

FINAL

BOARD OF SELECTMEN'S MEETING

OCTOBER 19, 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; 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 reported on a recent trip she and Ms. Connolly made to Nihonmatsu, Japan, and spoke of the hospitality, generosity and friendship of the Japanese people. She displayed a rubbing of an inscription on a famous engraved stone, noting that the engraving was completed in 1749. The inscription translates to: "Retainers - remember that your wages come as a gift from the hard toil of the people. You must, therefore, thank the people and deal with them with kindness. If you should forget this and treat the people harshly, you will be punished by heaven."

2. RECOMMENDATION TO SET PUBLIC HEARING ON NOVEMBER 9, 1998 TO AMEND THE PARKING ORDINANCE TO INCREASE THE NUMBER OF LONG-TERM PARKING SPACES IN THE MARSHALL LOT, LOCATED ON MAPLE STREET.

Ms. Griffin explained that the Marshall lot, which is located at the corner of School and Maple Streets, has a total of 65 parking spaces, consisting of 48 ten hour long-term spaces, 15 three hour spaces, and two handicapped parking spaces. It is proposed to re-stripe the lot to 8 foot parking spaces, which will allow an additional 14 parking spaces, and to convert all of the spaces in the lot to 10 hour metered parking spaces, with the exception of the two handicapped spaces. She explained that the goal is to try to discourage meter feeding as construction of the new parking structure draws near.

**Ms. Connolly MADE THE MOTION that the Board of Selectmen vote to set a public hearing on November 9, 1998 to amend the Parking Ordinance to increase the number of long-term parking spaces in the Marshall lot, located on Maple Street. Mr. Manchester SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO SET A PUBLIC HEARING ON NOVEMBER 9, 1998 TO AMEND THE PARKING ORDINANCE TO INCREASE THE NUMBER OF LONG-TERM PARKING SPACES IN THE MARSHALL LOT, LOCATED ON MAPLE STREET.**

Mr. Walsh indicated that he would look forward to a comprehensive review and suggestions for the entire parking system. Ms. Griffin answered that work is underway on a list of possibilities with an eye toward bringing back a report for the November 9th meeting.

**3. DISCUSSION OF RECOMMENDATION DEVELOPED BY THE HOWE LIBRARY BOARD OF TRUSTEES' COMMITTEE ON THE STATEMENT OF UNDERSTANDING.**

Dick Winters explained that he had chaired a committee which basically was an ad hoc committee consisting of half trustees and former trustees of Howe Library Corporation, and half citizens who were knowledgeable and active in Town affairs. Out of the meetings of that committee a letter was developed which was distributed to the Selectmen as the next step to furthering discussions between the Town and the Board of Trustees.

Mr. Colligan joined the meeting at 7:40 p.m.

Mr. Winters emphasized three main points contained in the letter. He indicated that the library has been at its present site for 25 years, and now is in need of new space, new facilities and new operations. The Trustees believe this is natural growth in the Library, and a natural next step. Mr. Winters stated that the Trustees believe the library needs an increase in space of approximately 2/3 in order to properly encompass what the Board of Trustees and members of the Corporation, as well as the citizens of Hanover, feel is needed. He added that the Board of Trustees are in a position to map a fundraising campaign, although the campaign committee has not yet been put into place. Mr. Winters noted that Cary Clark will chair the fundraising campaign for Howe Library. He commented that if the facility of the library is expanded by 70%, it will entail an operating cost increase of some significant magnitude, which implies a new relationship with the Town.

Matt Marshall assured the Selectmen that fundraising has not yet begun. He explained that three out of the four scenarios for expansion of the library involve the library staying on its current site. The other option would have the library potentially moving onto Lebanon Street. Mr. Marshall stated that he, as well as the Board and the Joint Facilities group, would like to see the Howe Library stay in what is termed downtown Hanover versus an out-of-town location. It is hoped to begin looking at architects for the project this winter.

Ms. Black asked when cost estimates or staffing needs will be determined. Mr. Marshall answered that the Master Facilities Committee has been reviewing staffing needs for the library, and he has been encouraged that the staffing issue with the expansion is not as significant as he had believed. He added that they are meeting with consultants regarding fundraising, and have also met with the architectural firm Black River Design to come up with preliminary plans. Mr. Marshall indicated that it is possible for the library to expand on its current site, and to create a design that would also accommodate increased parking.

