION OF RECORDS MANAGEMENT POLICY AND ARCHIVES AND RECORDS MANAGEMENT SERVICE AGREEMENT.**

Ms. Black explained she and Ms. Griffin had met recently with Anne Ostendarp, the Dartmouth archivist, to review the Town's records management policy. Ms. Griffin noted that the policy includes the recommendations of the archival staff regarding records which have no significance from an archival standpoint; the archival staff recommends either retaining those records here or disposing of them.

Ms. Connolly stated that she is concerned about the 19th century mortgage record books, as well as anything from the 19th century including the 1901 Hanover Gazette and early 20th century postcards. She also feels that 19th century court writs should be retained.

Dan Daily stated that mortgage records, from a historian's perspective, are not records that are typically used for research. He noted that the staff tried to take a selective sample of these mortgage records, and set the remaining records aside.

Ms. Connolly stated that she feels a sampling does not preserve an adequate amount of the records.

Ms. Griffin summarized the Board's wishes and indicated that Boxes 3, 6, 7, 16, and 17 would be kept.

Mr. Walsh asked if personal property mortgages were similar to a UCC filing. Mr. Daily answered that they are similar. Mr. Walsh suggested that personal property mortgages be saved until the UCC filings became standard procedure, and rely on the records of Grafton County since that time.

Ms. Black noted that the Historical Society was interested in preserving information on dog licenses from 1890 to 1970.

Mr. Walsh asked if the \$7,000 figure mentioned is for future expected ongoing expenses. Ms. Griffin answered that the Town would over time budget a modest amount of money to provide for the archive services which Baker Library staff provide on behalf of the Town.

Mr Walsh stated that Hanover is lucky to have Dartmouth College and Baker Library, and wondered what other towns in the state do with regard to their records. Ms. Griffin answered that it varies from town to town, but in many towns the historical society forms the basis for the saving, organizing, storage and access to historical town records. In other towns it is the function of the local library or the town clerk. She stated that she hopes Mr. Daily can assist the Town in refining protocol for saving current records.

Ms. Connolly asked if insurance coverage was in place to cover loss of materials stored in the College library. Ms. Griffin answered that she would need to check with the Property and Liability Trust regarding that issue.

**Mr. Walsh MADE THE MOTION that the Board of Selectmen vote to approve the Records Management Policy and Archives and Records Management Service Agreement. Ms. Connolly SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO APPROVE THE RECORDS MANAGEMENT POLICY AND ARCHIVES AND RECORDS MANAGEMENT SERVICE AGREEMENT.**

**9. RECOMMENDATION TO DISBAND THE ARCHIVES BOARD.**

Ms. Black made the suggestion that the Archives Board be formally disbanded. The work of the Board will be carried on in-house, with Sally Johnson in charge and working with Baker Library staff.

Mr. Walsh asked if the Archives Committee was unanimous in its desire to be disbanded. Ms. Griffin answered that she believes it is unanimously in favor of being disbanded, noting that Allen King is the one committee member who continues to be involved through the Historical Society.

**Mr. Walsh MADE THE MOTION that the Board of Selectmen disband the Archives Board to relieve them of their responsibilities to the Town, and thank them for their work. Ms. Connolly SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO DISBAND THE ARCHIVES BOARD TO RELIEVE THEM OF THEIR RESPONSIBILITIES TO THE TOWN, AND THANK THEM FOR THEIR WORK.**

**10. ADMINISTRATIVE REPORTS.**

Ms. Griffin reported that the Town is beginning its paving program, and she will be updating the Board in its Friday mailings as to progress made.

Ms. Black expressed concern about the curb along South Main Street where the new construction is occurring. Ms. Griffin stated that she has had discussions with the developer regarding the curb and the storm drain, and paving will not begin until the matter is corrected to the Town's satisfaction.

Ms. Griffin also reported that she has been interviewing applicants for the Planning and Zoning Director position and for Assessor. She added that she is encouraged by the quality of the Planning and Zoning Director applicants, and hopes to be in a position to make offers next week. Applicants will be brought in for a second round of interviews.

Ms. Griffin noted that the Town will be submitting a site plan amendment application to the Planning Board with regard to the back parking lot. The amendment would provide for relocating dumpsters from their current location to down near the Parks and Recreation building. There is consideration of one consolidated dumpster for cardboard along the north wall of the Nugget building in an area that is not now landscaped. Ms. Griffin stated that a couple of additional sidewalk tip downs will be included, based on discussions with the Disabled Advisory Committee. Further, she noted that there will be discussion of 8 ft. wide parking spaces versus 9 ft. wide parking spaces, stating that this would add another 8 to 10 spaces to the parking lot.

Ms. Griffin stated that agreement has been reached with the owner of the Nugget Arcade for landscape renovation and a curb plan behind the Nugget building. In addition, she is working with the Improvement Society about upgrading the back of the building to possibly include movie poster signs.

