

FINAL

SELECT BOARD MEETING

April 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 Vice Chair Rassias. Present were: Athos Rassias, Vice Chair; Nancy Carter, Select Board Member; Bill Geraghty, Select Board Member; and Julia Griffin, Town Manager. Absent: Peter Christie, Chair; Joanna Whitcomb, Select Board Member.

1. PUBLIC COMMENT

Vice Chair Rassias asked for Public Comment. There were no comments from the public.

2. REVIEW OF PROPOSED REVISIONS TO THE TOWN'S PERSONNEL POLICY.

Human Resources Director David Stewart was present to highlight the changes to the Personnel Policy and to answer any questions from the Board.

Mr. Stewart stated that this is the first comprehensive update to the Town's Personnel Policy since 2001. Assuming the changes meet the Board's approval, the Policy would be effective May 1st. Most of the changes relate to updates in State and Federal laws. Provisions on the Family Medical Leave Act (FMLA) and Americans with Disabilities Act (ADA) and military leave provisions have been brought up to date and into compliance. In addition, there have been changes to how the Town defines different types of employees for purposes of ensuring compliance with the Affordable Care Act (ACA) provisions.

He added that one of the significant proposed changes relates to the Town's Earned Time policy for salaried employees and would apply to salaried employees hired after April 1st of this year. Earned time provides salaried staff a single leave balance for purposes of vacation, sick and personal leave. The current Earned Time policy awards Earned Time based on years of service, and results in employees accruing far more leave time than they can actually use, capped at 170 days maximum. The new policy brings Hanover in line with other New Hampshire communities by limiting Earned Time to 34 days annually and allowing a maximum accumulation of 90 days.

Another change to the Policy is inclusion of a provision that specifically authorizes recruiting within departments for promotional opportunities if approved by the Town Manager. Review and approval is necessary on a case by case basis to ensure that internal promotions do not conflict with the Town's equal employment opportunity policy, and do not improperly preclude qualified Town employees in other departments or the general public from applying for a position. Mr. Stewart invited the Board to ask any questions they may have.

Select Board Member Geraghty asked for clarification on the Earned Time policy and what happens with Earned Time for an employee in a non-exempt position that gets promoted to a salaried position. Mr. Stewart replied that the new policy would apply to such an employee. He also asked about the term “Personnel Policy,” which is an old term. Mr. Stewart stated that he is open to other suggestions on the title of the policy, and “Personnel Policy” is an old-fashioned term. The Board discussed changing the title to “Employment Policies,” which all present Board members, Ms. Griffin, and Mr. Stewart agreed on.

Mr. Stewart also wished to draw the Board’s attention on changes to Chapter 15 of the Policy, which includes addition of a general Code of Conduct for employees relating to civility and professionalism. He noted that this is not much of an issue for the Town of Hanover, but is a problem nationally.

Vice Chair Rassias noted that the Town does have an Ethics Policy and this added Code of Conduct seemed very similar. Ms. Griffin agreed and stated that some of the changes to the Policy are related to issues that have come up at certain times, some are in response to our employment law attorney, and some are anticipatory.

Vice Chair Rassias also noted that the Policy also includes definitions for “gift(s)” and “gratuit(ies)” and that employees are discouraged from accepting anything other than minor tokens such as baked goods. Mr. Stewart stated that this part of the Policy was modified in response to issues that have arisen in which there was question of properness. The Policy aims to make it more clear to employees what is or is not acceptable. Anything that creates the appearance that something is being given in exchange for an expectation of performance or non-performance of one’s job is prohibited. Vice Chair Rassias asked about the procedural provision that any employee accepting a gift or gratuity notify the Human Resources Director. Mr. Stewart stated that this was added by recommendation of the employment attorney and allows for some evaluation of the gift in a confidential setting before it is discussed with the employee’s supervisor or with other employees.

Vice Chair Rassias also asked about the potential of any employees in disagreement with any of the policies. Mr. Stewart stated that, ultimately, the Town Manager is the arbiter, so any disagreements could go to Ms. Griffin for review. He added that we do have an Open Door Policy and the draft of the revised Personnel Policy includes provisions for appealing decisions such as disciplinary action, which would also go to the Town Manager. Ms. Griffin added that it is very rare that such a disagreement goes to her level.