Mr. Colligan asked if much has been learned about the trade-off between taking advantage of technology versus minimizing space as libraries are becoming more technological. He also asked if there were examples of libraries that are town libraries combined with school libraries. Mr. Colligan believes this might create an opportunity for less redundancy, as well as many opportunities to build community spirit and togetherness.

Marlene McGonigle answered that increased technology would have the greatest impact in the reference area, which would result in space savings. However, removing a multi-volume set of reference material would still necessitate a computer terminal which would require space as well. She believes that flexibility in all of the space is required because it is not known what the future may hold. Ms. McGonigle commented that there have been some school/public library combinations in the United States, mostly in rural areas with small libraries, with the success rate best when they can be built from the ground floor to accommodate school programs as well as public library programs in one building. She stated that preliminary research has been done on this issue over the years, but they will be happy to do more research.

Mr. Winters noted that his own reaction to the school/public library co-location would be that it might be more expensive in the long run. He feels it would be much more difficult to raise money privately for a facility that would be integrated as part of a public facility. Mr. Winters added that the advantage of building or an expansion of the present location is that you are able to build on the sentiment that is already extraordinarily powerful in the present facility.

Mr. Colligan feels that given all of the issues before the Town, the sentiment may be just the opposite because of timing. He commented that Dartmouth-Hitchcock was successful in private fundraising for that institution.

Mr. Marshall indicated that by definition Howe Library is not a research library, but rather a reference library. One of the areas which will be expanded will be the children's area.

Ms. Connolly stated that she would like to know what the burden of the Town would be in this expansion, noting that the library has been the recipient of fairly great largesse in recent years.

Mr. Walsh feels that the library trustees and incorporators should be congratulated for slowing down their expansion plans and for joining in the Joint Facilities Task Force. He understands that what is before the Board is the operating side of the question as opposed to the facilities side of the question. Mr. Walsh understands from the Trustees' letter is that the Corporation will fundraise not only for capital facilities, but to endow some significant portion of the operating cost increase that would result. He noted that the real question is what the process might be for going forward in determining what is the future relationship between the Town's general fund budget and the additional endowment.

Mr. Winters indicated that it will be a multi-sided process, part of which is trying to understand exactly what is going to be required by the new facility. He added that the library Board of Trustees are obligating themselves to endow a portion of the operating costs of the facility; what remains to be negotiated is what fraction of those new costs are to be endowed, and what form the endowment would take.

Ms. Black applauded the Trustees for bringing the matter before the Selectmen in the beginning of the process.

Mr. Walsh wished to communicate to the Trustees that the Board of Selectmen appreciate their sensitivity to operating costs and the intent to endow a substantial portion of the increased operating costs through fundraising.

**4. DISCUSSION OF RECOMMENDATION TO ENTER INTO A FORMAL SISTER CITY RELATIONSHIP WITH NIHONMATSU, JAPAN.**

Ms. Black discussed her recent trip to Japan with Ms. Connolly. She noted that while there they met with the mayor, president of the council, superintendent of schools, finance director, and the policy planning division to discuss the idea of becoming a Friendship City to Nihonmatsu, Japan. A fax has been received which summarizes the outcome of that meeting, as follows: 1) Nihonmatsu would send students to Hanover, and Hanover would arrange home stays for them. 2) Nihonmatsu would receive Dartmouth's foreign study students in the summer. 3) Work would continue in promoting exchanges between the two cities. 4) Nihonmatsu would accept Hanover's high school students in the year 2001. 5) Nihonmatsu is not on the Internet now, but they will connect their schools within a year and hopefully be able to have school Internet exchanges. She noted that the most important discussion regarded funding. The fax states that everyone is responsible for getting themselves to the other country; when they arrive, it is the responsibility of the local community to share the financial burden. Mr. Black noted that there are people willing to serve on a Nihonmatsu committee. She recommends that Nihonmatsu be informed that Hanover would be very happy to join in a Friendship City relationship, followed by advertising for volunteers to a Nihonmatsu committee.

Ms. Connolly described the visit, noting that the people of Nihonmatsu made sure she and Ms. Black were welcomed warmly. They visited an elementary school, saw historical sites and a great deal of the region. She emphasized that their hosts were as generous as they could possibly be, and feels that they are a wonderful group to join forces with.

Ms. Connolly described some of the ceremonies which they attended in Nihonmatsu. In particular, she spoke of a incredibly impressive ceremony at which the Hanover delegation was present and represented by Ms. Black who conducted herself with the aplomb of a seasoned diplomat. She was a very distinguished presence of which all of Hanover should be proud.

