

**FINAL**

**SELECT BOARD MEETING**

**January 25, 2016**

**7:30 P.M. - MUNICIPAL OFFICE BUILDING - HANOVER, NH**

The meeting of the Select Board was called to order at 7:30 p.m. by Chair Peter Christie. Present were: Peter Christie, Chair; Nancy Carter, Select Board Member; Bill Geraghty, Select Board Member; Joanna Whitcomb, Select Board Member; and Julia Griffin, Town Manager. Absent: Athos Rassias, Vice Chair.

**1. PUBLIC COMMENT**

Chairman Christie asked for Public Comment. There were no comments from the public.

**2. DISCUSSION REGARDING TOWN'S ACCEPTANCE OF PARKING CREDIT PAYMENTS AS ENABLED BY THE HANOVER ZONING ORDINANCE.**

Ms. Griffin stated that Town and Dartmouth College staff have been talking about parking credit payments for the past few months. Our zoning ordinance was amended several years ago to enable the Town to accept payments in lieu of the provision of physical parking spaces as part of approval of projects in the downtown zoning district. To date, however, we have not enabled this part of the ordinance. There have been reservations about enabling the town to accept parking credit payments as it would leave the obligation of creating additional parking to the Town. College staff have asked us to revisit this option.

Town staff have consulted with Desman, who did our parking study a few years ago, to give us an idea of the average cost of constructing a parking space in Hanover. This helps to give us a range of potential parking credit amounts. Ms. Griffin is now bringing this information to the Board to get its views on enabling the acceptance of parking credits. Acceptance of parking credits would require adoption of an ordinance or revision of the current parking ordinance. We would also need to determine whether it would be appropriate to put these funds into our current parking funds or create a separate fund specifically for parking credits.

Select Board Member Whitcomb recused herself as part of the Board's discussion as she has been part of discussions on the College's behalf on this issue.

Ellen Arnold, Director of Real Estate at the College, was present to participate in the discussion with the Board. Ms. Arnold stated that she has been working with both College and Town staff on evaluating how the acceptance of parking credit payments may be implemented. One task that she has been working on is looking at possible locations for additional parking and/or the construction of parking facilities.

Ms. Griffin said that she has talked with Town attorneys to confirm that parking credit payments would differ from what could be considered impact fees. In the State of New Hampshire, receipt of fees from developers that are required as part of site plan approval must be spent in relative physical proximity to the actual project and must be spent within six years. Otherwise, that fee goes back to the developer. She wanted to be sure that parking credit payments cannot be considered impact fees, as we don't want to be obligated to construct parking spaces with those payments within a certain amount of time. Additionally, we would want the option of using those funds outside of the downtown area, for example, purchase of a lot where people can park and then be shuttled downtown, or to fund other forms of public transportation. Town attorneys agree that the parking credit payments would differ from an impact fee.

Select Board Member Carter inquired whether the option to pay a parking credit in lieu of physical parking spaces would be determined on a case-by-case basis, or whether the option would be available for all projects. Ms. Griffin stated that we could structure the ordinance (or revision to the current ordinance) that it is at the Town's discretion whether we would accept parking credits or not for each project.

Bill Baschnagel of Etna suggested leaving the decision up to the Planning Board on a case-by-case basis. Ms. Arnold agreed that the Planning Board would be the most appropriate to make that decision, and most projects significant enough to require additional parking would be going through the Planning Board, anyway.

Ms. Griffin stated that a number of locations have been identified to create parking within, and it would be a good idea to get more concrete estimates of per-space costs of construction in those locations in order to determine proper amounts for parking credit payments.

There was discussion among the Board about acceptance of parking credit payments and at what point those funds should be used to create additional parking.

Joanna Whitcomb, speaking as Director of Campus Planning at Dartmouth, suggested that we work with Desman on this.

Mr. Baschnagel mentioned that a study was done on possible parking structures in Hanover several years ago, including plans. Though the cost estimates related to those plans are outdated at this point, the plans may be worth taking a look at.

Implementing acceptance of parking credit payments would not require a Town Meeting vote, but there would be a public hearing held. The Board would have to adopt revisions to the current Parking Ordinance or create a new ordinance to allow acceptance of parking credit payments.

Ms. Griffin stated that Town staff can draft the revisions or a new ordinance for further discussion by the Board.

**3. DISCUSSION OF DRAFT ETHICS POLICY FOR TOWN BOARDS, COMMISSIONS AND STAFF.**

Ms. Griffin stated that the draft policy is based on a model ethics policy put together by the NH Municipal Association (NHMA). A number of communities in New Hampshire have adopted their own versions of this policy. Ms. Griffin has taken pieces from several of those policies to create a draft policy for Hanover. It has been reviewed by Town staff as well as NHMA. Included in the draft is "The Code" box which summarizes the important points of the policy.