Ms. Black asked if there was a way to get people who use the dumpsters to be more careful, and also to break down the cardboard. Ms. Griffin acknowledged that there is a problem, and that she has been working with the restaurants about being more careful. She stated that if the carelessness continues, the alternative is to discontinue the garbage dumpsters. Ms. Griffin added that Molly's Balloon has offered to head the clean-up effort, but does not wish to do all of the work by themselves.

Ms. Griffin stated that she had attended a Zoning Board review on the parking structure proposal recently. The proposal is for a variance and two special exceptions; the variance regards the setback on Currier Street that is essentially violated by every building on both sides of the street. Six more parking spaces can be added to the structure if the variance is granted to take 18 sq. ft. of land that is within the outside setback. Referring to the two special exceptions, she noted that one regards the location of the parking structure. Deliberations should begin on the actual site plan in August.

Ms. Black noted that when construction of the new parking facility has begun, the three recycling dumpsters will need to be relocated. Ms. Griffin stated that there have been discussions regarding potential locations for the three dumpsters which are presently located behind Ben & Jerry's. One of the dumpsters is paid for by the Town, and two by the College.

Ms. Griffin also reported that TNN will be in Hanover and surrounding sites to film part of a program that has been put together in conjunction with the Winston Cup race which will be held in Loudon this coming weekend. Each year the station showcases a different part of the state in conjunction with the Office of Travel and Tourism. Filming will begin the morning of Wednesday, July 8th, and TNN will be filming live from Dartmouth on Thursday, July 9th from 2:00 to 3:00 p.m., weather permitting.

#### **11. SELECTMEN'S REPORTS.**

##### **Mr. Manchester**

Mr. Manchester commented on the great participation in the 4th of July celebration.

Mr. Manchester asked if progress had been made on the relocation of the crosswalk on Park Street. Ms. Griffin answered that the crosswalk can be moved, perhaps one block up from Barrymore.

Mr. Walsh stated that for public safety a sidewalk is needed on the west side of Storrs Road going up the hill. Ms. Griffin answered that the sidewalk is on the Town's long-range sidewalk plan.

##### **Ms. Connolly**

Ms. Connolly reported that the Planning Board will be revisiting the Schoolhouse Lane project in Etna, with the notion of adding to the present building. Two Buck Road sites were approved for conversion to Office and Laboratory, with one more site to go. She also reported that the first case on the agenda deals with the Moore Psychology Building, and their desire to switch from one type of light to another. Ms. Connolly added that the Planning Board also reviewed a new land use chapter of the Master Plan, and will keep the Board posted on the progress.

**Mr. Walsh**

Mr. Walsh reported on the outstanding 4th of July celebration, and suggested that a resolution be passed thanking those individuals involved in making the celebration a success.

**Ms. Black**

Ms. Black reported that there are now two concrete 1/4 pipe structures permanently installed on the skateboard park. She stated she is pleased to see so many skateboarders using the park.

Ms. Black reminded the public that there will be a Community Center Workshop at the Richmond School on July 15th from 5:00 to 9:00 p.m. Ms. Griffin noted that mailings will be going out July 7th, posters are being produced to be displayed around Town, and display ads will be running in the newspaper. She hopes to get a minimum of 50 to 60 people at the meeting, and if necessary, another workshop can be scheduled in the fall.

Mr. Manchester referred to Shawn Donovan's proposed goals and objectives, and questioned his encouragement of public and private investment in the CBD. He asked if there would be an adequate tax base to support the Town if the Town and the College invested in all of the CBD. Ms. Griffin stated she feels Mr. Donovan was referring to infrastructure improvements and parking structures, and that she interpreted his remarks as investment by the Town and the College in enhancing the downtown environment, whether by a lighting program, sidewalk improvements, facade and sign programs or landscape programs, all to improve the appearance of the downtown area.

**12. APPROVAL OF MINUTES - JUNE 15, 1998.**

**Ms. Black MADE THE MOTION that the Board of Selectmen vote to approve the minutes of June 15, 1998, as amended. Mr. Walsh SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO APPROVE THE MINUTES OF JUNE 15, 1998, AS AMENDED.**

**13. OTHER BUSINESS**

There was no other business to come before the meeting.

**14. ADJOURNMENT.**

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

**Ms. Connolly MADE THE MOTION to go to non-public session to discuss a matter which may affect the reputation of an individual. Mr. Walsh 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.**

**SUMMARY**

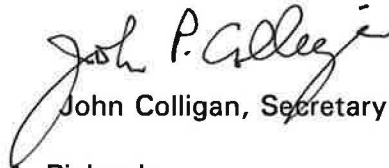
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The meeting was adjourned at 5:10 p.m.

Respectfully submitted,

  
John Colligan, Secretary

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