Select Board Member Carter stated that the clarity with which Mr. Stewart organized the Policy would be very helpful for both employees and their supervisors and thanked him for his efforts in this.

Mr. Stewart noted that the goal of the Policy is to serve as a helpful guide to employees as opposed to a document used to discipline employees.

Select Board Member Geraghty MOVED to Adopt the Employment Policies as Drafted and Amended. Select Board Member Carter SECONDED the Motion.

THE BOARD VOTED 3 IN FAVOR, 2 ABSENT TO ADOPT THE EMPLOYMENT POLICIES AS DRAFTED AND AMENDED.

3. REVIEW OF TAX ABATEMENT REQUEST.

Ms. Griffin noted that staff have received a tax abatement request for fees and penalties. The taxpayer's reason for request is that the tax bills were not received due to an incorrect address. Town staff recommends that the Board not grant this request.

Vice Chair Rassias stated that, while he sympathizes with the taxpayer's position, the Town's policy is that individuals should be seeking out their tax bills.

Select Board Member Carter MOVED to Deny the Tax Abatement Request. Select Board Member Geraghty SECONDED the Motion.

THE BOARD VOTED 3 IN FAVOR, 2 ABSENT TO DENY THE TAX ABATEMENT REQUEST.

Ms. McClain did want to express to the Board how gracious the requesting taxpayer was and Ms. McClain appreciates the time he took to present his case.

4. TOWN MEETING PREPARATION.

Ms. Griffin noted that Charlie Garipay and Moderator Stephens Fowler were both present at the meeting to participate in discussion of the upcoming Town Meeting.

She stated that, last week, the insurance adjuster for Hanover High School pronounced the school's gymnasium off-limits and closed it. This is a result of flooding of the gymnasium back in February. Ms. Griffin discussed with Jonathan Brush at the High School about putting the voting booths in the hallway and using the auditorium for Town Meeting. However, the school play will be set up in the auditorium that evening and the theatrical director is reluctant to allow use of that area. Mr. Brush has offered use of the cafeteria, but it isn't big enough.

Vice Chair Rassias asked about use of the gymnasium or auditorium at one of the other schools. Ms. Griffin stated that we did this about eight or ten years ago, and it caused much confusion for voters. In turn, there was more confusion when the venue changed back to the High School. Ms. Griffin said that Town staff are adamant about trying to stay put if at all possible, so she is trying to convince the school district to allow use of the High School auditorium with the promise that we be very vigilant about protecting equipment set up for the play. If this doesn't work out, the Multipurpose Room at the Community Center may be an option, however, the occupancy limit is 220. We typically get about 150 taxpayers attending the Business Meeting portion, so this should suffice, though that is a low turnout.

Select Board Member Carter suggested advocating for use of the auditorium at the High School to the Principal and/or Superintendent, as there would be no rehearsal or play going on at that time. This is an issue of needs of the entire Town versus the wishes of one or two individuals, though she stated she does have great respect for all of the individuals in the program. Ultimately, the building belongs to the entire Town. Select Board Member Geraghty stated that he agrees, assuming there is no performance scheduled for that time, and stated that there are enough people available to ensure the safety of equipment set up for the play. Select Board Member Carter added that taxpayers are also much more comfortable with the parking situation at the High School for Town Meeting than at the Community Center. Select Board Member Geraghty emphasized that we should advocate for use of the High School auditorium, but asked what "Plan B" would be if, for some reason, that doesn't work out.

Betsy McClain, Director of Administrative Services, noted that she understands there is a dress rehearsal scheduled the same day of Town Meeting, so it's possible the drama program participants are expecting to use the auditorium at that time. She also feels that it would not be appropriate to expect use of the Multipurpose Room at the Recreation Center due to the capacity limit, as we don't want to advocate for a low turnout. She therefore feels that the next option would be to use the Middle School. Moderator Fowler added that you cannot legally or morally turn people away from attending Town Meeting because of capacity restrictions.

