

**FINAL**

**BOARD OF SELECTMEN'S MEETING**

**NOVEMBER 9, 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 wishes to use it.

**1. PUBLIC COMMENT.**

There was no public comment.

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

Ms. Black opened the public hearing.

Ms. Connolly commented that she is in favor of this amendment, adding that the parking lot is perfectly located for all-day parking with the parking spaces already being filled by 8:00 a.m.

Ms. Griffin explained that the amendment would convert 15 spaces for long-term use and restripe the lot to add another 14 spaces, for a total of 29 spaces. She indicated that restriping will be to 8 ft., realizing that the spaces will be tighter than in the past but feeling that most people are parked there all day. This would allow for a significant increase for downtown employees who now find that the lot is essentially filled shortly after 8:00 a.m. each day. Ms. Griffin explained that any of the meters could still be used as a short term meter. She suggested that an advertisement might be placed in the Valley News to alert employees that there will be an opportunity for 29 additional long-term spaces in the Marshall Lot.

Clint Bean asked what the timeline was for conversion of the meters. Ms. Griffin answered that painting work and installation of new meters will be underway as soon as possible.

Ms. Connolly asked if any paving of the lot is to be done. Ms. Griffin responded that it is too late this fall to pave, but that a quick relining job will be done and paving of the parking lot will be on the slate for next summer.

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

Ms. Black closed the public hearing.

**3. RECOMMENDATION TO SET PUBLIC HEARING FOR DECEMBER 7, 1998 TO ADOPT A NEW ORGANIZATIONAL FRAMEWORK FOR THE CODE OF ORDINANCES AND TO MAKE VARIOUS MINOR CHANGES TO SEVERAL ORDINANCES.**

Ms. Griffin explained that she would be checking with Walter Mitchell to see what changes can be made to the ordinances, adding that most of the changes are grammatical rather than substantive. Any substantive changes desired have to be set down for individual public hearings. She noted that the first thing to do is to adopt the new framework, which is really just a way to organize the ordinances alphabetically by topic and to create a new look for the ordinances with a layout that is much cleaner and easier to work with.

Ms. Griffin will distribute a copy of the draft ordinances for the Board's review.

**Mr. Manchester MADE THE MOTION that the Board of Selectmen set a public hearing for December 7, 1998 to adopt a new organizational framework for the code of ordinances and to make various minor changes to several ordinances. Mr. Walsh SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO SET A PUBLIC HEARING FOR DECEMBER 7, 1998 TO ADOPT A NEW ORGANIZATIONAL FRAMEWORK FOR THE CODE OF ORDINANCES AND TO MAKE VARIOUS MINOR CHANGES TO SEVERAL ORDINANCES.**

**4. DISCUSSION OF HOLIDAY PARKING PLAN SUBMITTED BY THE CHAMBER OF COMMERCE.**

Ms. Griffin indicated that the Chamber of Commerce has requested that free parking be allowed on the following four Saturdays before Christmas: November 28, December 5, 12 and 19.

Mr. Walsh indicated that each year the Chamber and the merchants have done a better and better job in terms of making progress with employee parking downtown and making these free parking days worthwhile. He is supportive of the Chamber's request and would like to express his thanks for the hard work and progress that has been made.

The Selectmen discussed various alternatives to bagging the meters on these four Saturdays, including taping a message on the meter or bagging the signs on entrances to parking lots. Ms. Black suggested that information on free parking be added to the holiday advertising.

Ms. Black indicated that she is in favor of issuing holiday greetings rather than tickets during the last week before Christmas for people who are illegally parked.

Clint Bean indicated that feedback from customers as well as shopkeepers has been positive regarding the free holiday parking. Merchants speaking in support of the free parking included Chris Stowe from the Dartmouth Co-op, Mark Milowsky from Molly's Balloon, and Betty Pizzuti from MIA.