Select Board Chair Christie asked about one of the key points of The Code, "A duty to cooperate," which is not explained in the policy. Ms. Griffin replied that this point could be removed, as it relates to the creation of an ethics board. She does not see the need for going as far as creating an ethics board.

Select Board Member Geraghty suggested clarification of the policy as it applies to volunteers. Ms. Griffin will include the definition for "volunteer" in the appropriate section of the policy.

Select Board Member Whitcomb suggested shortening some of the definitions as they are explained in more detail in other sections of the policy. Ms. Griffin will adjust accordingly.

Ms. Griffin would like the final version of the policy to be distributed to all new board and commission members and employees. She plans on further discussion with Town staff as to who else should also be receiving a copy of the policy.

The Board also discussed the issue of recusal and when one has the duty of recusing themselves or recusing another member. There is a procedure related to recusal in state statute, but it is relatively lengthy. Select Board Member Geraghty suggested including a reference to the statute in the policy.

Ms. Griffin will bring the policy back to the Board for further review at the next meeting with revisions as discussed.

Select Board Member Whitcomb inquired about the use of the term "Selectmen" when referencing the Board, as there are both men and women on the Board. Ms. Griffin and Select Board Member Geraghty both discussed that this change legally would have to go through NH legislature. However, Ms. Griffin stated that the Board could resolve to be referred to as "The Select Board" going forward.

**Select Board Member Joanna Whitcomb MOVED to refer to the Board of Selectmae as "The Select Board" Moving Forward. Select Board Member Geraghty SECONDED the Motion.**

**THE BOARD VOTED 4 IN FAVOR, 1 ABSENT, TO REFER TO THE BOARD OF SELECTMEN AS "THE SELECT BOARD" MOVING FORWARD.**

**4. RECOMMENDATION TO SET PUBLIC HEARING FOR MONDAY, FEBRUARY 8<sup>TH</sup> TO DISCUSS REVISIONS TO ORDINANCE #6, PARKING ORDINANCE.**

Ms. Griffin clarified that the revisions to Ordinance #6, Parking Ordinance, are unrelated to the acceptance of parking credit payments discussed earlier. There are outdated references and charges in the parking ordinance that need to be updated.

**Select Board Member Geraghty MOVED to Set Public Hearing for Monday, February 8<sup>th</sup> to Discuss Revisions to Ordinance #6, Parking Ordinance. Select Board Member Carter SECONDED the Motion.**

**THE BOARD VOTED 4 IN FAVOR, 1 ABSENT TO SET PUBLIC HEARING FOR MONDAY, FEBRUARY 8<sup>TH</sup> TO DISCUSS REVISIONS TO ORDINANCE #6, PARKING ORDINANCE.**

**5. APPOINTMENT OF BALLOT CLERKS FOR FEBRUARY 9, 2016 PRESIDENTIAL PRIMARY.**

Ms. Griffin stated that Jan Chapman would be added to the list of volunteer ballot clerks as outlined in Betsy McClain's memo to the Board.

**Select Board Member Carter MOVED to Appoint Ballot Clerks as Outlined in the Memo for the February 9, 2016 Presidential Primary. Select Board Member Whitcomb SECONDED the Motion.**

**THE BOARD VOTED 4 IN FAVOR, 1 ABSENT TO APPOINT BALLOT CLERKS AS OUTLINED IN THE MEMO FOR THE FEBRUARY 9, 2016 PRESIDENTIAL PRIMARY.**

**6. BANNER REQUESTS:**  
**a. Hanover Parks & Recreation—Pond Party Banner**  
**b. Town of Hanover—VOTE Banner**

Ms. Griffin stated that the Town can accommodate all requests.

**Select Board Member Whitcomb MOVED to Approve the Banner Requests of the Hanover Parks & Recreation—Pond Party Banner and Town of Hanover—VOTE Banner. Select Board Member Geraghty SECONDED the Motion.**

**THE BOARD VOTED 4 IN FAVOR, 1 ABSENT TO APPROVE THE BANNER REQUESTS OF THE HANOVER PARKS & RECREATION—POND PARTY BANNER AND TOWN OF HANOVER—VOTE BANNER.**

**7. APPROVAL OF MINUTES:**  
**a. December 7, 2015**  
**b. December 21, 2015**

**Select Board Member Geraghty MOVED to Approve the Minutes of December 7, 2015.  
Select Board Member Whitcomb SECONDED the Motion.**

**THE BOARD VOTED 4 IN FAVOR, 1 ABSENT TO APPROVE THE MINUTES OF  
DECEMBER 7, 2015.**

**Select Board Member Geraghty MOVED to Approve the Minutes of December 21, 2015.  
Select Board Member Carter SECONDED the Motion.**

**THE BOARD VOTED 3 IN FAVOR, 1 ABSENT, 1 ABSTAINED TO APPROVE THE  
MINUTES OF DECEMBER 21, 2015 (Select Board Member Whitcomb abstained from  
the vote).**

**8. ADMINISTRATIVE REPORTS.**

Ms. Griffin let the Board know that House Bill 430 related to the Veteran's tax credit passed the House last week and will now be going to the Senate. If passed by the Senate, the bill could impact Town Meeting in 2017.