Select Board Member Carter stated that, no matter what the location for the Business Meeting portion, the daytime voting should be held at the same location. Moderator Fowler stated that we would have to do so as many people are present to vote for the ballot items just before Town Meeting starts.

CATV filmer Vincent stated that, from what he can remember from previously being involved the High School's drama program, dress rehearsal is typically held on a Tuesday, Dark Day (a rest day) is on Wednesday, and the play's opening night is on Thursday. Typically, when there is some sort of problem with holding dress rehearsal on Tuesday, Wednesday has been used to fall back on.

Ms. McClain added that there may be a problem with broadcasting Town Meeting from the Middle School.

Select Board Member Carter asked whether the High School gymnasium being closed at the time of Town Meeting was definite. Ms. Griffin replied that she understands that half of the gymnasium is still being used.

Select Board Member Carter added that the High School staff's accommodation in allowing use of their space in any way possible creates an opportunity for the public to see that the Town and school are partners in serving their citizens.

Ms. Griffin noted that Town Reports came out today and are being distributed. Tomorrow, she will be discussing a mailing with Administrative Assistant Betsy Smith of the Warrant Articles and Background Information to all property owners. She added that, in addition, the Town Report will be mailed out to anyone who asks. The Town Report can also be read online in a pdf

version. Ms. Griffin stated that the Town Report is put together and edited by Betsy Smith and she does a great job. Vice Chair Rassias added that the Town Report looks very nice.

Ms. McClain stated that she would prefer not mailing out the Warrant Articles and Background Information to everyone, as she is unsure how effective that is, considering anyone that is interested has typically asked for the Town Report to be mailed to them already, which includes that information. She added that putting together a video, such as the Planning Board recently did about the zoning-related Warrant Articles, is a more engaging way of informing voters. Select Board Member Carter added that the video has been recorded in cooperation with CATV and she will be getting assistance in burning the video onto DVDs. They will be available at Kendal, Town Hall, the Howe Library, and the Etna Library. It will also appear on the Town website and on CATV's website. She wished to thank the CATV staff for their goodwill in helping produce the video.

Vice Chair Rassias asked how much it costs to send out the mailings. Ms. McClain responded that the materials themselves are not expensive, but the labor put into preparing the materials for mailing feels less than rewarding for the amount of attention people seem to pay to it. It would be helpful to hear feedback about whether the materials are useful. Charlie Garipay added that, because the materials are sent in a bulk mailing, many of them are thrown away or returned because they cannot be forwarded. Select Board Member Geraghty also stated that it does not seem the labor put into assembling and mailing the materials is valued and suggested sending a postcard with information about the several options available for seeing the material. Vice Chair Rassias added that this would also be a good way to inform people of the change in venue, if needed. Select Board Member Carter stated that she is in favor of trying this.

Ms. Griffin stated that she will be emailing each of the Select Board Members with the Warrant Articles they each will be presenting and the related motions.

Ms. Griffin added that Kate Connolly will be stepping down from the Advisory Board of Assessors as of Town Meeting's date because she is relocating. As Ms. Griffin has not found someone yet to replace her, the Board can either appoint someone administratively to then be elected a year from now, or she can attempt find someone to be elected at this year's Town Meeting. Vice Chair Rassias noted that Kate Connolly has served the Town of Hanover in a number of different roles over many years and deserves a warm thank you. Select Board Member Carter added that there is a bench outside Town Hall in her honor and is also very grateful for her service.

Charlie Garipay stated that there is a sound system in the High School auditorium, so we may be able to use that if Town Meeting is held in the auditorium. Ms. Griffin stated that she is aware of this, but the High School charges the Town to use their sound system, so we may use the system already arranged for. Vice Chair Rassias asked for clarification on what the charge is for related to use of the High School's sound system. Ms. Griffin stated that they have a standing fee for use of the system, and anyone using it, other than the High School, has to pay the fee.

5. RECOMMENDATION TO SET TOWN MEETING POLLING HOURS.

Vice Chair Rassias stated that, traditionally, Town Meeting polling hours are set from 7:00 a.m. to 7:00 p.m.