Mr. Walsh stated that he would be very much in favor of becoming a Friendship City with Nihonmatsu, provided that they are aware of the budgetary constraints of the small town of Hanover, and that it not impose any burden on Hanover's taxpayers. Ms. Black answered that this issue was discussed at great length, and the officials understand the difference in financing and were acceptable to that.

Ms. Black recommended putting \$1,000 in the budget, which is the same amount given to the Joigny committee.

**Mr. Manchester MADE THE MOTION that Hanover enter into a formal Friendship City relationship with Nihonmatsu, Japan. Mr. Walsh SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY THAT HANOVER ENTER INTO A FORMAL FRIENDSHIP CITY RELATIONSHIP WITH NIHONMATSU, JAPAN.**

Ms. Connolly explained that the trip was entirely financed by the City of Nihonmatsu; they paid for 8 people to attend the ceremony, including lodging, air fare, meals, attractions, buses, etc.

**5. RECOMMENDATION TO ADOPT REVISED JOB TITLE, REPLACING CURRENT CHIEF OPERATOR TITLE WITH TREATMENT DIRECTOR, WATER AND WASTEWATER TREATMENT PLANTS.**

Ms. Connolly referred to the job description, and asked if the requirement of being able to lift 50 lbs. had been abolished. Ms. Griffin answered that the job description is in the standard format currently used, and that the issue of being able to lift 50 lbs. is not considered something that would be included.

Ms. Connolly referred to the section in the job description which states that the person filling the position would be responsible for conflict resolution, which is quite difficult to accomplish. She suggested modifying the wording of this requirement, adding that this responsibility seems quite onerous for the level of responsibility involved. The Board discussed the job description further and made minor wording changes.

Ms. Black asked if someone would be able to handle both operations and whether it would be a workable situation. Ms. Griffin answered that both operations are actually being done by Bill Mathieu. She added that what greatly helped this position was when the most recent Operator II individual was hired. Ms. Griffin noted that there would be no change in salary grade, simply a change in the title and a fairly fundamental change in the focus of the job. Ms. Griffin added that there is enough money in the budget to fund one more position in this configuration, which is a utility manager. At the present time, Peter Kulbacki and Bill Mathieu feel there is sufficient staff. She stated that if the Town takes on the Water Company on a permanent basis, more serious consideration should be given to filling the utility manager position.

**Mr. Walsh MADE THE MOTION that the Board of Selectmen vote to adopt the revised job title, replacing Current Chief Operator title with Treatment Director, Water and Wastewater Treatment Plants. Mr. Manchester SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ADOPT THE REVISED JOB TITLE, REPLACING CURRENT CHIEF OPERATOR TITLE WITH TREATMENT DIRECTOR, WATER AND WASTEWATER TREATMENT PLANTS.**

**6. DISCUSSION OF FUNDING REQUEST SUBMITTED BY DRESDEN SCHOOL DISTRICT'S COMPREHENSIVE SCHOOL HEALTH COMMITTEE.**

Ms. Griffin noted that there is a conflict in the amount of funding requested by the Dresden School District's Comprehensive School Health Committee. She recommended that the Board approve funding up to \$250; she will contact the committee and confirm the exact amount of money they are requesting.

Mr. Colligan commented that this is a great example of volunteerism at work, and he appreciates the efforts of Leslie Williamson and Linda Addante.

**Mr. Manchester MADE THE MOTION that the Board of Selectmen approve the amount of \$250 for Project B.O.A.S.T. Mr. Colligan SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO APPROVE THE AMOUNT OF \$250 FOR PROJECT B.O.A.S.T.**

**7. REVIEW OF COVERAGE ASSIGNMENTS FOR ELECTION DAY ON NOVEMBER 3, 1998.**

The following assignments were made for coverage on Election Day, November 3, 1998: Mr. Walsh 7:00 - 9:30 a.m.; Mr. Colligan 9:30 a.m. - 12:00; Mr. Manchester 12:00 - 2:30 p.m.; Ms. Black 2:30 - 5:00 p.m.; Ms. Connolly 5:00 - 7:00 p.m; and Ms. Connolly, Ms. Black and Mr. Manchester will be present at 7:00 p.m.