**Mr. Walsh MADE THE MOTION that the Board of Selectmen approve the holiday parking plan as submitted by the Hanover Chamber of Commerce for free parking on November 28, December 5, December 12 and December 19, and that holiday greetings be issued rather than tickets during the last week before Christmas. Mr. Manchester SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO APPROVE THE HOLIDAY PARKING PLAN AS SUBMITTED BY THE HANOVER CHAMBER OF COMMERCE FOR FREE PARKING ON NOVEMBER 28, DECEMBER 5, DECEMBER 12 AND DECEMBER 19, AND THAT HOLIDAY GREETINGS BE ISSUED RATHER THAN TICKETS DURING THE LAST WEEK BEFORE CHRISTMAS.**

Ms. Griffin asked for the Board's input regarding installing artificial garlands on the light poles during the holiday season. The Board agreed that these garlands would be acceptable if they were attractive.

Ms. Black expressed concern about people using the light poles for posting advertisements, and asked if there was an ordinance prohibiting such activity. She noted that duct tape is used to attach the posters, and can tend to pull the paint off. Ms. Griffin feels that an easy way to deal with the problem is to involve the police department who could issue a citation for defacing public property. She suggested that the groups responsible might be required to come back to re-paint the poles.

Bill Baschnagel indicated that it might be easier to make a strong case if there was a kiosk or alternative location to place posters and signs. Ed Chamberlin echoed the need for a community kiosk.

**5. DISCUSSION OF TIMELINE FOR IMPLEMENTATION OF A PLANNING AND ZONING TASKFORCE.**

Ms. Griffin indicated that she had already received letters from six people interested in serving on the Planning and Zoning Taskforce which she will distribute to the Board members. She suggested that an advertisement be placed in the Valley News with the anticipation of making appointments at the Board's second meeting in December.

Mr. Colligan asked if Jonathan Edwards had been able to look at the preliminary work regarding the Taskforce. Ms. Griffin answered that he had seen the scope and is comfortable with the timeline, and she believes that he will propose to the Board a somewhat more detailed scope.

Mr. Walsh is in favor of advertising for the Planning and Zoning Taskforce before Thanksgiving, receiving letters from interested parties, interviewing candidates, and appointing candidates at the December 21 meeting of the Board of Selectmen. The Board was in agreement with this procedure.

**6. DISCUSSION OF PROCEDURE FOR APPOINTING NEW MEMBERS TO BOARDS AND COMMISSIONS.**

Ms. Griffin indicated that there is a vacancy on the Planning Board for which seven individuals have expressed an interest, three of whom are sitting alternates. She explained that the system in place for filling vacancies is to advertise to let the public know what vacancies are available, appoint a subcommittee which includes two representatives from the Board of Selectmen and one member from the Board for which there is a vacancy. Interviews are held by the subcommittee; the subcommittee then comes forward to the Board of Selectmen with recommendations based on the interviews with the candidates. She feels that although this process is more time consuming, it gives the Town an opportunity to get to know the candidates and opens the process for any interested parties to express their interest.

Mr. Colligan asked if there might be a way to involve the public with respect to people appointed to boards and commissions, allowing them to give their input to the Board.

Ms. Black stated that she is not sure that it is the community's responsibility to have input on decisions such as this. Ms. Griffin suggested that other than interviewing candidates in a public forum, that individuals in the community having strong concerns or positive feelings about a candidate could contact individual Board members.

Mr. Walsh stated that he would much rather have the input be in the form of a letter which would be available to the subcommittee and the Selectmen.

Ms. Griffin recommended that names of individuals to be interviewed for vacancies could be posted on a bulletin board in the Municipal Building, and any member of the community wishing to provide input could direct a letter to the Board of Selectmen in care of the Town Manager's office.

Ms. Connolly indicated that she feels that appointments are the job of the Selectmen, and inviting input from the community would be side-stepping the duty of the Board of Selectmen and has the potential for creating hurt feelings.

Mr. Colligan responded that the final decision would still rest with the Board; his intent was to simply give the community an opportunity to give either positive input on a candidate or to express concerns. He noted that this information would not be public, but would be addressed confidentially to the Board.

Mr. Walsh did not agree that comments should be addressed confidentially to the Board; any input should be phrased in such a way that there would not be a problem with anyone reading it.

Mr. Colligan responded that by suggesting the comments be addressed confidentially to the Board he was trying to be sensitive to Ms. Connolly's concerns about hurt feelings. He asked how other communities handled this type of procedure.