Select Board Member Geraghty MOVED to Set Town Meeting Polling Hours from 7:00 a.m. to 7:00 p.m. Select Board Member Carter SECONDED the Motion.

THE BOARD VOTED 3 IN FAVOR, 2 ABSENT TO SET TOWN MEETING POLLING HOURS FROM 7:00 A.M. TO 7:00 P.M.

Moderator Fowler added that, as moderator, he may delay start of the Business Meeting due to the possible change in venue.

6. BANNER REQUESTS:
a. Circus Smirkus
b. Hanover Farmer's Market

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

Select Board Member Geraghty MOVED to Approve the Banner Requests of Circus Smirkus and Hanover Farmer's Market. Select Board Member Carter SECONDED the Motion.

THE BOARD VOTED 3 IN FAVOR, 2 ABSENT TO APPROVE THE BANNER REQUESTS OF CIRCUS SMIRKUS AND HANOVER FARMER'S MARKET.

7. APPROVAL OF MINUTES:
a. February 29, 2016

Select Board Member Geraghty MOVED to Approve the Minutes of February 29, 2016. Select Board Member Carter SECONDED the Motion.

THE BOARD VOTED 3 IN FAVOR, 2 ABSENT TO APPROVE THE MINUTES OF FEBRUARY 29, 2016.

8. ADMINISTRATIVE REPORTS.

Ms. Griffin stated that the next meeting scheduled for the Board can be canceled unless the Board feels it necessary. She will not have anything on the agenda for that evening. The Board agreed on canceling the meeting.

Ms. Griffin stated that coverage for polling hours need to be assigned. As Vice Chair Rassias is running again, he cannot cover any polling hours. Select Board Member Carter will cover 7:00 a.m. to 10:00 a.m.; Select Board Member Geraghty will cover 10:00 a.m. to 1:00 p.m.; Chair Christie will cover 1:00 p.m. to 4:00 p.m.; and Select Board Member Whitcomb will cover from 4:00 p.m. to 7:00 p.m.

9. SELECT BOARD MEMBER REPORTS.

Select Board Member Bill Geraghty

Select Board Member Geraghty reported that the Finance Committee met recently and discussed the Bonding Policy draft and have made suggestions. He suggests placing this on the Board's agenda after Town Meeting.

Select Board Member Nancy Carter

Select Board Member Carter stated that the Howe board met last Thursday to start formal work on an update of the ten-year plan to be done in five-year segments. They anticipate having a "skeleton" of the plan in place by the time the new Howe Library Director is on board. The Planning Board, in addition to the DVDs they created, will have information tables set up in the reception area of the Hanover Co-op on Saturday and Sunday before Town Meeting. Starting on page 28 of the green pages in the Town Report is the Background Information for the Warrant Articles. The Planning Board welcomes comments. She also thanked Willy Black for stepping in as Moderator for the video.

Vice Chair Rassias

Vice Chair Rassias reported that the Bike and Pedestrian Committee has been very busy planning a bike rodeo to be held at the Ray School on May 7th at 9:00 a.m. as well as dedication of the Multi-Use Path on Lyme Road at 7:39 a.m. on Wednesday, May 4th. Scott Hunt of the Bike and Pedestrian Committee has been instrumental in planning the rodeo.

10. OTHER BUSINESS.

Ms. Griffin stated that the Board needs to set a Public Hearing to consider a license agreement for use of Costello Field. We recently discovered that the field belongs to the Church and not the Town as had been assumed for many years. The Town will be entering into a license agreement with the Church for use of the field, but the Board must hold a public hearing first.

Select Board Member Carter MOVED to Set a Public Hearing for Monday, May 16th to Consider a License Agreement for Costello Field.

THE BOARD VOTED 3 IN FAVOR, 2 ABSENT TO SET A PUBLIC HEARING FOR MONDAY, MAY 16TH TO CONSIDER A LICENSE AGREEMENT FOR COSTELLO FIELD.