**8. ADMINISTRATIVE REPORT.**

Ms. Griffin reminded the Board that a community presentation of the Dartmouth Master Plan is scheduled for November 2nd at 7:30 p.m. at the Cook Auditorium. She added that the Master Plans will be delivered to Town Hall, with copies being sent to the Selectmen and the Planning Board. There will be several copies available for members of the public. Ms. Griffin noted that the goal for the evening's meeting is to present the plan and be prepared to take comments and input from the audience. She indicated that there will be display ads in the Valley News promoting the meeting notices will be posted, and the meeting will be broadcast live on CATV. Mr. Walsh stated that all of the Town boards and commissions should be officially notified. Ms. Griffin answered that she has notified the Planning Board, the Conservation Commission and the Zoning Board.

The Board agreed to schedule two Selectmen's meetings - one on November 9th, and another on November 16th.

Ms. Griffin reported that the Public Facilities Planning Committee will be hosting a public forum on Thursday, November 12th at 7:00 p.m. at the Hanover High School. One of the presentations the committee will make that evening is a statement of need. Ms. Griffin commented that the School Board has been operating under some assumptions in terms of the condition of the buildings that require fairly significant expenditure. She feels that not everyone in the community understands what those priorities are. She has strongly urged the committee to spend time with consultants to present a statement of need, and to be sure the documentation is available in the community for individuals. Ms. Griffin indicated that there will be some very general cost estimates presented at the meeting, both of land and the average cost per square foot given the particular characteristics of the parcels that are being considered.

Ms. Griffin explained that the School Board is now re-thinking a summer bond issue given the bond environment currently in New Hampshire, and assuming that the very earliest something could happen would be in the Fall of 1999. One of the strong messages from the public was to not rush into making these decisions, and whether it might be possible to co-locate some portion of a community center space. She stated that there has been some discussion of the potential benefits of merging the Town library and a school library, and whether or not that might save money.

Ms. Griffin also reported that the Town employees completed 105 detailed job description surveys in conjunction with the classification compensation study. The surveys have been sent to the consulting team in Georgia for their review; the team will be in Hanover in November to begin conducting interviews of all Town employees. The consultants will provide a first draft of recommendations in mid-December for both the revised classification system as well as compensation recommendations.

Ms. Griffin indicated that in reviewing the schedule, she and Mike Gilbar would like the Board's reaction of whether it would be viable for this year only to consider budget deliberations in March rather than February. This request is as a result of needing as much time as possible in January to focus specifically on wrapping up the classification and compensation study recommendations, and to kick off the negotiations with the bargaining units.

Mr. Walsh asked if information regarding the medical premium could be obtained earlier. Ms. Griffin answered that preliminary rates will be available in early December.

## **9. SELECTMEN'S REPORTS.**

### **Mr. Walsh**

Mr. Walsh reported on a very positive Joint Facilities Task Force meeting recently. He noted that the upcoming meeting on November 12th is a very important meeting to attend.

Mr. Walsh congratulated the joint fraternity and sorority councils of Dartmouth College for their superb letter in the Valley News. He understands from Chief Giaccone that the bonfire night was relatively quiet. Mr. Walsh added that he had a number of people accuse him of being against the bonfire, and he wished to go on record to say he is not against the bonfire.

Mr. Walsh noted that a number of people have spoken to him about how badly it damages conversations about the community center to have an aquatic center be part of it. If an aquatic center is going to happen with private money to serve the Upper Valley, he would be in favor of it. He feels that to carry it as part of the Community Center Task Force damages the credibility of the Task Force.

Ms. Griffin explained that what is emerging are essentially four nodes which could all be part of a community center; one node is meeting room space, called common area space. The second node is the senior center, and the third node is some sort of additional indoor fieldhouse space. The fourth node would be the aquatic center, which the survey determined was a very highly desired facility among Hanover residents. Ms. Griffin believes the Community Facilities Task Force will recommend common area space with a senior center. If, in the future, there is momentum for an aquatic center or field house space, those would be separate fundraising efforts.

**Mr. Walsh MADE THE MOTION that the Board of Selectmen agree that an aquatic center should happen as a private initiative of the whole Upper Valley, and should not be viewed as part of the Community Center Task Force for Hanover. Mr. Manchester SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY THAT AN AQUATIC CENTER SHOULD HAPPEN AS A PRIVATE INITIATIVE OF THE WHOLE UPPER VALLEY, AND SHOULD NOT BE VIEWED AS PART OF THE COMMUNITY CENTER TASK FORCE FOR HANOVER.**

**Ms. Connolly**

Ms. Connolly reported that the Planning Board is working on a project on Buck Road which is in the preliminary stages of approval. The Planning Board is also finishing the Land Use chapter of the Master Plan, and will hopefully complete the Master Plan within the year. She noted that the Planning Board will be hearing the Chase Field case on October 20th.