Currently, veterans eligible for the tax credit must have served during prescribed periods of war. The passing of House Bill 430 would remove those prescribed periods of service from the eligibility requirement—anyone serving in the military at any time, as long as they were honorably discharged, would be eligible.

The impact at the 2017 Town Meeting would be the decision to reduce the amount of the tax credit based on the increase in the number of taxpayers eligible for the credit.

Ms. Griffin stated that at the Board Meeting on February 8<sup>th</sup>, they would be discussing the potential expansion of Campion Arena. Approval of the expansion by the City of Lebanon would require the College to grant some additional property to the Town of Hanover, which, in turn, requires Town Meeting approval. In addition, the current Campion Arena is on Town of Hanover property, and application for the construction of the additional rink requires the signature of the property owner. Ms. Griffin will be looking for the Board's approval to sign the application as the property owner. Members of the rink committee will be making a presentation about the project to the Board at the February 8<sup>th</sup> meeting.

Town staff have been working on major revisions to the Personnel Policy and Ms. Griffin will be bringing a draft of the policy to the Board at an upcoming meeting.

**9. SELECT BOARD MEMBER REPORTS.**

**Select Board Member Joanna Whitcomb**

Select Board Member Whitcomb recently attending the Chamber of Commerce meeting, which was hosted by Hypertherm. They discussed the tenth anniversary of the Leadership Awards. The Bike and Pedestrian Committee met last month, but she was unable to attend. The next meeting is Thursday, February 4<sup>th</sup> at the Howe Library.

**Select Board Member Nancy Carter**

Select Board Member Carter reported that the Howe Board met last Thursday. There was a lengthy conversation about possible installation of cameras in the library. Doug Hackett, Communications Coordinator, and Corey Stevens, IT Director, were present at the meeting. Discussions will continue at the next meeting.

The Planning Board will be meeting tomorrow evening at 6:30 here in the Board Room and will continue to work on technical amendments. The February 2<sup>nd</sup> meeting will be the first public hearing on zoning amendments for Town Meeting. Details of the zoning amendments can be found on the Town's website. People wishing to comment on the amendments that are unable to attend the hearing may do so through the website.

**Chair Peter Christie**

Select Board Chair Christie reported that the Conservation Commission met and talked about plans that were vetoed by the Department of Environmental Services. They are looking at alternatives for plans at Wilson's Landing. One of the biggest issues is parking, especially for boat trailers. They also discussed potential budget needs for Wilson's Landing.

**Select Board Member Bill Geraghty**

Select Board Member Geraghty stated that the Hanover Finance Committee is now fully seated. They have been very busy working on the school budgets and will be reviewing the Town budget in February. The Parks and Recreation Board is looking for volunteers for the Pond Party on February 13<sup>th</sup>.

**10. OTHER BUSINESS.**

Ms. Griffin recently received an email from a Dartmouth graduate student who is also a member of NH HOSA-Future Health Professionals. Dartmouth will be hosting HOSA's leadership awards conference this year on March 17<sup>th</sup> & 18<sup>th</sup>. As the host of the conference, NH HOSA is requesting that the Select Board proclaim March 17<sup>th</sup>, 2016 as HOSA day in Hanover. In addition, they have asked for one of the Board members to attend the opening ceremonies on the

17<sup>th</sup> to make the announcement and speak briefly about the importance of health careers and education. Ms. Griffin has asked Vice Chair Rassias to represent the Board at the conference. **Select Board Member Carter MOVED to Proclaim March 17, 2016 as HOSA day in Hanover. Select Board Member Geraghty SECONDED the Motion.**

**THE BOARD VOTED 4 IN FAVOR, 1 ABSENT TO PROCLAIM MARCH 17, 2016 AS HOSA DAY IN HANOVER.**

Ms. Griffin stated that the polling hours for the NH Primary on February 9<sup>th</sup> must be set by the Board.