Vice Chair Rassias MOVED to Follow the Request for a Non-Public Session to Discuss Items Pursuant to RSA 91-A:3, II (b) and (e).

SELECT BOARD MEMBER GERAGHTY VOTED YES; VICE CHAIR RASSIAS VOTED YES; SELECT BOARD MEMBER CARTER VOTED YES. THE BOARD WENT INTO NON-PUBLIC SESSION AT 8:36 P.M.

Vice Chair Rassias MOVED to Exit the Non-Public Session at 8:53 p.m. Select Board Member Geraghty SECONDED the Motion.

THE BOARD VOTED 3 IN FAVOR, 2 ABSENT TO EXIT THE NON-PUBLIC SESSION.

11. ADJOURNMENT.

Vice Chair Rassias MOVED to Adjourn the Meeting at 8:53 p.m. Select Board Member Geraghty SECONDED the Motion.

THE BOARD VOTED 3 IN FAVOR, 2 ABSENT TO ADJOURN THE MEETING.

Respectfully Submitted,

Nancy Carter, Secretary

Minutes prepared by Adriane Coutermarsh.

SUMMARY

1. **Select Board Member Geraghty MOVED to Adopt the Employment Policies as Drafted and Amended. Select Board Member Carter SECONDED the Motion.**

THE BOARD VOTED 3 IN FAVOR, 2 ABSENT TO ADOPT THE EMPLOYMENT POLICIES AS DRAFTED AND AMENDED.

2. **Select Board Member Carter MOVED to Deny the Tax Abatement Request. Select Board Member Geraghty SECONDED the Motion.**

THE BOARD VOTED 3 IN FAVOR, 2 ABSENT TO DENY THE TAX ABATEMENT REQUEST.

3. **Select Board Member Geraghty MOVED to Set Town Meeting Polling Hours from 7:00 a.m. to 7:00 p.m. Select Board Member Carter SECONDED the Motion.**

THE BOARD VOTED 3 IN FAVOR, 2 ABSENT TO SET TOWN MEETING POLLING HOURS FROM 7:00 A.M. TO 7:00 P.M.

4. **Select Board Member Geraghty MOVED to Approve the Banner Requests of Circus Smirkus and Hanover Farmer's Market. Select Board Member Carter SECONDED the Motion.**

THE BOARD VOTED 3 IN FAVOR, 2 ABSENT TO Approve the Banner Requests of CIRCUS SMIRKUS AND HANOVER FARMER'S MARKET.

5. **Select Board Member Geraghty MOVED to Approve the Minutes of February 29, 2016. Select Board Member Carter SECONDED the Motion.**

THE BOARD VOTED 3 IN FAVOR, 2 ABSENT TO APPROVE THE MINUTES OF FEBRUARY 29, 2016.

6. **Select Board Member Carter MOVED to Set a Public Hearing for Monday, May 16th to Consider a License Agreement for Costello Field.**

THE BOARD VOTED 3 IN FAVOR, 2 ABSENT TO SET A PUBLIC HEARING FOR MONDAY, MAY 16TH TO CONSIDER A LICENSE AGREEMENT FOR COSTELLO FIELD.

7. **Vice Chair Rassias MOVED to Follow the Request for a Non-Public Session to Discuss Items Pursuant to RSA 91-A:3, II (b) and (e).**

SELECT BOARD MEMBER GERAGHTY VOTED YES; VICE CHAIR RASSIAS VOTED YES; SELECT BOARD MEMBER CARTER VOTED YES. THE BOARD WENT INTO NON-PUBLIC SESSION AT 8:36 P.M.

8. Vice Chair Rassias **MOVED** to Exit the Non-Public Session at 8:53 p.m. Select Board Member Geraghty **SECONDED** the Motion.

THE BOARD VOTED 3 IN FAVOR, 2 ABSENT TO EXIT THE NON-PUBLIC SESSION.

9. Vice Chair Rassias **MOVED** to Adjourn the Meeting at 8:53 p.m. Select Board Member Geraghty **SECONDED** the Motion.

THE BOARD VOTED 3 IN FAVOR, 2 ABSENT TO ADJOURN THE MEETING.