

**APPROVED**

**BOARD OF SELECTMEN'S MEETING**

**AUGUST 3, 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; 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 wishes to use it.

**1. PUBLIC COMMENT**

There was no public comment.

**2. DISCUSSION OF PROPOSED FY 1998/99 GOALS AND OBJECTIVES**

The Board and members of the public discussed the Goals and Objectives for July 1, 1998 through June 30, 1999. Minor wording revisions were agreed upon, resulting in a revised list of Goals and Objectives as follows:

**SELECTMEN:**

- \* Maintain tax rate at or below the rate of inflation.
- \* Develop a 20 year capital improvement program for Hanover for possible consideration of a Community Center, Howe Library, Etna Center, Scenic Locales Committee Recommendations, Biking and Hiking Trails, Affordable Housing, Rip Road Sidewalk, College Street Re-paving, parallel road to Greensboro Road, Water Company and School needs. Assign Selectmen to follow through with each project with Administration.
- \* Plan integrated parking district organization.
- \* Have plans complete to go forward in May 1999 with Community Center and Howe Library.
- \* Recruit and organize staff for quarterly newsletter and publish.
- \* Hold annual meetings at Department venues to review facilities and department needs. Meet on an annual basis with Town Boards and Commissions.
- \* Develop planning group for Year 2000 Celebration.
- \* Appoint Planning and Zoning Taskforce with a timeline for recommendations to Planning Board and Selectmen.
- \* Develop policy statement and recommendations regarding how "Hanover Will Develop" (New Goal recommended by John Colligan)

- \* Work with College and School District to develop long range facility and space needs for Hanover -- Five Year, Ten Year, Twenty-Five Year Plan.
- \* Finalize negotiations for Barrett-Ransmeier Conservation land.
- \* Revisit dog ordinance.
- \* Conduct a Hanover resident survey to facilitate citizen participation in setting the Selectboard's Goals and Objectives.
- \* Review landscaping and surface conditions of all Town parking lots and develop plan for implementing improvements.

#### **ADMINISTRATION**

- \* Fully staff and get Planning and Zoning Department operating at full speed.
- \* Continue to streamline vehicle maintenance programs.
- \* Develop Town-wide purchasing policy with Frank Austin supervising vehicles.
- \* Develop Ethics Statement for all Town volunteers and employees.
- \* Develop handbook for Board and Commission Members.
- \* Complete Classification and Compensation Study before labor negotiations begin.
- \* Keep tuned to electrical aggregation possibilities.
- \* Complete Town's Technology Plan for networking and information distribution.
- \* With Conservation Commission, Develop Class VI highway and trail plan and create database of all Town-owned land and conservation lands.
- \* Continue to review insurance programs and cost effectiveness of benefits package.

There was lengthy discussion regarding the creation of the Planning and Zoning Taskforce. Ms. Griffin indicated that the Planning and Zoning Director has now been selected, whose first task will be to determine what is needed for departmental organization, including whether or not it will be possible to combine building inspection with zoning enforcement. She anticipates that someone will be in place filling this position by the end of this calendar year.

Winifred Stearns encouraged the Board to consider the fact that there are many citizens who would be willing to report to the Planning and Zoning Director regarding any possible violations.

Wey Lundquist stated his concern that combining the building inspector and zoning enforcement positions would create a conflict of interest.

Ms. Griffin stated that Jonathan Edwards has been hired as the Planning and Zoning Director, to begin work on Monday, August 31st. He has been the Planning and Zoning Director for the Town of Reading, Massachusetts for the last twelve years where he was the Town's first Planning and Zoning Director and has overseen building inspection and built up their zoning enforcement staff to the point where the Town is now a model in the Boston beltway area. Mr. Edwards also worked in the State of North Carolina developing affordable housing projects.

Ms. Griffin indicated that Michael Gilbar will recommend to the Selectmen at the next Board meeting that the Planning and Zoning Director's position be upgraded from a Management Level I to a Management Level II, which is the highest level department position. This upgrade is in recognition of the fact that the Planning and Zoning department is a very complex operation to manage.