**Select Board Member Whitcomb MOVED to Set the Polling Hours for the NH Primary on February 9<sup>th</sup> from 7:00 A.M. to 7:00 P.M. Select Board Member Carter SECONDED the Motion.**

**THE BOARD VOTED 4 IN FAVOR, 1 ABSENT TO SET THE POLLING HOURS FOR THE NH PRIMARY ON FEBRUARY 9<sup>TH</sup> FROM 7:00 A.M. TO 7:00 P.M.**

Ms. Griffin added that the Board is required to have at least one representative present during polling hours. The Board typically divides this coverage into shifts. They also need three representatives present beginning at 7:00 P.M. to certify the vote. Shifts were assigned as follows: 7-9:30 AM-Select Board Member Carter; 9:30-12:00 PM-Select Board Member Whitcomb; 12:00-2:30 PM-Select Board Member Geraghty; 2:30-5:00 PM-Select Board Chair Christie; and 5:00-7:00 PM-Select Board Vice Chair Rassias. Select Board Members Carter, Geraghty, and Vice Chair Rassias will be present to certify the vote.

**Chairman Christie MOVED to Follow the Request for a Non-Public Session to Discuss Items Pursuant to RSA 91-A:3, II (a), (d) and (e).**

**SELECT BOARD MEMBER GERAGHTY VOTED YES; CHAIR CHRISTIE VOTED YES; SELECT BOARD MEMBER CARTER VOTED YES; SELECT BOARD MEMBER WHITCOMB VOTED YES. THE BOARD WENT INTO NON-PUBLIC SESSION AT 9:19 P.M.**

**Select Board Member Carter MOVED to Exit the Non-Public Session at 10:25 p.m. Select Board Chair Christie SECONDED the Motion.**

**THE BOARD VOTED 4 IN FAVOR, 1 ABSENT TO EXIT THE NON-PUBLIC SESSION.**

## **11. ADJOURNMENT.**

**Select Board Member Carter MOVED to Adjourn the Meeting at 10:25 p.m. Select Board Chair Christie SECONDED the Motion.**

**THE BOARD VOTED 4 IN FAVOR, 1 ABSENT TO ADJOURN THE MEETING.**

Respectfully Submitted,

Joanna Whitcomb, Secretary

*Minutes prepared by Adriane Coutermarsh.*

### SUMMARY

1. **Select Board Member Joanna Whitcomb MOVED to refer to the Board of Selectmen as “The Select Board” Moving Forward. Select Board Member Geraghty SECONDED the Motion.**

**THE BOARD VOTED 4 IN FAVOR, 1 ABSENT, TO REFER TO THE BOARD OF SELECTMEN AS “THE SELECT BOARD” MOVING FORWARD.**

2. **Select Board Member Geraghty MOVED to Set Public Hearing for Monday, February 8<sup>th</sup> to Discuss Revisions to Ordinance #6, Parking Ordinance. Select Board Member Carter SECONDED the Motion.**

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4. **Select Board Member Whitcomb MOVED to Approve the Banner Requests of the Hanover Parks & Recreation—Pond Party Banner and Town of Hanover—VOTE Banner. Select Board Member Geraghty SECONDED the Motion.**

**THE BOARD VOTED 4 IN FAVOR, 1 ABSENT TO Approve the Banner Requests of the Hanover PARKS & RECREATION—POND PARTY BANNER AND TOWN OF HANOVER—VOTE BANNER.**



5. **Select Board Member Geraghty MOVED to Approve the Minutes of December 7, 2015. Select Board Member Whitcomb SECONDED the Motion.**

**THE BOARD VOTED 4 IN FAVOR, 1 ABSENT TO APPROVE THE MINUTES OF DECEMBER 7, 2015.**

6. **Select Board Member Geraghty MOVED to Approve the Minutes of December 21, 2015. Select Board Member Carter SECONDED the Motion.**

**THE BOARD VOTED 3 IN FAVOR, 1 ABSENT, 1 ABSTAINED TO APPROVE THE MINUTES OF DECEMBER 21, 2015 (Select Board Member Whitcomb abstained from the vote).**

7. **Select Board Member Carter MOVED to Proclaim March 17, 2016 as HOSA day in Hanover. Select Board Member Geraghty SECONDED the Motion.**

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9. **Chairman Christie MOVED to Follow the Request for a Non-Public Session to Discuss Items Pursuant to RSA 91-A:3, II (a), (d) and (e).**

**SELECT BOARD MEMBER GERAGHTY VOTED YES; CHAIR CHRISTIE VOTED YES; SELECT BOARD MEMBER CARTER VOTED YES; SELECT BOARD MEMBER WHITCOMB VOTED YES. THE BOARD WENT INTO NON-PUBLIC SESSION AT 9:19 P.M.**

10. **Select Board Member Carter MOVED to Exit the Non-Public Session at 10:25 p.m. Select Board Chair Christie SECONDED the Motion.**

**THE BOARD VOTED 4 IN FAVOR, 1 ABSENT TO EXIT THE NON-PUBLIC SESSION.**

11. **Select Board Member Carter MOVED to Adjourn the Meeting at 10:25 p.m. Select Board Chair Christie SECONDED the Motion.**

**THE BOARD VOTED 4 IN FAVOR, 1 ABSENT TO ADJOURN THE MEETING.**