Ms. Connolly indicated that she believes an unnecessary chance of creating a negative process is being taken by inviting input. She believes it is the job of the Board of Selectmen to make the appointment.

Mr. Colligan asked how the community gives feedback to the Selectmen on existing board and commission members. Ms. Griffin answered that it usually is on a one-on-one basis. Mr. Colligan then asked what happens with that information. Ms. Black stated that in 18 years the Selectmen have not removed a person from a Board due to public opinion. Ms. Connolly added that the Selectmen have in some cases not reappointed a member of a board or commission.

Ms. Griffin commented that communities are reluctant to fire their volunteers, and in her 15 years in the profession she has never observed the dismissal of a volunteer from a board. She added that it is important that whatever process is used does not discourage people from coming forward to serve.

Ms. Griffin noted that in some communities Planning Board and Zoning Board members are elected. She is aware that in some communities when a councilor or selectboard are contemplating the appointment of a member, they make sure there is a process whereby the names of the individuals being considered for appointment are made available to everyone on the board so that if a certain board member has a real concern, they have time to register that concern before the vote is taken.

Mr. Walsh suggested that posting a list of interested candidates in the Municipal Building has value, and that if any Selectman is approached with comments they should ask for those comments to be put in writing so that they are available for the entire Board. He further recommended that there not be advertising seeking references on candidates.

Ms. Connolly asked if this written communication would be for the Board of Selectmen only, or if it would be shared with the public. Mr. Walsh replied that communications to the Selectmen are basically public matters. Ms. Griffin agreed that it would be difficult for the Board to withhold those written comments from the media.

Ms. Black stated that when someone volunteers to serve on Town boards they are not throwing themselves open to public scrutiny. She believes the Board of Selectmen's responsibility is to appoint members to boards and commissions; any control that needs to be made over those members is done by that particular board or commission on which they serve.

Mr. Colligan indicated that he believes the names of people considered to be appointed to vacancies on the School Board are made public. Ms. Black responded that this procedure would be used for vacancies on the Board of Selectmen which is an elected position, but should not be used for a volunteer board.

Ms. Griffin offered another option which would be to have a notebook in the Town Manager's office available to the public containing letters sent in by interested candidates.

A member of the audience stated that she would be very hesitant to volunteer if she were to be held up to this type of public scrutiny.

Mr. Colligan stated that Hanover has been fortunate to have a history where the system of volunteering for boards and commissions has been excellent. He noted that there are now increasing concerns about conflicts of interest, and is concerned that the Town has not yet really developed a conflict of interest manual or guideline. Mr. Colligan indicated that many people have expressed this to him as an ongoing concern. He commented that the public scrutiny of the community being aware that an individual has sent a letter of interest is dramatically less than the scrutiny that individual would experience when sitting on a controversial case. Mr. Colligan feels that there needs to be a way to get more public participation in decisions where the public is going to be impacted, for example, by the composition of a board.

Mr. Walsh indicated that there are now more volunteers than opportunities to serve, which was not the case a year ago. An interviewing process has now been put into place which he feels is a positive step. Mr. Walsh suggested that the current process be continued at this time. He is in favor of Ms. Griffin's suggestion to include letters of interest in a notebook that is publicly available and visible.

Mr. Colligan noted that work on a conflict of interest statement is on the Board's list of goals and objectives this year, and he would like to see progress made on that statement. Ms. Griffin answered that progress has been made, and the Board will be updated on that progress in their Friday mailing.

Ms. Black noted that two years ago every board, committee and commission received a statement of conflict of interest. Ms. Connolly added that the Town attorneys are consulted periodically on this subject as well.