Regarding the Planning and Zoning Taskforce, Ms. Griffin recommended to the Board that the first item to be accomplished is to finalize the scope of work for the Taskforce. Once the scope of work has been finalized, she will recommend to the Board that it begin advertising for volunteers to sit on the Taskforce. Ms. Griffin stated that she has already received letters from interested participants. The Board will then determine how large the Taskforce should be, make appointments, and decide how the Taskforce will be composed. She expects the Taskforce to begin work this fall once the new Planning and Zoning Director has a chance to get settled in.

Mr. Colligan discussed the goal which he proposed regarding how "Hanover Will Develop". He stated he is interested in proposing to the Board how Hanover should take the opportunity to exercise leadership in establishing a land conservation program. He feels that even though there are considerable areas of Hanover that are somewhat protected, they are not permanently protected. Mr. Colligan feels that there should be the identification of proper mechanisms to fund land conservation, and would like the Board to support the idea of preserving the rural environment of Hanover.

Mr. Colligan feels that steps should be taken to regularly fund a land acquisition fund solely used for land acquisition, and also feels that if Hanover takes a leadership role in funding, the Town would then be in a good position to approach the College to propose that it be a partner.

Elaine Bent noted that most of the funds from the land use change tax go into the general fund, with a very small percentage allocated to the land acquisition fund. Ms. Griffin answered that \$27,000 was allocated to the land acquisition and capital improvements fund during the fiscal year that has just ended. She indicated that if the funding formula were to be changed, the time for discussion would be with the Board of Selectmen as they deliberate the budget in February.

Bill Baschnagel noted that one of the biggest impacts on the Town is the need for housing for both undergraduate and graduate students attending Dartmouth College. Ms. Black indicated that Dartmouth's plan is to have all undergraduates living on campus by the year 2010. The College has active plans to construct new dormitories and upgrade others. She suggested that with the arrival of the new President of Dartmouth College, there will be much more open communication than has been present in the past.

Mr. Walsh stated that he feels the Goals and Objectives list is impossibly long for the Selectmen to accomplish between July 1, 1998 and June 30, 1999. He feels that it represents a two to three year list, and has no expectations to complete all of the goals and objectives within a year.

**Mr. Walsh MADE THE MOTION that the Board of Selectmen adopt the Goals and Objectives for the period July 1, 1998 through June 30, 1999. Mr. Manchester SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ADOPT THE GOALS AND OBJECTIVES FOR THE PERIOD JULY 1, 1998 THROUGH JUNE 30, 1999.**

**3. DISCUSSION OF PROPOSED SCOPE OF WORK FOR THE PLANNING AND ZONING TASKFORCE.**

Ms. Griffin referred to a detailed draft scope of work for the Planning and Zoning Taskforce prepared by Mr. Walsh which was provided to the Board of Selectmen in their Friday mailing. Ms. Griffin also provided copies to members of the public in attendance at this meeting.

Mrs. Morris indicated that she feels one of the most efficient ways to get the participants of the Taskforce on the same wavelength initially would be to devise a case study to allow them to look at actualities, and trace through the history of a development. She suggested that a real case be used, rather than a fabricated case.

Bob Norman noted that any case study considered runs the risk of leaving out some important issues; he suggested that more than one case might have to be used to run the full gamut of all areas of concern.

Ms. Black stated she hoped that one of the goals of the Taskforce would be to make recommendations to the Selectmen and the Boards ways in which the process could work better. She added that many of the recommendations would probably be directed to the Planning Board and Zoning Board, rather than the Board of Selectmen.

Wey Lundquist noted that public hearings should be held not just on specific case projects, but also on areas such as transportation, economics, utilities, open spaces and amenities, to avoid being issue driven or driven by a single concern.