**Mr. Manchester**

Mr. Manchester reported that the Rec Department will be meeting on October 21st at 6:30 p.m.

**Mr. Colligan**

Mr. Colligan had nothing to report.

**Ms. Black**

Ms. Black asked if the Town gives out any information on Town government at the Newcomers' Luncheon. Ms. Griffin answered that information is sent to be distributed at the luncheon, and the Town fills out a questionnaire as part of the directory that is distributed to newcomers.

**Mr. Walsh MADE THE MOTION that Judith Rocchio be appointed to the Advance Transit Board. Ms. Connolly SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO APPOINT JUDITH ROCCHIO TO THE ADVANCE TRANSIT BOARD.**

**10. APPROVAL OF MINUTES - SEPTEMBER 28, 1998.**

**Ms. Black MADE THE MOTION that the Board of Selectmen approve the minutes of September 28, 1998, as corrected. Ms. Connolly SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO APPROVE THE MINUTES OF SEPTEMBER 28, 1998, AS CORRECTED.**

**11. OTHER BUSINESS.**

There was no other business to come before the Board.



**12. ADJOURNMENT.**

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

**Ms. Black 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**

- 1. Ms. Connolly MADE THE MOTION that the Board of Selectmen vote to set a public hearing on November 9, 1998 to amend the Parking Ordinance to increase the number of long-term parking spaces in the Marshall lot, located on Maple Street. Mr. Manchester SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO SET A PUBLIC HEARING ON NOVEMBER 9, 1998 TO AMEND THE PARKING ORDINANCE TO INCREASE THE NUMBER OF LONG-TERM PARKING SPACES IN THE MARSHALL LOT, LOCATED ON MAPLE STREET.**
- 2. Mr. Manchester MADE THE MOTION that Hanover enter into a formal Friendship City relationship with Nihonmatsu, Japan. Mr. Walsh SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY THAT HANOVER ENTER INTO A FORMAL FRIENDSHIP CITY RELATIONSHIP WITH NIHONMATSU, JAPAN.**
- 3. Mr. Walsh MADE THE MOTION that the Board of Selectmen vote to adopt the revised job title, replacing Current Chief Operator title with Treatment Director, Water and Wastewater Treatment Plants. Mr. Manchester SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ADOPT THE REVISED JOB TITLE, REPLACING CURRENT CHIEF OPERATOR TITLE WITH TREATMENT DIRECTOR, WATER AND WASTEWATER TREATMENT PLANTS.**
- 4. Mr. Manchester MADE THE MOTION that the Board of Selectmen approve the amount of \$250 for Project B.O.A.S.T. Mr. Colligan SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO APPROVE THE AMOUNT OF \$250 FOR PROJECT B.O.A.S.T.**
- 5. Mr. Walsh MADE THE MOTION that the Board of Selectmen agree that an aquatic center should happen as a private initiative of the whole Upper Valley, and should not be viewed as part of the Community Center Task Force for Hanover. Mr. Manchester SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY THAT AN AQUATIC CENTER SHOULD HAPPEN AS A PRIVATE INITIATIVE OF THE WHOLE UPPER VALLEY, AND SHOULD NOT BE VIEWED AS PART OF THE COMMUNITY CENTER TASK FORCE FOR HANOVER.**
- 6. Mr. Walsh MADE THE MOTION that Judith Rocchio be appointed to the Advance Transit Board. Ms. Connolly SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO APPOINT JUDITH ROCCHIO TO THE ADVANCE TRANSIT BOARD.**

7. **Ms. Black MADE THE MOTION that the Board of Selectmen approve the minutes of September 28, 1998, as corrected. Ms. Connolly SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO APPROVE THE MINUTES OF SEPTEMBER 28, 1998, AS CORRECTED.**
8. **Ms. Connolly MADE THE MOTION to adjourn the meeting of the Board of Selectmen. Mr. Walsh SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO ADJOURN THE MEETING.**
9. **Ms. Black 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.**

The meeting was adjourned at 8:45 p.m.

Respectfully submitted,

  
John Colligan, Secretary

These minutes were taken and transcribed by Nancy Richards.