**7. DISCUSSION OF TAX STUDY PROPOSAL SUBMITTED BY STATE REPRESENTATIVE JEB BRADLEY.**

Ms. Griffin explained that Representative Bradley represents the communities of Wolfeboro, Brookfield and Wakefield in the Lakes Region, and is requesting the participation of 18 to 36 communities in funding an economic analysis of the potential tax impact of Representative Below's last proposal which would have included a statewide school tax and an income tax component as well. If the proposal were adopted by the legislature, it would have a fairly significant impact on a number of communities in the state, including Hanover. In order to really assess what that impact would likely be, Representative Bradley has enlisted the help of Lisa Shapiro, an economist with the law firm of Gallagher, Callahan and Gartrell located in Concord, to complete the tax impact analysis component of the study. Representative Bradley's interest was precipitated by the potential for both a statewide school property tax and a potential income tax.

Ms. Griffin's reaction when reading the proposal was that she is not sure the amount of money being requested needs to be spent to arrive at an understanding of what the impact would likely be for Hanover. She feels that the Town can conduct its own study without having to spend \$2,500 to participate in a study.

Mr. Walsh believes that the study not only represents just a list of numbers, but may be something more. He suggested that either Lisa Shapiro or Representative Bradley be invited to appear at the next meeting or by telephone to explain the value of the study for Hanover.



Ms. Connolly feels that the study as proposed is too narrow, focusing only on statewide property tax which is only one of three possibilities. She would suggest that the study should incorporate all of the possible taxing functions before trying to deal with the effects.

Mr. Colligan stated that in reading the tax study proposal he noted that Grantham is contributing \$1,800, and wondered what they were getting in exchange for that rate. He agreed with Ms. Connolly that there are multiple scenarios and also the depth of the scope. He feels that it would be interesting for the scope of the study to include information based on actual experiences of schools in other states. He is also interested in the economic impacts and the impacts on businesses, but noted that the real essence is education. Mr. Colligan agreed with Mr. Walsh that either Ms. Shapiro or Representative Bradley should explain the study before the Town agrees to spend any funds to participate.

Ms. Griffin will invite Representative Bradley to attend the next Selectmen's meeting to present more information.

Mr. Walsh indicated that the study would indicate a 25% increase in Hanover's present taxes.

## **8. ADMINISTRATIVE REPORTS.**

Ms. Griffin reported that she is awaiting the initial response from the classification and compensation consultants who have spent two days interviewing every town employee possible. The consultants now have a very concrete sense of job descriptions between the interviews conducted and the job questionnaires completed by employees. They will be completing draft revised job descriptions for all job titles, and recommending some modifications in job titles to better delineate job tasks. They will also come back with a recommended classification system based on the interviews and the skills and abilities required to reach the job descriptions. She added that the consultants are also surveying 30 communities for comparable salaries, 26 in New Hampshire and 4 in Vermont. She chose the communities which she felt were best comparisons with Hanover, not necessarily in size but in providing similar services. The college, hospital and top ten employers in the Upper Valley have been surveyed as well. A final draft report will be available for the Board of Selectmen, and a series of meetings will be held in December. She indicated that the consultant had enjoyed talking with the Town employees, noting that they saw very skilled people with a tremendous amount of dedication and knowledge of their jobs. Ms. Griffin requested from the consultants an elongated compensation plan which might provide more financial incentives for rewarding employees.

Ms. Black asked if the consultants were looking at steps or classification and what effect overtime has. Ms. Griffin answered that they are looking at overtime, as well as the incentive plan for the Police and Fire Departments.

Ms. Griffin also reported that she is beginning to work in the various departments to focus on key issues to bring forward to the Board as part of the proposed budget.

**9. SELECTMEN'S REPORTS.**

**Mr. Colligan**

Mr. Colligan reported that Roger French is resigning from the Conservation Commission. He stated that it has been a pleasure working with him, and that Mr. French has been a great example of someone who feels very compassionate about Hanover and has given excellent service. He added that work has been done on the by-laws and that organizational progress is being made.

**Mr. Manchester**

Mr. Manchester reported that he had attended the Municipal Law Lecture Series, and found them to be excellent and informative.

**Ms. Connolly**

Ms. Connolly reported that the Planning Board will be working on a senior assisted-living facility on Buck Road, and considering another minor subdivision. The upcoming meeting will also focus on the land use chapter of the Master Plan to consider build-out in Hanover.