Mr. Walsh answered that the Planning Board has been holding public hearings for three years on economic development, land use, transportation, and housing sections of the master plan, to which public attendance has been poor. Mr. Lundquist feels that to overcome that, it would be necessary for the Board to set itself up as making a presentation, and then work on the public relations and publicity side to get people responsive to it.

Mrs. Bent suggested that there be more definitions in the chapters to the Master Plan to more clearly define some phrases. Ms. Black answered that the Selectmen will send that recommendation to the Planning Board.

Mrs. Morris referred to the draft scope of work for the Taskforce, and noted that while she hopes that the directives to the Planning and Zoning Taskforce are quite specific, that there be specific wording that leaves it open ended to allow the Taskforce to have express capability to consider whatever it feels is necessary in relation to an issue.

Mr. Norman stated that at a meeting in June, Ms. Connolly strongly suggested that once the Taskforce is appointed it have time to digest State law and other documents before its first meeting. He feels that getting people the necessary background as early as possible would be very helpful. Ms. Connolly also spoke about the possibility of having subcommittees, an idea which Mr. Norman feels has much merit.

Ms. Griffin will place on the agenda for the next meeting an item allowing for discussion about the structure for the Taskforce, noting that it makes sense to continue to solicit the public's feedback regarding scope of work.

Ms. Black feels that the scope of work will not be defined until the Taskforce starts working. She stated that she approves of the three phases suggested by Mr. Walsh.

Ms. Griffin stated that Mr. Colligan suggested that former members of the Boards with real life experience regarding State statutes and local regulations might make good members of a steering committee for the Taskforce.

Mr. Baschnagel asked if the focus of the group would be process. Ms. Black answered that the focus is also to look at what is currently in place and see if there needs to be changes made with regards to ordinances and site plan requirements. The focus should be not so much the actual process, but whether what is now in place meets the Town's needs; if it does not, what needs to be done to make it work.

Mr. Walsh suggested that the focus should also be on what new tools, improvements, changes or additions should be contemplated to make the process fit Hanover. He noted that in each of the phases proposed, he felt public input was very important.

Mr. Colligan thanked Mr. Walsh for preparing the draft of the proposed scope of work, and suggested adding under Phase 1 the idea of looking at other small college towns to review their practices and experience to see if they can facilitate the case study portion.

#### **4. APPROVAL OF POLE LICENSES FOR SOUTH MAIN ST. AND THOMPSON RD.**

Ms. Griffin stated that requests had been received from Granite State Electric for two new utility poles to be located on South Main Street, and one new utility pole and one replacement utility pole on Thompson Road.

**Mr. Manchester MADE THE MOTION that the Board of Selectmen vote to approve pole licenses for utility poles on South Main Street and Thompson Road. Mr. Colligan SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO APPROVE POLE LICENSES FOR UTILITY POLES ON SOUTH MAIN STREET AND THOMPSON ROAD.**

**5. DISCUSSION REGARDING CENSUS 2000**

Ms. Griffin stated that she had received a communication from the Federal government regarding the Year 2000 Census, inquiring if the Town wished to have a Census 2000 committee. She understands that the committee would be involved in primarily promotional activities trying to encourage the community's participation in the Census. Ms. Griffin referred to a guide received from the Federal government, and indicated that she would gather pertinent information from the guide to provide to the Selectmen in a Friday mailing.

Ms. Black stated that she does not believe this item requires any action from the Board until the next meeting.

**6. YEAR-END PRESENTATION**

Ms. Griffin informed the Board that Michael Gilbar wished to postpone this agenda item to the next Selectmen's meeting on August 17, 1998.

**7. ADMINISTRATIVE REPORTS**

Ms. Griffin announced the appointment of Michael Lyon as Town Assessor; he will begin work on August 31. She noted that Mr. Lyon had worked as the City Assessor for the City of Concord for almost nine years, and brings extensive experience to the position.

Ms. Griffin also reported that the ROT composting facility is now in operation, and will be accepting sludge from Hanover. There will be a tour and open house on Friday, August 7th, at 9:15 a.m. to which members of the Board and the community are invited.

Ms. Griffin stated that work is continuing on the Town-wide paving program, including sidewalk and curbing work as well as finishing up the municipal parking lot. She will be attending a Planning Board meeting on August 4 to present an amended site plan incorporating some changes and relocating dumpsters. The number of dumpsters will be decreased from four to two for the entire network of users on Town property.

Ms. Black asked if the Town has any control over businesses that use the dumpsters improperly. Ms. Griffin stated that she had a meeting with all users of the dumpsters recently. The problems with improper use of the dumpsters are due primarily to restaurants, and stated that if problems continue with food waste not reaching the dumpsters that individual restaurants will not be allowed to use the dumpsters. She added that the new cardboard dumpster will be configured so that only flattened cardboard may be put into it; there will also be six rolling bins within the fenced compound for glass. Ms. Griffin stated that the restaurants have been informed that they will have to clean up after themselves.

**8. SELECTMEN'S REPORTS**

**Mr. Walsh**

Mr. Walsh had nothing to report.

**Mr. Manchester**

Regarding the Parking and Transportation Board, Mr. Manchester reported that a letter had been received from a resident on Occum Ridge concerned about parking along Occum Ridge Road in front of the Roth Center. Mr. Baschnagel stated that one suggestion given considering the amount of bicycling and jogging around the pond was that the street should be kept free from parking from Webster Avenue to just beyond the Roth Center.

Ms. Griffin will be agendaizing for the next Board meeting the setting of a public hearing for the Board's first meeting in September to amend the parking ordinance to ban parking on the East side of Occum Ridge from Webster Avenue to just North of the Roth Center.

Regarding the parking garage, Mr. Manchester stated that at Town Meeting 300 spaces were voted for. He noted that the site plan now calls for 283 spaces. Ms. Griffin explained that the decrease in parking spaces is primarily due to adherence to ADA requirements. She added that the final number of spaces will not be determined until final design and architectural issues are completed, but she feels that the number will be under 300.

Mr. Manchester noted that with changes in long-term employees, this may be a good time to implement centralized purchasing and vehicle maintenance.

**Mr. Colligan**

Mr. Colligan indicated that the Scenic Locales Committee will be meeting August 6th at 7:30 at the Municipal Building.

**Ms. Black**

Ms. Black reported that a delegation from Nihonmatsu, including the mayor and his wife, will be at the Municipal Building at 9:00 on August 5th. The delegation includes twelve students and six adults.

Ms. Black also reported that there will be a blood drive on August 5th and 6th at Alumni Hall, Hopkins Center.

Mr. Manchester asked how a taxpayer would use ROT. Ms. Griffin answered that it will probably be 18 months to two years until ROT is able to accept food waste and yard waste from private individuals and other institutions. If the program is able to expand at some point to be able to take food and yard waste, it would be a drop-off program, at least in the early stages.



**9. APPROVAL OF MINUTES - JULY 6, 1998**

**Ms. Black MADE THE MOTION that the Board of Selectmen vote to approve the minutes of the July 6, 1998 meeting, as corrected. Mr. Walsh SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO APPROVE THE MINUTES OF THE JULY 6, 1998 MEETING, AS CORRECTED.**

**10. OTHER BUSINESS**

There was no other business to come before the meeting.

**11. ADJOURNMENT**

**Mr. Walsh 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 OF THE BOARD OF SELECTMEN.**

**Mr. Walsh MADE THE MOTION to 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.**

**SUMMARY**

- 1. Mr. Walsh MADE THE MOTION that the Board of Selectmen adopt the Goals and Objectives for the period July 1, 1998 through June 30, 1999. Mr. Manchester SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ADOPT THE GOALS AND OBJECTIVES FOR THE PERIOD JULY 1, 1998 THROUGH JUNE 30, 1999.**
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The meeting was adjourned at 6:22 p.m.

Respectfully submitted,



John Colligan, Secretary

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