**Mr. Walsh**

Mr. Walsh reported that a Conservation Council workshop held at the Howe Library recently was well attended, and took citizens through the various processes of master planning, planning and the Zoning Board of Adjustment. He feels this provided a great service to the community and wished to thank the Council and those people who volunteered.

Mr. Walsh further reported that Dartmouth College's presentation of its Master Plan recently was a very positive meeting.

Ms. Griffin attended a recent Community Substance Abuse Advisory Committee meeting recently, and reported that the group continues to work on the concept of a follow-up community forum in the spring. She added that many activities have sprung from the initial forum held two years ago, one of which is the Community Center Task Force which has been working since that time as well as a number of other initiatives. She added that part of the goal of the follow-up community forum in the spring is to let the community know that the committee has been busy working as a result of input received from the initial forum. Representatives from the high school are thinking diligently about the best and most effective way to involve students in the planning of this forum.

Mr. Walsh also reported that the Chamber of Commerce has spent the last six months working on a set of goals and objectives included in a recent Friday mailing to the Board. The focus of the Chamber's efforts is downtown Hanover, supporting careful and planned growth for Hanover with a concentration of growing businesses within the existing Hanover footprint. He wished to thank the Chamber of Commerce for their work on this project.



Mr. Walsh noted that a group of Etna citizens are attempting to pull together a workshop to talk about a design for a downtown center for Etna. Ms. Griffin indicated that her goal is to get Etna residents thinking about a zoning designation for the village of Etna. It is currently zoned Business, and the set of allowed uses and uses by special exception probably do not match well with what Etna envisions for its village. Issues to be dealt with include the post office relocation, the bridge and the potential for signalizing the intersection. She feels it would be helpful for Etna residents to come together to try to develop a common vision to the extent possible, and to come forward to the Planning Board with a possible alternative for a zoning district designation for Etna.

Ms. Black asked if there was diversified representation in the group. Mr. Walsh answered that one of the things the group is trying to do is to make sure they are getting broad representation in the group.

Mr. Walsh added that the group has shown substantial interest in the Master Plan and what it says about the center for Etna, and noted that members of the group may want to have a discussion at an upcoming Planning Board meeting. Ms. Connolly indicated that the language has already been pretty well established throughout the Master Plan.

**Ms. Black**

Ms. Black reported that the Joint Facilities Task Force has spent the last two meetings scheduling for its upcoming meeting. There will be a packet available at the meeting regarding the needs of the High School, the Richmond School, the Community Center and the Library. Ms. Black suggested that after the upcoming meeting a newspaper supplement be put out containing results of the meeting and planning to date. If there are any other groups that wish to include materials in the supplement, Ms. Black indicated that they should contact Penny in the Town Manager's office.

**10. APPROVAL OF MINUTES: October 19, 1998.**

Approval of the minutes of October 19, 1998 was postponed to the next Selectmen's meeting.

**11. OTHER BUSINESS.**

There was no other business to come before the meeting.

**12. ADJOURNMENT.**

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

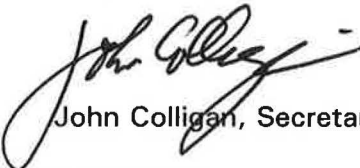
**Mr. Walsh MADE THE MOTION that the Board of Selectmen go to non-public session to discuss a matter which may affect the reputation of an individual. Ms. Connolly SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO GO TO NON-PUBLIC SESSION TO DISCUSS A MATTER WHICH MAY AFFECT THE REPUTATION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

**SUMMARY**

1. **Ms. Connolly MADE THE MOTION that the Board of Selectmen set a public hearing to amend the parking ordinance to increase the number of long-term parking spaces in the Marshall Lot, located on Maple Street. Mr. Walsh SECONDED THE MOTION and the Board of Selectmen VOTED UNANIMOUSLY TO SET A PUBLIC HEARING TO AMEND THE PARKING ORDINANCE TO INCREASE THE NUMBER OF LONG-TERM PARKING SPACES IN THE MARSHALL LOT, LOCATED ON MAPLE STREET.**
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The meeting was adjourned at 8:50 p.m.

Respectfully submitted,



John Colligan, Secretary

These minutes were taken and transcribed by Nancy Richards.